

Governance
CEC MOU

Memorandum of Association
of
Consortium for Educational Communication

1. The name of the Society established by the University Grants Commission under Section 12 (ccc) of its Act No. 3 of 1956 and regulations (establishment and maintenance of institutions) 1985 shall be “Consortium for Educational Communication”, hereinafter called the Consortium.
2. The Registered office of the Society shall remain in the Union Territory of Delhi and at present it is in the Nuclear Science Centre Campus, Aruna Asaf Ali Marg, New Delhi – 110067.
3. Jurisdiction of the Consortium shall be All India, with the provision of collaboration with other countries with prior approval of UGC.
4. The Consortium for Educational Communication will be a nodal agency at national level, to address the educational needs of the country through the use of various media of communication. Its objectives and functions will include:
 - a) Production of educational programmes (especially video, audio, computers etc.) and related support material, and the setting up of appropriate facilities for this purpose. The Consortium itself will have limited in-house programme production facilities, mainly capsuling/ packaging programmes;
 - b) Dissemination of educational programmes, through both the broadcast and non-broadcast modes; procuring programmes, preparing integrated capsules for broadcast etc.;
 - c) Coordination and liaison with the broadcasting/ distribution agencies (including Prasar Bharati/ Doordarshan and All India Radio) for dissemination of educational programmes;
 - d) Close coordination, facilitation, overall guidance and direction to the activities of the Media Centres set up by the UGC in various universities;
 - e) Research related to optimising the effectiveness of the programmes, through studies aimed at assessing audience needs, formative research including prototyping of the programmes, feedback from the audience, impact studies and basic research related to distance learning and the use of media;

MEMORANDUM OF ASSOCIATION AND RULES

- f) Programme utilisation through organised viewing groups, clubs or other related activities that help to ensure the maximum utilisation of the educational material;
- g) Networking and collaborating with other agencies – in India and abroad – in the field of educational communication.
- h) Providing a forum for the active involvement of academics and other scholars in the creation of appropriate educational programmes; organising workshops, exchange of scholars (within the country and with other countries) etc.;
- i) Training and overall Human Resource Development in the field of educational communication, especially for the staff and academics associated with the Media Centres;
- j) Creation of a central library and database of educational programmes, with appropriate facilities/ mechanisms for storage, duplication, access and distribution;
- k) Vigorous marketing of the educational programmes/ material, both in the country and abroad; undertaking necessary publicity efforts for this purpose; generation of revenue from sales of programmes, sponsorship, etc.;
- l) Studying, promoting and experimenting with new techniques/ technology that will increase the reach and/or effectiveness of educational communication; conducting studies and taking necessary initiatives towards the evolution of dedicated educational TV/net/radio channels;
- m) General advice and assistance to UGC on matters related to educational communication, or on any other matter referred to the Consortium by the University Grants Commission;
- n) Provide advice, consultancy and other related services as needed for implementation and expansion of the Countrywide Classroom and other programmes produced by the Media Centres, varsities/ colleges and other organisations;
- o) Undertake system design, experimentation and studies in the field of communication;
- p) Establish appropriate networking, control and monitoring systems for the functioning of the Media Centres;
- q) Create R&D and other facilities for achieving the objectives of the Consortium;
- r) Acquire by gifts, purchase, exchange, lease, hire or otherwise, any property movable and/or immovable and to construct, improve, alter,

MEMORANDUM OF ASSOCIATION AND RULES

demolish or repair buildings and structures as may be necessary or convenient for carrying on the activities of the Consortium, with concurrence of the UGC;

- s) For the purpose of the Consortium, to draw and accept and make and endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques and other negotiable instruments;
 - t) Make, amend or rescind rules with the prior approval of the University Grants Commission. Major changes in the management structure and financial rules will be subject to approval of the Central Government;
 - u) Do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives;
 - v) Determine the number, qualifications, scales of pay, and terms and conditions of services of technical, administrative and other posts and to fix emoluments and other terms and conditions of service of the employees of the Consortium as prescribed in the rules with the prior approval of UGC and wherever necessary with that of Government of India;
 - w) Provide for such benefactions, insurance, provident fund, pension, gratuity as may be deemed fit for the benefit of technical, administrative and other staff of the Consortium in such manner and subject to such conditions as may be prescribed in the bye-laws with the prior approval of UGC and, wherever necessary with that of Government of India;
 - x) Delegate such of its powers as it may deem fit to any Authority or Officer of the Consortium;
 - y) Maintain a Fund to which shall be credited funds received from the University Grants Commission and other sources and deposit them in scheduled nationalised banks and invest the surplus in term deposits as prescribed in the rules;
 - z) To submit to the University Grants Commission Annual Report, Annual Accounts and Audit Report on the Annual Accounts through the Finance Committee and Governing Board.
5. All the incomes, earnings, movable/immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claims on any

MEMORANDUM OF ASSOCIATION AND RULES

movable or immovable properties of the Society or make any profits, whatsoever, by virtue of this membership.

6. The UGC shall have the right to cause an inspection or enquiry, by person or persons as it may direct, of the Consortium, its buildings, studio's, equipment and its working including administration and finance, as for the Central Universities by the Visitor. The UGC can appoint one or more persons to institute an enquiry, if required and to submit a report. After obtaining the views of the Governing Board, the UGC may take such action and issue directions as it considers necessary on any matter dealt in the report.
7. The UGC shall review the institutional programme through a review committee every five years so as to determine the achievements and progress in terms of its objectives.
8. The names, address, occupations and designation of the present members of the Governing Board to whom the management of the Society is entrusted as required under Section 2 of the Societies Registration Act of 1860, as applicable to the union Territory of Delhi are as follows: -

<u>S.No.</u>	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Designation</u> <u>in Society</u>
1.	Prof. G. Ram Reddy	Bahadurshah Zafar Marg New Delhi-110002	Chairman University Grants Commission	Chairman
2.	Prof. S.K. Khanna	Bahadurshah Zafar Marg New Delhi-110002	Vice Chairman University Grants Commission	Ex-Officio Member
3.	Sh.Y.N. Chaturvedi	Bahadurshah Zafar Marg New Delhi-110002	Secretary University Grants Commission	Ex-Officio Member
4.	Prof.V.C. Kulandaiswamy	Maidan Garhi New Delhi-110068	Vice Chancellor Indira Gandhi National Open University	Ex-Officio Member
5.	Shri Nikhil Chakravartty	35, Kaka Nagar New Delhi-110003	Journalist	Nominated Member
6.	Shri B.G. Verghese	Centre for Policy Research, Dharma Marg, Chanakyapuri New Delhi-110025	Journalist	Nominated Member
7.	Prof. Bashiruddin Ahmed	Jamia Nagar New Delhi-110025	Vice Chancellor Jamia Millia Islamia	Nominated Member
8.	Prof. M.Malla Reddy	Hyderabad-500007	Vice Chancellor	Nominated

MEMORANDUM OF ASSOCIATION AND RULES

Osmania University Member

9. (Nomination yet to be received from Government of India)

10. Shri Kiran S. Karnik	Aruna Asaf Ali Marg NSC Campus, New Delhi-110067	Director Consortium for Educational Communication	Member Secretary
--------------------------	--	--	---------------------

9. We, the several persons whose names and address are given below, having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under Delhi Societies Registration Act in pursuance of this 18 day of March, 1993.

<u>S.No.</u>	<u>Name & Address</u>	<u>Occupation</u>	<u>Signature</u>
1.	Prof. G. Ram Reddy	Chairman University Grants Commission New Delhi-110002	Sd/-
2.	Prof. S.K. Khanna	Vice Chairman University Grants Commission New Delhi-110002	Sd/-
3.	Shri Y.N. Chaturvedi	Secretary University Grants Commission New Delhi-110002	Sd/-
4.	Prof.V.C. Kulandaiswamy	Vice Chancellor Indira Gandhi National Open University New Delhi-110068	Sd/-
5.	Prof. Bashiruddin Ahmed	Vice Chancellor Jamia Millia Islamia New Delhi-110025	Sd/-
6.	Nikhil Chakravartty	Journalist New Delhi-110003	Sd/-
7.	Shri Kiran S. Karnik	Director Consortium for Educational Communication New Delhi-110067	Sd/-

**RULES OF THE
CONSORTIUM FOR EDUCATIONAL COMMUNICATION**

1. These rules of Consortium for Educational Communication may be called, “the Rules of the Consortium”
2. The registered office of the Consortium will be at New Delhi

3 INTERPRETATION

In these rules, the following words and abbreviations shall have the meaning given to them unless there is anything contrary in the subject or context:

- a) “Consortium” shall mean Consortium for Educational Communication.
- b) “Society” shall mean the Society of the Consortium for Educational Communication.
- c) The Commission shall mean the “University Grants Commission” to look after University education established by the Government of India, or its successors under Act 3 of 1956.
- d) “Central Government” shall mean the Administrative Ministry concerned with the Human Resource Development (Education) in the Government of India.
- e) “Council” shall mean the Governing Council of the Consortium.
- f) “Governing Board” shall mean the Governing Board of the Consortium.
- g) “Finance Committee” shall mean the Finance Committee of the Consortium.
- h) “The Technical Committee” shall mean the Technical Advisory Committee (TAC) of the Consortium.
- i) “The Coordination Committee” shall mean the Coordination Committee of the Consortium.
- j) “President” shall mean the President of the Council.
- k) “The Chairperson” shall mean the Chairperson of the Governing Board of the Consortium.
- l) “Director” shall mean the Director of the Consortium appointed under the rules.

MEMORANDUM OF ASSOCIATION AND RULES

- m) "Secretary" shall mean the Secretary of the Council and Governing Board appointed under the Rules.
- n) Words imparting the singular number shall include the plural number and vice versa.

4. MEMBERSHIP OF THE CONSORTIUM

- a) The Consortium will have two types of Members:
 - i) Full Members
 - ii) Affiliated Members
- b) Media Centres established by UGC and located at various Indian Universities/Colleges/Institutions will be Full Members of the Consortium.
- c) Organisation(s)/Institution(s) receiving assistance from Central/State Government(s) can become affiliated member(s) of the Consortium, for a collaborative programme, after entering into a MoU for which CEC has to seek prior approval from UGC.
- d) The Consortium will have a set of terms and conditions for a Centre to become a Full or an Affiliated Member and eligible for financial assistance.
- e) The Full Members will be eligible to receive annual grants from UGC for capital and recurring expenditure including administrative expenses for maintenance of staff and office.
- f) The Consortium will recommend to the UGC for creation of Full Member(s) at Universities/Colleges/Institutions. For this purpose, the Consortium will constitute a committee to examine and recommend the creation of new Centre(s).
- g) If a member fails to adhere to set terms and conditions, the Consortium shall have the right to disassociate such a Centre from membership of the Consortium and make similar recommendations to the UGC.
- h) A Memorandum of Understanding will be signed between the UGC, Consortium and the host institution where the Full Member is located.

5. AUTHORITIES AND OFFICERS OF THE CONSORTIUM

The following shall be the authorities and Officers of the Consortium:

- i) The Council**
- ii) The Governing Board**
- iii) The President**

iv) **The Chairperson**

v) **The Director**

vi) **Such other authorities and officers as may be constituted/ appointed by the Governing Board.**

COUNCIL

6. The membership of the Council of the Consortium will be as follows:

- i) Chairperson, UGC - **President**
- ii) Members of the Governing Board, CEC
- iii) CEO, Prasar Bharti
- iii) Director General, All India Radio
- iv) Chairman, Indian Institute of Mass Communication, New Delhi

Nominated Members:

v) One Director of the IUC's.

7. The Chairperson, UGC, shall nominate nominated members of the Council. The nominated members shall have a term of two years. Nominees of the members are not permitted to attend the Council meetings.

8 The Director, appointed by the President of the Council, as per the procedure given in Rule 49(C) shall be the Member Secretary of the Council.

9. Meeting of the Council shall be called by the Member Secretary under the direction of the President, and in case of a vacancy of the President, the Vice-Chairperson of the UGC, or in case both positions are vacant, by the senior-most member of the Council.

10. The President of the Council shall preside at all meetings of the Council. In his/her absence, the Vice-Chairperson of UGC or in the absence of both, the Senior-most member of the Council will act as the Pro-term Chairperson.

11. The Council shall hold an Annual meeting at such time, date and place as may be determined by the President to consider the Annual Report of the

MEMORANDUM OF ASSOCIATION AND RULES

Society, the audited statement of Accounts together with the Auditor's report thereon.

12. The President may convene a special meeting of the Council as and when he/she thinks fit or direct the Member Secretary to call a meeting.
13. On the requisition of at least four members, the President shall convene a requisitioned meeting of the Council.
14. At such Requisitioned Meeting no matter other than that stated in the notice for the meeting shall be discussed.
15. The President or the Member Secretary of the Council shall issue notices of all meetings of the Society, to the Members of the Council, giving ten clear days before the appointed date for such meeting. The notice will specify the time and place of the meeting and can be served personally or by post.
16. The accidental omission to give notice or non-receipt of notice by any member shall not invalidate the proceedings at the meetings.
17. One-third of the members of the Council present shall form a quorum at any meeting of the Council. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However, at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted.
18. Each member of the Council shall have one vote. In case of equality of votes, the President shall have the casting vote.
19. All matters voted on shall be determined by a majority of votes of the members present and voting.
20. In case of a difference of opinion amongst the members of the Council on a question of sufficient importance, the opinion of the majority shall prevail. The ruling of the President in regard to all questions of procedures shall be final. The ruling of the President in regard to all questions of procedures shall be final.

21. GOVERNING BOARD

The affairs of the Consortium shall be managed, administered, directed and controlled as per Rules and Bye-laws, by the Governing Board. The Byelaws shall be framed from time to time by the Governing Board, circulated to the members of the Council and then sent to the UGC for concurrence. The Governing Board of the Consortium for the purpose of Act XXI of 1860 shall consist of the following members: -

MEMORANDUM OF ASSOCIATION AND RULES

- i) **Chairperson, Governing Board** shall be appointed by the President of the Council, as given below:

The Chairperson of the Governing Board shall be an eminent Academician/ Media expert, in the areas of relevance to the Consortium, nominated by the President of the Council. The President shall constitute a Search Committee consisting of three Academicians/ Media Experts, which will submit a panel of three names. The President shall make the nomination of the Chairperson of the Governing Board from the names submitted by the Search Committee. The tenure of the Chairperson shall normally be three years, which may further be extended by another term of three years.

Ex-Officio Members:

- ii) Vice Chairperson, UGC
- iii) Secretary, UGC
- iv) Vice Chancellor, IGNOU
- v) Director of Consortium - Member Secretary

Nominated Members:

- vi) One of the Director of Media Centres.
- vii) One Engineering Expert in the Broadcasting/ IT.
- viii-xi) Four Media Experts.
- xii-xiv) Three Vice Chancellors from Universities having Media Centres.
- xv) One Eminent Media Expert to be nominated by Govt. of India.

The nomination of (vi to xiv) shall be made by the Chairperson, UGC.

TERMS OF MEMBERSHIP OF GOVERNING BOARD

22. A member of the Governing Board shall cease to be a member in case he/she: -
- i) resigns (to be effective from the date of acceptance of resignation by the Chairperson);
 - ii) dies;
 - iii) is declared of unsound mind;

MEMORANDUM OF ASSOCIATION AND RULES

- iv) is declared insolvent;
 - v) is convicted of criminal offence involving moral turpitude;
 - vi) is not permitted by his/her employer to serve on the Governing Board;
 - vii) proceeds abroad for a continuous period exceeding six months; and
 - viii) fails to attend three consecutive meetings.
- 23 Each nominated member of the Governing Board shall be deemed to have relinquished his/her membership, as member of the Governing Board, on the expiry of three years from the date on which he/she is nominated as a member of Governing Board, unless the nominating authority terminates his/her membership of the Governing Board, earlier. In case of a casual vacancy, the person appointed to fill the vacancy shall hold the office for the unexpired portion of the term of the outgoing members.
- 24 Whenever a member holds the membership of the Governing Board by virtue of an office held by him/her (ex-officio) his/her membership shall terminate when he/she ceases to hold that office and the vacancy so caused shall be filled by his/her successor to that office.
- 25 The members of the Governing Board shall not be entitled to any remuneration from the Consortium excepting the full-time Director of the Consortium. The non-official member of, the Council, the Governing Board, any Committee appointed by it, shall be paid by the Consortium, such traveling and daily allowances and honorarium, as may be provided for in the Bye-laws.
- 26 A person holding the membership of the Governing Board by name shall attend the Governing Board meeting himself/ herself.
- 27 The Consortium shall maintain a Register of Members giving their names and address and the same shall be open to inspection by the Members. Every member of the Council/Governing Board shall sign the register.
- 28 The Consortium shall function notwithstanding any vacancy in its Board and no act or proceeding of the Consortium shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

FUNCTIONS AND POWERS OF THE GOVERNING BOARD

- 29 The Governing Board shall generally carry out and pursue the objectives of the Consortium, as set forth in the Memorandum of Association. The management of all the affairs and funds of the Consortium, shall for this purpose, vest in the Governing Board.
- 30 The Governing Board shall exercise all the powers of the Consortium; subject nevertheless to such limitations as imposed by the University Grants Commission from time to time in respect of the expenditure from the funds of the Consortium.

MEMORANDUM OF ASSOCIATION AND RULES

- 31 Consequent to the registration of the Consortium the IUCEC Steering Group ceases to exist from the day the Consortium is registered as a Society and the Consortium will no longer function as a project of Nuclear Science Centre.
- 32 The services of present staff and funds of the IUCEC Project and former INSAT Cell stand automatically transferred to the Consortium, from the day the Consortium is registered under the Societies Registration Act of 1860, the rules are approved by the University Grants Commission and the first meeting of the Governing Board takes place, whichever is later.
- 33 In particular, and without prejudice to the generality of the foregoing provisions, the Governing Board shall have the power, subject to the provisions of these rules to: -
- i) Manage, administer and review the affairs of the Consortium and to conduct all administrative affairs of the Consortium not otherwise provided for;
 - ii) Consider the annual and supplementary budgets placed before it, with the recommendations of the Finance Committee, from time to time and pass them with such modifications as the Governing Board may think fit and then forward it to the University Grants Commission for approval;
 - iii) Create and abolish posts, the emoluments structures of various posts, i.e., adoption of pay scales, allowances and revision thereof and creation of all posts subject to the approval of the UGC;
 - iv) Appoint various Technical, Media, Administrative and other Officers and Staff of the Consortium for those posts for which the Governing Board is the appointing authority, to fix their remuneration, terms and conditions of service, to enforce discipline and to impose penalty in accordance with the rules and the bye-laws; if action is to be taken in an emergency, the Director can take necessary action and subsequently report to the Governing Board;
 - v) Enter into arrangements with the Central Government, with the State Governments and other public or private organisations or individuals within the country for securing and accepting grant-in-aid, endowments, donations or gifts to the Consortium, on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objects of the Consortium provided, for any such arrangement with foreign and/or international agencies or organisations, the prior approval of the Central Government through the UGC shall be obtained.

MEMORANDUM OF ASSOCIATION AND RULES

- vi) Take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from Central Government, the State Government and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligation and engagements not inconsistent with the objects of the Consortium, provided for any such activity involving a foreign and/or international agency or organisation, the prior approval through the UGC shall be obtained.
- vii) Appoint Committee or Sub-Committee for such purposes and with such powers and for periods and on such terms, as it may deem fit, and dissolve any of them.
- viii) Delegate such administrative and financial power/s as it may think proper to the Director and such other officers of the Consortium as may be considered necessary; and to frame, amend or repeal Bye-laws, for the administration and management of the following matters with prior approval of UGC:
 - a) Preparation and sanction of budget estimates, sanction of expenditure, entering into the execution of contracts, investment of the funds of the Consortium, sale or alteration of such investments and maintenance of accounts and their audit.
 - b) Procedure for recruitment of officers and establishment in the service of the Consortium with prior approval of UGC.
 - c) Terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of the establishments of the Consortium with prior approval of UGC.
 - d) Terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objects of the Consortium.
 - e) Such other matters as may be necessary for the administration of the affairs and funds of the Consortium.
- ix) Entertain, adjudicate upon or redress grievances of the employees of the Consortium who may feel aggrieved; and

MEMORANDUM OF ASSOCIATION AND RULES

- x) Transfer or accept movable/immovable property on behalf of the Consortium, with the prior approval of the UGC.

- xi) The Governing Board will appoint the following committee as per procedure provided in the Rules:
 - a) **Finance Committee**
 - b) **Technical Advisory Committee**
 - c) **Coordination Committee.**

COMMITTEES

34 FINANCE COMMITTEE

The Finance Committee of the Consortium shall consist of the following members: -

- i) The Chairperson of the Governing Board as the Chairperson of the Finance Committee.

Ex-officio Members:

- ii) The Secretary, UGC
- iii) The Financial Advisor, UGC
- iv) Director of the Consortium
- v) The Bureau Head of the Plan Budget Section, UGC
- vi) The Chief Administrative Officer (CAO) of the Consortium – as non- Member Secretary

Nominated members

- vii) One member of the Governing Board (nominated by Governing Board)
- viii) One Joint Director nominated by the Director, CEC
- ix) An external member, expert in Finance and nominated by the Chairperson, UGC.

MEMORANDUM OF ASSOCIATION AND RULES

The nominated members of the Finance Committee shall have a term of three years and can be re-nominated for one more term.

The Finance Committee will meet at least once a year. It shall make recommendations to the Governing Board on: -

- a) Budget proposal of the Consortium and Media Centres.
- b) Scrutiny of the Audited Accounts and reply to the Annual Audit Report of the Consortium.
- c) Approval of sanctioned and additional positions of the Consortium.
- d) Any other matter on which the Governing Board seeks its recommendations.

The minutes of the Finance Committee, after approval by the Governing Board, shall be forwarded to the UGC for examination, approval and release of Funds.

The meeting of the Finance Committee to consider the revised estimates and the budget for the following year should be convened in August and the statement should reach the UGC by 31st August.

One-third of the members present shall form a quorum at any meeting of the Finance Committee. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted. In the absence of the Chairperson, the Director will act as the Pro-tem-Chairperson in a Finance Committee meeting.

35 TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) shall consist of the following members:

Ex-officio Members

- i) The Director, CEC, will be the Chairperson of TAC.
- ii) Engineer-in-Chief, Doordarshan/Prasar Bharti or its' nominee,
- iii) Technical Expert from EMPC, IGNOU
- iv) Technical Expert from DECU, ISRO

MEMORANDUM OF ASSOCIATION AND RULES

- v) Technical Expert from NCERT
- vi) Joint Secretary (IUC), UGC,
- vii) Joint Director (HW), CEC will be the Member Secretary.

Nominated Members

- viii) Two representatives from Media Centres to be nominated by Director, CEC

Chairperson, TAC may further opt Member Invitees.

This Committee will examine proposals for technical facilities, equipment, consumables, constructions of TV studios, vehicles & others, received from Media Centres and CEC, so as to ensure compatibility, technical standards and optimum use of funds. This Committee will also recommend various Media Centres the equipment that is required by it and the price/source/country from which it could be acquired.

TAC will be convened atleast once a year or more as and when required. The term of nominated members will be three years. One-third of the members present shall form a quorum at any meeting of the TAC. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted. In the absence of the Director, the senior-most member of the TAC will act as the pro-tem Chairperson.

The procedure for the meeting of this Committee and the submission of its recommendations will be provided in the Bye-laws of the CEC.

36 COORDINATION COMMITTEE

The Coordination Committee/Directors Meeting shall consist of the following members:

- | | | | |
|------|----------------------------------|---|-------------|
| i) | Director, CEC, | - | Chairperson |
| ii) | Directors of all Media Centres | - | Members |
| iii) | Joint Secretary, IUC Bureau, UGC | - | Member |
| iv) | Under Secretary, IUC Bureau, UGC | - | Member |
| v) | Consultant (Media), CEC | - | Member |

MEMORANDUM OF ASSOCIATION AND RULES

vi)	Joint Director (SW), CEC	-	Member
vii)	Research Scientist, CEC	-	Member
viii)	Chief Administrative Officer, CEC	-	Member
ix)	Joint Director (HW), CEC	-	Member Secy.

The Coordination Committee will be a participative forum, to discuss and evolve long term and short term plans for the activities of the Consortium. The functions and terms of reference of the Coordination Committee will be as under:

- a. Monitor the functioning and progress of activities at each of the Media Centre.
- b. Monitor the progress of projects given to the Affiliated Members.
- c. Coordinate to avoid duplication of the programmes produced at various Centres and to best utilise the academic resources at each Centre.
- d. Planning Future Programme Production and selection of topics, series, special effort series etc. by each Media Centre.
- e. Planning and discussion on all operational matters of the Media Centres.
- f. Planning of research Activities such as formative research, summative, evaluation, feedback of letters from viewers, audience needs assessment, viewership survey, new experiments in educational media.
- g. Addressing and offer solutions to technical issues of the Media Centres concerning Studio, Equipment, Spares, Maintenance etc.
- h. Discuss the feedback on Recurring and Non-Recurring Budget of the Media Centres.
- i. Planning of Annual Video Competition.
- j. Address the Management issues of the Media Centre(s).
- k. Planning and Discuss the transmission schedules and transmission feedback report on the National, Regional and other networks and sort out the difficulties, if any.
- l. Preview of selected Programmes and evolve a mechanism for maintenance and improvement of production standards, continuously.
- m. Discussion and evaluation of guidelines on Maintenance of Technical Quality and the standards.
- n. Planning new experiments/projects on communication/ Media/IT etc.

MEMORANDUM OF ASSOCIATION AND RULES

- o. Planning Training, workshops, seminars, symposia for various categories of staff of the Media Centre(s) and CEC.

For any of the above, the Coordination Committee may constitute sub-groups or invite specialists to be on sub-groups or committees.

The meeting of the Coordination Committee will be held at least thrice a year. In order to involve participation of various Centres, the Coordination Meeting shall be held at different Media Centres. Decisions concerning operation, transmission etc., taken in the Meeting should be binding on all its members and implemented as quickly as possible. The recommendations of the Coordination Committee concerning Policy and Finance shall be placed before Governing Board / CEC Council and thereafter submitted to UGC for examination and approval.

PROCEEDING OF THE GOVERNING BOARD

- 37 Every meeting of the Governing Board shall be presided by the Chairperson of the Governing Board and in his/her absence Vice Chairperson UGC and in the absence of both, the members shall elect within themselves a Pro-tem Chairperson of the Governing Board.
- 38 One-third of the members present shall form the quorum at any meeting of the Governing Board. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However, at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted.
- 39 Not less than ten days clear notice of every meeting of the Governing Board shall be given to each member of the Governing Board. The accidental omission to give notice to or the non-receipt of notice by any members shall not invalidate the proceedings at the meetings.
- 40 Normally two meetings of the Governing Board shall be held in each year.
- 41 For the purpose of Rule 40, each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.
- 42 Four members of the Governing Board may requisition, in writing duly signed by them, the Member Secretary to call a meeting of the Governing Board at any time and on receipt of such a requisition the Member Secretary shall forthwith call such a meeting in consultation with the Chairperson.
- 43 The Chairperson may himself call or by a requisition in writing signed by him/her, may require the Member Secretary to forthwith call such a meeting.

44 Each member of the Governing Board shall have one vote and if there shall be an equality of votes on any question to be decided by the Governing Board, the Chairperson shall have the casting vote.

45 Any business which it may be necessary for the Governing Board, to perform may be performed by a resolution in writing circulated among all its members and any such 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 Governing Board, provided that at least four members of the Governing Board have recorded their approval to the resolution.

46 In case of a difference of opinion amongst the members of the Governing Board on a question of sufficient importance, the opinion of the majority shall prevail. The ruling of the Chairperson in regard to all questions of procedures shall be final.

47. **FUNCTION AND POWERS OF THE PRESIDENT**

- i) The President will preside over the meetings of the Council.
- ii) The President shall perform such other duties as may be specified by the Rules.

48. **FUNCTION AND POWERS OF THE CHAIRPERSON**

- i) The Chairperson shall exercise such powers for the conduct of the business of the Consortium as may be delegated to him/her by the Governing Board.
- ii) The Chairperson, may, with the approval of the Governing Board, delegate such of his/her powers, as may be considered necessary, to the Director.

49. **FUNCTIONS AND POWERS OF THE DIRECTOR**

- a) The Director will be the executive authority of the Consortium and shall have such powers as may be delegated by Governing Board from time to time for the administration of the Consortium and shall be responsible for proper administration and control over funds of the Consortium. He/she will provide leadership on all aspects of the Consortium's functioning.
- b) The Director will be delegated with such executive powers, as may be necessary or incidental for the purpose of proper administration, subject to the rules and the Bye-laws.
- c) The Director of the Consortium will be an eminent Media person/academician appointed by the President of the Council on the recommendation of a Search Committee. The President of the Council shall constitute a Search Committee consisting of at least three eminent

MEMORANDUM OF ASSOCIATION AND RULES

Media persons/ academicians, out of which one person will be Chairperson of Governing Board.

- d) The terms of appointment will be for five years and the term can be renewed for further period of five years at a time or till he attains the age of sixty-five years, whichever is earlier.
- e) The terms and conditions will be fixed by the Governing Board. The emoluments will be the same as those of the Vice Chancellors of Central Universities.
- f) When the Director has to leave station for short periods, the routine duties will be performed by a senior Joint Director nominated by the Director.
- g) When the Director's office is vacant or when the Director is on long leave exceeding two months, the Chairperson of the Governing Board may appoint an Acting Director, (for a period not exceeding six months at a time), with the approval of the President.
- h) The Director shall, subject to the provisions of the Rules and the Bye-laws and decisions of the Governing Board, exercise general supervision and disciplinary control over the officers and the staff of the Consortium and prescribe their duties and functions.
- i) The Director shall coordinate and exercise academic leadership and administrative supervision of all the activities of the Consortium.

The Director of the Consortium shall act as the Secretary of the Society. For the purpose of Section 6 of the Societies Registration Act, 1860, as applicable in NCT of Delhi, 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 of the Society.

50. STAFF

The Consortium will have a core staff appointed on regular basis and will utilize services of short-term consultants and contract staff for most of its activities. The manner of recruitment and conditions of service, emoluments and benefits will be laid down in the Bye-laws under the Rule 33.

51. FUNDS OF THE CONSORTIUM

The funds of the Consortium will consist of the following:

- i) Plan and Non-Plan grants made by the University Grants Commission.
- ii) Fees and other charges received by the Consortium.
- iii) All money received by the Consortium by way of grants, donations or other contributions.

MEMORANDUM OF ASSOCIATION AND RULES

- iv) Miscellaneous receipts.
52. All funds of the Consortium shall be paid into the Consortium's account with Treasuries/Sub-treasuries including the Reserve Bank of India, branches of the State Bank of Indian and its subsidiaries or in a Scheduled/nationalised bank and shall not be withdrawn except on cheque signed and countersigned by such officers as may be duly empowered by the Governing Board.
53. The income and property of the Consortium, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the University Grants Commission to such limitations as UGC may impose. No portion of the income and property of the Consortium shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit, to the persons who at any time are/or have been members of the Consortium or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other persons in return for any service rendered to the Consortium.
54. The powers for creation/utilisation/disposal of assets and funds of the Society vest in the Governing Board, with prior approval of UGC.

ACCOUNTS AND AUDIT

55. The Accounts of the Consortium shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accounts Act 1949 (XXXVII 1949) to be appointed by the Governing Board. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and presentation for audit shall be prescribed by the Bye-laws to be framed by the Governing Board and approval by UGC.

ANNUAL REPORT

56. An Annual Report of the Consortium and of all work undertaken during the year shall be prepared by the Consortium for the information of the University Grants Commission and the members of the Society. The report and the audited accounts of the Consortium along with the auditor's report thereon shall be placed before the Council.

ALTERATION AND AMENDMENTS OF RULES

57. a) Subject to the provisions of the Societies Registration Act, and with the prior approval of the UGC, the Rules and Bye-laws of the Consortium may be altered at any time by the Governing Board/Council by a

MEMORANDUM OF ASSOCIATION AND RULES

resolution passed by at least three-fourths majority of the members present at any meeting and subject to 4 (t) of the Memorandum.

Any resolution on proposed changes in Rules/Bye-laws approved in a Governing Board meeting should be circulated to the Council members for passing by a majority of members, and then to UGC for concurrence.

- b) With prior approval of the UGC, the Society may alter or extend the purpose for which it is established or be amalgamated either wholly or partially with any other society by following the under mentioned procedure:
 - i). The governing Board shall convene a Special General Meeting of the Members of the Society, according to these Rules for the consideration of the said proposition.
 - ii). The Governing Board shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
 - iii). Such report shall be delivered or sent by post to every member of the Society ten clear days previous to the said Special General Meeting.
 - iv). Such proposition shall be deemed to have been agreed to if not less than three-fifths of the members of the Society cast their votes in its favour either in person or by proxy at the said Special General Meeting, and
 - v). Such proposition shall be confirmed by the votes of three-fifths of members of the Society present at the Second Special General Meeting conveyed by the Governing Board at an interval of one month after the former meeting.
- c) The Society, may, with the prior approval of the UGC, change its name by a resolution passed by a majority of the members of the Society at any meeting of the Society convened for the purpose.
- d) Any number not less than three-fifths of the members of the Society may determine, with prior approval of the UGC, that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the Society or any of them, but shall be dealt with in such manner as the UGC may determine.

ALTERATION OF MEMORANDUM OF ASSOCIATION

58. The Memorandum of Association may be amended by the Governing Board recommending the amendment by a three-fourths majority of members present at any meeting, and subsequently by the Council approving the same by a simple majority, subject to a final decision of the University Grants Commission, provided that for any major changes in the management structure and financial rules, concurrence of the Government of India will be required.
59. All provisions contained in the Societies Registration Act, as applicable to the NCT of Delhi, shall apply to this Society.

ESSENTIAL CERTIFICATE

60. We the following members of the Governing Board, do hereby certify that this is the true copy of the Rules and Regulations of the Consortium for Educational Communication.

**Director
Consortium for
Educational
Communication
New Delhi.**

**Vice Chairperson
University Grants
Commission
New Delhi.**

**Chairperson
University Grants
Commission
New Delhi.**