

**CONSTITUTION OF CENTRE FOR COMPUTERS AND COMMUNICATION
TECHNOLOGY NAMCHI, SOUTH SIKKIM**

ARTICLE 1.

1.1 **NAME**

The name of the Institute shall be “Centre for Computers and Communication Technology” (hereinafter referred to as “CCCT”)

1.2 **ESTABLISHMENT AND INCORPORATION OF CCCT**

- a) CCCT shall be set up at Namchi, South Sikkim.
- b) CCCT shall be a Society registered under Notification No. 2602 A/H dated the 25th March, 1960.
- c) CCCT shall be governed by its Constitution and Bye-Laws as also such other guidelines, notifications as shall be made applicable from time to time by the State Task Force or the State Government.
- d) The administrative Directorate/Department in the Government to look into the affairs of CCCT shall be the Directorate of Technical Education, Department of Education, Government of Sikkim.
- e) The Department of Education, Government of Sikkim, shall set up the CCCT in collaboration with Nettur Technical Training Foundation, Bangalore (hereinafter referred to as “NTTF”). To this effect a Memorandum of Understanding between Nettur Technical Training Foundation and the Government of Sikkim has been signed on the 15th day of October, 1998.
- f) Necessary approval from the All India Council for Technical Education has been obtained for the establishment and functioning of CCCT for imparting technical training for 3-year Diploma and 1^{1/2} year Post Diploma courses in identified disciplines.

ARTICLE 2. PURPOSES AND SCOPE OF OPERATION

2.1 AIMS AND OBJECTIVES

The primary objectives of CCCT shall be as under:-

- 1) To impart technical education and training aimed at creation of skilled technical manpower in various disciplines adapted to the latest technology trends and industry needs;
- 2) To interact and elicit participation from industries for collaborative efforts in capacity building, industrial growth, carrying-on production activities and for sustainable operations of the Centre;
- 3) Setting trends for industrial work cultural and harnessing latest technology to train the future generations of Sikkim in the latest technological applications;
- 4) To carry out research and development technology for various applications commensurate with the emerging technology trends and state-of-art hardware;
- 5) To extend, consultancy services to industrial units, vocational training centres and such other institutions engaged in training and capacity building;
- 6) To conduct short term training courses for industrial entrepreneurs and students of various technical and vocational institutions to update their technological know-hoe, awareness of modern technology and imparting management and leadership skills.
- 7) To interact with various potential employers and industries both within and outside the State for training and placement of candidates passing out from various technical institutions in the State;
- 8) To facilitate and invite industrial partners for transfer of technology, development of prototypes and aimed at development of technology of the centre research activities;
- 9) To prospect and sustain industrial partnerships and investments in activities and operations involving training, capacity building, production and research;
- 10) To disseminate information on emerging technological trends, building up of awareness on manufacturing processes, availability of patents, product

feasibility and such other information which may be of assistance of potential entrepreneurs and technical personnel;

- 11) To alleviate unemployment problems through industrial growth of sustained development in the State and in the region;
- 12) To endeavor and match the technical expertise and capacity building measures in the State to the requirement of skills current technology trends, and
- 13) To lay more emphasis on practical training (60% of the training period) in order to familiarise and give the trainees a first hand operational knowledge in the use of latest machinery, equipment and tools used in contemporary industries.

ARTICLE 3. **MANAGEMENT**

The main bodies of the CCCT shall be as follows:-

- 1) BOARD OF TECHNICAL EDUCATION AND RESEARCH
- 2) BOARD OF MANAGEMENT FOR CCCT
- 3) EXECUTIVE COUNCIL OF CCCT

The Board of Technical Education and Research, the Board of Management and the Executive Council may designate or appoint Committees and confer such powers that normally come under their competence as they deem necessary to fulfil the functions assigned to them.

ARTICLE 4. **BOARD OF TECHNICAL EDUCATION AND RESEARCH**

4.1 **COMPOSITION**

The Board of Technical Education and Research (hereinafter referred to as "BTER") shall comprise of the following members, namely:-

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| 1) Additional Chief Secretary/
Development Commissioner | - | Chairman |
| 2) Commissioner-cum-Secretary, Finance | - | Member |

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|---|---|------------------|
| 3) Commissioner-cum-Secretary, Education | - | Member |
| 4) Secretary, Industries | - | Member |
| 5) Secretary, Science and Technology | - | Member |
| 6) Representatives (minimum of 3)
Private Entrepreneurs and Industrialists | - | Member |
| 7) Director, Technical Education | - | Member Secretary |

ARTICLE 5. **BOARD OF MANAGEMENT**

5.1 **COMPOSITION**

The Board of Management shall have responsibilities and be delegated with powers as are in conformity, with such activities and objectivities of CCCT as may be deemed necessary. The Board of Management shall comprise of the following members, namely:-

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|----|--|---|------------------|
| a) | Commissioner-cum-Secretary, Education | - | Chairman |
| b) | Secretary Industries or his representative | - | Member |
| c) | NTTF, Representative | - | Member |
| d) | Representative from Industries | - | Member |
| e) | Director, Technical Education | - | Member Secretary |

5.2 **POWERS OF MANAGEMENT**

The powers and functions of the Board of Management shall be as follows:-

- a) The Board of Management shall lay down policy guidelines for the administration and management of CCCT and shall advise the Executive Council on all important matters.
- b) All major decisions for acquiring and holding movable and immovable property/equipment, to enter into, rescind contracts, taking of disciplinary action, promotion of executives, appointment in service, provision of incentives and increments, borrowing of funds, seeking disqualification/removal of the executive, formulation of rules, enter into lease sell or otherwise transfer of any physical or

financial assets of the CCCT shall be deliberated and decided by the Board of Management.

- c) A Principal shall be appointed by the Board of Management to manage the day-to-day affairs of CCCT.
- d) The Board of Management shall specify the persons who are authorized on behalf of CCCT to enter into contracts, operate bank accounts, incur expenditure, release payments and undertake any work for the framing and execution of such Schemes as it may consider necessary.
- e) The interpretation of this Constitution and Bye-Laws rests with the Board of Management and the decision of the Board of Management shall be final and binding.
- f) The Board of Management shall consider for approval of all amendments to the provisions contained in the Constitution and Bye-Laws and such other rules formulated and proposed by the Executive Council and accord approval to such amendments thereafter with or without modifications.
- g) The office of the Board of Management shall decide on any matter referred to it by the Executive Council in a manner prescribed by the Bye-Laws.
- h) The Board of Management shall have the right to question and seek explanation on all or any of the actions or decisions of the Principal of CCCT so long as such actions/decisions are contrary to the stated objectives in the constitution, violates any of the provisions contained in the Bye-Laws/Rules of CCCT and constitutes a default in the discharge of duties/responsibilities or abuse of power/responsibility.
- i) The Board of Management may move a resolution for the removal of the Principal, CCCT if it considers necessary and thereafter place such resolution along with the necessary justification to the State Government recommending removal.
- j) The Board of Management shall appoint a Vice-Principal from amongst the members of the Executive Council for the execution of powers and functions of the CCCT in the absence of Principal.
- k) It shall be the responsibility of the Board of Management to invest and deal with the corpus funds of CCCT in such matters as may be reasonable and appropriate in keeping with the principles of a sound management and financial proprietary.

- l) The Board of Management shall actively formulate and update curriculum and syllabi for various courses from time to time in keeping with the emerging trends in the industrial and educational sectors at the global level.
- m) The Board of Management shall evolve and make applicable such appropriate system evaluation for assessment of learning in the students as also for setting standards of excellence in technical education and training.
- n) The Board of Management shall delegate any of the powers aforementioned to the Principal, CCCT by a resolution adopted to that effect.

5.3 **QUORUM AND MAJORITY**

The Board of Management shall be able to conduct normal business and advise on policy matters if at least one half of its members are present. Decisions of the Board of Management shall be taken by a simple majority of the members present and voting.

5.4 **MEETINGS**

The Board of Management may meet as and when required and at least twice a year and convened by the Chairman. The Director, Technical Education shall issue a notice to this effect at least five(5) days in advance.

ARTICLE 6. **EXECUTIVE COUNCIL**

6.1 **COMPOSITION**

The Executive Council shall comprise of the following members namely:-

- a) Principal, CCCT
- b) Heads of Departments
- c) Heads of Committes

6.2 **POWERS AND FUNCTIONS OF THE PRINCIPAL**

- a) The Principal shall conduct the affairs of the CCCT and direct the maintenance of all records thereon.
- b) He shall be empowered with the authority to recommend, approve and constitute committees and sub-committees for CCCT when necessary or proposed by the members of the Executive Council. The head of a committee shall be directly responsible and answerable to the Principal for all matters undertaken by the particular committee. The heads of the constituted committees shall also be members of the Executive Council.
- c) The Principal shall direct the conduct of day-to-day functioning of CCCT in accordance with the Constitution, Bye-Laws and rules as may be applicable and delegated by the Board of Management.
- d) He shall record all observations and directions of the Board of Management and ensure compliance of all such directives. In case of inability to conform to such directions, he shall place before the next meeting of the Board of Management the nature and reason for non-compliance.
- e) The Principal shall exercise all such powers delegated to him by the Board of Management by a resolution adopted to that effect.

6.3 **POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL**

- a) The Executive Council shall as whole or through its individual members assist the Principal in the exercise of such authority and take such decisions as may be appropriate for the purpose of carrying out the objectives of this Constitution.
- b) In the event of authorized absence of the Principal, the Board of Management shall appoint a Vice-Principal from amongst the members of the Executive Council for a period not longer than the unexpired term of the Principal. The Vice-Principal shall perform all the powers and functions of the Principal relating to CCCT for that period. The Board of Management shall recommend for fresh appointment of the Principal for approval of the Government.
- c) The Executive Council shall formulate the manner in which they would conduct their business, elect heads of sub-committees, the functions, duties and authority of the heads of sub-committees and the manner in which the committees would transact their business.
- d) The Executive Council shall conduct its meeting every month and submit report to the Board of Management.

ARTICLE 7. **PHYSICAL AND FINANCIAL ASSETS ACCOUNTS AND AUDIT**

7.1 **PHYSICAL ASSETS**

- a) The Government of Sikkim may transfer to the CCCT, buildings, land or any other property whether movable or immovable for use and management by the CCCT on such conditions and limitations as the Government may deem fit for the purpose of carrying out the stated objectives of the Constitution.
- b) The CCCT may also acquire additional building/assets in the course of its business when deemed necessary and the existing provisions are inadequate to cater to the functioning of the Institute.
- c) Statement of all fixe assets in the form of land, buildings and all movable assets must be maintained by the CCCT and updated yearly.

7.2 **FINANCIAL ASSETS**

Funds of the CCCT

- a) The CCCT shall have its own funds consisting of the following, namely:-
 - i. Admission fees, course fee, and such other fees for workshop etc.;
 - ii. Revenue from consultancy and maintenance services rendered to clients;
 - iii. Revenues from turnkey projects, sale of devices, equipment, technological know-how and products designed, development or upgraded at the centre;
 - iv. Revenues from communication services, maintenance contracts and consultancy work;
 - v. Interest from fixed, recurring or savings deposits, non-speculative investments in shares, securities and bonds;
 - vi. Recurring annual grants form the Department of Education, Government of Sikkim under the budgetary provision available for polytechnics;
- b) The CCCT may subject to the provisions contained in the Bye-Laws accept grants, subventions, donations/gifts and receive loans from financial institutions and lending organizations. An illustrative list of such receipts are given below:-

- i. Grants and loans from Financial Institutions like Small Industries Development Bank of India, Industrial Development Bank of India, AUSAID (Australian Aid), World Bank and other similar financial institutions.
- ii. Awards/grants from United Nation bodies like, United Nation Development and Planning (UNDP); United Nation Economic Social and Cultural Organization (UNESCO); Economic and Social Commission for Asia and Pacific for specific projects, with concurrence of the Board of Technical Education and Research; and
- iii. Grants form Ministry of Human Resourse and Development and other Central Government Ministries for the implementation of specific projects and under specific Schemes with concurrence of Board of Technical Educational and Research.

7.3 **ACCOUNTS AND AUDIT**

- a) The CCCT shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the profit and loss account and the balance sheet.
- b) The accounts shall be audited by a registered Chartered Accountant approved by the Board of Management.
- c) The statement of accounts of the CCCT as certified by the Auditor together with the audit report thereon shall be made available to the Board of Management before such date as may be prescribed in the By-Laws for scrutiny and accord of approval.

ARTICLE 8. **MISCELLANEOUS**

- 8.1 No suit, prosecution or other legal proceedings shall lie against the Principal or any of the members of the Executive Council for anything which is done in good faith or purported to be done by or under the objectives under this Constitution.
- 8.2 Members of the Executive Council shall deemed, when acting or purporting to act in pursuance of any of the provisions of this Constitution, to be public servants within the meaning of section 21 of the Indian Penal Code, 1860

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY
NAMCHI, SOUTH SIKKIM**

BYE-LAWS

1 PERSONNEL POLICIES

1.1 RECRUITMENT

- (a) Recruitment of personnel in the CCCT shall be based on the need/requirement for personnel arising from time to time for project personnel and for such other specialised task relating to management, accounting, maintenance, communications etc. prior approval of the Board of Management is mandatory before recruitment of personnel in any capacity is made.
- (b) The authority of recruitment of personnel for CCCT shall lie with the Board of Management and personnel recruitment shall be done by way of advertisement through various media and selection of candidates shall be made on purely merit basis.
- (c) Notwithstanding the above mentioned clause providing for selection of personnel purely on merit, there shall be flexibility in terms of soliciting candidature of local people of the State or such other appropriate means suited to the case under consideration.
- (d) The selection shall be based on written test, personal interview tasks, previous experience on related tasks, academic performance or any appropriate combination of the aforementioned factors depending on which of them would be more appropriate.

1.2 SERVICE CONDITIONS – PROJECT PERSONNEL

- (a) All personnel recruited by CCCT will have to give an undertaking wherein the person shall pledge to commit himself/herself to serve the Institute for a minimum period of three (3) years unless his/her service is terminated after deliberation by the Board of Management on disciplinary or other such valid grounds before the completion of the said period;
- (b) The services of the personnel recruited shall be initially for a period of three (3) years after which the candidature of the personnel shall be taken up by the Principal to the Board of Management for regularization, extension of probationary period or termination of service depending on the personal record and performance of the personnel. The decision of the Board of Management shall be final and binding.
- (c) In case of termination of personnel following disciplinary action, no allowance/compensation or any such payments shall be admissible.

- (d) The Board of Management shall decide the contractual pay of all the project personnel.

1.3 **SERVICE CONDITION – PERMANENT POSTS**

For the purpose of management of the CCCT, a few posts shall however, be in regular scale and governed by such terms and employment to be prescribed by the Board of Management.

1.4 INCENTIVES AND INCREMENTS

- (a) Increments shall be in the nature of time period of the service rendered to CCCT and entitlement of increments shall be on the lines prescribed by the Constitution and interpreted by the Board of Management.
- (b) Other incentives like issue of overcoats/business suits, sponsorship for higher education/training, travel within the country for participation in conferences, seminars, trade fairs etc. would also be considered from time to time by the Board of Management in the meeting and based on the authentic recommendation of the Principal. For visiting abroad, specific approval of the State Government is mandatory on recommendation of the Board of Technical Education and Research and the Board of Management.

1.5 **TRAINING AND SPECIALISATION**

- (a) Training would mostly be on the job. However, employees shall also be sent to NTTF, Bangalore as and when it is felt necessary. The proposal for undergoing training at NTTF shall be put up for approval by the Principal to the Board of Management after whose consent the employee may be sent to NTTF or an appropriate institution for short to medium term course work or training. In case the employee is sponsored for higher education in the relevant discipline, the State Government (Department of Education) would partly meet the expenses towards such study.

1.6 **LEAVE**

The Sikkim Government Services (leave) Rules, 1982 as amended from time to time shall be made applicable in the case of CCCT for the time being. Later, based on the experience gained in running the institution and managing its manpower, appropriate customized rules and norms shall be considered and introduced.

1.7 **DISCIPLINE**

The Sikkim Government Servants (Discipline and Appeal) Rules, 1985 as amended from time to time shall be made applicable in the case of CCCT for the time being. Later, based on the experience gained in running the institution and managing its manpower, appropriate customized rules and norms shall be considered and introduced.

1.8 **OFFICE HOURS**

The CCCT shall function in full from 9 a.m. to 4.30 p.m. with an hour lunch break except on Sundays. However, the Board of Management may consider and declare an appropriate list of holidays for a year.

2.1 **BASIS FOR ALLOCATION OF RESOURCES**

Allocation of resources to the faculties in the Institute would be need based. Each faculty / department of the CCCT would be monitored for their performance and due incentives would be made available to the faculty exhibiting exemplary performance by way of additional funds to support expansion.

2.2 **BI-ANNUAL PLACEMENT OF REVENUES/DEMANDS FOR FACULTIES/DEPARTMENTS**

Each faculty / department of the CCCT shall be required to place its budget indicating resource requirements along with its estimated generation of revenues annually. Such budget shall be discussed in the Executive Council meeting and recommended to the Board of Management for accord of final approval.

3.1 **ORGANISATION AND MANAGEMENT**

The CCCT shall have three academic faculties/departments namely :-

1. Manufacturing Technology,
2. Mechatronics; and
3. Die and Mould Making

Apart from the three academic departments there would also be other divisions such as Research and Development, Training, Research and Planning, Sales and Marketing, Maintenance etc. A division head with a team to assist him would head each of these divisions. These divisions, committees and sub-committees would be constituted by the Executive Council on approval from the Principal.

3.2 **OFFICE MANAGEMENT**

- (a) All official papers, communication and any form of document relating to the CCCT must be properly documented and maintained in files. A central file register or maintenance record of each of the equipment, record of assets, books etc. must also be regularly maintained.
- (b) Due attention must be given to periodic cleaning and proper housekeeping functions. Minor repairs for machinery, equipment, furniture, electrical fittings etc. must be attended to periodically.

- (c) All correspondences should carry the file number reference in addition to the date and all office copies and correspondences received must be kept in the relevant files for record.

3.3 **PUBLIC RELATIONS**

- (a) Guests other than the students/project associates shall not be allowed beyond the reception area. Visitor-badges must be worn by guests visiting for exhibitions, demonstrations etc. around the workshops of CCCT officially.
- (b) In research sections entry of students also shall not be permissible except for short demonstrations by the faculty members.

3.4 **BUSINESS PROMOTION**

The employees taking keen interest in promotion of new and innovative projects and performing exemplary work would be encouraged and sent for participation in conferences, workshops, trade fairs, industrial interaction etc. and given such suitable business promotion allowance as may be deemed fit depending on the circumstances.

4 **FINANCE AND ACCOUNTING**

Appropriate orders shall be issued on each of the aspects under mentioned relating to finance and accounting by the Principal, namely :-

- (a) Method of accounting
- (b) Maintenance of books of accounts
- (c) Rules of business and delegation of powers
- (d) Authorisation of expenditure and record for outstanding payments
- (e) Supplier-wise, faculty/department – wise details of value of goods and services received and payable.
- (f) Reconciliation
- (g) Audit

5 **STORES AND INVENTORY**

Appropriate orders shall be issued on each of the aspects under mentioned relating to stores and inventory, namely :-

- (a) Maintenance of record of assets – machinery, equipment, furniture etc.
- (b) Inventory of consumable and spares
- (c) Requisition/issue of consumable for in-house use
- (d) Records in respect of loan of equipment

6. **PURCHASE**

- (a) The procedure laid down by the Board of Management in respect of purchases must be strictly and compulsorily followed.

- (b) A standard database of national and international prices of usually purchased items of equipment, consumable etc. must be maintained.
- (c) Quotations and inquiries must be collected from suppliers to update the database mentioned above and to substantiate proposals for purchases.

7. **MAINTENANCE**

The following records shall be compulsorily maintained in each of the faculties/departments, namely :-

- (a) List of assets with written down value;
- (b) Log sheet for repairs/replacement of spares in each of the equipment;
- (c) Minor faults must be immediately attended to all systems excepting those recorded as awaiting the arrival of spares or special diagnosis must be functional;
- (d) Maintenance in the laboratories would be card level.
- (e) Defective cards must be labeled appropriately and taken to the diagnostics laboratories for any clip level defect diagnosis and rectification;
- (f) Adequated care must be taken to maintain and keep the required tools, spares, distilled water for ups batteries, battery, terminals for replacement to substitute corroded ones, screws etc;
- (g) Strict view would be taken of abuse of machinery equipment upkeep;

ARTICLE 8 **SUPERSESSSION**

If at any time the State Government upon the express resolution of the Board of Management is satisfied that –

- (a) Circumstances have so arisen that the CCCT is rendered unable or may be rendered unable to discharge its duties or perform its functions under this Constitution, or
- (b) It is otherwise considered expedient or necessary may, by notification, remove the Principal for such period as may be specified in the Notification and declare that the duties, powers and functions of the Principal shall during the period of his removal, be discharged, exercised or performed by the Vice-Principal or such other person as may be authorized by the Board of Management as may be specified in the Notification:

Provided that the Government shall, before removing the Principal, give him a reasonable opportunity to show cause against the proposed action.

ARTICLE 9 **AMENDMENT**

Any provision of this Constitution or Bye-Laws or rules made thereunder may be amended by a resolution adopted by the Board of Management at a meeting specially convened for the same in which not less than two thirds of the members of the Board of Management are present and voting and approval by the State Government.

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