



**MEMORANDUM OF ASSOCIATION
OF
NATIONAL INSTITUTE OF
FOUNDRY AND FORGE
TECHNOLOGY SOCIETY**

***NATIONAL INSTITUTE OF
FOUNDRY & FORGE TECHNOLOGY
RANCHI- 834003***

**MEMORANDUM OF ASSOCIATION
OF
NATIONAL INSTITUTE OF FOUNDRY AND FORGE
TECHNOLOGY SOCIETY**

- 1) The name of the Society is the National Institute of Foundry and Forge Technology Society.
- 2) The office of the Society shall be situated at Ranchi.
- 3) In this memorandum unless the context otherwise requires :-
 - a) "Society" shall mean the National Institute of Foundry and Forge Technology Society.
 - b) "Institute shall mean the National Institute of Foundry and Forge Technology.
 - c). "Central Government" shall mean the Government of India.

OBJECTIVES

- 4) The objects for which the Society is established are :-
 - i) To establish and to carry on the administration and Management of the National Institute of Foundry and Forge Technology and in relation thereto:-
 - a) to provide national facilities for forge education and research in the form of full time courses vacation courses and the like.
 - b) to provide facilities for training of senior executive personnel for foundry industry.
 - c) to train suitably qualified personnel for industry in the latest production technique and methods, design and development.
 - d) to award appropriate diplomas and certificates on the basis of the standards laid down for the courses.
 - e) to guide and conduct applied research in the field of foundry and forge technology and to devise techniques called for Indian conditions.
 - f) to institute and award fellowships, scholarships, prizes and Medals in accordance with the Rules and Bye-laws;
 - g) to confer honorary awards and other distinctions;
 - h) to fix and demand such fees and other charges as may be laid down in the Bye-Laws made under the rules of the Society.
 - i) to establish maintain and manage halls and hostels for the residence of students;
 - j) to create administrative, technical, ministerial and other posts under the Society other than the post of Director of the Institute and to make appointments thereto provided that the posts so created are in the cadre and scales of pay approved by the Central Government from time to time.

The appointment to the post of Director shall be made by Central Government on such terms and conditions as may be decided by that Government;
 - k) to cooperate with educational or other institutions in any part of the world having objects wholly or in any part similar to those of the Society by exchange of teachers, scholars and generally in such manner as may be

conducive to their common objects; and

- i) to create patronship, affiliations and other classes of professional or honorary or technical memberships or office as the Society may consider necessary.
 - ii) to acquire by gift, purchase, exchange, lease, license on hire or otherwise howsoever any moveable and/ or immoveable property and hold the same provided that prior approval of the Central Government is obtained for the acquisition of immovable property.
 - iii) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects, provided that prior approval of the Central Government is obtained for transfer of any immovable property;
 - iv) to maintain a Fund to which shall be credited :
 - a) all money provided by Central Government;
 - b) all fees and other charges received by the Society;
 - c) all money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - d) all money received by the Society in any other manner or from any other sources.
 - v) to deposit all money credited to the Fund in such Banks or to invest them in such manner as the Society may, with the approval or the Central Government, decide.
 - vi) to meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund.
 - vii) to constitute such Committee or Committees as it may deem fit for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Institute.
 - viii) to delegate any of its powers to the Board of Governors of the Institute or any of the Committee or committees constituted by it;
 - ix) to borrow or raise money with or without security or on the security of mortgage, charge, hypothecation or pledge over all or any property belonging to Society or any other manner whatsoever.
 - x) to invest and deal with any money of the Society not immediately required for any of the objects in such manner as may be provided by the Rules and Regulations of the Society and as may from time to time be determined.
 - xi) For the purposes aforesaid to sign, execute and deliver such contracts, deeds and instruments as may be necessary;
 - xii) to do all such things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Society;
- 5) The Central 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 any enquiry into the affairs there of 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 issue such directions as it may consider necessary in respect of any of the matter 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.
- 6) The names, addresses and occupations of the first members of the Governing Body of the Society to which by the Rules of the Society, the management of its affairs is entrusted, are:-

- | | | |
|-----|---|----------|
| 1) | Shri T. R. Gupta
Chairman
Heavy Engineering Corporation,
Ranchi | Chairman |
| 2) | Shri A. B. Chandiramani
Joint Education Adviser (T)
Ministry of Education
New Delhi | Member |
| 3) | Shri R. V. Subramaniam
Joint Secretary,
Ministry of Industry
New Delhi | Member |
| 4) | Shri M. S. Sundara
Financial Adviser
Ministry of Education
New Delhi | Member |
| 5) | Dr. D. P. Antia
Director
Union Carbide Ltd.,
1, Middleton Street, Calcutta-16 | Member |
| 6) | Shri I. N. Oar
General Manager
Foundry & Forge Project Ranchi. | Member |
| 7) | Shri T. C. Chadda
Superintendent
Steel Foundry,
Chittaranjan Locomotive Works
Chittaranjan, (West Bengal). | Member |
| 8) | Shri M. G. Reporter
Divisional Manager (Foundry)
Tata Engineenng & Locomotive Co. Ltd.
Jamshedpur - 10 | Member |
| 9) | Dr. Pran Lal Patel
Technical Director
Malleable Iron & Steel Castings Ltd.,
Mathuradas Mills Compound,
Lower Parel, Bombay - 13 | Member |
| 10) | Dr. G. P. Chatterjee
Chief Metallurgist,
Hindustan Steel Ltd.
Durgapur – 3 | Member |
| 11) | Dr. K. G. Chandiramani
Prof. of Mech. Engineering
Indian Institute of Technology,
Kharagpur | Member |

- | | | |
|-----|--|--------------------------------------|
| 12) | Shri Arjan Vaswani
Managing Director
Wesman Engineering Ltd.,
1/2, Allenby Road,
Calcutta - 20 | Member |
| 13) | The Director of the
National Institute of
Foundry & Forge Technology
Ranchi (To be appointed) | (Ex-officio.
Member
Secretary) |
| 14) | | |
| 15) | Two person to be co-opted
by the Board of Governors. | Member |

As copy of the Rules & Regulations of the Society, certified to be a correct copy by the members of the Society is filled 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 this memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Societies Registration Act XXI of 1860

this.....

day of196

Sl No	Name, Addresses & Occupations of members	Signature of members	Name addresses & occupations of witnesses	Signature of witnesses
1)	Shri T. T. Gupta Chairman Heavy Engg. Corporation Ranchi			
2)	Dr. G. P. Chatterjee Chief Metallurgists, Hindustan Steel Ltd., Durgapur - 3			
3)	Dr. K. G. Chandiramani Prof. of Mech. Engg. I.I.T. Kharagpur			
4)	Shri M. G. Reporter Divisional Manager (Foundry) Tata Engg. Locomotive Co. Ltd., Jamshedpur – 10			
5)	Shri I. N. Dar General Manager Foundry & Forge Project, Ranchi			
6)	Shri A. B. Chandiramani Joint Educational Adviser (T) Ministry of Education New Delhi			
7)	Shri M. S. Sundara Financial Adviser Ministry of Finance New Delhi			

**RULES AND REGULATIONS
OF
NATIONAL INSTITUTE OF FOUNDRY AND FORGE
TECHNOLOGY SOCIETY RULES**

- 1) In the Rules and Regulations unless the context otherwise requires :
 - a) "Society" shall mean the National Institute of Foundry and Forge Technology Society.
 - b) "Institute" shall mean the National Institute of Foundry and Forge Technology.
 - c) "Central Government" shall mean the Government of India.
- 2) The Office of the Society shall be situated at Ranchi
- 3) The Society shall for the time being consist of the following members :
 1. Chairman : To be appointed by the Central Government.
 - 2, 3 & 4 : Three nominees of the Central Government representing its Ministries of Finance, Education and Industry.
 5. : One representative of the All India Council for Technical Education.
 - 6, 7, 8, 9 & 10 : Five representatives of Industry including public enterprises nominated by the Central Government..
 - 11 & 12 : Two members to represent other interests such as engineering profession, technical institutions and the like nominated by the Central Government.
 13. : The Director of the Institute (Ex officio member secretary)
 - .
 - 14, 15 : Two persons co-opted by the Board of Governors.

Approved in Ministry of Education Letter no. F.22-2/78 T.I dated 23rd Feb. 1979.

16 & 17,

Two faculty members (H.G.D. & Professor) to be co-opted for 2 years by the Board on seniority basis by rotation provided that both do not belong to the same Dept.

- 4) If a member of the Society shall change his address he shall notify to the Secretary his new address and if he fails to notify such new address, his address as recorded on the rolls of the members shall be deemed to be his address.
- 5) The general superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the Governing Body of the Society which shall be

called "the Board of Governors, National Institute of Foundry and Forge Technology Society" here-in-after referred to as "The Board".

(1) The Board shall be composed of the following members:-

- | | |
|----------------|---|
| 1. Chairman. | To be appointed by the Central Government. |
| 2, 3 & 4 | Three nominees of the Central Government representing its Ministries of Finance, Education and Industry. |
| 5. | One representative of the All India Council for Technical Education. |
| 6, 7, 8, 9&10 | Five representatives of Industry including public enterprises nominated by the Central Govt. |
| 11 & 12. | Two members representing other interests such as engineering profession, technical institutions and the like nominated by the Central Government. |
| 13, 14, 15 &16 | Two members co-opted by Board as a whole |

Approved in Ministry of Education letter No. 22-2/78- T. 1 dated 23rd Feb. 1979

Two faculty members (H.O.D. & Professor) to be co-opted for 2 years by the Board on seniority basis by rotation provided that both do not belong to the same Dept.

: The Director of the Institute (Ex officio Member-Secretary)

- (i) Where a member of the Society or the Board becomes such member by reason of the office he holds, his membership shall if so terminate when he ceases to hold that office.
 - (ii) A member of the Society or the Board representing the Central Government shall continue to be such member during the pleasure of the Central Government
 - (iii) Every other member of the Society or the Board including the Chairman shall cease to be such member on the expiry of four years from the date of his appointment or nomination but shall be eligible for reappointment or renomination, as the case may be.
 - (iv) Should any member representing the Central Government be prevented from attending a meeting of the society or the Board, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Society or the Board and such representative shall have all the rights and privileges of a member of the Society or the Board for that meeting.
- 8) A member of the Society or the Board shall cease to be such 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) he is removed by the Central Government from the membership of society or (g) except in the case of the Institute or (h) fails to attend three consecutive meetings of the Society or the Board without obtaining the leave of absence from the Chairman.

- 9)
 - i) The chairman of the Society or the 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 exofficio member or a member representing the Central Government) may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
- 10) Any casual vacancy 'in the Society or the Board shall be filled by the appointment or nomination of a member therein by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term if any, of the member in whose place he has been appointed or nominated.
- 11) The; Society or 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 Society or the Board shall be called in question merely be reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.
- 12)
 - i) The Society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Society upon written requisition of not less than four members.
 - ii) For every meeting of the Society fifteen days notice shall be given to the members. The accidental omission to give notice to of the non receipt of notice of any meeting of the Society by an members shall not invalidate the proceedings at that meeting.
 - iii) Five members including the Chairman shall constitute a quorum at any meeting of the Society.
 - iv) In case of differences of opinion amongst the members the opinion of the majority shall prevail.
 - v) Such member of the Society, including the Chairman, shall have one vote and if there be an equality of votes on any question to be determined by the Society, the Chairman shall in addition have and exercise a casting vote.
 - vi) Every meeting of the society shall be presided over by the Chairman and, in his absence from any meeting by an member chosen from amongst themselves by the members present at the meeting.

13) Powers and Functions of the Board

Subject to the provision of the memorandum, the Board shall have full powers and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of the Society and without in any manner derogating from the generality of their powers in particular the following :

- i) to prepare and execute detailed plans and programmes for the establishment of the Institute and to carry on its administration and management after such establishment;
- ii) to look after and manage the institution and properties of the Society and to spend money required for that purpose.

- iii) to receive grants and contributions and to have custody of the funds relating to the institute.
- iv) to prepare the budget estimates of the Society for each year, and to sanction the expenditure within the limits of the budget as approved by the Central Government;
- v) to prescribe and conduct courses of study training and research in forge and foundry technology and allied subjects;
- vi) to prescribe rules and regulations for the admission of students to the various courses of study in conformity with the policy approved in this behalf by the Central Government.
- vii) to lay down standard of proficiency to be demonstrated before the award of certificate to competence in respect of the courses offered by the Institute. _
- viii) to institute and award fellowships, scholarships, prizes and medals;
- ix) Provide for and supervise the residence, health, discipline and the well-being of the students of the Institute;
- x) to create teaching, administrative, technical ministerial and other posts under the Institute other than the post of Director and to make appointments thereto provided that the posts so created are in the cadre and scales of pay as approved by the Central Government from time to time. The appointment to the posts of Director shall be the Centr_1 Government on such terms and conditions as may be decided by the Central Government.
- xi) to co-operate with any other organization in the matter of education and training in forge and foundry technology and allied subjects;
- xii) to negotiate, enter into and make contracts and deeds of the Society.
- xiii) to sue and defend all legal proceedings on behalf of the Society.
- xiv) to appoint any committee or Sub-Committee for the disposal of any business of the Society and with such powers as the Board may deem fit.
- xv) to delegate to such extent as it may deem necessary, any of its powers to any officer of or Committee or Sub-committee appointed by the Board.
- xvi) to consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society or the institute as it thinks fit and to forward such annual report. Annual accounts and financial estimates along with the resolution passed thereon to Central Government;
- xvii) to make, adopt amend, vary or rescind from time to time Bye-laws for the regulations of, and for any purposes connected with the management and administration of the affairs of the Society and for the furtherance of its objects;
- xviii) to make, adopt, amend vary or rescind from time to time Bye-Laws (a) for the conduct of the business of the Board and the committees to be appointed by it (b) for delegation of its powers or (c) for fixing the quorum;
- xix) to borrow or raise money which may be required for the purpose of the Society upon

bonds, debentures, promisory notes or other securities of the Society or by mortgage or charge on the property belonging to the Society, subject to prior sanction of the Central Government.

- xx) to expend the funds of the Society in such manner as the Board shall consider beneficial for the purpose of the Society.
 - xxi) to do all such acts and things as are incidental or conducive to the attainment of the above mentioned powers or anyone or more of them and to the objects specified in the Memorandum of Association.
- 14) i) The Board shall ordinarily meet once in every three months provided that the chairman may, whenever he thinks fit on a written requisition of not less than four members call for a special meeting. Not less than fifteen days notice shall be given for every meeting of the Board and a copy of the proceedings of every meeting shall be furnished to the Central Government as soon as practicable after the meeting.
- ii) five members Of the Board including the Chairman, shall constitute a quorum for any meeting of the Board;
- iii) in case of difference of opinion amongst the members the opinion of the majority shall prevail.
- iv) Each member of the Board including the Chairman shall have one vote and if there shall be an equality of votes of any question to be determined by the Board, the Chairman shall in addition have and exercise a Casting Vote.
- v) every meeting of the Board shall be presided over by the Chairman, and, in his absence from any meeting, by any member chosen from amongst themselves by the members present at the meeting.
- vi) 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 four members of the Board shall have recorded their approval of the resolution.
- 15) The Board may be resolution delegate to the Chairman, Director-cum-Secretary and other officers and staff of the Board such of its powers for the conduct of the affairs of the Boards it may consider necessary or desirable.
- 16) i) The Director shall be ex-officio Secretary of the Society and the Board. The secretary shall be the Principal Executive officer of the Society. He shall look after the affairs of the Society under the direction of the Chairman and shall, whenever directed by the Board and of anKcommittee or Sub-Committee thereof.
- ii) The Secretary shall keep or cause to be kept proper records and minutes of the proceedings of the General Meetings of the Society and of the Board. The Secretary will do everything to give effect to the Resolutions passed by the General Meeting of the Society as also to those passed by the Board or any Committee appointed by the Board.
- iii) The Secretary shall be the custodian of the records and such other property of the Society as the Board may commit to his charge.
- iv) The Secretary shall conduct official correspondence on behalf of the Society and the Board and maintain accounts of the Society.

- v) For the purpose of Section 6 of the Societies Registration Act (21 of 1860), the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary.
- 17) The members of the Society, Board or of any Committee appointed by the Society or the Board shall not be entitled to any remuneration form the Society or the Board; but non-official members of 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 or attending the meetings of the Society, the Board or the Committee or in connection with any other business of the Society, the Board or the committee as the case may be. Official members who are employees of the Central Government shall initially receive T.A. & D.A. from the same source from which they draw their salaries, at rates admissible to them according to their Government rules but the whole expenditure shall be reimbursable form the Society to the Central Gov_ rnment.
 - 18) The Chairman 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.
 - 19) i) The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff of the Institute.
ii) No benefaction shall be accepted by the Society which, in its opinion, involves condition or obligations opposed to the spirit and object of this clause.
 - 20) i) the Board shaH prepare and maintain accounts and other relevant records and shall prepare annual statement of accounts including the balance sheet and income and expenditure account of the Society in such form as may be prescribed by the Central Govt. in consultation with the Audit Officer.
ii) The Accounts of the Society including balance sheet and income and expenditure account shall be audited annually by such persons as may be decided by the Central Government. All expenses incurred in connection therewith shall be payable by the Society.

Approved in Ministry of Education Letter No. F. 22-2/78 T.1 dated 23rd Feb. 1979.

Rule 21

- i) The Board shall submit annually within six months after closing of the previous financial year a report on the working of the Institution during the previous year together with audited report including audited statement of account showing receipt and payment during the previous year both in English and Hindi to the Govt. of India through the administrative Ministry and that Ministry shall cause the same to be laid before each House of the Parliament within 9th months after the close of the Financial year what?"
- ii) The Society shall submit to the Central Government the budget estimates for every financial year by such date as may be fixed by the Central Government in this behalf.
- iii) "The Board of Governors shall approve the annual accounts of the Institute before Submission to the Audit".

(Item No. 4M of Agenda for 31st Meeting held on 1012-83).

- 22) The bank account of the Society shall be kept in the name of the Society and shall be operated upon jointly by any two of the following office bearers;
- i) Director of the Institute
 - ii) Administrative Officer/Now A.R. (Asstt. Registrar)
 - iv) Accounts Officer
 - iv) Any other officer of the Institute as may be duly empowered, in this behalf, by the Director.
- 23) The Secretary or any member of the Board, if so authorised by a resolution passed in that behalf by the Board, may execute all contracts, deeds and other instruments for and on behalf of the Society and the Board.
- 24) Subject to the provisions of the Societies Registration Act, 1860, the Society may later, extend or abridge any purpose or purposes for which the Society is established.
- 25) The Society may alter the Rules and Regulations at any time by a Resolution passed by a majority of three fourths of the members present and voting at any General Meeting of the Society which shall have been convened for the purpose after giving due notice of such Resolution to the members of the Society.
- 26) The Board shall provide a seal and provide for its safe custody and the seal never be used except by the authority of the Board previously given and one member of the Board shall sign every instrument to which the seal is affixed and every such instrument shall be countersigned by the Secretary or by some other person appointed by the Board.
- 27) If, on winding up or dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities, any assets and the property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Central Government may determine.
- 28) We, the following member of the Board of Governors, certify that the Rules of the Society given above are correct copy thereof:

- 1) Sd/- T. R. Gupta
- 2) Sd/ A. B. Chandiramani
- 3) Sd/ M.S. Sundara

Dated.....