

MEMORANDUM OF ASSOCIATION

TITLE:

01. The name of the Society shall be Maharashtra Institute of Development Administration, Pune.

REGISTERED OFFICE:

02. The registered office of the Society shall be at Pune 411007.

OBJECTIVES OF THE SOCIETY:

03. The objects for which the Society is established are :

- (i) to promote modern management science. as a major instrument for development of economic and social activities of the State Government, Zilla Parishads, and other institutions and organisations of the State Government;
- (ii) to develop managerial skills, organisational capability, Leadership and decision making ability for development planning and efficiency in implementation of policies, programmes and projects;
- (iii) to carry on operational and policy oriented research, to evolve ideas and concepts appropriate to the local, State and national environment, and to formulate policy alternatives;
- (iv) to serve as the apex institute for the collection and dissemination of information regarding development administration;
- (v) to foster, assist and support individuals, organisations and institutions in the use of management science;
- (vi) to provide consultancy service in developmental and public administration, and;

- vii) to function as the nodal State level training institute in the field of development administration

FUNCTIONS OF THE SOCIETY

04. In order to achieve the above objectives, the institute may engage itself in such types of Programmes and activities, and in such subjects, and for the benefit of such subjects, and for the benefit of such persons, areas, and sectors of activity as are exemplified hereunder -

a) Programmes and Activities:

- (i) Training programmes of short and long duration's including seminars, workshops, and conferences, as a means of continuing education for practicing managers, administrators, and scientific and technical cadres;
- (ii) Policy oriented and operational research;
- (iii) Consultancy and Extension Services; and
- (iv) Publication and production of training aids.

(b) Subjects and Areas of Activities :

- (i) The programmes may cover all concepts., principles and techniques related to management in Government.
- (ii) The programmes may cover all functionaries of the Departments of Government of Maharashtra as well as, teachers and practitioners of management in Boards, Corporations and other public sector undertakings in all sectors such as, business and industry; commerce and trade; financial and industrial development; banking; insurance; co-operatives; agriculture and rural development

forestry; fisheries and animal husbandry; irrigation and power; energy; transportation and communication; education and health services; entrepreneurial development; mass media; tourism and public relations; legal systems; police administration; taxation; urban systems; environment habitat; public works; roads and buildings; appropriate technology; non-organised, decentralised sectors of economic, social and political activity. especially, persons from institutions, bodies and organisations concerned with the use of knowledge in management.

05. The Society may:

- (i) Plan, sponsor and undertake research - policy research for the evaluation and formulation of public policies and assessment of the impact of policies and operations research to improve efficiency and productivity at the unit levels;
- (ii) Assist public and private organisations to improve their administration and management' through consultancy and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc.;
- (iii) Publish research papers, treatises, periodicals, books and other literature to disseminate up-to- date information relating to management practices;
- (iv) Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals, and other prizes and distinctions to persons trained in the Institute, as well as, confer distinctions on persons rendering outstanding contribution to the cause of management in Government,
- (v) Institute and award scholarships, visiting fellowships, stipends, loans and other financial assistance to suitable and deserving students and scholars;

- (vi) Produce, establish and maintain libraries of books, documentation centres, teaching aids, audio-visual presentations, including video films etc.
- (vii) Form affiliations, accept partnership and other classes of professional or technical membership;
- (viii) Establish collaborative linkages with educational and professional institutions in any part of the world, having similar objectives, by exchange of faculty and scholars, by the conduct, of joint research and training programmes and generally in such a manner as may be conducive to the development of common professional objectives;
- (ix) Function generally as the apex institution of Maharashtra State to provide training and services, to set standards of proficiency, and to recommend management inputs in all aspects of public administration and productivity in various organisations, agencies, and institutions;
- (x) Establish, administer, supervise and maintain regional branches or institutions at suitable places in Maharashtra; and
- (xi) Do such other deeds and acts as are conducive or incidental to the achievement of all or any of the above objectives.

06. The Institute shall consist of residential campus as well as non-residential centres. It shall be open to persons of either sex, of whatever race, creed, caste, class or region. The Board of Governors may make special provisions for the advancement of Scheduled Castes, Scheduled Tribes and socially and educationally backward classes of citizens in accordance with the relevant provisions of the Indian Constitution.

GOVERNING BODY:

07. Subject to the Rules of the Society, the management, supervision and control of the affairs of the Society shall vest in the board of Governors.

08. The names, addresses and occupations of the first members of the Board of Governors are

Sr. No	Name, Address & Occupation	Designation	Age
01	Shri B.G.Deshmukh Chief Secretary to the Government of Maharashtra, Mantralaya. BOMBAY	President	57 yrs
02	Shri P. Subramanyam Secretary Rural Development Department Mantralaya, BOMBAY	Member	45 yrs
03	Shri S.S. Tinaikar Secretary Rural Development Department Mantralaya, BOMBAY	Member	54 yrs.
04	Dr. Madhav Godbole Secretary Finance Department Mantralaya BOMBAY	Member	49 yrs.
05	Shri P.V.Nayak Secretary General Administration Department Mantralaya, BOMBAY	Member	53 yrs.
06	Dr. V.G.Bhide Vice Chancellor University of Pune, PUNE	Member	60 yrs.
07	Shri Anil Kumar Lakhina Director, MIDA, PUNE	Member	38 yrs.

09. We, the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Societies

Registration Act XXI of 1860 and hold ourselves responsible to manage the affairs of the Society as per the Rules, a copy of which, duly certified to be a true copy by three members of the Board of Governors is filed herewith along with this Memorandum of Association.

Sr. No	Name	Occupation	Address	Designation	Age	Sig n.
01	Shri. B. G. Deshmukh	Government Service		Chef Secretary to Govt. of Maharashtra, Bombay	President	57 yrs

02	Shri P Subramanyam	Government service	Secretary Kura Development Department Mantralaya Bombay	Member	45 yrs
03	Shri S. S. Tinaikar	Government Service	Secretary Rural Development Department Mantralaya, Bombay	Member	54 yrs.
04	Dr. M D Godbole	Government Service	Secretary Finance Department Mantralaya, Bombay	Member	49 yrs.
05	Shri P V Nayak	Government Service	Secretary, General Administration Department Mantralaya, Bombay	Member	53 yrs,
06	Dr. V G Bhicie	Educationist	Vice Chancellor University of Pune, Pune	Member	60 yrs
07	Shri A K Lakhina	Government Service	Director MIDA Pune	Member	38 yrs,

In the Presence of :

1. Shri S. S. Salgaonkar,
Joint Director,
MIDA, Pune.
2. Shri G .L. Kale
Administrative Officer MIDA, Pune

**MAHARASHTRA INSTITUTE OF DEVELOPMENT ADMINISTRATION
RULE S**

SHORT TITLE:

01. These Rules may be called the "Rules of the Maharashtra Institute of Development Administration, Pune."

DEFINITIONS:

02. In these Rules and the Memorandum of Association, unless the subject or context otherwise requires:
 - (i) 'Act' means the -Societies Registration Act XXI of 1860.
 - (ii) 'Institute' means the Maharashtra Institute of Development Administration Pune.

- (iii) 'Board' means the Board of Governors of the Institute.
- (iv) 'Committee' means the Executive Committee of the Institute.
- (v) 'President' means the President of the Board of Governors for the time being of the Institute.
- (vi) 'Chairman' means the Chairman of the Executive Committee for the time being of the Institute.
- (vii) 'Secretary' means the Secretary for the time being of the Institute.
- (viii) 'State Government' means the Government of Maharashtra.
- (ix) 'Financial Year' means the budget year commencing on the 1st April and ending on the 31st March following for which Budget is prepared.

PATRONS OF THE INSTITUTE:

03 The following shall be the Patrons of the Institute.

- Chief Minister Chief Patron
- Minister for Rural Development..... Patron
- Minister of State General Administration Patron

AUTHORITIES OF THE INSTITUTE:

04. The authorities of the Institute shall be :

- (i) The Board of Governors
- (ii) The Executive Committee and
- (iii) Such other authorities as may be constituted by the Board of Governors or the Executive Committee

OFFICERS OF THE INSTITUTE:

05 The following shall be the officers of the Institute, namely

- (i) The Director;
- (ii) The Secretary; and
- (iii) Such other officers as may be appointed by the Board of Governors or the Executive Committee from time to time.

GENERAL BODY AND MEMBERSHIP:

06 The members of the Board of Governors shall constitute the General Body of the Institute and shall consist of not less than seven (07) members.

ROLL OF MEMBERS:

07. The institute shall maintain a register of members giving their names, occupations and addresses and every member shall sign the register. Every change of address shall be notified to the Secretary.

BOARD OF GOVERNORS:

08 Subject to the other provisions of these Rules, the management, supervision and control of the Institute shall vest in the Board of Governors.

09 The composition of the Board of Governors shall be as follows

- (i) Chief Secretary to the Government of Maharashtra (ex- officio):

PRESIDENT

- (ii) Secretary, Incharge of Training, General Administration Department.' Government of Maharashtra, Bombay (ex-officio)
- (iii) Secretary, Planning Department, Government of Maharashtra, Bombay (ex-officio)
- (iv) Secretary, Rural Development Department, Government of Maharashtra, Bombay (ex-officio)

- (v) Secretary, Finance Department, Government of Maharashtra, Bombay (ex-officio)
 - (vi) Two Secretaries to Government of Maharashtra to be nominated by the President of the Board.
 - (vii) vice-chancellor, University of Poona (ex-officio)
 - (viii) Two eminent persons to be nominated by the Government of Maharashtra to represent the interests of the sectors such as :
Agriculture and Rural Development (including Forestry, Fisheries and Animal Husbandry) business and industry; Commerce and Trade; Banking and Insurance, Public Utilities, such as, Transport, Energy and Communications; Public Works, Irrigation, Social Welfare; Tourism; Public Relations; Regulatory Services, such as, Revenue, Legal, Police, Income Tax, Sales Tax and Civil Supplies; Municipal Bodies; Urban Systems; Environment and Habitat.
- Note:- The selection of these persons shall be based not on their official position, but on their recognised achievements and contribution to the development of public administration and management systems in the concerned sectors.
- (ix) Two persons to be nominated by the State Government from amongst well-known professionals in the field of Management Science;
 - (x) One member of the Faculty of MIDA to be nominated by the

President.

- (xi) Director of a reputed national Institute of Research & Training to be nominated by the State Government; and
 - (xii) Director of the Institute (ex-officio).
10. The Board of the Governors shall appoint Committees of the members for such purposes as administration and finance, training and programming, and recruitment and delegate to such Committees and the Executive Committee such powers, and authorise them to perform such functions as it may deem necessary and expedient. Such delegation or authorisation may be made subject to such conditions as the Board may think fit to impose.
11. The Board of Governors may create new classes of membership from time to time for such specific periods, and fill them by co-option of such members, as it deems desirable and necessary in the interest of the Institute.

TENURE OF NOMINATED MEMBERS:

12. The tenure of the nominated members of the Board shall be three years
- 13 When a person, including the President, is a member of the Board by virtue of his office he shall cease to be such member when he relinquishes the said office and the vacancy so arising shall be filled in by his successor in that office. Such member shall, however, be eligible for re-nomination in another vacancy, if any, on the Board.

CESSATION OF MEMBERSHIP:

14. Notwithstanding anything contained in these Rules, a member of the Board shall cease to be such member if during his tenure of office he resigns or becomes insolvent or is otherwise unable or incompetent to

hold office, or his membership is terminated by the State Government.

15. The State Government may terminate the membership of any person appointed on the Board of Governors for such reasons as his incapacity to discharge the duties insolvency etc.

RESIGNATION:

16. A member of the Board, other than ex-officio member, may resign his membership by a letter addressed to the President of the Board and such resignation shall take effect from the date of its acceptance by the President

CASUAL- VACANCIES:

17. Any casual vacancy arising on the Board by resignation, death or otherwise, may be filled by appointment or nomination of a member by the State Government or the President as the case may be and the member so appointed or nominated shall hold office for the remainder of the tenure of that Board.
18. The Board of Governors shall function notwithstanding any vacancy on the Board and any defect in the appointment or nomination of any of its members, and no act or proceedings of the Board shall be invalidated, nullified or called in question merely by reason of the existence of any vacancy on the Board or by reason of any defect in the appointment or nomination of any its members.

MEETINGS OF THE BOARD:

19. Subject to the provisions of the Act, the, Board of Governors shall meet at least once a year.

ANNUAL GENERAL MEETING:

20. The President of the Board of Governors shall convene Annual General Meeting within four months of the close of the financial year.
- (i) to receive and consider the annual report and audited accounts of the Institute for the proceeding financial year.
 - (ii) to appoint auditors and fix their remuneration;
 - (iii) to review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year; and
 - (iv) to discuss any other business as may be necessary

SPECIAL MEETINGS:

21. The President of the Board may convene special meetings of the Board to consider any matter of special importance or urgency or on the written requisition of not less than Six members of the Board, specifying the purpose for which the meeting is proposed to be called.

VENUE OF THE MEETING:

22. Meeting of the Board shall ordinarily be held at Pune; provided. However, that meeting may be held at any other place as may be expedient or necessary.

NOTICE OF THE MEETING:

23. Every meeting of the Board shall be convened by notice issued under the hand of the Secretary or any other Officer of the Institute so authorised by the board in this behalf.
24. Every notice calling for a meeting of the Board shall be issued to every member not less than fifteen days before the day scheduled for the meetings, except in the case of special meeting, when the notice shall be

issued at least Five days before the day fixed for the meeting. A summary of business to be transacted at the annual and other meetings shall be communicated to the members at least seven days before the day of the meeting except that in the case 'of Special Meetings it should be circulated at least three days before the meeting.

25. The accidental omission to give notice to or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

QUORUM :

26. Seven members present in person shall constitute the quorum for any meeting of the Board; provided that, if a meeting is once adjourned for want of quorum a subsequent meeting called on the basis of the same agenda shall not be required to form a quorum.

PRESIDING OFFICER:

27. The President shall ordinarily preside at all meetings of the Board. In the absence of the President, the members present shall choose one Member from amongst themselves to preside over the meeting.

INVITATION TO ATTEND A MEETING:

28 The President may invite any person other than a member of the Board to attend a meeting of the Board, but such persons shall not be entitled to vote at the meeting.

VOTING:

29 In any case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the President shall have one vote and if there be an equality of votes, the President of the

meeting shall have casting vote.

VOTING BY CIRCULATION:

30. Any business which is of an urgent nature and which cannot be held over till the next meeting of the Board may be transacted by circulation among all members of the Board and any resolution so circulated and approved by a majority of the members of the Board shall be as effective and binding as if such resolution had been passed at a meeting of the Board; provided that any business so transacted shall be reported at the next meeting of the Board.

EMERGENCY POWERS OF THE PRESIDENT :

31. Where the matter is of such urgency that a decision thereon cannot await the convening of a Special Meeting or voting by circulation, the President may for reasons to be recorded in writing take a decision thereon. Such decision shall be placed before the next meeting of the Board for ratification.

SERVICE OF NOTICE:

32. A notice may be served upon any member of the Board in person or by post addressed to such member at the address mentioned in the roll of members. Any notice so served by post shall be deemed to have been served two days after it was posted.

EXECUTIVE COMMITTEE :

33. Subject to the overall supervision and policy directions of the Board of Governors and its Committees, the Executive Committee shall be responsible for the management, administration and control of the affairs of the Institute and its income and properties in accordance with these Rules, and the Regulations, orders and instructions made from time to time and shall have, and exercise, powers which may be necessary,

incidental, conducive or expedient for the said purpose.

COMPOSITION OF THE EXECUTIVE COMMITTEE:

34. The Executive Committee shall be composed of not more than seven members including the Director who shall be the Chairman of the Committee

35 The composition of the Committee shall be as follows

- (i) Director (ex-officio)
- (ii) One member to be nominated by the President from among the Heads of State Government Directorates in Pune
- (iii) The Deputy Secretary, incharge of training, Rural Development Department, Bombay
- (iv) One representative of a sister training institution to be nominated by the President.
- (v) Two representatives from non-governmental organisations related to the activities of the Society to be nominated by the President; and
- (vi) One expert on financial matters of the Institute to be nominated by the president

TENURE OF THE COMMITTEE :

36. The term of office of the 'Executive Committee' shall be three years; provided that a Committee whose term has expired shall continue until the successor Committee is constituted.

RESIGNATION:

37. A member of the Committee, other than an ex-officio member may resign his membership by a letter addressed to the President through the Chairman and such resignation shall take effect from the date of its acceptance.

MEETINGS OF THE COMMITTEE:

38. The Executive Committee shall meet not less than four times in a calendar year, provided that not more than four months shall elapse between any two meetings of the Committee. The meetings of the Committee shall ordinarily be held at Pune; provided, however, that a meeting may be held at any other place as may be expedient or necessary.

39. Every meeting of the Committee shall be presided over by the Chairman Four member of the Committee, including the Chairman, present in person shall constitute a quorum at any meeting of the Committee.

40. In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion the majority shall prevail. Every member present at the meeting including the Chairman shall have one vote and if there be an equality of votes, the Chairman of the meeting shall have a second casting vote.

41. Every meeting of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorised in this behalf. Every notice calling for a meeting shall set the date, time and venue of the meeting and shall be issued to every member not less than fifteen days before the day scheduled for the meeting, provided that for transacting urgent matters, the Chairman may convene a meeting with seven days' notice. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the normal meeting, and three days in the case of a meetings convened with shorter notice. The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

42. Any business of an urgent nature may be carried out by circulation among all members of the Committee and any resolution so circulated and approved by a majority of the members of the Executive Committee shall be as effective and binding as if such resolution had been passed at meeting of the Committee; provided that any business so transacted shall be reported at the next meeting of the Committee.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE :

43 The Board of Governors may delegate, from time to time, such powers and functions to the Executive Committee as are considered necessary and expedient.

CHAIRMAN OF THE EXECUTIVE COMMITTEE:

44. The Executive Committee may by resolution delegate to its Chairman any of its powers as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Institute.

45. The Chairman may refer any question or any matter, which in his opinion is of sufficient importance to justify such a reference, to the decision of the President and the decision of the President shall be binding on the Committee. Such matters shall be reported to the Committee at its next meeting

DIRECTOR OF THE INSTITUTE:

46. The Director of the Institute shall be the Academic Head and the Chief Executive of the Institute, and shall be appointed by the State Government on such terms, remuneration, and conditions of service as may be decided by the state Government.

47. The Director shall have all such powers as may be delegated to him by

the Board of Governors and the Executive Committee. The Director shall be Chairman of the, Executive Committee.

48. As the Academic Head and the Chief Executive of the Institute, the Director shall be responsible for the proper administration and conduct of the academic affairs of the Institute.

SECRETARY:

49. An Officer of the Institute shall be appointed as the Secretary of the Institute by the Board of Governors. He shall function as the ex -officio Secretary of the Board of Governors, the Executive Committee, and such other Committees and sub-Committees as may be constituted by the Board of Governors and the Executive Committee respectively.

50. The Secretary shall be responsible for

(a) the issue of notices of meetings of the Board, the Executive Committee and the committees of the Board and sub-committees of the Executive Committee;

(b) maintenance of the records of the meetings and their circulation to members;

(c) maintenance of the register of the Roll of Member of the Society and

(d) performance of such other duties as may be assigned by the Director of the Institute from time to time.

FUNDS, ACCOUNTING AND AUDIT:

51 The funds of the Institute shall consist of.

1 Grant-in-aid received from the State Government and Government of India

2 Donations and contributions from other sources.

3 Other incomes and receipts.

52. The Institute shall maintain books, accounts, and other related records in such form and in such manner' as may be necessary and prescribed in consultation with the auditors of the Institute and in accordance with the By-laws and financial rules framed in this behalf The accounts of the Institute shall be audited annually by the Auditors appointed for the purpose and the audited Statement of Accounts shall be submitted, along with the annual report, at the Annual General Meeting for the consideration and approval of the Board. After approval of the audit report by the Board, it shall be submitted to Government and issued along with the annual report to members of the Board, Government and other concerned.

SUITS BY AND AGAINST THE INSTITUTE: --

53. Subject to the provisions of the Act the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

REMUNERATION TO THE MEMBERS OF THE BOARD/ EXECUTIVE COMMITTEE:

54. The Members of the Board of the Governors or the Executive Committee or any Committees of the Board or the Executive Committee shall not be entitled to any remuneration from the Institute for their services such as members, but they shall be paid such travelling and daily allowance as may be provided in the By-laws to be made in this behalf for journeys; for attending meetings, or in connection with other business of the Institute

OTHERS:

55. Amendments to the Memorandum and Rules may be made with the prior approval of the State Government, by the Board of Governors at its Annual General Meeting or Special Meeting by a simple majority after giving a minimum of ten days' notice of the proposed amendment(s) in

writing to the members of the Board

56. The Society shall not transfer or dispose off any immovable property and movable property exceeding rupees one lakh without the prior approval of the State Government.

57. The Government shall have the right to issue any general or specific directives on any matters of policy concerning the affairs of the Society, and such directives shall be binding on the Society.

58. The Board shall have the power to dissolve, with the prior approval of the State Government, the Society for appropriate reasons. In such an event, the corpus and the management of the Society would vest in the State Government.

LIST OF MEMBERS:

59. A list of persons who are members within the meaning of Section 15 of Societies Registration Act, 1860 will be maintained in the form of Schedule VI to the Societies Registration (Maharashtra) Rules 197 [vide Rule 15 thereof

CHANGE IN NAME OR OBJECTS:

60. If a change is desired in the name or the object of the Societies or if two or more Societies are to be amalgamated, the procedure laid down in Section 12 or 12A of Societies Registration Act, 1860 will be followed.

DISSOLUTION:

61. If the Society is to be dissolved procedure laid down in Section 13,14 of the Societies Registration Act, 1860 will be followed.

62. We, the following members of the Board of Governors hereby certify that

the above is a true and correct copy of the Rule framed and adopted by the said Institution.