

**Memorandum of Association
Rules and Bye-Laws
of the Institute**



भोट विद्या संस्थानम्

An authorized manual of
Central Institute of Higher Tibetan Studies
(Deemed University)
SARNATH, VARANASI
2008

PREFACE

The Central Institute of Higher Tibetan Studies, Sarnath, Varanasi came into being in 1967 for preservation and promotion of Tibetan Culture and Buddhist Studies as a special wing of the Sampurnanand Sanskrit University on an experimental basis. As per recommendations of the Chandiramani Review Committee held in 1970 and the D. P. Yadav Committee held in 1975, the Institute was registered under the Societies Registration Act XXI of 1860 in 1977 as an autonomous body under the direct-administrative control of Department of Culture, Government of India with affiliation to Sampurnanand Sanskrit University, Varanasi exclusively for conferment of academic degrees.

After considerable growth of its infrastructure and academic excellences, the Department of Culture, Government of India initiated a proposal for giving this Institution a deemed to be University status in early August, 1983. The Board of Governors in its 15th meeting held on 6th October, 1983 at New Delhi resolved that "Keeping in view the multidimensional growth of the Institute and also the problems of the other similar objective sister Institutions, it was felt that now the Institute should seek for a status of deemed to be a University,"

Thereupon, the Department of Culture approached the UGC, vide their D. O. No. F. 7-19/81-CH-3, dated 27th March, 1984 seeking deemed to be University status for this Institute. Since then, a slow process continued towards this direction for few years and finally, the Department of Culture informed the Institute vide their D. O. No. F. 7-19/81-CH-3, dated 13th November 1986 that one of the essential pre-requisites for declaring an Institution as deemed to be University is to modify its Memorandum of Association and Rules and Regulations in consultation with UGC so as to ensure that it satisfies all the necessary requirements.

Accordingly, the UGC was consulted and draft amendments of Memorandum of Association and Rules were processed and put before the Board of Governors in its special

meeting and the 21st meeting held on 20th December 1986. Since the amendments were of lengthy nature and needed detailed examination, the Board of Governors appointed a sub-committee consisting of Shri R. C. Tripathi, Joint Secretary, Department of Culture, Shri S. P. Tuli, Director, Integrated Finance, Ministry of Human Resource & Development and Prof. S. Rinpoche, the Principal/Director of the Institute. The Committee met consecutively on 9th January, 2nd February and 4th February 1987 and the draft was submitted to Department of Education and UGC. Again a meeting was held on 30th June 1987 with Joint Secretary, Department of Education and representative of UGC and the draft was further revised. Subsequent meetings were held with Department of Education on 16th August, 19th October and 2nd November 1987 respectively. In the aforesaid meetings, the amendments were thoroughly examined and finalised.

Thus finalised amended Memorandum of Association and Rules were approved by the Board of Governors in its meeting held on 30th November 1987 and confirmed on 12th February 1988.

In accordance with the procedure laid down in the Societies Registration Act, 1860, the amended Memorandum of Association and Rules were submitted to Asstt. Registrar, Firms, Societies and Chits, Varanasi, on 7th March 1988 & with further amendment on 8.02.2007.

In its present form, the manual may be used for all specific purposes other than printing and publishing, in whole or part, as the case may be, the right for which is reserved with the Institute.

We wish to record our appreciation to the individual members of the sub-committee, the Board of Governors and the concerned authorities in Government as well as in UGC who made possible the finalisation of this manual.

Kartik Purnima, 2008

Sarnath

Director

Memorandum of Association

OF

Central Institute of Higher Tibetan Studies

SARNATH, VARANASI

Part - I

1. Name

The Society shall be named as the Central Institute of Higher Tibetan Studies.

2. Office

The Registered Office of the Society shall be at Sarnath, Varanasi, or at such place in Varanasi as the Society may decide.

3. Objects

The objects for which the Society is established are, to establish, develop and to maintain the educational institution called 'The Central Institute of Higher Tibetan Studies', Sarnath, Varanasi and "to manage, supervise and administer its affairs, subject to the approval of the Government of India, and also the orders of Government of India, the Society shall have the power to do all things and acts necessary and incidental to the above mentioned objects and without prejudice to the generality of the above to do the following things in particular:

- (a) to provide for instruction for various course of study, training and for research in different branches of Tibetology, Philosophical and Cultural Studies for the Degrees and Diplomas of the Institute and to conduct Examination thereto;

- (b) to provide for research and publication for restoration and advancement of knowledge;
- (c) to declare branch campus of the Institute in any part of India for imparting instruction of similar subjects with prior approval of Government of India;
- (d) to provide for land and building for the Society and/ or the Institute and to construct, demolish or alter any building which may be necessary or expedient for its object;
- (e) to provide hostels for students and residential accomodation for staff (teaching and other staff) and to promote their health, general welfare, cultural and corporate life;
- (f) to create teaching, administrative, technical, ministerial and other posts and to appoint, promote, remove or dismiss, reduce in rank any member of the teaching and administrative staff of the Society;
- (g) to purchase, take on lease or accept as gift, or otherwise acquire, transfer, surrender, give on lease or otherwise alienate any real or personal property or rights therein or privileges attaching thereto which may be necessary or convenient for its purpose;
- (h) to buy, sell, endorse, negotiate or transfer, Government or other securities, negotiable instruments including Hundis and to collect and realise interest, bonus, dividends and profits on such securities, negotiable instruments etc. for the purpose of the Society;
- (i) to invest funds belonging to the Society or under the control of that Society in such property and/or securities as are authorised by law for the investment of trust funds or such other classes of securities as may from time to time be approved by the Government of India or in any other manner

as may be specifically approved by the University Grants Commission;

- (j) to borrow or raise money for the fulfillment of the objects of the Society with or without security by creating a charge, loan or mortgage on whole or any part of its properties, assets, rights or privileges on such terms and conditions and to such extent as may be determined by the Society from time to time with prior approval of the Government of India, provided that no such loan with or without security shall be taken by the Society without prior approval of the Government of India. The Government of India shall have the right to examine the purpose for which the loan is taken and whether or not the terms and conditions for the grant of loans are reasonable and in the interest of the Institute;
- (k) to award fellowships, scholarships, prizes and medals in accordance with the Rules and Bye-laws of the Society and subject to the terms and conditions of grant of such fellowships, scholarships, prizes and medals;
- (l) to frame rules, regulations and bye-laws for the administration of the Society;
- (m) to appoint such Committees or Sub-Committees as may be expedient;
- (n) to prescribe, demand and collect fees and other charges in accordance with the rules and bye-laws of the Society;
- (o) to do all such other acts and thing incidental and ancillary to attainment of any of the objects specified above as may be expedient for the ,functions of the Society as an educational Institution.

4. Membership

The Membership of the Society shall consist of the following :-

- (1) Chairman
- (2) Director of the Institute.
- (3) Two persons nominated by H. H. the Dalai Lama.
- (4) One representative of University Grants Commission.
- (5) One representative of Ministry of External Affairs, Government of India.
- (6) One representative of Department of Culture, Government of India.
- (7) One representative of Department of Education, Government of India.
- (8) Three representatives of Teaching Staff of the Institute.
- (9) Five Non-Official subject expert members.
- (10) Registrar of the Institute-Non-Member Secretary.

5. Documents

All lease, properties, documents and title deeds relating to the properties movable and immovable of the Society shall be in the name of the society.

6. Income

The income of the Society from its property or any other sources, however derived shall be applied solely towards the promotion of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of bonus or otherwise to the persons who at any time or have been members of the Society or to any of them provided that nothing here-in contained shall prevent the payment in good faith of remuneration, honorarium or allowance to any officer, employees or servant of the Society or to any member thereof or to any other person in return for any services rendered to the Society by such Officer, employee or servant.

7. Institute open to all

- (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 of profession in admitting or appointing members, students, teachers, workers or in any other connection whatsoever;
- (ii) No benefactories shall be accepted by the Institute which in its opinion involves conditions and obligations opposed to the spirit and object of this section.

8. Directives by the Government of India

The Government of India shall have the powers to issue such directives as it may consider necessary from time to time to the Society or the Institute for the purpose of carrying out or achieving the objectives set out in the Memorandum of Association and Rules.

9. Review

The Government of India may appoint one or more persons to review the working and progress of the Society and/or the Institute and to hold enquiries into the affairs thereof and to report thereon in such manner as the Government of India upon receipt of such report, take such action and issue such directions as it may consider necessary in respect of any. of the matters dealt with in the report and the Society or the Institute; as the case may be, shall comply with such directions.

10. Take Over

If the Government of India is satisfied that the Society or

the Institute is not functioning properly, it shall have the power to take over the administration and assets of the Society or the Institute as the case may be.

11. Dissolution

If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities any property, the same shall not be paid to any member of the Society or distributed amongst them but shall be disposed off in the manner as the Government of India may determine.

12. Board of Governors

The names, addresses, occupation and designations of the present members of the Board of Governors of the Society to whom the work of the Society is entrusted are as follows :

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| 1. | Director of the Institute | Chairman |
| 2. | One representative of H. H. the Dalai Lama | Member |
| 3. | One representative of University Grants Commission | Member |
| 4. | One representative of Department of Culture, Ministry of Human Resource Development, Govt. of India, New Delhi | Member |
| 5. | One representative of the Ministry of the Finance, Govt. of India, New Delhi | Member |
| 6. | One representative of the Ministry of External Affairs, Govt. of India, New Delhi | Member |
| 7. | Non-official nominated by the Govt. of India | Member |

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| 8. | Non-official nominated by the Govt. of India | Member |
| 9. | Non-official nominated by the Govt. of India | Member |
| 10. | Representative of teaching staff nominated by the Chairman of the Board of Governors | Member |
| 11. | Representative of teaching staff nominated by the Chairman of the Board of Governors | Member |
| 12. | Registrar of the Institute | Non-Member Secretary |

We the following persons whose names and occupations are herewith subscribed are desirous of being formed into a Society under the Societies Registration Act (Act XXI of 1860).

Rules

OF

The Central Institute of Higher Tibetan Studies SARNATH, VARANASI

Part II

1. Short Title

These Rules shall be called the "Rules of the Central Institute of Higher Tibetan Studies", Sarnath, Varanasi.

2. Office

The Registered Office of the Society shall be at Sarnath, Varanasi, or at such a place in Varanasi as the Society may decide.

3. Definition

In these Rules, unless the context otherwise requires:

- (i) The Expression 'Board' or 'Board of Governors' occurring hereinafter shall mean The Board of Governors of the Central Institute of Higher Tibetan Studies, Sarnath, Varanasi.
- (ii) The Expression 'Government' occurring hereinafter shall mean the Government of India.
- (iii) The Expression 'Institute' occurring hereinafter shall mean The Central Institute of Higher Tibetan Studies, Sarnath, Varanasi, maintained and administered by the Institute's Society.
- (iv) Expression 'Society' occurring hereinafter shall mean The Central Institute of Higher Tibetan Studies, Sarnath, Varanasi.

4. Authorities and Bodies of the Institute

The following shall be the authorities of the Institute :-

- (i) The Society
- (ii) Board of Governors
- (iii) Academic Council
- (iv) Finance Committee
- (v) Planning and Monitoring Board
- (vi) Board of Studies of various departments
- (vii) Admission Committee
- (viii) Research Degree Committee
- (ix) Examination Committee
- (x) Selection Committees for the appointment of teachers of Institute.

5. The Society

The Society shall consist of the following :

- (i) Secretary, Department of Culture, Ministry of Human Resource Development, Government of India or an eminent scholar of repute in the fields of Tibetology, Buddhology or Philosophy or Himalayan Studies or Ancient Indian Art and Culture or such other allied subjects for which the Institute is conducting teaching or research, to be nominated by the Government of India. Chairman
- (ii) Director of the Institute Member
- (iii) Two persons nominated by H. H. the Dalai Lama Members
- (iv) One representative of University Grants Commission Member
- (v) One representative of Ministry of External

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| Affairs, Government of India. | Member |
| (vi) One representative of Department of Culture, Government of India. | Member |
| (vii) One representative of Department of Education, Government of India. | Member |
| (viii) Three representatives of teaching staff of the Institute-One from Professors, One from Readers and One from Lecturers to be nominated by the Chairman of the Society in rotation as per seniority. | Member |
| (ix) Five non-official subject expert members to be nominated by the Government of India from amongst reputed scholars of the subject in which the Institute is conducting teaching or Research. | Member |
| (x) Registrar of the Institute. | Non-Member Secretary |

6. Powers and Duties of the Society

The General Body shall review from time to time broad policies and suggest measures for the improvement and development of the Institute. The Society shall also consider and approve the Annual Budget, Annual Report, Annual Accounts & Audit Reports.

7. Powers and Functions of the Chairman

The Chairman shall preside over the meetings of the Society and shall exercise such powers as may be prescribed in the Rules and Bye-laws.

8. Meetings of the Society

- (i) The Society shall ordinarily meet once in a year.
- (ii) The Chairman of the Society may whenever he thinks fit/or

shall upon requisition in writing signed by not less than seven members of the General body may convene a special meeting.

- (iii) The Registrar shall circulate a notice of the meeting of the General Body atleast 15 days before the date fixed for such meeting Indicating the date, time and place of the meeting alongwith statement of the nature of business should be brought before the meeting.
- (iv) Presence of six members will form the quorum provided that no quorum shall be necessary for an adjourned meeting.
- (v) Duration of membership, vacation of office and proceedings not invalidated by vacancy shall be identical with the provisions made under the Board of Governors in Clause 12, 13 and 14.

9. Board of Governors

The Board of Governors shall consist of the following :

- (i) Director of the Institute Chairman
- (ii) One representative of His Holiness the Dalai Lama Member
- (iii) One representative of University Grants Commission Member
- (iv) One representative of Department of Culture Member
- (v) One representative of Ministry of External Affairs, Government of India Member
- (vi) One representative of Ministry of Finance, Government of India Member
- (vii) Three non-official members nominated by the Government of India for which atleast two nominees must be from amongst the outstanding scholars of

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| Tibetology or Buddhology or Philosophy
or Himalayan Studies or such other allied
subjects. | Member |
| (viii) Two representatives of teaching staff
nominated by the Chairman of the Board
of Governors in rotation | Member |
| (ix) Registrar of the Institute | Non-Member Secretary |

10. Powers and Duties of the Board of Governors

The Board of Governors shall be the Principal executive authority of the Institute responsible for the general superintendence, direction and control of the affairs of the Institute. The Board of Governors shall hold, control and administer the property and funds of the Institute as well as other funds placed at the disposal of the Institute for specific object.

The Board of Governors may appoint Committee or Committees which may be deemed necessary to assist the Board of Governors in matter, e.g. academic, finance, research, publications and others.

The Board of Governors shall in addition to all other powers and duties vested in them have the following powers:

- (i) to acquire, purchase, take on loan or on hire or in exchange or in gift or dispose any movable or immovable property with the approval of the Central Government and to construct, improve, maintain, alter or demolish any house, building and other properties as may be necessary for the Institute.
- (ii) to enter into, carry out, confirm and cancel contracts and agreements on behalf of the Institute.
- (iii) to make, accept, endorse and execute promisory notes, bills of exchange, cheques and other negotiable instruments in

connection with the affairs of the Institute.

- (iv) to consider and approve the annual budget, the revised budget, the annual reports, the annual accounts, audit reports and the financial estimates and to lay before the University Grants Commission/ Government of India or the Parliament, annual statements of financial requirements, plans and projects of the Institute, as the case may be.
- (v) to fix admission, tuition and other fees to be charged from students reading and/or residing in the Institute.
- (vi) to approve courses of study and research, conduct examinations and award degrees and diplomas thereto.
- (vii) to approve award of fellowships, scholarships, prizes and medals,
- (viii) to Institute, suspend, alter or abolish such teaching and administrative posts as may be considered necessary for the institution provided posts carrying maximum pay in excess of Rs. 1600/- p.m. in (pre-revised scale) are created with the approval of the Government of India, and thereafter filled by the Board of Governors; provided that prior approval of the Government is obtained for the appointment of Director and other posts carrying minimum pay in excess of Rs. 2500/- p.m. in (pre-revised scale).
- (ix) to appoint teaching and administrative staff excluding group C and D employees of the Institute and to lay down conditions of services for all employees of the Institute in accordance with the provisions made hereinbefore.
- (x) to grant on the recommendation of the Director study leave and leave without pay to the teaching staff of the Institute subject to the rules and regulations of the Institute.
- (xi) to make arrangements for exercise of powers and functions and discharge of duties of Director in casual temporary vacancies.

- (xii) to open an account or accounts in the name of the Institute with such scheduled bank or banks as the Board of Governors may think fit and to keep the funds of the Institute deposited with such banks.
- (xiii) to take such Insurance in respect of property or employees of the Institute as the Board of Governors may think fit.
- (xiv) to make rules/bye-laws and alter, amend or repeal the same.
- (xv) to co-operate with any other organisation in the matter of education, training and research.
- (xvi) to delegate at its discretion any of its powers as may be necessary from time to time to the Chairman. and/or the Director of the Institute and to appoint a Committee or Committees for disposal of or for advise in any matter pertaining to the Institute.
- (xvii) to exercise such other power and to do such other acts or things as may be necessary or expedient for the proper performance of its duties and for furtherance of the aims of the Society.

11. Meetings of the Board of Governors

- (i) The Board of Governors shall ordinarily meet once in every six months.
- (ii) The Chairman may, whenever he thinks fit and/or shall upon requisition in writing signed by not less than five members of the Board of Governors convene a special meeting of the Board of Governors, provided that no such meeting shall ordinarily be convened during any period of vacation.
- (iii) The Registrar shall ordinarily circulate among the members a notice of meeting of the Board of Governors 15 days before the date fixed for such meeting, together with a statement of the nature of the business to be brought before the meeting. The Chairman may direct, in case of emergency special meeting to be called by a short notice.

- (iv) At every meeting of the Board of Governors, five members shall form the quorum provided that no quorum shall be necessary for an adjourned meeting.
- (v) Any business which it may be necessary for the Society or Board of Governors to perform, except such as may be placed before its meeting may be carried out after approval of members by circulation among all of its members and any resolution so circulated and approved by a majority of the members signing shall be as effective and binding as if such resolution had been passed at the meeting of the Board of Governors.
- (vi) All the decisions of the Board shall be taken unanimously or by majority. In a event of tie the Chairman shall cast the decisive vote, provided that any disagreement should arise between representatives of Ministry of Finance and the Board of Governors on the financial matters beyond the delegated powers of the Department of Culture, the matter may be referred to the Minister of Human Resource Development and Finance Minister for decision.
- (vii) The members of the Board of Governor and or Committees appointed by the Board shall be entitled to such travelling and daily allowances in respect of the journeys under-taken for the Committees or in connection with any business of the Board or attending the meetings of the Board or the Institute, as the case may be, in accordance with rules framed in this behalf. The non-official members will draw travelling and daily allowances from the funds of the Institute. No other remuneration shall be payable to the members of the Board or committee.

12. Duration of Membership

- (i) Where a person becomes a member of the Board by reason of the office or appointment he holds his membership of the

Board shall terminate when he ceases to hold that office or appointment. Other members shall hold office for three years unless the authority which nominates them terminates their membership earlier which they will have power to do.

- (ii) A member, other than Chairman and an ex-officio member may resign the office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted.
- (iii) A vacancy in the Board of Governors shall be filled in by nomination or appointment as the case may be, by the authority entitled to make such nomination or appointment and it shall be for the remaining period of the term of the member in whose place such nomination or appointment is made.

13. Vacation of Office

A member of the Board of Governors shall cease to hold office if he :

- (i) dies or voluntarily resigns his office;
- (ii) is adjudged to be an insolvent or/of unsound mind;
- (iii) is convicted of any offence involving moral turpitude;
- (iv) being a member other than the Director or one of the teaching members of the Institute, accepts full time appointment in the Institute;
- (v) ceases to hold the qualifications, if any, required for nomination or appointment as a member of the Board.

14. Proceeding not Invalidated by Vacancies

No action or proceeding of the Board of Governors shall be invalid or called in question merely by reason of the existence of any vacancy or vacancies among its members,

or any irregularity in the nomination etc., of any of its members.

15. Academic Council

The Academic Council shall consist of the following :

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| (i) | Director of the Institute | Chairman |
| (ii) | All the Heads of Department of the Institute | Members |
| (iii) | All the Professors other than the Heads of the Departments | Members |
| (iv) | One Reader or lecturer from each Department other than the Head of the Department by rotation in the order of seniority | Members |
| (v) | Not more than five persons from amongst educationists of repute, eminent professionals, who are not in the service of the Institute nominated by the Chairman of the society | Members |
| (vi) | Not more than five persons who are not members of the teaching staff co-opted by the Academic Council for their specialised knowledge | Members |
| (vii) | The terms of members other than ex-officio members shall be three years provided that the term of member under number (vi) above shall be one year. | |

16. Powers and Duties of the Academic Council

The Academic Council shall be the principal academic body of the Institute and shall subject to, the provisions of the Memorandum of Association and the Rules & Bye-laws

shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the Institute. The Academic Council shall in addition to all other powers and duties vested in it have the following powers and duties viz :

- (i) to exercise general supervision. over the academic work of the Institute and to give directions regarding methods of instructions, evaluation or research or improvements in academic standards.
- (ii) to promote research within the Institute, prepare reports on such researches from time to time.
- (iii) to consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.
- (iv) to make arrangements for the conduct of examinations in conformity with the Bye- laws.
- (v) to maintain proper standards of the examinations.
- (vi) to recognise diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institute.
- (vii) to prescribe courses of study leading to degrees and diplomas of the Institute.
- (viii) to approve the Panel of examiners, moderators and such other personnel for different examinations as recommended by Board of studies.
- (ix) to suggests measures for departmental co-ordination.
- (x) to make recommendations to the Board of Governors on :-
 - (a) Measures for improvement of standards of teaching, training and research;
 - (b) Institution of fellowships, scholarships, medals, prizes etc.;

- (c) Establishment or abolition of department/ centres;
 - (d) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, awards of fellowships and studentships, freeships, concessions attendance etc;
 - (e) to appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governors.
- (xi) to consider the recommendations of the subcommittee and to take such action (including making of recommendations to the Board of Governors) as the circumstances of each case may require.
 - (xii) to make periodical review of the activities of the Departments/Centres and to take appropriate action (including making of recommendations to the Board of Governors) with a view to maintaining and improving the standards of instructions,
 - (xiii) to exercise such powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.

17. Meeting of the Academic Council

- (i) The Academic Council shall meet as often as may be necessary but not less than two times during the academic year;
- (ii) Seven members of the Academic Council shall constitute the quorum for meeting of the Academic Council;
- (iii) Any business which it may necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the

Academic Council, provided that atleast one half of the total number of the members of the Academic Council have recorded their views on the resolution.

18. The Finance Committee

The Finance Committee will consist of the following :

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| (i) | Director of the Institute | Chairman |
| (ii) | Director or D. F. A., Integrated Finance Division, Ministry of Human Resource Development, Department of Culture, Govt. of India. | Member |
| (iii) | A representative from Department of Culture. | Member |
| (iv) | One person nominated by the Board of Governors | Member |
| (v) | The Registrar of the Institute | Member-Secretary |

19. Functions of the Finance Committee

- (i) This Committee shall advise the Board of Governors in matters relating to the administration of property and funds of the Institute. It shall have regard to the income and resources of the Institute, fix limits for the total recurring and non-recurring expenditure for the ensuing financial year and may for any special reason revise it during the financial year. The Finance Committee shall also examine the staffing pattern proposals and all matters having financial implication.
- (ii) The Finance Committee shall have such other functions and duties as may be conferred on it by rules from time to time,

20. Planning and Monitoring Board

- (i) The Planning and Monitoring Board shall be the principal

planning body of the Institute and shall also be responsible for the monitoring of the development programmes of the Institute.

- (ii) The Board shall consist of the following :-
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| (1) Director of the Institute | Chairman |
| (2) Joint Secretary, Department of Culture, Govt. of India | Member |
| (3) Financial Adviser, Ministry of Human Resource Development, Govt. of India | Member |
| (4) The Senior most Professor of the Institute | Member |
| (5) Two eminent scholars of Tibetology or Buddhology, nominated by the Chairman of the Society | Members |
- (iii) All the members of the Planning Board, other than ex-officio members, shall hold office for a term of three years.
- (iv) It shall be the responsibility of the Planning Board to design and formulate appropriate programmes and activities of the Institute, and it shall, in addition, have the right to advise the Board of Governors and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the Institute.
- Provided that in case there is any difference of opinion between the Planning Board and the Academic Council on any matter, it shall be referred to the Board of Governors whose decision shall be final.
- (v) The Planning Board may constitute such Committees as may be necessary for planning and monitoring the programmes of the Institute.
- (vi) The Planning Board shall meet at such intervals as it shall deem expedient, but it shall meet at least twice in a year.

21. Board of Studies

- (i) There shall be one Board of Studies for each department of the Institute.
- (ii) The Board of Studies of each department shall consist of:-
 - (a) Head of the Department Chairman
 - (b) All Professors of the Department Members
 - (c) All readers and all Lecturers of the Department Members
 - (d) Two external experts to be nominated by Director in consultation with Head of the Department Members

22. Functions of the Board of Studies

The Board of Studies shall formulate and recommend the course of syllabus of the concerned Department and also submit the Panel of list for appointment of examiners, moderators etc.

23. Admission Committee

There shall be an admission Committee which shall consist of the following :-

- (i) Director or his nominee Chairman
- (ii) Five members to be nominated by the Director from amongst the teaching staff Members
- (iii) The Registrar Convener

24. Functions of the Admission Committee

The Admission Committee shall formulate the principles or norms governing policy of admission to various courses of the studies in the Institute and also shall scrutinise the admission applications and recommend names for admission in order of merit.

25. The Research Degree Committee

The Research Degree Committee shall consist of the following :-

- (i) The Director of the Institute Chairman
- (ii) Dean of the concerned faculty Member
- (iii) Two external experts nominated by the Director in consultation with concerned Dean and Head of the Department Members
- (iv) Head of the Concerned Department Member-Convener

26. Functions of the Research Degree Committee

This Committee shall formulate the Research Projects, Research topic and evaluate the Synopsis of proposed research topic, selection of candidates for Research fellows, recommending names of experts for evaluation of Research thesis, organising Viva-Voce and recommending for award of Research Degree to the successful candidates, in accordance with the regulations and ordinances framed for this purpose.

27. The Examination Committee

The Examination Committee shall consist of the following members namely :

- (i) Director of the Institute Chairman
- (ii) Three faculty members nominated by Academic Council Members
- (iii) The Registrar Member-Secretary

28. Functions of the Examination Committee

This Committee shall look after all the matters relating to conduct of examination, evaluation and declaring results etc.; in accordance with the rules and procedures framed for

this purpose from time to time.

29. Selection Committee for the appointment of the Teachers of the Institute

The Selection Committee for the appointment of teachers in the Institute shall consist of:-

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| (i) | The Director of the Institute | Chairman |
| (ii) | Three experts to be nominated by the Chairman of the Society from amongst the panel of experts as approved by the Board of Governors | Experts |
| (iii) | Head of the concerned department | Member |
| (iv) | The Registrar | Non-Member Secretary |

30. Functions of the Selection Committee for the appointment of the teachers of the Institute

This Committee will recommend a suitable candidate or panel of candidates in order of merit for appointment to the various posts after completing all the recruitment procedures.

If the Board of Governors is unable to accept the recommendations made by a Selection Committee, it shall record its reasons for such non-acceptance and submit the case to the Chairman of the Society for final orders.

31. Other Bodies of the Institute

The Board of Governors may constitute from time to time the following Committees for assisting the Board of Governors or the Director, in various administrative or academic work :-

- (i) Hostel Committee,
- (ii) Mess Management Committee and
- (iii) Such other Committees or bodies as may be required from time to time.

32. Officers of the Institute

The following shall be the Officers of the Institute :-

- (i) Director,
- (ii) Registrar,
- (iii) Librarian,
- (iv) Dean of Students Welfare.

33. The Director

- (i) The Director shall be a whole time salaried officer of the Institute and shall be appointed by the Board of Governors on recommendation of a Selection Committee and with the approval of the Government of India provided that the first Director shall be appointed by the Government of India.
- (ii) The *Search-Cum-Selection Committee shall consist of the following:-
 - (a) One nominee of the Chairman of the Society Chairman
 - (b) One nominee of the Board of Governors Member
 - (c) One nominee of H.H. the Dalai Lama Member
 - (d) One nominee of the Department of Culture, Govt. of India. Member-Convener

*(iii) Tenure of Appointment :

Five years or till age of 65 years whichever is earlier. A person shall be eligible for second term.

** (iv) Mode of Recruitment : Contract basis.

* The "Search Committee" was termed as "Search cum Selection Committee" vide Ministry of Culture, GOI letter No.3-12/ 2005-BTI dated 19th December, 2006 & CIHTS subsequent notification no. TI(Board)2006-967 dated 25.1.2007.

** Amended vide Ministry of Culture, GOI, letter No. 1-3-12/ 2005-BTI dated 19th December, 2006 & CIHTS subsequent notification no. TI (Board)2006-967 dated 25.1.2007.

34. Qualifications of the Director

- (i) Consistently good academic record possessing eminent scholarship in Tibetology, and Paramitayana Buddhist Philosophy with a degree of Doctorate or having a published work of research value or equivalent to above degrees of traditional monastical degrees in above subjects.
- (ii) At least ten years teaching experience to postgraduate classes, guiding research work and administrative experience in a well recognised Institute.
- (iii) The Board of Governors shall have the power to relax any of the qualifications or experiences mentioned in clause (i) & (ii) above for reason to be recorded in writing.

35. Powers and Duties of the Director

- (i) The Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting of instruction and maintenance of discipline. He shall in the absence of the Chairman preside at the Convocation held for conferring degrees. He shall be entitled to be present at and to address any meeting of any authority or other body of the Institute, but shall not be entitled to vote thereat unless he is a member of such authority or Committee.
- (ii) It shall be the duty of the Director to see that the provisions of the Memorandum of Association, the Rules & Bye-laws are duly observed & he shall have all powers necessary for that purpose.
- (iii) He shall be responsible for the proper functioning of the Institute. Without prejudice to the generality of this provision, he shall exercise powers generally of a head of department particularly those specified in the Rules.

- (iv) If in the opinion of the Director, an emergency has arisen which requires that immediate action should be taken, the Director shall take such action as he deems necessary and shall report the same at the next meeting of the authority which in the ordinary course would have dealt with the matter.

"Provided further that any person in the service of the Institute who is aggrieved by action taken by the Director under this sub-clause, shall have the right to appeal against such action to the Board within three months from the date on which decision on such action is communicated to him and thereupon the Board may confirm, modify or reverse the action taken by the Director".

- (v) The Director shall have such other powers and shall perform such other duties as may be delegated to him by the Board.

36. The Registrar

The Registrar shall be a whole time salaried Officer of the Institute and shall be appointed by the Board of Governors on the recommendation of a Selection Committee consisting of the following :-

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|------------------------------------------------------------------|----------|
| (i) Director of the Institute | Chairman |
| (ii) Joint Secretary Incharge, Deptt. of Culture, Govt. of India | Member |
| (iii) Two persons to be nominated by the Board of Governors | Members |

37. Qualifications of the Registrar

- (i) Master's degree of a recognised University.
- (ii) Minimum 10 years experience in accounts and general administration.
- (iii) Persons with 10 years of administration experience and who have qualification comparable to those required for

appointment to the post of a Reader may also be considered.

- (iv) The Board of Governors shall have the power to relax any of the qualifications or experiences mentioned in Clause (ii) & (iii) above for reasons to be recorded in writing.

38. Duties and Powers of the Registrar

- (i) It shall be the duty of the Registrar to be the custodian of records; the funds of the Institute and such other property of the Institute as the Board may commit to his charge.
- (ii) To conduct the official correspondence on behalf of the authorities of the Institute.
- (iii) To issue all notice convening meeting of the authorities of the Institute and all committees appointed by any of these authorities.
- (iv) To keep the minutes of all the meetings of the authorities of the Institute and of all committees appointed by any of these authorities.
- (v) Subject to the control of the Board to manage the properties and investment of the Institute and be responsible for the preparation of the annual estimates and statements of accounts for their presentation to Finance Committee, the Board and the Society.
- (vi) To arrange for and superintend the examinations of the Institute.
- (vii) To represent the Institute in suits of proceeding by or against the Institute, sign powers of attorney, verify pleadings or depute his representative for the purpose.
- (viii) To enter into agreements, sign documents and authenticate records on behalf of the Institute.
- (ix) To keep in special custody all books and documents of the Institute.
- (x) To safeguard and maintain the buildings, gardens office,

canteen, cars and other properties of the Institute.

- (xi) To perform such other duties as may be specified in these Rules or Bye-Laws or as may be required from time to time by the Board or the Director.

39. The Librarian

The Librarian shall be a wholetime salaried Officer of the Institute to be appointed by the Board of Governors on the recommendation of the Selection Committee consisting of the following namely-

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|-------|-------------------------------------------------------------------------------------------------|----------------------|
| (i) | Director of the Institute | Chairman |
| (ii) | One person nominated by the Board of Governors | Member |
| (iii) | Two experts nominated by the Chairman of the Society from amongst the approved panel of experts | Members |
| (iv) | Registrar of the Institute | Non-Member Secretary |

40. Qualifications of the Librarian

- (i) Master's Degree or equivalent to it in Tibetology or Tibetan language.
- (ii) Bachelor of Library Science.
- (iii) Working knowledge of Sanskrit language.
- (iv) At least five years working experience in a recognised Library.

41. The Dean of Students' Welfare

The Dean of students' welfare shall be appointed from amongst the teachers of the Institute who possess teaching experience of not less than five years, by the Board of Governors on the recommendation of a Committee

consisting of the Director and Registrar:-

- (i) The teacher who is appointed as Dean of Students Welfare shall perform his duties as Dean in addition to his own duties as teacher.
- (ii) The term of Office of the Dean of Students Welfare shall be three years unless terminated earlier by the Board of Governors.
- (iii) It shall be the duty of the Dean of Students' Welfare to assist generally, the students in matters requiring help and guidance and in particular to help and advise students and prospective students in:-
 - (a) Obtaining admission to the Institute and its courses.
 - (b) The choice of suitable courses and hobbies.
 - (c) Finding living accommodations.
 - (d) Making messing arrangement.
 - (e) Obtaining medical advice and assistance.
 - (f) Securing scholarships, stipends, part-time employment and other pecuniary assistance.
 - (g) Obtaining travel facilities for holidays and educational excursions.
 - (h) Securing facilities for further studies and
 - (i) So conducting themselves in proper pursuit of academic studies as to maintain the traditions of the Institute.
- (iv) The Dean of Students' Welfare shall perform such other duties as may be assigned to him by the Board of Governors.
- (v) The Director may consult the Dean of Student's Welfare before taking any action against a student on disciplinary grounds.

42. Staff Council

The Institute may have a staff council, in accordance with

the provisions of the rules of the Institute framed for this purpose.

43. Faculties, Centres and Departments

- (i) The Board of Governors shall establish the Faculties, Centres and Departments for pursuing the objectives of the Institute as may be expedient on recommendation of the Academic Council.
- (ii) The Director shall appoint Dean's of the faculties and Heads of the departments by rotation on seniority basis for a term of three years in accordances with the regulations and ordinances made for this purpose.

44. Convocation

- (i) Convocation of the Institute for conferring degrees shall be held in such manner as may be prescribed by the Regulations.
- (ii) The Chairman of the Society shall preside over at the Convocation of the Institute held for conferring degrees.
- (ii) The Board may, by a special resolution, passed at a meeting with not less than two third of the members of the Board of Governors being present, and not less than two-thirds of those present and voting, withdraw any degree or academic distinction conferred on, or any Certificate or Diploma granted to any person by the institute for good and sufficient cause.

"Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such a time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may

produce. in support of them, have been considered by the Board.

45. Funds,Accounts and Audits

- (i) The funds of the Society shall be utilised solely for the purpose of the Society.
- (ii) The Accounts of the Institute shall be maintained in the name of the Institute and not in the name of a particular trust or Society whether financing or sponsoring the Institute or not, the accounts of the Institute shall be kept in such forms as may be laid down by the Board of Governors and shall conform to the rules prescribed by the University Grants Commission/the Government of India. The accounts of the Institute will be opened to examination by the Comptroller and Auditor General of the Government of India.
- (iii) All funds belonging to the Institute or under the control of the Board of Governors, shall be shown separately in the accounts of the Institute.
- (iv) Annual reports and the audit reports shall be submitted to the Department of Culture, Ministry of Education, Government of India, within nine months of the closure of the accounting year for the purpose of being laid down on the table of the Parliament.
- (v) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Comptroller and Auditor General of India through the Accountant General, Uttar Pradesh.

46. Suits

Subjects as hereinbefore provided, the Society may sue or be sued through the Registrar.

47. Contracts

Subject as hereinbefore provided, all contracts for and on behalf of the Society shall be made in the name of the Society and shall be signed by the Director and the Registrar.

48. Amendment of the Memorandum of Association

In case it is deemed expedient to alter, extend amend or abridge the purpose for which the Society is established or to amalgamate wholly or partly with any other Society or change any other clause of the Memorandum, the same shall be done in accordance with the procedure laid down in section 12 of the Society's Registration Act 1860 (Act XXI of 1860) with prior approval of the Government of India.

49. Amendment of the Rules

The Board of Governors at any time may amend any of the Rules of the Society with the prior approval of the Government of India.

50. Bye-Laws

Subject to the provision of the Memorandum of Association and the Rules, the Board shall in addition to all other powers vested in it, have power to frame Bye-laws which may provide for all or any of the following matters:

- (i) The establishment of Departments.
- (ii) The admission of students to the Institute and their enrolment as such.
- (iii) The course of study to be laid down for all degrees, diplomas and certificates of the Institute.
- (iv) The grant of academic awards, such as degrees, diplomas, certificates and distinctions.

- (v) The fees to be Charged for courses of study in the Institute and for admission to the examinations, degrees, diplomas and certificates of the Institute.
- (vi) The institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes.
- (vii) The conduct of examinations, appointment of examiners, and approval and publication of results thereof.
- (viii) The establishment and maintenance of halls of residence and hostels for students and scholars of the Institute.
- (ix) The condition of residence of students and scholars of the Institute and fees for residence in halls and hostels and other charges.
- (x) The maintenance of discipline among the students and scholars.
- (xi) The maintenance of discipline among the employees of the Institute.
- (xii) The conditions of residence and health of students and scholars of the Institute.
- (xiii) The classifications, emoluments, method of appointments, and the determination of the terms and conditions of service of the staff of the Institute.
- (xiv) The constitution of pension, provident fund, insurance etc. for the benefit of the staff of the Institute.
- (xv) The creation, composition and functions of any Committee or body which is considered necessary for the work of the Institute.
- (xvi) The preparation and submission of budget estimate.
- (xvii) The procedure for convening of meeting of any Authority or Committee.
- (xviii) The laying down of procedures to be observed at any meeting of any Authority or any Committee.

- (xix) The payment of travelling and other allowances to members of the Authorities and other Committees of the Institute.
- (xx) The payment of travelling and other allowances to the staff of the Institute.
- (xxi) All other matters which by the Rules may be provided for by the Bye-Laws. Provided that no Bye-Laws shall be made affecting the condition of residence, health or discipline of students and scholars, admission or enrolment of students and scholars, condition and mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

51. Dissolution

- (i) The Institute shall not be closed without prior approval of the Government of India.
- (ii) If the Institute ceases to exist with the consent of the Government of India, the disposal of its assets, where not already specifically provided for, shall be settled by the Board of Governors with the approval of the Government of India, should the Board of Governors' fail to reach a decision, the decision of the Government will be final.

52. Transitory Provisions

Notwithstanding anything contained herein :-

- (i) Until the new Board of Governors is constituted, the present Board of Governors shall be continue to function as the Board of Governors of the Institute.
- (ii) All the Officers and functionaries of the Institute shall also be continue to function in their respective capacities till such appointment are made in accordance with the provisions of

the Rules and Bye-Laws.

- (iii) All the appointments made prior to enforcement of these Rules and Bye-Laws shall be deemed to be a valid in accordance to these Rules and Bye-Laws and no alteration to the service conditions of any employee be made due to amendment to these Rules and Bye-Laws. If any alteration of the service conditions of the existing employees are made, it shall be done only with prior consent of the employee/ employer concerned.
- (iv) Change of designation of present employees, if necessary, can be made by the Board of Governors without any fresh recruitment procedure.
