

**GOVERNMENT OF MANIPUR**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**4<sup>th</sup> Floor, West Block, New Secretariat, Imphal West-795001**  
**E-mail: [dit-mn@nic.in](mailto:dit-mn@nic.in)**

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**Expression of Interest for establishing IIIT on PPP mode**

**No.30/9/2011-DIT(Pt-I):** The notification inviting Expression of Interest (EOI) for selection of Private Partner towards setting-up of an Indian Institute of Information Technology, Manipur through e-Tender Portal i.e. <https://manipurtenders.gov.in> vide this office Notification of even number dated 30.01.2014 and dated 14.02.2014 stands cancelled.

2. Further, Department of Information Technology, Government of Manipur invites response to Expression of Interest (EOI) from potential Industry Partners who are willing and could be associated with the project by investing **minimum 7.5%** of the capital cost (Rs. 128.00 crores) as specified in the guidelines of Ministry of Human Resource Development, Government of India.

3. The proposal may be submitted through e-Tender Portal i.e. <https://manipurtenders.gov.in>. Details of submission timelines are as below:

- |                                   |   |   |
|-----------------------------------|---|---|
| a. Last date of submission of EoI | - | 1 <sup>st</sup> April, 2014 at 4:00 PM  |
| b. Date of opening of EoI         | - | 3 <sup>rd</sup> April, 2014 at 4:00 PM  |
| c. Date of Presentation           | - | 5 <sup>th</sup> April, 2014 at 11:00 AM |

4. EoI documents may be seen/downloaded from <https://manipurtenders.gov.in>, <http://manipur.gov.in> and <http://ditmanipur.gov.in>

*Nambam Dabm*

**(N. Deben)**

Officer on Special Duty (IT)

Imphal, 4<sup>th</sup> March, 2014

**Copy to:**

1. Principal Secretary (IT), Government of Manipur
2. Director (DIPR), Government of Manipur
  - For publishing the notification within the size of 8 cm length and 8 cm height (8x8) in 2 (two) widely circulated National Newspaper and 4 (four) local dailies.
3. Shri Martha Khuman, IO-II, DIT
  - To upload the notification on <http://manipurtenders.gov.in>, <http://manipur.gov.in> and <http://ditmanipur.gov.in>.



**GOVERNMENT OF MANIPUR  
DEPARTMENT OF INFORMATION TECHNOLOGY**

**EXPRESSION OF INTEREST DATED 4<sup>th</sup> MARCH 2014**

**SEEKING INDUSTRY PARTNERS FOR SETTING UP INDIAN INSTITUTE OF  
INFORMATION TECHNOLOGY – MANIPUR (IIIT-M), AT NIGHTHOUPHAM VILLAGE,  
SENAPATI DISTRICT UNDER PUBLIC PRIVATE PARTNERSHIP (PPP) BASIS**

**DEPARTMENT OF INFORMATION TECHNOLOGY  
GOVERNMENT OF MANIPUR**

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### Important Information Sheet

Event	Particulars
1. Place of Submission of EOI	To Be uploaded in the portal: <a href="https://manipurenders.gov.in">https://manipurenders.gov.in</a>
2. Last Date of Submission of EOI	1 <sup>st</sup> April, 2014, 4:00 PM.
3. Date & Time of Opening of EOI	3 <sup>rd</sup> April, 2014, 4:00 PM.
4. Date & Time of Presentation on Proposal	5 <sup>th</sup> April, 2014, 11:00 AM.
5. Contact Person	Shri Nambam Deben Officer on Special Duty (IT) <a href="mailto:n.deben@nic.in">n.deben@nic.in</a> .
6. Contact Address and Numbers	Department of Information Technology 4 <sup>th</sup> Floor, West Block, New Secretariat Babupara, Imphal – 795001.

## 1. Introduction

The Department of Information Technology (DIT), Government of Manipur (GoM) invites Expression of Interest (EOI) from interested and eligible reputed Industry Partners for setting up of an Indian Institute of Information Technology (IIIT) in Manipur at Ningthoupham Village, Senapati District. The IIIT shall also have an additional campus for post-graduation, research and incubation center on a land about 15 acres adjacent to the proposed IT SEZ in Mantripukhri, Chingmeirong Nongpok, Heigang, Imphal East. Setting up of the IIIT in Manipur is under the flagship scheme of Ministry of Human Resource Development, Government of India wherein 20 new IIIT shall be set up through Public Private Partnership (PPP). **The objective of this EOI is to select/shortlist willing and eligible Industry Partner(s) for being associated with the Setting up of the Indian Institute of Information Technology, Manipur (IIIT - M).**

### 1.1. Establishment of new Indian Institute of Information Technology, Manipur (IIIT - M) in PPP Mode

To address the challenges faced by the Indian IT industry and growth of the domestic IT market, the Ministry of Human Resource Development, Government of India intends to set up 20 new Indian Institutes of Information Technology (IIIT), on a Not-for-profit Public Private Partnership (N-PPP) basis. The partners would be the Ministry of Human Resource Development, Government of India, Government of the respective State where each IIIT will be established, and the industry.

The major objective in establishing IIITs is to set up a model of education which can produce best-in-class human resources in IT and harness the multidimensional facets of IT in various domains. While the number of students produced by these IIITs would be small, the impact they create would be disproportionately great. These new IIITs are intended to be world class institutions and would act as the Lead or Spearhead institutions that are:

- Autonomous, not-for-profit, self-sustaining, research-led education institutions,
- Set up under an Act of Parliament (since this process is time consuming, the IIITs initially may be registered as Societies under the Societies Registration Act 1860),
- Set up to contribute significantly to the global competitiveness of key sectors of the Indian economy and industry,
- Focused on applied research and education in IT in selected domain areas,
- Managed by professionals from the area of academics and research, under the guidance of a Governing Board that has representatives of participating companies

that are making a significant contribution/ commitment, Industry Association(s), eminent academicians & researchers and representatives from Government.

According to the proposed scheme, the Central Government, State Government and the Industry Partner(s) will be the stakeholders in this project. The estimated capital cost of IIIT is Rs. 128.00 Crore over a period of five years and to be contributed in the ratio of 57.5:35:7.5 by the Central Government, the State Government and the industry respectively. During the first four years of setting up each IIIT, the Central Govt. will also provide assistance towards recurring expenditure / operating expenses and faculty development cost.

One of the important criteria for setting up IIIT is the availability of 50-100 acres of contiguous land or a minimum of 50 acres of land at one site with additional land available at another adjacent site. To meet this requirement Government of Manipur provided 50 acres of land in revenue area of Ningthoupham Village, Senapati District, in the vicinity of FCI Godown on the National Highway-2. The IIIT shall also have an additional campus for post-graduation, research and incubation center on a land about 15 acres, adjacent to the proposed IT SEZ in Mantripukhri, Chingmeirong Nongpok, Heigang, Imphal East. Other than investment of funds, the scheme is looking for the Industry Partner(s) whose commitment would be to help develop innovative products for the domestic market and make available exceptionally educated manpower for undertaking product development and doing applied research to enhance global competitiveness of Indian Industry.

## **2. Indian Institute of Information Technology in Manipur**

Manipur is a border state in the north eastern part of the country bounded by Nagaland in the north, Assam in the west and Mizoram in the south and shares international boundary with Myanmar. According to Census 2011, Manipur with a total population of 27,21,756 constitutes 0.225 per cent of the population of India and 6.12 per cent of the population in the Northeast.

State Domestic Product is one of the important indicators to assess the economic progress in a state. As per the State Economic Survey 2008-09, the Gross State Domestic Product of Manipur at constant prices has is Rs 5703 Crore in 2007-08 which has increased from Rs 3111 Crore in 2000-01 at a CAGR of 9%. The primary sector contributes reasonably to the State Domestic Product with agriculture being a major contributor to it which provides employment to about 57.38 per cent of the total population. Further, the net per capita income at current process for the State of Manipur stands at Rs 19,258 in 2007-08 vis-à-vis Rs. 33,131 for All India. Boost in per

capita income can be achieved through increasing employment in high income segments of the economy as one of the means.

The State has encouraged establishment of academic infrastructure for meeting the human resource needs of growing economy within the State as well as in the other parts of the country by leveraging the varied opportunities. A number of institutions in technical education have been established with private initiatives.

The consistent effort towards developing the education sector in the State reflects in the high literacy rate in the state at 79.8% which is higher than the national literacy rate of 74.04%. Further, the number of educational institutions has increased from 538 in 1950-51 to over 4,222 by the end of 2011-12 which comprises 4,089 schools, 62 colleges, 69 colleges for professional education and two universities.

The State Government accords top priority to the IT and ITES Sector in recognition of its potential for employment, exports, wealth generation and spin off on the growth of service sector. The State Government has formulated an IT Policy which provides several incentives for IT and ITES/BPO Industry. The Government has also announced a policy for Technology Parks, which gives considerable flexibility for setting up Technology Parks and IT SEZ.

IIIT at Ningthoupham Village, Senapati District is expected to fill a significant void in the IT space by providing quality IT professionals and researchers to the IT industry and high quality faculty for strengthening IT education and research in higher and technical education.

Availing the national scheme of establishing 20 new IIITs in the Country, the State Government of Manipur intends to establish IIIT-M at Ningthoupham Village, Senapati District in partnership with the Central Government and suitable Industry Partner(s) who are interested and committed to institution building in a Not for profit mode, for participating in this exciting project of the proposed IIIT-M. The Government of Manipur has already conveyed its commitment to MHRD, Govt. of India to provide its share of funds required for establishing the IIIT-M and also identified about 50 acres of land in revenue area of Ningthoupham Village, Senapati District, in the vicinity of FCI Godown on the National Highway-2. In addition, a land of about 15 acres has also been allocated to create a campus of post-graduation, research and incubation center adjacent to the proposed IT SEZ in Mantripukhri, Chingmeirong Nongpok, Heigang, Imphal East.

### 3. Public Private Partnership

#### 3.1. Eligibility Criteria for Partner

- 3.1.1. The Partner(s) can belong to both IT as well as non IT industries. The non IT industries can be manufacturing companies in which there is a demonstrated use of IT.
- 3.1.2. Public Sector Industries having large R&D establishments, working in the industrial clusters in various states can also participate to be the Partner.
- 3.1.3. Central and State Public Sector Undertakings (PSUs) can also apply to become partners.
- 3.1.4. Preference shall be given to the Partner(s) who is member of Industry Associations such as NASSCOM, FICCI, ASSOCHAM, CII etc.
- 3.1.5. The Partner(s) should normally have been in operations for at least 5 years.
- 3.1.6. The Partner(s) should preferably be listed companies with good governance and well regarded in the business community. For Partner not listed, demonstration of good track record and governance is required.
- 3.1.7. MNCs working in India with specialized knowledge and interest may also apply to become the Partner.
- 3.1.8. There may be one or more Industry Partners for setting up of the IIIT-M and the minimum contribution from such Partner(s) should be Rs. 9.6 crores (7.5%).
- 3.1.9. The same company/firm may fund different IIITs across India. There shall be no exclusive arrangements of any nature and the IIIT shall be free to work with multiple Partners.

#### 3.2. Expectations from an Industry Partner

- 3.2.1. The Partner(s) should be a company of repute, with good governance as listed above.
- 3.2.2. The capital cost of the IIIT will be around Rs. 128 Crore and as per the MHRD scheme the contribution of Central Government, State Government and the Industry partner will be in the ratio of 57.5:35:7.5. That means Government of India will contribute Rs. 73.6 Crores (57.5%), Government of Manipur Rs. 44.8 Crores (35%) and the **Industrial Partners(s) will contribute upto Rs. 9.6 Crores (7.5%)**. During the first four years of setting up the IIIT-M, the Central Government will also provide assistance towards the recurring expenditure, operating expenses and faculty development to the extent of year wise requirement of which will vary depending on growth of the Institute and requirement of the funds. 50% of the money to be



contributed by the Industry Partner(s) should be in the form of Irrevocable Bank Guarantee from a Nationalized Bank in the name of State Government.

- 3.2.3. For the IIIT-M to evolve into a world class academic institute it is important that the Infrastructure and facilities available the IIIT-M are best-in-class. A good infrastructure and facility will play a major role in attracting and retaining good faculty and also be conducive to provide exposure to the students to higher standards. Therefore it is important to develop an integrated campus which not only meet today's need of an IIIT-M, but also provides scope for expansion for facilities like **incubation centers, R & D Laboratories, Science & Technology Park** etc. which are essential for the IIIT-M to achieve its objective of becoming a best-in-class research institute. **The Partner(s) will be responsible for planning and designing strategies to achieve the above objective of the IIIT-M of becoming a world class academic institute.**
- 3.2.4. The Partner(s) should actively participate in the Governance of the Institute within the overall framework. For membership in the Board of Governors they should propose the nomination of senior officials to the Nominations Committee so that there is active participation.
- 3.2.5. The Partner(s) should be willing to do joint research projects with IIIT-M either through funding, collaboration or in any other manner.
- 3.2.6. The Partner(s) should be willing to depute very accomplished individuals as adjunct faculty or otherwise participate in the teaching activities of the institute.
- 3.2.7. The Partner(s) should be willing to allow students to do research projects as a part of their course, within their enterprise. They must also provide mentors for developing the students in such projects.
- 3.2.8. The Partner(s) should be willing to allow Sabbatical for short period to the faculty of the IIIT-M so that there is greater interaction.
- 3.2.9. The Partner(s) should be willing to sign agreements for use of IP jointly created by research on fair and equitable terms.
- 3.2.10. The Partner(s) should have the willingness and ability to co-create programs with the institution.
- 3.2.11. The Partner(s) should allow internship for students from the IIIT-M.
- 3.2.12. The Partners(s) should facilitate for placement of the students from the IIIT's.
- 3.2.13. The Partner(s) agreement will be a non-exclusive for both sides.
- 3.2.14. The Partner(s) industry should be willing to sponsor their eligible employees for PhD studies in the IIIT-M on normal terms so that there is a greater output of PhD's from industry.

3.2.15. The Partner(s) should be willing to join and help fund the start-up of the institution making a contribution, the floor value of which has been fixed at Rs. 9.6 Crores (7.5%).

### **3.3. Benefits to the Partner(s)**

The following are the main benefits for the Partner for setting up of IIIT-M:-

- i) The Industry partner(s) shall have upto 7.5% stake in the proposed IIIT-M based on the sanctioned project cost. Although the contribution is small, there is an opportunity to be associated with & build a high quality institution and concomitant benefits both commercial and otherwise.
- ii) The Industry Partner(s) can give directions to the research in the institution based on the perceived future needs of the entire industry. New IIIT would help develop R&D capability in IT Industry as well as in domain industry and open up new areas for Indian Industry where it shall be able to enter and reach world class levels. The institution would help the Industry in developing the innovative products for the domestic market, which will be the future products for the world. It would also enhance global competitiveness of Indian Industry by helping to create innovative products and services.
- iii) Domain areas of specialization from among those relevant to the State shall be finalized in consultation with Industry Partners.
- iv) The Partners(s) will be eligible upto 7.5% of total seats on the Board of Governance of the Institute, which will be completely empowered to make decisions like approvals of budget, purchases, capital and operational expenditure, faculty salaries, recruitment norms etc. It is recommended that the representative of the Corporate Partner is a full time employee of the Industry Partner and at a very senior level.
- v) The Partner(s) shall reap the benefits of leveraging and fostering the Incubation Centers/Research and Development facilities for R&D activities.
- vi) The Partner(s) will assist in developing need based course curriculum.
- vii) The Partner(s) shall leverage the IIIT-M as a talent pool for recruitment to retain the expertise suited to meet the need of the Partner.
- viii) Under any circumstances; no member of the Board will be granted special powers/ authority. All Board members will have equal authority.
- ix) The partner/ donor should be eligible for a full deduction of their contribution against their income under Income-Tax Act as is currently allowed for any grant made under S10 (22) of the Income-Tax Act 1961.

## 4. Instructions for submission of EOI

### 4.1. General Instructions

- a) Applicant is required to submit EOI application and Firm Data Sheet/EOI response sheet in the format given in the **Annexure I**.
- b) The Applicant is required to submit the Letter of Submission in the response in the format provided in **Annexure II**.
- c) A detailed presentation of the response of the EOI needs to be submitted. The presentation shall essentially include the vision of the Applicant for this institute, planning, areas of excellence, contribution and sustained association, besides other relevant details.
- d) Along with the response as per **Annexure I**, the Applicant is also required to submit certified copy of audited annual accounts and annual reports for the last three financial years ended on March 31, 2013 along with an Auditor's Certificate specifying Net Worth and Net Cash Accrual of the Partner.
- e) The Partner would be required to sign Memorandum of Agreement between the Govt. of India, State Govt. and Industry Partner; as prescribed by MHRD.
- f) The **last date for submission response to the EOI is 1<sup>st</sup> April 2014** and any response received after this date will be rejected.
- g) Address for submission of EOI: <https://manipurtenders.gov.in>

### 4.2. Process of Submission

The Applicant is required to organize its EOI in the following manner:-

- a) The submission of EOI application through <https://manipurtenders.gov.in>
- b) A detailed presentation of the response of EOI needs to be submitted through <https://manipurtenders.gov.in>

### 4.3. Evaluation and Shortlisting

- a. An Evaluation Committee comprising of Information Technology, Finance and Higher & Technical Education Departments shall be constituted for recommending the PPP Partner to be selected for establishing IIIT-M under a PPP mode through EOI and PPT.
- b. Shortlisted applicant will be invited to give a detailed Power Point Presentation and discussions with regard to its response to EOI.
- c. The selection of the Partner(s) shall be done on the basis of assessment of the information submitted in ***Annexure-I*** of the EOI, presentation and discussions before the Evaluation Committee, Company Profile and reputation in respective field.
- d. Government of Manipur reserves the right to select/ shortlist one or more Industry Partners among all the responses on the basis of the information provided on the EOI and the presentation.

## 5. Annexure I: Format for Providing Information as Partner

The Applicant needs to fill in the EOI response as per the format below:

<b>Information Table</b>		
<b>Commitment/ Willingness to become the Partner</b>		
<b>S. No</b>	<b>Particulars</b>	<b>Details</b>
1	Applicant's willingness/commitment to contribute fund for setting up the IIIT and becoming a Partner and comments (if any)	
2	Amount of funds, the Applicant is willing to invest (floor value of contribution is Rs.9.6 Crores)	
3	Other than investment of funds, please indicate the extent of commitments such as those listed in Para-3.2 of this EOI towards establishment of IIIT	
<b>General Information</b>		
	<b>Particulars</b>	<b>Details</b>
4	Registered Name of the Company/Address with full particulars, whether Central PSU/ State PSU/ MNC/ others, please specify.	
5	Profile of the Company with Organization Structure.	
6	Year of Establishment (please specify number of years, the company is in operation for a particular expertise)	
7	Names of Directors/ Chairman/ President/ Managing Director etc. (Please enclose Organization Chart)	
8	Membership of NASSCOM/ CII/ FICCI/ ASSOCHAM or any other reputed bodies, please specify date of membership and membership number, if applicable.	

9	Listing on BSE/ NSE or any other recognized exchange, please specify registration number and other details	
10.	Location of all the Offices of the Partner	
11	Chief Executive: Name, Address, Telephone No, email Id	
12	Single Point of Contact: Name, Address, Telephone No., email id	
13	Audited annual accounts & annual reports for last 3 financial years ending on 31.03.2013 with auditor's certificate specifying net worth and net cash accrual. (also to be submitted separately)	
14	Employee Strength of the Partner	
15	Annual Intake of employees of the Partner	
<b>Additional Information</b>		
	<b>Particulars</b>	<b>Details</b>
16.	<b>Preferred domain area of specialization (tick appropriate with details)</b>	
	<ul style="list-style-type: none"> <li>i. IT applications in Agriculture &amp; Rural Development</li> <li>ii. IT applications in Automobile</li> <li>iii. IT applications in Power &amp; Energy Management</li> <li>iv. IT applications in health care</li> <li>v. IT applications in Hospitality Industry</li> <li>vi. IT applications in banking and finance</li> <li>vii. IT applications in Industrial Automation</li> <li>viii. IT applications in Textile</li> <li>ix. e-Governance</li> <li>x. ITES/BPO</li> <li>xi. Bio informatics and bio technology</li> <li>xii. Any other</li> </ul>	
17.	Reasoning/Explanation for choosing the above Specialization	

18.	Planned number of recruitments from the proposed IIIT-M annually (approximate)	
19.	Previous association with higher educational or Research institutions, if any.	
20.	Preferred courses to be included in the curriculum to meet the industry/ Partner's expectations	
21.	Partner's approach on the operational model for setting up the proposed IIIT-M	
22.	Proposed focus areas for R&D and incubation in the proposed IIIT-M and the rationale for each of the areas in focus.	
23.	Any other relevant information which the partner may wish to furnish.	

**(Enclose all the relevant documents in support of the information supplied)**

It is certified that the information provided above is true. It is further certified that in the event of the information provided hereunder proves to be incorrect; Department of Information Technology, Government of Manipur has the right not to consider the response submitted by the company.

**(Signature of authorized signatory)**

**Name of Signatory:**

**Designation**

**Date:**

**6. Annexure II: Letter of Application**

(To be submitted with EOI Application by Applicant)

THE OFFICER ON SPECIAL DUTY (IT)  
DEPARTMENT OF INFORMATION TECHNOLOGY  
GOVERNMENT OF MANIPUR

**Sub: Submission of Expression of Interest (EOI) For Partnership in Setting up of Indian Institute of Information Technology - Manipur (IIIT-M) at Ningthoupham village, Senapati District under Public Private Partnership Mode.**

Sir,

With reference to the above EOI, (mention the reference details), we have examined and understood the instructions, terms and conditions provided in Invitation for EOI. We hereby enclose our EOI Application as mentioned in the prescribed format. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true, and correct in all respects. We also understand that Government of Manipur is not bound to accept the offer either in part or in full. If the Department rejects the offer in full or in part, it may do so without assigning any reasons thereof.

Yours faithfully,

Authorized Signatory  
(Name & Designation, seal of the firm)

Date:

Place:



## 7. Annexure III: Checklist for Submission

Sr. No.	Item	Yes/No
1	A detailed presentation of the response of the EOI needs to be submitted through the portal: <a href="https://manipur tenders.gov.in">https://manipur tenders.gov.in</a>	Yes/No
2	Completely filled up <b>Annexure - I</b> duly signed by the Authorized Signatory in the EOI application.	Yes/No
3	Completely filled up <b>Annexure - II</b> of the EOI Letter of Application.	Yes/No

**8. Annexure – IV**

**Memorandum of Association and Rules of IIIT – M**

**(As prescribed by MHRD)**

**Memorandum of Association**

**And**

**Rules of**

**Indian Institute of Information Technology – Manipur, (IIIT-M)**

## **Memorandum of Association of the Society**

### **1. Name of the Society**

The name of the Society shall be the *Indian Institute of Information Technology Society, Manipur* hereinafter referred to as "the Society"

### **2. Registered Office**

The registered office of the Society shall be situated at \_\_\_\_\_, and presently located at \_\_\_\_\_.

### **3. Definitions**

In this Memorandum and Rules made thereunder unless the context otherwise requires: -

- a) 'Board' in relation to the Institute , means the Board of Governors of the Society / Institute;
- b) "Central Government " means the Government of India;
- c) "Chairperson" means the Chairperson of the Board of the Society / Institute;
- d) "Institute" means Indian Institute of Information Technology, Manipur;
- e) "Rules and Regulation" in relation to the Society / Institute, means the Rules and Regulation of the Society / Institute made under this Memorandum of association;
- f) "Society" shall mean the Indian Institute of Information Technology Society, Manipur;
- g) "State Government" means Government of Manipur.

### **4. Objects of the Institute Society**

- a) to establish , set up , run and carry on the administration and management of the Indian Institute of Information Technology, Manipur;
- b) emerge amongst the foremost institutions in information technology and allied fields of knowledge;
- c) advance new knowledge and innovation in information technology and allied fields to power the nation to the forefront in the global context;

- d) Develop competent and capable youth imbued with the spirit of innovation and entrepreneurship with the social and environment orientation to meet the knowledge needs of the country and provide global leadership in information technology and allied fields;
- e) promote and provide transparency of highest order in matters of admission, appointments to various positions, academic evaluation, administration and finance;

## **5. Powers and Functions of the Society**

- (1) For attainment of its objectives, the Society may exercise the following powers and perform the following functions, namely:
  - a) to provide for instruction in such fields of knowledge concerning information technology and allied areas as the institute may think fit, for the advancement of learning and dissemination of knowledge ;
  - b) to lead , organize and conduct research and innovation in information technology and allied fields of knowledge in such manner as the institute may think fit, including in collaboration or association with any other Institute, educational institute , research organisation or body corporate;
  - c) to hold examinations and grant degrees diplomas , certificates and other academic or professional distinctions or titles; and to confer honorary degrees;
  - d) to organize , hold and conduct short term programs, refresher courses, workshops, seminars and conferences for the purpose of exchange and dissemination of information and knowledge in the areas of information technology and allied fields;
  - e) to design and develop instructional resource curricula, teaching aid , teaching material, evaluation system , educational technologies and learning resource centres;
  - f) to make provision for dissemination of knowledge emerging from research and for that purpose to enter into such arrangements ,including consultancy and advisory services , with other institutions, industry, civil society or other organizations, as the Institute may deem necessary ;
  - g) to institute teaching , research or other academics positions , required by the Institute with such designations as it may deem fit, and to appoint persons on tenure ,terms or otherwise to such position;
  - h) to appoint persons working in any other Institute or educational institution or involved in research of significance in any industry as adjunct, guest or visiting teachers of the Institute on such terms and for such duration as the Institute may decide;
  - i) to create administrative and other posts and make appointments thereto;

- j) to determine , specify and receive payment of fees and other charges, as the Institute may deem fit , from students and any other person, institution or body corporate for instruction and other services , including training , consultancy and advisory services , provided by the Institute.
- k) to receive gifts, grants, donations, assistance or benefactions from the Central or State Government;
- l) to receive bequests, donations, contributions and transfers of moveable or immovable properties from testators, donors, Institutes , Trusts, Companies or transferors, as the case may be, for the furtherance of the objectives of the Institute, provided that no such benefaction shall be accepted by the Institute which involves conditions or obligations contrary to or not in accordance with the objects of the Institute;
- m) to borrow , raise or secure the payment of any money on such terms and conditions and on such security , as may be deemed fit and proper provided they are not inconsistent with the objects of the Institute;
- n) to acquire by way of lease , sublease, gift, purchase, exchange, hire or in any manner ; any movable or immovable properties and any rights or privileges necessary or convenient for the purpose of the Institute and to construct , erect, alter, improve and maintain any building and to construct, improve ,alter , demolish or repair building and to with a view to achieve the objects of the Institute in accordance with law;
- o) to deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute:  
 Provided that no land or other immoveable property shall be disposed off by the Institute without the prior approval of Central Government  
 Provided further that where the land for the Institute has been provided free of cost by a State Government, such land may be disposed off only with the prior approval of such State Government;
- p) to established and maintain such infrastructure as may be necessary for carrying out the objects of the Institute ;
- q) to institute and award fellowships , scholarships , exhibitions , prizes and medals;
- r) to negotiate contracts on behalf of the Institute and vary and rescind such contracts;
- s) to borrow, raise or secure the payment of any money on such terms and conditions and on such security , as may be deemed fit and proper provided they are not inconsistent with the objects of the Institute.
- t) to do all such lawful things as may be necessary , incidental or conducive to the attainment of all or any of the objects of the Institute.
- u) to make Rules and Bye-laws for the conduct of the affairs of the Society and to add, to amend, to vary or rescind them from time to time.

## **6. Institute to be open to all races, creeds and classes.**

- (1) The Institute shall be open to all persons of either sex, irrespective of caste,

creed, religion, disability, domicile, ethnicity, social or economic background.

- (2) Admissions to every programme of study in the Institute shall be based on merit assessed through transparent and reasonable criteria disclosed through its prospective, prior to the commencement of the process of admission by the Institute:

Provided that the Institute shall be a Central Educational Institution for the purposes of the Central Educational Institutes (Reservation in Admission) Act, 2006.

**7. Institute to be distinct entity not for profit.**

The Institute shall be a not-for profit legal entity and no part of the surplus, if any, in revenue of such Institute, after meeting all expenditure in regard to its operations under the rules and regulations, shall not be invested for any purpose other than for the growth and development of such Institute or for conducting research therein.

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

**9. Transition Provisions**

- (i) The Society shall be constituted and shall function as per the Rules and Regulations framed for this purpose.
- (ii) The Management of the Society Institute shall be vested in the Board of Governors constituted under the Rules and Regulations of the Society and the first Board shall be constituted by the Central Government in consultation with the State Government and Industry Partners. This Board shall function till such a time as the Board in constituted in accordance with the provisions in the Rules and Regulations.

The names, addresses and occupations and designations of the first Members of the Governing Body of the Society to which, by the Rules and Bye-laws of the Society, the management of its affairs is entrusted, are:

Sl. No.	Name and Address	Occupation	Designation	Signature
1.	Education Secretary, Department of Higher Education, MHRD		Chairman	
2.	Chief Secretary of the		Member	

	State			
3.	Addl.Secretary, Tech. Edn., MHRD		Member	
4.	Financial Advisor, MHRD		Member	
5.	Principal Secretary, Technical Education of the State		Member	
6.	Joint Secretary (TE), MHRD		Member	
7.	Director of an NIT in the State		Member	
8.	VC of State University nominated by the State Government		Member	
9.	One representative each of participating industry partners.		Member (s)	

(Note- One members may be designated as Officiating Members-Secretary)

Copy of the Rules of the Society, certified to be a correct copy by Members of the Society is filed along with this Memorandum of Association.

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association and set our several and respective hands here into the form ourselves into a Society under the Manipur Society Registration Act 1989 (Manipur Act No. 1 of 1990) this ..... day of .....

1.	
2.	
3.	
4.	
5.	
6.	
7.	

**Witness:**



**Indian Institute of Information Technology  
Manipur  
Rules and Regulations of the Society/ Institute**

**1. Title**

These Rules and Regulation may be called "Rule and Regulation of the Indian Institute of Information Technology, Manipur " hereinafter referred to as "the Rules"

**2. Definitions**

In these Rule and Regulations, in addition to the definition in the Memorandum of Association, unless the context otherwise signifies –

- a. "Chairperson" shall mean the Chairperson of the Board of Governor;
- b. "Director" shall mean the Director of the Institute.
- c. "Executive Committee" shall mean the Executive Committee of the Institute;
- d." Finance Committee" shall mean the Finance Committee of the Institute;
- e. "Registrar" shall mean the Registrar of the Institute;
- f "Research Council" shall mean Research Council of the Institute;
- g. "Rule" shall mean "Rules and Regulation" of the Institute";
- h. "Scheme" shall mean the Scheme for setting up of 20 new Indian Institute of Information Technology (IIITs) through Public Private Partnership" of the Central Government.
- i. "Senate" shall mean the Senate of the Institute;
- j. "State Steering Committee" or "SSC" in short shall mean the State Steering Committee set up under the Scheme.
- k. "Teacher" includes a Professor , Associate Professor, Assistant Professor , Lecture or any other person who is conferred with any equivalent designation for imparting education or conducting research in the institute ;
- l. "Prescribed" shall mean prescribed under the Rules and Regulations or Bye-Law of the institute.

**3.** The general superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the Managing Committee which

shall be called Board of Governors, hereinafter referred to as the “**Board**”. This Board shall also be the Board of Governors for the institute.

#### **4. Authorities of the Institute**

The following shall be the authorities of the Institute

- a. The Board of the Governor;
- b. The Chairpersons of the Board;
- c. The Director of the Institute;
- d. The Senate;
- e. The Research Council;
- f. The Finance Committee;
- g. The Registrar of the Institute;
- h. Such other Authorities appointed or nominated by the Board.

#### **5. The Board of Governors**

##### **a. Composition of the Board**

The Board shall be composed of the following members:

- i. Chairperson , ex- Officio;
- ii. Two persons from industry in the field of the Information Technology, to be appointed by the Institute on approval of a specific name by the Board from a panel of names recommended by the Industry Partner.
- iii. Two person from amongst faculty members of the Institute to be nominated by the Chairperson in consultation with the Director and two senior-most Deans of the Institute;
- iv. Two eminent persons having research experience in the field of Information Technology or allied fields, to be co-opted by the Board.
- v. Two persons having special Knowledge or practical experience in respect of education, engineering, Science or Information Technology, to be co-opted by the Board, provided that at least one such member shall be an expert from the I.T industry;
- vi. Two senior-most Deans of the Institute, ex- officio;
- vii. Director of Indian Institute of Technology located in the zone in which the Institute in located, ex-officio;  
(Explanation - For the purposes of this clause, “zone” shall have the meaning assigned to it in the Explanation to section 11 of the Institutes of Technology Act, 1961.)
- viii. Vice-Chancellor of a University in the State to be nominated by the State Government in which the Institute is located, ex-officio;
- ix. One person to represent the Scheduled Cates or Schedules Tribes to be nominated by the State Government;
- x. Director of National Institute of Technology of the State in which the Institute is located, ex- officio;

- xi. Directors of the Institute, who shall be the Member- Secretary of the Board, ex-officio;

**b. Term of the Membership**

- (i) Where a member of the Society or the Board becomes such member by a reason of the Office he holds, his membership shall be terminated when he ceases to hold that office;
- (ii) A member of the Society or the Board representing the Central, State Government or Industry partner shall continue to be such member during the pleasure of the concerned nomination;
- (iii) Every other member of the Society or the Board including its Chairperson, but excluding the two senior most Deans of the Institute shall cease to be such member on the expiry of five years from the date of his appointment or nomination, but shall be eligible for re-appointment or re-nomination, as the case may be;
- (iv) The two senior most Deans of the Institute shall hold office for a period for two years but shall be eligible for re-nomination;
- (v) Should any members representing the Central or the State Government is unable to attend a meeting of the Society or the Board, he shall be at liberty to appoint or authorise a representative to take his place at that meeting of the Society or the Board and such representative shall have the rights and privileges of a member of the Society or the Board for that meeting;
- (vi) If a Member of the Society shall change his address, he may notify to the Secretary his new address but if he fails to notify such address, his address as recorded on the rolls of the members shall be deemed to be his address.

**c. Cessation of the Membership**

A member of the Society or the Board shall cease to be such a member if he (a) dies or (b) resigns his membership or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) if he is removed by the Central Government in consultation with the State Government from the membership of the Society; or (g) if, except in the case of the Director of the Institute and the Deans, he accepts a full-time appointment in the Institute or (h) if he fails to attend three consecutive meetings of the Society or the Board without the leave of the Chairperson.

Provided further that a member, whose membership has created under the provisions of this rule, may be re-admitted on such terms and conditions as the Board may decide.

**d. Resignation**

- (i) The Chairperson of the Society / Board may resign his office by a letter addressed to the Central Government and his resignation shall take effect from the date it is accepted by the Central Government.

(ii) A member of the Society or the Board (other than ex-officio member or a member representing the Central Government and the State Government) may resign office by a letter addressed to the Chairperson and such resignation shall take effect from the date it is accepted by the Chairperson.

**e. Filling in of casual vacancy in the Board**

Any casual vacancy in the Board shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination in terms of these rules and the member so appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term of the member in whose place he has been appointed or nominated.

**6. Power and functions of the Board**

The Board shall generally pursue and carry out the objects of the Society as set forth in the MoA and in doing so shall follow and implement the policy directions and guidelines laid down by the Government of India.

The Board shall exercise all administrative and financial powers of the Society including those vested or conferred on it by or under any statute subject, nevertheless in respect of expenditure, to such limitations as the Central Government, from time to time, impose.

Subject to the provision of the Memorandum Association and these rules and Bye-Laws framed there under, the Board shall have the following powers and functions

- (1) The Board shall be responsible for the general superintendence; direction and control of the affairs of the Institute and shall have the power to frame, amend or rescind the Rules and Regulations governing the affairs of the Institute to achieve its objects.
- (2) Without prejudice to clause (1) above, the Board shall have the following Powers, namely:-
  - a. take decisions on question of policy relating to the administration and working of the Institute;
  - b. to make Rules and Regulations and Bye-laws for the conduct of the affairs of the Institute, to add to, amend or repeal any of them, as the case may be, from time to time.
  - c. to examine and proper the annual Budget estimate of the Institute;
  - d. to examine and approve the plan for development of the Institute and to approve the identify sources of finance for implementation of the plan.

- e. consider, approve and authorize operation/utilization of the funds of the Institute;
- f. to establish departments, faculties or schools of studies and initiate programmes or courses of study at the Institute;
- g. to create teaching and other academic posts, to determine, by Rules, the number and emoluments of such post and to define the duties and conditions of services of teachers and other academic staff;

Provide that the Board shall not take actions without consideration of the recommendations of the State

- h. to provide, by the Rules, the qualifications, criteria and processes for appointment to learning to teaching and other posts in the Institute;
- i. to retain or employ visiting faculty, professional or technical advisers, consultants in connection with the objects of the Institute and to pay thereof such honorarium, fees or other remuneration as may be thought expedient;
- j. to fix, fees and other charges for the various courses of study and/or programmes which shall be offered by the Institute;
- k. appoint Committees or Sub-Committees by whatever name called comprising member(s) of the Council and such experts and officers of the Institute as may be nominated by it for specific tasks for the disposal of any of its business or for tendering advice on any matter pertaining to the administration and management of the Institute;
- l. institute and award fellowships, scholarships, prizes and medals;
- m. Cooperate and collaborate with other state level, national and/or foreign institutes/institutional organizations in the pursuit of its objectives;
- n. acquire by gifts, purchase, exchange, lease/hire property movable or immovable and to construct, improve/alter, demolish or repair buildings, works and constructions as may be necessary or convenient for carrying on the activities of the Institute;
- o. deal with any property belonging to or vested in the Institute so as to suit its best interest;

- p. negotiate, enter into and make contracts and deeds on behalf of the Institute;
- q. delegate such of its powers to the Chairperson and or Director and through them or directly to other members of staff of the Institute or any committee or sub-committee appointed by it as it may consider necessary or desirable;
- r. Solicit and receive grants, gifts, donations or other contributions from the Central/State Government or from any other source, provided that no benefaction shall be accepted by the Institute which involves conditions or obligations contrary to the objectives of the Institute;
- s. exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Regulations.

- (3) In addition to above, the Board shall;
- i) develop the Institute Development Plan (IDP) for the Institute. The IDP shall define the 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, define key performance indicators, and detail the financial requirement with year-wise break ups.
  - ii) obtain short term, medium term and long term requirement of skilled work force and take steps to produce graduates accordingly.
  - iii) identify educational needs of faculty and depute them for training in associated industries / other institutes;
  - iv) ensure the implementation of various activities of the scheme in time bound manner so as to adhere to the time schedule agreed in the IDP;
  - v) monitor the progress of implementation of the scheme at the Institute level and furnish reports to the State Steering Committee (SSC).
  - vi) set suitable mechanism to obtain feedback from industry for improvement in delivery;
  - vii) set up placement sales in the Institute to guide/help the graduates in employment/self employment and develop suitable sustainable mechanism to trace the careers of the graduates for at least three years; and,
  - viii) furnish periodical reports with respect to the placements to the SSC.
- (4) With the board objective of improving the quality of education leading to better employability, the Board shall:

- i) finalize the Key Performance Indicators (KPIs) as yearly targets for next five years for improving the internal as well as external efficiency of the Institute against the baseline information. These parameters shall be to evaluate the success of the Scheme.
  - ii) The Board shall develop monitoring mechanism to review the performance of the Institute and submit quarterly reports to the SSC.
  - iii) In case of unsatisfactory performance in implementation of the Scheme, including achievement of the KPIs, the Board shall submit a detailed report to the SSC within 30 days of receipt of a notice in this regard, inter-alia indicating the reasons for failure and measures required to be taken.
- (5) The Board may, subject to the provisions of Rules and Regulations, through a resolution, delegate the exercise of its powers and discharge of functions to the member/s of the Board, the Senate, the Research Council, a committee or to the Director or any other officer of the Institution, as the Board may consider necessary or desirable.
- (6) The Board shall conduct an annual review of the performance of the Director with specific reference to this leadership in the context of the achievement of the objects of the Institute.
- (7) The Board shall, in exercise of the powers and discharge of functions, strive, to the extent possible, to provide autonomy in academic matters to the Senate, Research Council and Departments or Faculties or Schools, as the case may be.
- (8) Where in the opinion of the Director or the Chairperson, the situation is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Chairperson, on the recommendation of the Director, may issue such orders, as may be necessary, recording the grounds for his opinion:  
Provided that such orders shall be submitted for ratification of the Board in the next meeting.

## **7. Meetings of the Board of Governors**

- i. The Chairperson shall summon the meetings of the Board which shall ordinarily meet once in every three months. The Chairperson shall decide the date of the meeting, its location and fix the agenda.
- ii. For every meeting of the Society fifteen days notice shall be given to the members, which may be reduced in exceptional circumstances to up to seven days, with the approval of the Chairperson.
- iii. Every meeting of the Board shall be presided over by the Chairperson and, in his absence from any meeting, by a member chosen from amongst themselves by the members present at the meeting.
- iv. The Chairperson can call an extraordinary Meeting at a short notice in case of emergency or shall call a meeting of the Board upon a written requisition of not less than one third of the existing members.
- v. Eight members of the Board including the Chairperson shall constitute a quorum for any meeting of the Board.
- vi. In case of difference of opinion amongst the members the opinion of the majority shall prevail;
- vii. Each member of the Board including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairperson shall in addition have and exercise a casting vote.
- viii. A copy of the proceedings of every meeting shall be furnished to the Central Government as soon as practicable after the meeting;
- ix. Any resolution, except such as may be placed before the meeting of the Board may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution had been passed at a meeting of the Board; provided that in every such case at least seven members of the Board shall have recorded their approval of the resolution.
- x. The Chairperson shall have the power to invite any person or persons, not being members of the Board, to attend the meeting of the Board, but such invitees shall not be entitled to vote at the meeting.



## **8. Chairperson**

### **a. Appointment**

The Chairperson of the Board of Governors of the Society / Institute shall be an eminent person from the fields of Engineering, Science, Information Technology or Industry. He shall be appointed by the Society from a panel of three names recommended by a Search-cum-Selection Committee which may consist a nominee each of the Central Government, State Government and a nominee of the Industry Partner (s), all of whom shall be persons of eminence in the academia from the fields of Engineering, Science, Information Technology and Industry. The Director of the Institute shall be the convenor of the meetings of the Search-cum-Selection Committee but shall not participate in its deliberations.

The tenure of the Chairperson shall be five years.

### **b. Functions and Powers**

The Chairperson shall chair meetings of the Board and have a general supervision and control over all the affairs of the Institute. He may take such action in case of an emergency as he may think expedient and inform the Board at the next meeting.

## **9. Director**

### **(a) Appointment etc.**

(1) The Director shall be the principal executive officer of every Institute and shall be responsible for implementation of the decisions of the Board and Senate and for the day-to-day administration of the Institute.

(2) The Director shall exercise such other powers and perform such other duties as may be assigned to him under these Rules, by the Board, the Statutes or Ordinances or delegated by the Board or the Senate.

(3) The Director shall be appointed by the Board from a panel of names recommended by a Search-cum-Selection Committee consisting of –

(a) the Chairperson of the Board.

(b) Director of the Indian Institute of Technology of the zone in which the Institute is located.

(c) one nominee of the State Government, who shall be persons of eminence in academia in the field of Information Technology.

(d) one nominee of the industry partner (s), from the information technology industry.

(4) The Director shall, except on account of resignation or removal, hold office for a term of five years from the date on which he enters upon his office.

(5) The Director may, by notice in writing under his hand addressed to the Chairperson, resign from office.

(6) The Director may be removed by the Board on proven charges of misbehaviour or misconduct:

Provided that the Director shall not be removed from his office, except by an order made by the Board after an inquiry instituted in this behalf by the Board, in which the Director has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

Provided further that where the institution of an inquiry or removal of the Director is being considered by the Board, the Director shall excuse himself from the proceedings of the Board.

(7) The Board may remove the Director from office, if it is dissatisfied with the functioning of the Institute after review of the affairs of the Institute in the manner provided in sub-section (6).

(8) The Board shall initiate the process of appointment in respect of any vacancy due to arise on the post of Director on completion of tenure before a period of six months from the date of arising of such vacancy. Provided that the process of appointment shall be completed before such vacancy arises.

(9) Where a vacancy has arisen on the post of Director on account of any reason other than completion of tenure, the process of appointment in respect of such vacancy shall be completed within a period of three months from the date such vacancy had arisen.

(10) In the event of the post of Director remaining vacant of any reason it shall be open to the Board to authorize any member of the Board or any faculty member to exercise such power, functions and duties of the Director, as the Board may deem fit, till a Director is duly appointed.

#### **b. Functions and Powers of the Director**

Subject to the supervision, superintendence and control of the Board, the Director shall be the principal academic and executive officer of the Institute and shall be responsible for the implementation of the decisions of the Board and Senate and for the day to day management of its activities and overall academic functioning and administration of the Institute. He shall discharge these responsibilities in accordance with the Rules and Regulations and bye-laws of the Institute.

In case of an emergency, the Director may take such action as may be necessary with the approval of the Chairperson and report of the Board, at its next meeting.

It shall be the responsibility of the Director to see that all moneys are expended for the purpose for which they are granted or allotted. He shall be the custodian of the records and such other property of the Institute as the Board may commit to his charge.

Subject to the provisions of these Rules and Regulations, the Director shall, inter-alia exercise the following functions and powers, namely:

1. All expenditure within the budget shall be approved and sanctioned by the Director, or a member of the staff to whom he may delegate this power with the approval of the Board, provided that such expenditure does not exceed the limits specified in the bye-laws, if any. The Director shall also have the power to make re-appropriation subject to the following conditions:

-Re-appropriation to augment the provisions under the head 'Salaries and Allowances' shall require the prior consent of the Board:

-No re-appropriation shall be made from Capital to Revenue Head and vice-versa, without the prior approval of the Board;

-Re-appropriations within the heads of capital expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board;

ii. submit the accounts, the budget estimates and other proposals of the Institute to the Board for its consideration;

iii. conduct all official correspondence on behalf of the Institute and the Board;

iv. convene meeting of the Board with the approval of the Chairperson;

v. be responsible for implementation of the resolutions passed by the Board;

vi. assign task to the staff members of the Institute, manage the undertaking of these tasks and exercise overall control including disciplinary control of staff members;

vii. appoint committees or sub-committees by whatever name called, of members of the staff to manage such activities he may deem fit and / or otherwise authorize any officer of the Institute to appoint such committees;

viii. participate or nominate members of staff to participate in national conferences and in international conferences in the areas of interest of the Institute;

ix. execute all contracts, deeds and assurances of property made on behalf of the Institute after obtaining the approval of the Board;

- x. draw, make, accept, endorse cheques, notes or other negotiable instruments for the purpose of the Institute in terms of delegation by the Board;
- xi. re-delegate some of his powers to any of his subordinates, with the prior approval of the Boards; and
- xii. exercise such other powers as may be assigned to him by these Rules and Regulations and Bye-laws framed there under.

## **10. Senate**

### **(a) Composition**

(1) For effectual discharge of its academic functions, the Institute may have a Senate which shall consist of the following persons, namely:-

(a) The Director of the Institute shall be the Chairman of the Senate;

(b) heads of all Departments, Centres, Faculties of Schools or Centres, as the case may be, comprising the Institute;

(c) Deans in charge of academic, research and student affairs in the Institute;

(d) six members of faculty from amongst the Professors of the Institute to be nominated by the Board;

(e) three persons of eminence in education to provide an inter-disciplinary understanding to be nominated by the Board;

(f) three persons of eminence in research in information technology or related fields to be nominated by the Board;

(g) such other persons to be nominated by the Board on the basis of Statutes to provide representation in such fields of knowledge or technology which are, in its opinion, not adequately represented.

(2) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.

(3) The term of office of a member nominated under clauses (d) to (f) of sub-section (1) shall be three years from the date of his nomination.

(4) A member of the Senate under clauses (d) to (f) of sub-section (1), who fails to attend three consecutive meetings of the Board, shall cease to be a member of the Board.

### **(b) Powers and functions of the Senate**

(1) Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate shall be the principal academic body of the Institute and shall have the

power to enact, amend, modify Ordinances governing academic matters and the affairs and well-being of students in the Institute.

(2) Without prejudice to the provisions of sub-section (1), the Senate shall have the following powers, namely:-

(a) specify the criteria and process for admission to courses or programmes of study offered by the Institute;

(b) recommend to the Board creation of teaching and others academic posts, determination of the number and emoluments of such posts and defining the duties and conditions of service of teachers and other academic posts;

(c) recommend to the Board commencement of new programmes or courses of study;

(d) specify the broad academic content of programmes and courses of study and undertake modifications of therein;

(e) specify the academic calendar and approve grant of degrees, diplomas and others academic distinctions of titles;

(f) have the control and general regulation of and be responsible for all the maintenance of instructions, education and examinations and all academic matters of the Institute.

(g) exercise such other powers and discharge such other functions as may be assigned to it, by Statutes or otherwise, by the Board.

## **11. Research Council**

(1) For effectual discharge of its research functions, the Institute shall have a Research Council comprising of the Director and such other members as many be specified, by the Status, by the Board.

(2) The Research Council of every Institute shall –

(i) interface with research funding organisations, industry and civil society to identify potential areas for research;

(ii) to organise and promote research in such institute or in collaboration with any institute to higher learning or research laboratories;

(iii) assist teachers in obtaining funding from external sources for research Projects prepared by them;

(iv) provide, out of the funds placed at its disposal by the Board, research Recourses and grant assistance for research project proposed to be undertaken by the teacher in such Institute.

(vi) make provisions for research and advisory services and for that purposes enter into such arrangements with other institutions, industry, civil society or other organisations and enable the fruits of research to be disseminated to industry and society through such arrangements;

(vii) exercise such other powers and perform such other duties as may be

assigned to it by the Statutes.

## **12. Finance Committee**

- a. There may be a Finance Committee consisting of such persons as members as may be decided by the Board. The Director of the Institute shall be ex-office Chairperson of the Finance Committee.
  
- b. The Board shall provide in the bye-laws, to be framed by it, the procedure for the conduct of business of the Finance Committee, the powers and functions of the Finance Committee and the team of the office of its membership.
  
- c. The Board may delegates such power and responsibilities to the Finance Committee as it may deem desirable for effective functioning of the Institute.

## **13. Registrar**

- a. The Registrar shall be appointed by the Council in such manner and on such terms and conditions as may be prescribed by the bye-laws;
  
- b. The Registrar shall act under the administrative control of the Director and shall-
  - i. be responsible for the custody of the records and the common seal of the Institute;
  
  - ii. place before the Board and the Executive Committee and other authorities of the Institute all such necessary information as may be necessary for transaction of their business;
  
  - iii. subject to the control of the Director, conduct the examination and make all other arrangement necessary thereof and be responsible for the execution of all processes connected therewith;
  
  - iv. exercise such other powers and perform such other duties as may be assigned to him by or under these present or as may be delegated to him by the Board, the Executive Committee or the Director;
  
  - v. be responsible to the Director for the proper discharge of his functions;
  
  - vi. attest and execute documents on behalf of the Institute;
  
  - vii. act as a secretary to the Board, Executive Committee, Senate and all committees and sub-committees of the Institute except those relate to finance, but he shall not be deemed to be a member of any of these authorities;

viii. be responsible for arranging the meetings of the Board, Executive Boards, Senate and all committees and sub –committees of the Institute except those related to finance, but he shall not be deemed to be a member of any of these authorities;

ix. be responsible for satisfactory functioning of communication, administration, security system, transport, MIS Public Relation and other general facilities of the Institute;

x. act as confidential, constitutional and continuing advisor to the Director and the Institute as a whole;

xi. exercise such power and carry out such functions as may be delegate by the Board or the Director;

#### **14. Functions and Powers of Other Authorities and Officers**

The powers and duties of the authorities and officers other than those mentioned in these Rules shall be specified by the Board in the Bye-laws framed for the purpose.

#### **15. Remuneration and Allowances**

The members of the Society, Board or ant Committee appointed by the Society or The Board shall not be entitled to any remuneration from the Society or the Board, but Non –official members of the Society, the Board or any Committee appointed by either of them shall be paid by the Society such travelling and daily allowance as may be provided for in the bye-laws to be made in this behalf in respect of any journeys undertaken by them for attending the meetings of the Society, the Boards or the Committee as the case may be. Travelling and Daily allowance in respect of official members for the journeys undertaken by them for similar purposes, initially borne by the Central and State Government or members concerned shall be reimbursed by the Institute to the Central or State Government or the member, as the case may be.

#### **16. Insurance and Provident Funds**

The institute shall constitute for the benefit of employees, including the Director, in such manner and subject to such conditions as may be prescribed by the Bye-laws, such Insurance, Provident Fund and others employees welfare scheme as it may deem fit.

#### **17. Indemnity**

- a. The honorary officers, members of the Board, members of Committees, sub-committees, Directors, auditors and other designated staff of the Institute may be indemnified out of the funds of the Institute against any expenses

or liability incurred by them in or about the discharge of their respective duties.

- b. No honorary officer or member of the Board or member of a committee of the Institute or member of sub-committee shall be liable for any act other than his own or for signing any receipt or other document or for doing any other act for the sake of conformity only, or for any loss or expenses which may be occasioned to the Institute, otherwise than as a direct result of his own negligence or wilful misconduct.

### **18. Funds of the Institute**

a. The institute shall have its own fund consisting of-

- i. Grant provided by the Central and State Governments as well as the Industry Partners, towards the capital and other costs for setting up the Institute;

- ii. all fees and other charges received by the Institute;

- iii. all money received by the Institute by way of grants, loans, gifts, donations, benefactions, bequests or transfers;

- iv. all moneys received by the Institute in any other manner or from any other source;

- v. rent, interest, dividend or any other income received upon the investment of the funds of the institute;

b. All moneys credited to the Fund shall be deposited in such bank or invested in such manner, as the Board may deem expedient from time to time in the interest of the Institute, provided that it shall be a public sector bank.

c. The fund and the property of the Institute, howsoever derived, shall be applied only towards the attainment of the objects as specified in the Memorandum of Association of the Institute.

d. The funds of the Board Society shall not be utilized for acquiring any stocks, bonds or securities.

e. The Central Government shall have the power to issue instructions in respect of utilization of funds of the Institute.



## **19. Operation of bank Account**

The bank accounts of the Institute shall be kept in the name of the Institute and shall be operated upon by such officers as may be designated by the Board. The Bank Account shall be operated jointly by the two officers.

## **20. Accounts and Audit**

a. The Director shall be keep or cause to be kept proper accounts of the receipts and payments, income and expenditure and of the property, assets and liabilities of the Institute. The Annual Accounts shall be made up by the end of the financial year.

b. The Annual Accounts of the Board shall be audited by the Comptroller & Auditor General of India or any other authority as may be decided by the Central Government and any expense incurred in connection therewith shall be payable by the Board.

c. The accounts of the Institute as audited and certified by the auditors shall be forwarded annually to the Board for approval.

## **21. Annual Report.**

The Council shall prepare and release for every year a report, in English and in Hindi, the working of the Institute in the previous year on or before the expiry of nine months from the close of financial year, and a copy of the same, together with an audited statement of accounts showing the income and expenditure for the previous year shall be submitted to the Central and State Government within that stipulated time.

## **22. Budget**

a. The annual budget of the Institute shall be drawn up by the Director. It shall be considered and adopted by the Board with or without modification.

b. The budget estimate for every financial year, duly approved by the Board, shall be sent to the Central Government by such date as may be fixed by it, and a copy of the same shall also be sent to the State Government.

## **23. Power to make Bye-Laws**

a. The Board shall whenever necessary frame, amend or repeal bye-laws not inconsistent with these rules for the administration and management of the affairs of the Institute and in particular to provide for the following matter:

i. The preparation of budget estimates, the sanctioning of expenditure, making and execution of the contracts, maintenance of accounts;

ii. The classification and procedure for appointment of faculty, officers and staff of the Institute;

- iii. The terms and tenure of appointment, tenure of deputation of contractual service, salaries and allowance, rules of discipline and other condition of service or the faculty, officers and staff of the Institute;
- iv. Conduct of business by the Board, Executive Committee, Senate, Research Committee and the committees constituted by it, the powers and functions of such committees and term of office of their membership;
- v. The tenure of office, salaries and allowances and other conditions of service of the officers, teachers and employees of the Institute;
- vi. The management of the properties of the Institute;
- vii. The diplomas degrees and other academic distinctions and titles, which may be granted by the Institute;
- viii. The creation of posts of Professors, Head of Departments, Associate Professors, Assistant Professors, or equivalent academic designations/post, and posts of other teachers, officers and employees of the Institute, and the appointment of persons to such posts including the qualifications requisite therefore;
- ix. Fixation of fees and other charges for courses of study programs and other facilities provided by the Institute;
- x. The manner in which and the conditions subject to which, pension and provident funds may be constituted for the benefit of faculty, officers and other employees of the Institute;
- xi. The terms and conditions governing fellowships, scholarships, stipends, medals and prizes etc;
- xii. The qualification of the teacher of the Institute;
- xiii. The authentication of the orders and decision of the Council;
- xiv. Such other matters as may be necessary for the administration of the affairs of the Institute including those, which by these rules are to be or may be prescribed by the bye-laws;

#### **24. Books, Certificates and Forms**

Minutes shall be made in proper book of all resolutions and proceedings of the Board meetings, meetings of the Executive Committee, Academic Council, Research Committee, Finance Committee, and meetings of all other Committees.

Every minutes signed by the Chairperson of the meeting to which it relates or by the Chairperson of subsequent meeting shall be sufficient evidence of the facts therein stated.

## **25. Seal of the Institute**

The council shall provide a Seal of the Institute and the also provide for its safe custody and the seal shall never be used except with the authority of the Board previously given. One member of the Board shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the Director or some other person appointed by the Board.

## **26. Acts and Proceedings not to be invalidated by the vacancies etc.**

No act or proceedings of the Board members or any authority of the Institute or any committee constituted under these Rules, shall be questioned on the ground merely of the existence of any vacancy or defect in the election, nomination or the appointment of a person acting as a member thereof or any irregularity in its procedure not affecting the merits of the case.

## **27. Legal proceedings**

For the purpose of the Section \_\_\_\_\_ of the \_\_\_\_\_ Societies Registration Act, \_\_\_\_\_ the person in whose name the Society or the Institute may sue or sued shall be the Member-Secretary of the Board, i.e. the Director of the institute.

## **28. Annual List**

Once in every year, a list shall be filled which shall contain the names, addresses and the occupation of the members of the Board entrusted with the management of the affairs of the institute and other information as required under the Rajasthan Societies Registration Act, 1958.

## **29. Alteration of the Rules and Regulations**

The Board may alter these rules and regulations by a resolution passed by a majority of not less than two-third of the members present and the voting at any meeting of the Board duly convened for the purpose.

Provided that and amendment in Rule 4(a) relating to composition of the Board of Governors shall be made with the prior approval of the Central and State Government and Industry Partners (s).

## **30. Alteration or extension of the purpose of the Institute**

Whenever it shall appear to the Board that any alteration, amendment or extension is required to be made in the purposes of the Institute, or the Institute be amalgamated with any other Society , a written or printed report shall be prepared and the Board may convene a special meeting for the consideration thereof according to the Regulations of the Society.

But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society ten days previous to the special meeting convened by the Governing Board for the consideration thereof, nor unless such proposition shall have been agreed to by the Boards of three fifth's of the Members present at a second special meeting convened by the Governing Board at an interval of the month after the formal meeting."

(Governing Board Defined :- The Governing Board of the Society shall be the governors, council, directors, committee, trustees, or other body to whom by the rules and the regulation of the society the management of its affairs is entrusted.)

The alteration, amendment or extension made or amalgamation effected shall be reported to the Registrar and shall be in confirmation with the provisions of the Manipur Societies Registration Act, 1989 (Manipur Act No.1 of 1990).

### **31. Power to Review and Hold Enquiries**

The Central Government, in consultation with the State Government, may at any time appoint one or more persons to review the work and progress of the Society or the Institute and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issues such directions as it may consider necessary in respect of any of the matters dealt with in the report regarding the Society or the Institute, as the case may be, and the Society shall be bound to comply with such directions

In case the Central Government is satisfied that the Society or the Institute is not functioning properly, the Central Government shall have, in consultation with the State Government, the power to take over the administration and the assets of the Institute.

### **32. Dissolution**

The Institute shall be dissolved in accordance with the procedure laid down under Manipur Societies Registration Act, 1989 (Manipur Act No.1 of 1990). If on dissolution of the Institute there shall remain after satisfaction of its tax and liabilities, any property whatsoever the same shall be dealt with in such manner as per the provisions of the Manipur Societies Registration Act, 1989 (Manipur Act No.1 of 1990) and shall be with the approval of three-fifths majority of the members present at a Special/Annual General Meeting of the Society. However, any resolution to this effect would need prior approval of the Central Government, which shall take a decision in consultation with the State Government.

### **33. Application of the Act**

All the provision of the Manipur Societies Registration Act, 1989 (Manipur Act No.1 of 1990) as amended from time to time shall be applicable to the Institute.

We the undersigned being the members of the Board of the Governors certify this is a correct copy of the Rules and Regulation of The Institute of the Information Technology, Manipur.

Sl	Name	Signature
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2.		
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**9. Annexure - V**

**Memorandum of Understanding**

**(As prescribed by MHRD)**

**Memorandum of Understanding**

**And**

**Rules of**

**Indian Institute of Information Technology - Manipur, (IIIT-M)**

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made on this \_\_\_\_\_ between the President of India acting through \_\_\_\_\_, Additional Secretary (Technical Education), Ministry of Human Resource Development, Government of India, Shastri Bhawan, New Delhi (hereinafter called, 'THE FIRST PARTY'); the Governor of the State of Manipur acting through \_\_\_\_\_, Principal Secretary (IT), Government of Manipur, \_\_\_\_\_ (hereinafter called 'THE SECOND PARTY') and the Industry Partner(s), namely \_\_\_\_\_ through \_\_\_\_\_ (jointly hereinafter called 'THE THIRD PARTY').

The terms 'THE FIRST PARTY', 'THE SECOND PARTY' and 'THE THIRD PARTY' shall, wherever the context permits, deem to include their successor and assigns.

WHEAREAS it has been the intent of THE FIRST PARTY to address to the increasing skill challenges of the Indian IT industry, as also to develop new knowledge in Information Technology and to provide manpower of global standards for the Information Technology and allied fields;

AND WHEAREAS in pursuance of the aforementioned, it is proposed to take up a Scheme for **"Setting up 20 new Indian Institutes of Information Technology (IIITs) through Public Private Partnership" (hereinafter called THE SCHEME);**

AND WHEAREAS all the three above named PARTIES commit to set up under this SCHEME an Indian Institute of Information Technology – MANIPUR at Mayangkhang, Ningthoupham village, Senapati District and at Mantripukhri, Imphal - 795001 (hereinafter called THE IIIT MANIPUR) registered initially as a Society under the relevant Societies Registration Act of the State.

### **THE PARTIES HEREBY AGREE TO THE FOLLOWING:**

#### **SECTION A: BOARD OF GOVERNORS**

1.0 The Society will have a BOARD OF GOVERNORS (hereinafter called THE BOARD ) of THE IIIT MANIPUR which would be the principal executive body of the Institute having adequate administrative and financial powers. It would be entrusted with the task of managing the affairs of THE IIIT MANIPUR. The composition of the Board, and its powers and functions etc. would be according to the terms and conditions spelt out in



the Memorandum of Association and Rules and Regulations of the Society appended with this MOU.

1.1 However, the first chairperson of the Board shall be appointed by the First Party, in consultation with the Second Party and Third Party. The other members of the First Board of Governors, who are to be co-opted by the Board, shall be appointed by the Central Government in consultation with the Second Party and Third Party and the Chairperson.

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

1. THE FIRST PARTY shall:

- i) Contribute 57.5% of the total capital cost of Rs. 128.00 crore, over a period of time, for setting up of THE IIIT MANIPUR, including seed money to the extent of Rs. 10.00 crores that would be released by the Central Government during the first financial year of the inception of the Institute.
- ii) Provide partial financial support to the extent of Rs.10.00 crore (Rupees Ten crore) to THE IIIT MANIPUR towards recurring expenditure during the first four years of setting up THE IIIT MANIPUR, depending on actual year-wise requirement of THE IIIT MANIPUR; and
- iii) Provide funds under the Scheme for faculty development programme.

2. Based on the Institute Development Plan (hereinafter called THE IDP) developed by THE BOARD and approved by the State Steering Committee (hereinafter called THE SSC), the IDP forwarded by the SSC will be examined by THE FIRST PARTY and the funds will be released within a reasonable period of time.

3. THE FIRST PARTY shall establish a National Steering Committee (hereinafter called "THE NSC") which will be an Apex body for guiding the implementation and monitoring of THE SCHEME. The NSC shall have representatives of the Central Government, State Governments and Industry Partners of all the IIITs established under the Scheme.

4. The FIRST PARTY would, after establishment of 5-10 IIITs, on the recommendations of the Boards of the IIITs, constitute a Council of IIITs which would take over the functions of the National Steering Committee. The

composition of the Council will be decided by the Central Government in consultation with the concerned State Governments and Industry partners.

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

1. THE SECOND PARTY shall contribute 35% of the total capital cost of Rs.128.00 crore, for setting up of THE IIIT MANIPUR.
2. Provide 50-100 acres of land, free of cost for setting up THE IIIT MANIPUR, duly registered in the name of the Society.
3. After signing of the MOU to forthwith have the Society registered under the relevant State Societies Registration Act.
4. Establish the State Steering Committee (SSC) with the following composition:
  - i) The Principal Secretary/Secretary, dealing with Technical Education in the State Government as the Chairperson;
  - ii) The Principal Secretary/Secretary in the State Government, dealing with the finances;
  - iii) The Principal Secretary/Secretary, dealing with Information Technology;
  - iv) Chief Engineer of the State PWD or other State approved agency for construction works;
  - v) One nominee each from amongst the Industry-Partners;
  - vi) Three industry representatives nominated by major State level industry associations;
  - vii) Up to three members nominated by the State Government having knowledge, expertise and eminence in academia in the field of Information Technology;
  - viii) The State Director dealing with IIITs shall be the ex-officio member, and shall act as Secretary of the SSC.
5. THE SECOND PARTY will
  - i) Establish and maintain a State Implementation Cell (hereinafter called 'THE SIC'), with adequate staff to discharge its functions; and

- ii) Assist the BOARD in any other manner to help achieve the objectives of improving quality of education and thereby provide better employment opportunities.

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

1. To participate in THE SCHEME, THE THIRD PARTY has to:

- i) Nominate its representative as members of THE BOARD.
- ii) Contribute 15% of the total capital cost of Rs.128.00 crore, for setting up of THE IIIT, provided that in respect of North-Eastern Region the Industry contribution shall be to the extent of 7.5% only. 50% of the money to be contributed by the Industry Partner(s) towards the scheme may be provided at the time of signing of the MoU in the form of an irrevocable Bank Guarantee in the name of the State Government from a Nationalized Bank by the Industry Partner(s). Once the MOA & Rules are framed and the IIIT MANIPUR is registered, the industry shall deposit 50% of its contribution in the name of the concerned IIIT MANIPUR. The remainder contribution would be made by the Industry Partner(s) depending upon the progress of the Scheme.
- iii) To contribute towards research labs and projects, internship, faculty chairs etc., from time to time, in furthering the objects of THE SCHEME.

### **SECTION D: MONITORING MECHANISM**

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

- i) With the broad objective of improving the quality of education leading to better employability, all the three parties shall jointly agree and finalize Key Performance Indicators (KPIs) as yearly targets for next five years, for improving the internal as well external efficiency of THE IIIT MANIPUR against the base line information. These parameters shall be used to evaluate the success of THE SCHEME. An agreed KPIs and signed by the BOARD Chairman on behalf of BOARD and THE SECOND PARTY shall be appended to this Memorandum and shall be deemed to be an integral part of this Memorandum.

- ii) THE BOARD shall develop monitoring mechanism to review the performance of THE IIIT MANIPUR and submit quarterly reports to THE SSC.
- iii) THE SSC shall also monitor the implementation of THE SCHEME on the basis of reports submitted by THE BOARD on quarterly basis and furnish a consolidated report to the National Steering Committee/Council of IIITs.
- iv) In case of unsatisfactory performance in implementation of THE SCHEME, including achievement of KPIs, THE BOARD shall submit a detailed report to THE SSC within 30 days of receipt of a notice in this regard, interalia indicating the reasons for failure and measures required to be taken.
- v) THE SSC shall forward this report to THE NSC with their comments. THE NSC shall fix responsibility for such failure and ensure that necessary action is taken.

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

1. The funds received by THE BOARD shall be kept in a separate bank account opened in the name of THE BOARD. Any private contributions, special grants received from State Government and revenue generated by THE BOARD shall also be deposited in this bank account.
2. The funds may be used for the following purposes:
  - i) Civil works in the IIIT MANIPUR.
  - ii) For procurement of machinery and equipment.
  - iii) For activities directly related to infrastructure under THE SCHEME such as, engaging consultants for preparation of IDPs, hiring contract faculty for running courses, etc.
3. Any deviation from the above pattern of use of funds has to be justified in the IDP and has to be approved by THE FIRST PARTY on case to case basis.
4. Each IIIT shall meet its operating expenditure on its own within five years of commencement out of students' fees, research and other internal accruals.

#### **SECTION F: MISCELLANEOUS**

1. For effective implementation & monitoring of THE SCHEME as envisaged in the Memorandum, the Bureau Head dealing with IIITs in the Ministry of Human

Resources Development, Government of India, New Delhi will be the Nodal Officer on behalf of THE FIRST PARTY; the State Secretary dealing with Information Technology in the Government of Manipur will be the Nodal Officer on behalf of 'THE SECOND PARTY' and the \_\_\_\_\_(designation) and address will be the Nodal Officer(s) on behalf of THE THIRD PARTY.

2. The draft MOA and the first Rules and Regulation of the Society/Institute shall be in accordance with those appended with the MOU.
3. The efforts of all the parties shall be to resolve the issues, if any, amicably. However, in case of misunderstanding, the matter shall be placed before Minister for Human Resource Development, Government of India, whose decision shall be final and binding on all the three parties.
4. Through this MEMORANDUM OF UNDERSTANDING, all the three parties affirm their commitment to carry out the activities and achieve the objectives as mutually agreed upon herein in true letter and spirit.
5. For successful Implementation of THE SCHEME, this Memorandum may be amended by deleting, adding or revising the clauses during implementation of THE SCHEME, in consultation with all the three parties.

Signed at New Delhi on \_\_\_\_\_ this day of \_\_\_\_\_.

**For and on behalf of  
Governor of the  
Manipur.**

**For and on behalf of  
The Industry Partner(s)**

**For and on behalf of of the  
The President of India**

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**Principal Secretary  
Government of  
Manipur**

**Shri / Smt. \_\_\_\_\_**

**Additional Secretary  
(Technical Education)  
Ministry of HRD  
Government of India**

**Witnesses**

**Witnesses**

**Witnesses**

**1. ....**

**1.....**

**1.....**

**2.....**

**2.....**

**2.....**