MEMORANDUM OF ASSOCIATION.

AND CATERING TECHNOLOGY (DNH)

- 1. The name of the society shall be Institute of Hotel Management and Catering Technology (DNII) (hereinafter called The Society").
- 2. Objectives:-
- i) To establish and to carry on the administration and manage lustitute whose functions shall be:
 - skills, all the branches of knowledge both theoretical and applied, sall the organizational and management techniques, which are required for the efficient functioning of catering establishments of all kinds, as training programmed aimed at developments and promotion of industries oriented to conservation and effective utilization of various types of nutritions foods.
 - (b) to undertake and to associate itself with nutritional extension and developmental work,
 - (c) to propagate economy in the handling and utilization of food stuffs;
 - (d) to assist in and associate itself with the efforts of the Central and State Governments to popularise wholesome non-cereal foods, particularly protective goods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional contents;

to assist in and associate itself with the attempts of food feeearch institutions, food scientists and food the choologies to find effective and acceptable means of presenting their nutritional ideas through the development of suitable receipts and the planning menus.

- (f) to prescribe courses of instruction, held examinations and grant certificates, diplomas and other awards to persons;
- (g) to fix and demand such fees and other charges as may be laid down in the bye-laws;
- (h) to establish, maintain and manage halls and hosteds for the residence of students and members of the staff;
- (i) to supervise and control the residences, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporation;
- (j) to institute teaching in administrative, teaching ministerial and such other posts as may be necessary and to make appointments to the posts created thereof in accordance with rules and bye-laws.
- (k) to institute and award fellowships, scholarships, exhibitions, loans, monitory assistance, prison and medals in accordance with the rules and by claws and
- (1) to seek affiliation with universities or other appropriates academic or governmental bodies or diplomas, certificates and other awards by the appropriate educational authorities.
- (ii) To give pensions, Distributes or charitable etc. to the teachers', staff and other employees or ex-children or other dependants.
- (iii) To make payments, towards insurance and form and contribute to provident and benefit funds for the benefit of any person employed by the Society or of the wives, children or other relatives or dependents of such persons.

(iv) To acquire, hold dispose of property in any manner whatsoever provided that the prior approval of the central whatsoever provided that the prior approval of the central the Union Territory of Dadra & Nagar Haveli is obtained in the case of acquisition or disposal of immovable property.

To Went with any property belonging to or vested in the society in such manner as the society may deem fit or sadvancing the function of the institute.

- (vi) To borrow and raise money with or without security for or the security of any mortgage, change or Hypothecation or pledge of any overall or any of the immovable properties belonging to the society or in any other manner whatever;
- (vii) To build, construct and maintain houses, hostels, schools or other buildings, and alter, extend improve, repair, enlarge or modify the same including any building and to provide and equip the same with water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the same to which such buildings are to be put up or held.
- (viii) To construct or otherwise acquire, layout, repair, extend altar, enlarge, improve and use any land property belonging to or held by the society
- (ix) To start, conduct, print publish and exhibit any magazines, periodicals, newspapers, books, pamphlets, or posters that may be considered desirable for the promotion of the objects of the society.
- (x) To create and maintain 1 fund to which shall be credited.
 - (a) all moneys provided by the central and U.T. Administration;
 - (b) all fees and other charges received by the Society;
 - (c) all money received by the society by way of grants, gifts, donations, beneficiations, requests or transfer;
 - (d) all money received by the society in any other manner or from any other source.
- (xi) to deposit all moneys credited to the fund created and maintained under Sub-Clause (x) in such banks or to invest them in such manner as the society may decide.
- (xii) to draw, make accept, endorse and discount cheques, notes or other negotiable instruments, and for these purposes to the negotiable and deliver such assurance and deeds as may on the processary.
- (xiii) toppay but of the funds belonging to the society or out of any panticular part of such funds the expenses incurred by the society from time to time including all expenses incidental to the formation of the society and management and administration of any of the foregoing objects including all

rents, rates, taxes, outgoing and the salaries of the employees.

- (xiv) to do all such lawful acts, deeds or things as may be necessary, incidental or conductive to the attainment of all or any of the objects of the society.
- 3. The Administration of DNH may issue such directions to the society as it may consider necessary for the furtherance of the objects of the society and for ensuring the effective functioning thereof.
- 4. The Administration of DNH may appoint one or more persons to review the work programme of the society and to hold enquiries into the affairs thereof and to report thereon in such manner as the Administration of DNH may order. Upon receipt or any such reports the Administration of DNH, may take such action and issue such directions as it may consider necessary in respect of any of the matter dealt with in the report and the society, shall found to comply such directions.
- 5. The income and property of the society, however, derived shall be applied towards the promotion of the objects as set forth in this Memorandum of Association subject nevertheless in respect of the grants made by the Central Government or the Administration of DNH to such limitations as the Central Government or the Administration of DNH may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends bonus or otherwise however by way of profit to the person who at any time are or have been members of the society or to any of them or to any person claiming through them or any or any of them provided that nothing therein contained shall prevented the payment in good faith of remuneration to any member thereof or any person in return for any service rendered to the society or for traveling allowance, halting, or other similar charges.

The names and addresses and occupations of the first members of the Governing Body of the society (referred to in the rules and Bye-laws as the Board of Governors) to which by the rules by the society the management of its affairs is entrusted are:

S. No.	Name	Occupation & Address	
	Shri V. K. Singh	Administrator Administration of Daman & Diu and Dadra & Nagar Haveli, Daman.	Chairman
2.	Shri Dharme ndra	Development Commissioner, Administration of Daman & Diu and Dadra & Nagar Haveli, Daman.	Member
3.	Shri S. L. Bansal	Secretary Finance Administration of Daman & Din and Dadra & Nagar Haveli, Daman.	Member
4.	Shri S. L. Bansal	Secretary (Technical Education) Administration of Daman & Diu and Dadra & Nagar Haveli, Daman.	Member
5.	Shri X. K. Mahto	Collector, DNII Administration of DNII	Member
6.	Shri A. K. Singh	Managing Director. Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd., Daman.	Member
7. 7.	Shri, Salpam Singh	Additional District Magistrate/Resident Deputy Collector.	Member.

We the following persons whose names and addresses are given below having associated ourselves for the purpose described to this Memorandum of Association do hereby subscribe our names respective hands hereinto and form ourselves into a society under Act XXI of 1960 this day of

12	E TOTAL CONTRACTOR OF THE PARTY	3. 4. 5	D
l. Shri V. K	. Singh	Administrator Administration of Dama	Chairman n
. Shri Dhar	mendra	& Div and Dadra & Naga Haveli, Daman, Development Commissioner, Administration of Damar & Div and Dadra & Naga	Member
Shri S. L.	Bansal	Haveli, Daman. Secretary Finance Administration of Damar	
Shri S. L.	Bansal	& Diu and Dadra & Nagar Haveli, Daman. Secretary (Technical Education) Administration of Daman & Diu and Dadra & Nagar	Member >>
Shri X. K. Shri A. K.	•	Haveli, Daman. Collector, DNH Administration of DNH Managing Director, Omnibus Industrial Development Corporation 'of Daman & Diu and Dadra & Nagar Haveli Ltd., Daman.	Member Member
Shri Satham (3. ngh	Additional District Magistralz/Resident Deputy Collector(DNH)	Member -

INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (DNII)

RULES AND REGULATIONS OF THE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (DNII)

These Rules / Regulations may be called the Institute of Hotel Management & Catering Technology. DNH Rules / Regulations.

Definition 1. In these rules / regulations

a) 'Society' means the Institute of Hotel Management & Catering Technology Society, DNII.

b) Institute means the Institute of Hotel Management & Catering Technology, DNH.

c) 'Central Government means the Ministry/
Department in the Central Government, dealing with the subject.

d) 'Administration' means the Administration of DNH.

e) 'Chairman' means, except where the context otherwise requires, the Chairman of the Society.

f) 'Principal' means the Principal of the Institute of Hotel Management & Catering Technology, DNH.In these rules and regulations, the 'Principal' shall also mean Secretary of the Society, where ever the context so requires.

Registered Office 2. The Office of the Society shall be situated at Govt. Polytechnic Campus, Survey No. 137/P. Village Karad DNH.

Membership i) iThe Society being shall consist of the following members:

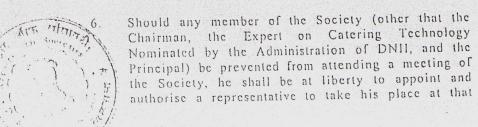
a) A chairman.

b) Four representatives of the DNH Admn. one being the Secretary Technical Education, Ex. Officio, or if there be no such person the Officer who is for the time being the administrative head of the Department which is in charge of Technical Education whether in addition to other functions or otherwise.



- c) Two representatives of the Ministry of Tourism,
 Government of India.
- d) An expert on Catering Technology to be nominated by the Administration of DNH.
- e) A representative of the Hotel and Restaurant Association of Region to be nominated by the Administration of DNH.
- f) A representative of the Federation of Hotel & Restaurant Association of India, to be nominated by the Administration of DNH.
- g) Three representatives of the Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd.
- h) The Principal Ex-officio. Member Secretary
- ii) The Board of Governors may at any time co-opt.

 Any other person as a member of the Society, and the member so co-opted shall have all the rights and privileges of every other member of the society.
- 4. The Society shall keep a roll of members and every ember of the Society shall sign the roll and state there in his name, designation occupation and address. The person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
- 5. If a member of the Society shall change his address, he shall notify his new address to the Principal, but if he fails to notify his new address, the address in the roll of members shall be deemed to be his address.



meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right, to vote for that meeting.

Tenure
Of Members 7. (i) When a person becomes member of the Society
by reason of the office he holds, his membership shall
terminate when he ceases to hold that office.

- (ii) The Chairman and a member of the Society representing the Central Govt. or the Administration of DNII shall continue to be a member during the pleasure of the Central Government or Administration of DNII as the case may be.
- (iii) The member of the Society representing the Hotel and Restaurant Association of Daman / DNH region and the Federation of Hotel and Restaurant Association of India shall cease to be a member of the Society as soon as he is removed from the membership of the Society by the Administration of DNH upon a request to that effect being made by the said Association/Federation.
- (iv) Every member including the Chairman not covered by sub-rules (i) and (ii) of this rule shall cease to be a member on the expiry of three years from the date of his appointment or nomination but shall be eligible for reappointment or re-nomination as the case may be.

CESSATION OF MEMBERSHIP

A member of the Society shall cease to be a member of the Society if he resigns, became of unsound mind be adjudged or adjudicated an insolvent or be convicted of a criminal offence involving moral turpitude, or if he is removed from the membership of the Society of if he (other than the Principal) accepts a full time appointment in the Institute or does not attend three consecutive meeting of the Society without obtaining leave of absence from the Chairman.

RESIGNATION

- 9. (i) The Chairman may resign his office by a letter addressed to the Secretary of the Governing body and his resignation shall take effect from the date it is accepted by the Governing body.
 - (ii) A member may resign office by a letter addressed to the Chairman under intimation to the authority, by whom he was nominated and such resignation shall take effect from the date it is accepted by the Chairman.

VACANCIES

- 10. Any vacancy in the Society shall be filled by a nomination by the respective authority entitled to make such nomination
- 11. The Society shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceeding of the Society shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

MEETING OF THE SOCIETY

12. (i) The society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than four members, specifying the object of the meeting proposed to be called. Provided further that the Annual General Meeting of the Society shall be held at least once in every year, as required under the Society's registration act 1860

For every meeting of the Society fifteen days notice shall be given provided that the Chairman may; for teasons to be record call a special meeting on such short notice as he may deem fit. The accidental omission to give notice to or the non-receipt of photice of any meeting by one or more members shall not invalidate the proceedings at that meeting.

(iii) Five members of the Society including any representative authorised under Rule 6 small constitute a quorum at any meeting.

(iv) in case of difference of opinion amongst the members

the opinion of the majority shall prevail.

(v) Each member of the Society, including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Society the Chairman or member presiding shall have an additional or casting vote.

vi) 'Every meeting of the Society shall be presided over the Chairman and, in his absence, by a member chosen by the Members present, to preside on the

occasion.

(vii) All the meetings of Bard of Governors shall be

deemed to be meetings of the Society.

(viii) Any business which it may be necessary for the society to perform, except such as may be placed before its meeting, may be arrived out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members, signing shall be as effectual and binding, as if such resolution had been passed at a meeting of the society, provided that at least four members of the society have recorded their views on the resolution.

BOARD OF GOVERNORS COMPOSITION POWERS MEETING ETC.

15.

13. The General Superintendence, direction and control and management of the affairs of the Society and its income and property shall be vested in the Governing Body of the Society hereinafter called the Board of Governors or the Board.

14. Every member of the Society shall ipso facto be a

member of the Board.

Should any member of the Board (other than the Chairman, the Expert on large Seale Catering nominated by the Central Govt. and Principal) be prevented from attending a meeting of the Board he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Board and such representative shall have all the rights, and privileges of a member of the Board including the gright to vote at that meeting.

- 16. The Board shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceeding of the Board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.
- 17. (i) "The Board may make and frame and from time to time repeal or alter bye-laws as to the management of the Society and the affairs thereof and as to the management of the Institute and the other institutions of the Society and as to the duties of any officers, employees or servants of the Society and as to the conduct of the business of the Board or any Committee or sub-committee appointed by the Board or as to any of the matters or things within the powers or under the control of the Board provided that the same shall not be inconsistent with the Memorandum of Association. or the Rules and Regulations of the Society. Without in any manner derogating from the generality of the foregoing powers, the Board may make, framed from time to time alter and repeal byc-laws as to all or any of the following matters, namely;

(a) the formation of Department of teaching;

(b) the fees to be charged for courses of study in the Institute and for admission to the examination for conferment of the awards;

(c) the institution of fellowships, scholarships, exhibitions, loan, prizes and medals;

(d) the classification and method of appointment and the determination of the terms and conditions of teachers and other staff of the Institute;

(e) the constitution of pension and provident funds for the bereft of the officers, teachers and other staff of the

Institute;

(f) the establishment and maintenance of halls and hostels;

the conditions of residence of students of the Institutes and the levying of fees for residence in the halls and hostels and of other charges; and

(h) tother matters of relevance and importance in the

- (ii) The Board may, be resolution, appoint such committed or sub-committees for such purposes and with such powers as the Board may think fit; the Board may coopt. Such persons to these committees as it considers suitable.
- (iii) The Board may, by resolution, delegate to committees, sub-committees or the Chairman such of its powers for the conduct of its business at it may deem fit subject to the condition that action taken by any committee or sub-committee or the Chairman under the powers delegated to them by this rule shall be reported for confirmation at the next meeting of the Board.
- (iv) The Board may pass such resolution or resolutions as it may deem fit on the annual report, the annual accounts and the financial estimates.
- Ordinarily, the Board shall meet once in every six months and fifteen days notice shall be given of each such meeting and a copy of the proceedings of such meeting shall be furnished to the Central Government and the Administration of DNH as soon as possible after the meeting; PROVIDED that the Chairman may, whenever he thinks fit, and shall on the written requisition of not less than two members call a special meeting.
 - (ii) Five members of the Board, including any representative authorised under Rule 15 shall constitute a quorum at any meeting of the Board.

the opinion of the majority shall prevail.

Each member of the Board, including its Chairman, shall have one vote and, if there shall be an equality of votes on any question to be determined by the Board, the Chairman or member presiding shall have an additional or easting vote.

- (v) Every meeting of the Board shall be presided over by the Chairman and, in his absence, by a member chosen by the member present, to preside on the occasion.
- (vi) Any business which it may be necessary for the Board to perform, except such as may be placed before its meetings, may be carried out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as is such resolution had been passed at a meting of the Board duly called and held, PROVIDED that at least five members of the Board have recorded their views on the resolution.

EXECUTIVE
COMMITTEE
COMPOSITION
POWERS, MEETINGS
ETC.

- 19. (1) The following members of the Board shall constitute an Executive Committee.
 - (a) The Managing Director of Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd.
 - (b) One of the representatives of the Ministry of Tourism, Govt. of India specified by the Government of India.
 - (c) The Expert nominated by the Administration of DNH,
 - (d) The Principal, Ex-Officio Member, Secretary.
 - (c) The Director of Technical Education, Administration of DNH of if there be no such person the officer, who is for the time being the administrative head of the person the time being the administrative head of the person which is incharge of technical education whether in a addition to other functions or otherwise; alrall be the Convenor of the Executive Committee.

One of the representatives of Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd.

- (ii) Should any of the specified representative of the Central Government be prevented from attending a meeting of the Executive Committee, he shall be at liberty to appoint and authorise an alternate for that meeting and such as alternate shall have all the rights and privileges of a member of the Executive Committee, including the right to vote at that meeting only.
- 20. It shall be the duty of the Executive Committee to see that the decisions taken by the Board are implemented.
- 21. The Executive Committees shall exercise all or any of the powers and functions of the Board, subject to the General Superintendence, direction and control of the Board.
- 22. The Executive Committee shall function, notwithstanding any vacancy therein and notwithstanding any defeat in the appointment or nomination of any of its members; and no act or proceedings of the Executive Committee shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment of nomination of any of its members.
- 23. (i) The Executive Committee shall meet as often as necessary and at least once in three months, and 10 days notice shall be given of each such meeting, and a copy of the proceedings of such meeting, shall be furnished to the Board of Governors and to the Administration of DNH as soon as possible after the meeting, PROVIDED that conveyor may, whenever he thinks fit, and shall, on the written requisition of not less than two members, call a special meeting.
 - (ii) Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.
 - (iii). The case of difference of opinion amongst the members, the opinion of majority shall prevail.
 - (iv) Each member of the Executive Committee, including the Chairman, shall have one vote, and if there shall be an equality of votes on any question to be determined

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by the Committee, the Chairman shall have an additional or easting vote.

Any business which it may be necessary for the Executive Committee to perform, except such as may be placed before its meetings, may be carried out by circulation among all the members in India, and any resolutions so circulated and approved by the majority of the members signing shall be as effectual and binding as if such resolution had been passed in a meeting of the Committee duly called and held; PROVIDED that at least three members of the Committee have recorded their views on the resolution.

PRINCIPAL

- There shall be a Principal of the Institute to be 24: (i) appointed by the Board in accordance with such qualifications and experience and methods of recruitment and under such terms and conditions of service, as the Board may determine. However, the first Principal may be appointed by the Board amongst the serving officers of Daman, Diu and DNH.
 - The Principal shall be the Principal academic and (ii) executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and the maintenance of discipline. All other staff of the Institute shall be sub-ordinate to the Principal.
 - (iii) The Principal shall be the custodian of records, the funds of the Institute and such other property of the Instt. as the Board may commit to his charge.

The Principal shall act as Secretary to the Executive Committee and other Committees of the Society of the Board.

The Principal shall have such other powers and shall perform such other duties as may be delegated to him by the Board.

- (vi) The Principal shall have the power to re-delegate his powers to any of his sub-ordinates with the approval of the Board.
- (vii) In the event of the occurrence of any vacancy in the office of the Principal or if the Principal is unable to discharge his functions owing to absence, illness or any other cause, it shall be open to the Board to authorise any person to exercise such powers, functions and duties of the Principal as the may deem fit.

BUDGET ACCOUNTS AUDIT & REPORTS.

- 25. (i) The Society shall from time to time prepare the budget estimates of the Institute in such form and manner and shall submit the same to the Administration of DNII approval by such-dates, as the State Government, in consultation with the Central Government may direct.
 - (ii) The Society shall submit to the Central and DNII Administration a report on the working of the Institute and an audited statement of accounts showing the income and expenditure of the Instt. For each financial year within five months after the closing of the year.
 - (iii) The Administration of DNH may, after scrutiny of the budget estimates, the statement of accounts and the report referred to in sub- (i) and (ii) of this Rule, refer them back to the Society with comments, and the Society shall comply with such comments or otherwise explain the matter to the satisfaction of the Administration of DNH as the case may be.
 - (iv) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Administration of DNII.

The Society shall have the accounts of the Society audited in such manner as the Administration of DNII, may direct and to forward annually to the Administration of DNII, the accounts only certified by the auditors together with the audit report thereon.

- (vii) The society may delegate all or any of its powers to the board of Governors of the institute or to the executive committee or to any of the committee or sub-committee constituted by the society or the Board, or to any one or more members of its bodies or its officers,
- 26. For the purpose of section 6 of the societies Registration Act, 1860, (XXI of 1860), the secretary and the society may sue or be sued in the name of the secretary of the society.
- 27. All contracts, deeds and other instruments for and on behalf of the society and the members of the Board shall be executed by the principal of the Institute. If the value of the contract deed or instrument is the value of the contract deed or instrument is Rs.10.000/- or less and by the principal of the Institute, and the Convener of the Executive Committee, if the value there of exceeds Rs.10.000/-. The Board may also authorize any person to enter into contracts on behalf of the society to such restrictions and conditions as the Board may impose.
 - 28. The society may be dissolved in accordance with the previsions of sections 13 and 14 of the societies Registration Act (XXI of 1860) after obtaining the previous consent of the Administration of DNII in that behalf.
 - 20. Jurisdiction: All disputes regarding the society shall be filed within the local courts of DNII.

ALTERATION ETC. OF PURPOSE OF RULES.

30. Subject to the prior approval of the Administration of DNII, the Society may alter, extend or abridge any purpose or purposes for which it is established in the manner laid down in the Societies Registration Act (XXI of 1860).

31. These rules / regulations may be altered with the consent of the Administration of DNH by a resolution passed by a majority of two/thirds of the members

C/D/ C/533

Chairmant

Member

Member

Member

present at any meeting of the society which shall have been duly convened for the purpose.

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

Administrator Shri V. K. Singh Administration of Daman & Diu and Dadra & Nagar

Haveli, Daman.

Shri Dharmendra

Development Commissioner, Administration of Daman & Diu and Dadra & Nagar Haveli,

Daman. Secretary Finance Administration of Daman & Diu and Dadra & Nagar Haveli,

Daman.

Shri S. L. Bansal

Shri S. L. Bansal

Secretary (Technical Education) · Administration of Daman & Diu and Dadra & Nagar Haveli, Daman.

Shri X. K. Mahto

Collector, DNH Administration of DNII

Shri A. K. Singh'

Managing Director, Industrial Omnibus Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd., Daman.

Member

Member

Registro Dadra & P. Poliv