



GOVERNMENT OF KERALA

Abstract

General Education - Re-organizing of Kerala State Open School as State Council for Open and Lifelong Education- Kerala (SCOLE-Kerala) and amending its Rules and Regulations, MoA - sanction accorded for its implementation - orders issued.

General Education (D) Department

G.O.(Ms.)No.206/2015/G.Edn. Dated, Thiruvananthapuram, 30/07/2015

Read: 1. G.O. (Ms) No. 65/2011/G.Edn. Dated 01/03/2011
2. Letter No.A1/1376/10/KSOS/SCERT dated 18/6/2014 from the Director, KSOS.

ORDER

As per the Government Order read as 1st paper above, Government had approved the draft Rules and Regulations and MoA enclosed as Annexure-1. furnished by the Special Officer, Kerala State Open School and for reorganizing Kerala State Open School as SCOLE-Kerala and sanction was also accorded to initiate further action for the establishment of the Institution:

2) Vide letter read as 2nd paper above the Director, SCERT has requested to modify few clauses of the MoA and Rules and Regulations approved vide Government Order read as 1st paper above.

3) Government have examined the matter in detail and are pleased to modify clauses of the MoA and Rules & Regulations as given in Annexure-2 and also accord sanction to reorganize Kerala State Open School as SCOLE-Kerala as per the MoA and Rules & Regulations given as Annexure-3.

4) The Society will create sufficient checks and balances to ensure that the corpus fund of Kerala State Open School lying with various Banks, Treasuries or in other Financial Institutions is utilized upholding the canons of financial propriety.

(By Order of the Governor)

V.S.SENTHIL,
ADDITIONAL CHIEF SECRETARY.

To

The Director of Public Instruction, Thiruvananthapuram.

✓ The Director, KSOS-SCERT, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala,
Thiruvananthapuram.


The Accountant General (A&E), Kerala, Thiruvananthapuram.

The General Administration (SC) Department (Vide item

No. dated)

Stock File/Office Copy.

Forwarded / By Order,


Section Officer.



കേരളം കേരल KERALA

C 544829

MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS OF THE STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

MEMORANDUM OF ASSOCIATION

I. The Name of the Society

The name of the Society shall be the State Council for Open and Lifelong Education - Kerala (hereinafter referred to as the "Society").

II. The Registered Office of the Society

The Registered-office of the Society shall presently be located at SCERT Building, Poojappura, Thiruvananthapuram.

The location of SCOLE-Kerala shall be decided by the first General Council of SCOLE-Kerala after it comes into existence.

III. Aims and Objects

Aims and objects for which the Society is established are

No: 5328 Value Rs 500/-
19-08-2015 Issued to

സ്റ്റേറ്റ് കൗൺസിലിൻ്റെ ചോദ്യങ്ങൾക്ക് മറുപടി -

ലേബർ മിഷ്ട്രിയ കൗൺസിലിൻ്റെ (കേരള), തിരുവനന്തപുരം

കിളിപ്പാലം വെണ്ടർ

വി. മുരുകൻ

Member,
Executive
Council

(Handwritten signature)

(Handwritten signature)

Member, Executive Council



- 1) to provide sound professional advice to the Government regarding the proper development of Distance and Open Learning System, at all levels in the State.
- 2) to develop and prescribe or offer a wide spectrum of courses of study, for purposes of general and continuing education, either leading to certification at the school stage up to the under graduate level (including Certificates/ Diplomas) or for life and job enrichment and without certification;
- 3) to play a nodal and lead role in developing a network of Open Schooling in the State in adapting/ adopting the course material courses in regional languages.
- 4) to affiliate with NIOS and serve as its State representative.
- 5) to develop into a resource organization to serve the open learning and lifelong education system.
- 6) to co-ordinate and conduct various kinds of open schooling programmes in the State.
- 7) to establish database on open learning and lifelong education.'
- 8) to prepare curriculum and study materials for various courses learning programmes - offered by the Society using print, audio and video aids.
- 9) to design appropriate courses and learning programmes on demand for different sections of people
- 10) to share with other open schooling agencies. in the areas of common curriculum, printed instructional materials, and medial materials etc.
- 11) to co-ordinate and conduct evaluation of the courses and learning programmes conducted by the Society.
- 12) to evaluate and certify various courses offered by the Society .
- 13) to undertake studies, research and surveys from time to time, to obtain feed-back on the quality of the materials developed, of the facilitation and support offered to students in their study, and on the effectiveness of all the support structures and procedures used by the institution in pursuance of its aims and objects;
- 14) to organize and take up the responsibility of researching, innovating and experimenting in the area of open schooling, open learning and lifelong education and conduct research studies to understand the learning needs of different sections of people.
- 15) to serve as an agency for effective dissemination of information related to distance education and open learning; hence to publish newsletters, bulletins, or journals and use such other means as seen necessary to further this purpose;
- 16) to identify and-promote standards of learning in distance education systems and open schools through research and evaluation and to maintain standards of. equivalence with the formal system, while retaining its own distinct character;
- 17) to plan and organize intensive training for capacity building in the area of open schooling and life long education at both State and national levels.
- 18) to co-ordinate with other agencies of open learning within and outside the State for organizing and conducting courses in open schooling and lifelong education.
- 19) to grant accreditation to institutions whose courses are to be affiliated to the Society and / or which will function as study centres or any Institution recognised by the Society.

Member
Executive Council

Member,
Executive Council

Member,
Executive Council

- 20) to support and train other organizations, institutions and persons to undertake and implement open education programmes.
- 21) to collaborate with agencies and institutions who would be willing to provide learning assistance to the students and to accredit such learning support centres or study centres;
- 22) to establish regional centres in different parts of the State for supervising, co-ordinating and ensuring the proper functioning of the learning support centres or study centres; -
- 23) to publish or use to be published and to print the learning and other materials developed by the National Open School Society, Institutions and other agencies imparting activities similar to the activities of the Society.
- 24) to prescribe-rules-and conditions for the registration of students-for . eligibility for appearing at the examinations, for its conduct, and for all other rules consonant with and necessary for the proper fulfilment of the teaching, examining and certifying authority vested in the Society;-
- 25) to prescribe and demand payment of such fees and other charges as may be authorised by the rules, and as amended from time to time;
- 26) to organise training programmes of various kinds and for various categories of personnel, both for the internal Staff and for others;
- 27) to provide consultancy services and to engage in model building, in close collaboration with NIOS and other State open schools and other agencies or institutions;
- 28) to exercise normative and co-ordinating functions while promoting standards in distance and open learning systems in the State and thus make its own contribution to the evolution of a learning society;
- 29) to take up campaigns and other programmes in order to' popularize the concept of open schooling and lifelong education among the people of the State,
- 30) take up major skill development/skill up-gradation programme in the State.
- 31) to co-ordinate with universities and other institutions of higher learning to facilitate continued learning of students who having completed different open education courses.
- 32) to gather constant feedback from the learners and to use that it redesigning the courses.
- 33) to develop mechanisms for effective use of ICTs for open schooling and lifelong education programmes.
- 34) to prepare special packages for minorities, socially, educationally and economically, backward communities and scheduled caste and scheduled tribe communities with a view to uplift them to a level of self-confidence.
- 35) to develop a creative commons for information, materials and know-how for open schooling and lifelong education on an openly accessible digital platform.
- 36) to help create a favourable environment to obtain the support of the entire population for successful realization of the objectives.


Member, Executive Council


Member, Executive Council

- 37) to purchase or otherwise acquire or take on lease or hire, premises for the various works of the Society;
- 38) to invest and deal with funds and monies of the Society;
- 39) to set up a research and learning resource library containing books and learning materials in other media;
- 40) to obtain or accept grants, subscriptions, fees, donations, gifts, bequests, and properties, both movable and immovable, from the Government or the Government of India or other State Government or from any person, individuals, body corporate, institutions, societies, etc. ;
- 41) to build, construct and maintain buildings and alter, extend, improve or repair or modify any existing building and suitably equip such buildings for the use of the Society;
- 42) to appoint committees or sub-committees as seen fit to carry out the aims and objects of the Society and to prescribe rules and guidelines for the proper functioning of such committees;
- 43) to frame service rules and bye-laws for the personnel administration of the staff of the Society and rules and bye-laws for the proper management of the several functions and responsibilities vested in the Society, including welfare measures for the staff and to amend these from time to time;
- 44) to delegate any or all its powers to any of the staff or to any of the committees or sub-committees constituted by it, for more effective management and functioning of the Society;
- 45) to merge the Kerala - State Open School with all its assets and liabilities with the society;
- 46) to do all such lawful acts and things, whether incidental to the powers aforesaid or not, as may be required in order to further the aims and objects of the Society;
- 47) to do all such lawful acts and things, as may be required in order to further the aims and objects of the Society.

IV. The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof and as set forth in the Memorandum of Association and the Rules of the Society. No portion of the income or property of the Society 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 Society or to any person claiming through them or any of them, provided that nothing herein - contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Society.

V. Government from time to time, shall appoint one or more persons to review the work and progress of the Society, and hold enquiry into the affairs thereof.

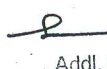
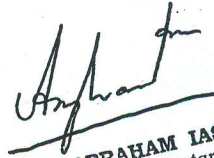
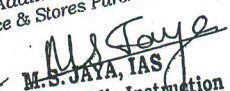
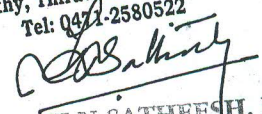
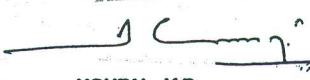

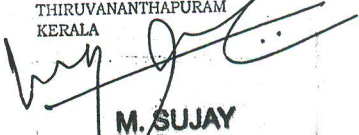
VI. The Government on the basis of the above, may issue such directions to the Society as it may consider necessary for the furtherance of the aims and objectives of Society and for ensuring its proper and effective functioning and the Society shall be bound to comply with such directions.

 Member, Executive Council



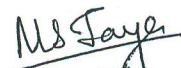
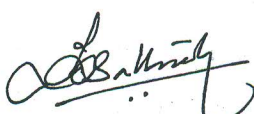


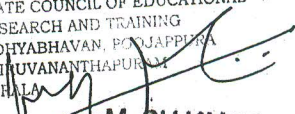
 Member, Executive Council

 member Executive Council

VII. The names, addresses, designations, and occupations of the members of the Executive Council of the Society, to whom the management of its affairs is entrusted, by the Rules and Regulations of the Society, as required under section 2 of the Travancore - Cochin Literary Scientific and Charitable Societies Act, 1955 are as follows:

Name	Address	Signature
1) V. S. SENTHIL	Addl. Chief Secretary General Education Dept. Govt of Kerala	 V. S. SENTHIL Addl. Chief Secretary to Govt. General Education Dept. Govt. of Kerala
2) K. M. ABRAHAM	Addl. Chief Secretary Finance Dept. Govt of Kerala	 Dr. K.M. ABRAHAM IAS Additional Chief Secretary Finance & Stores Purchase Departments
3) M. S. JAYA	Director of Public Instruction	 M. S. JAYA, IAS Director of Public Instruction Jagathy, Thiruvananthapuram-14 Tel: 0471-2580522
4) K. N. SATHEESH.	Director Higher Secondary Education. Govt of Kerala	 K.N.SATHEESH, IAS Director Higher Secondary Education Thiruvananthapuram
5) K. P. Noufal.	Director, VHSE. Govt of Kerala.	 NOUFAL. K.P Vocational Higher Secondary Education Thiruvananthapuram
6) Dr. S. RAVEENDRAN NAIR	DIRECTOR SCERT	 DIRECTOR STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING VIDHYABHAVAN, POOJAPPURA THIRUVANANTHAPURAM KERALA
7) M. SUJAY.	Director KSLMA.	 M. SUJAY Director Kerala State Literacy Mission Authority Thiruvananthapuram
8)		

We, the several persons, whose names and addresses are given below, having associated ourselves for purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our respective hands there unto and form ourselves into a Society under The Travancore- Cochin Literary Scientific and Charitable Societies Act, 1955 on this the3rd.....day of September Two Thousand Ten. FIFTEEN

Name	Address	Signature
1) V. S. SENTHIL	Addl. Chief Secretary General Education Dept, Govt of Kerala	 V. S. SENTHIL Addl. Chief Secretary to Govt. General Education Dept. Govt. of Kerala
2) K. M. ABRAHAM	Addl Chief Secy Finance Dept Govt. of Kerala	 Dr. K.M. ABRAHAM IAS Additional Chief Secretary Finance & Stores Purchase Departments
3) M.S. Jaya	Director of Public Instruction	 M.S. JAYA, IAS Director of Public Instruction Jagathy, Thiruvananthapuram-14 Tel: 0471-2580522
4) K.N SATHEESH.	Director Higher Secondary Education. Govt of Kerala	 K.N.SATHEESH, IAS Director Higher Secondary Education Thiruvananthapuram
5) K.P. Noufal.	Director, VHSE Govt of Kerala.	
6) Dr. S. RAVEENDRAN NAIR	Director SCERS	NOUFAL. K.P Vocational Higher Secondary Education Thiruvananthapuram 
7) M. SUJAY	Director, KSEMA.	DIRECTOR STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING VIDHYABHAVAN, PONDAPPARA THIRUVANANTHAPURAM KERALA  M. SUJAY Director Kerala State Literacy Mission Authority Thiruvananthapuram
8)		

RULES OF THE STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION -KERALA

I. Short Title

These Rules may be called the Rules of the State Council for Open and Lifelong Education - Kerala.

II. Definitions

In these Rules and the Memorandum of Association unless the subject or context otherwise requires;

- a) 'Academic Council' shall mean the Academic Council of the Society.
- b) 'Act' shall mean the Travancore - Cochin Literacy Scientific and Charitable Societies Registration Act, 1955 (Act 12 of 1955)
- c) 'Centre' shall mean such centres or regional centres established or recognized by the Society.
- d) 'Chairman' shall mean the Chairman of the Society.
- e) 'Director' shall mean the respective Directors of the Academic Division, Vocational Educational Division, Examination and Evaluation Division, Students Services Division and Administration and Finance Division of the Society.
- f) 'Executive Council' shall mean the Executive Council of the Society.
- g) 'Executive Director' shall mean the Executive Director of the Executive Council.
- h) 'Financial year' shall mean the year commencing from the 1st April and ending on 31st March of the succeeding year.
- i) 'General Council' shall mean the General Council of the Society.
- j) 'Government' shall mean the Government of Kerala.
- k) 'Institution' shall mean any Institution conducting Open Schooling programmes and Life long education programmes recognized by the Society.
- l) 'KSOS' shall mean the Kerala State Open School Thiruvananthapuram.
- m) 'Member Secretary' shall mean the Member Secretary of the Society.
- n) 'Member' shall mean a Member of the Governing Council Executive Council or Academic Council.
- o) 'NIOS' shall mean the National Institute of Open Schooling, New Delhi.
- p) 'Orders' shall mean the Orders issued by any person authorised by the Society.
- q) 'SCERT' shall mean the State Council for Education Research and Training, Kerala.
- r) 'Staff' shall mean any person appointed to a post created by the Society in accordance with the rules governing such appointment by the Executive Director and shall not include the Vice Chairman, Executive Director and Secretary.
- s) 'State' shall mean the State of Kerala
- t) 'Student' shall mean a Student registered with the Society or any of the Centres recognized by the Society,
- u) The 'Society' or 'SCOLE-KERALA' shall mean the 'State Council for Open and Lifelong Education-Kerala constituted under rule X.
- v) 'Vice Chairman' shall mean the Vice Chairman of the Society.


Member, Executive Council


Member, Executive Council


Member, Executive Council

III. The Chairman

- 1) The Minister in charge of Education of the State shall, by virtue of his office, be the Chairman of the Society.
- 2) The Chairman shall have the right to call for report on any matter pertaining to the affairs of the Society and offer suggestions for the improvement of the functioning of the Council.
- ❖ 3) The Chairman, shall preside over the meetings of the General Council and Executive Council.
- 4) The Chairman shall have the right to address any meeting if he so desires.
- ❖ 5) In the absence of the Chairman, Secretary General Education will preside over the meetings of the General Council and Executive Council.

IV. The Vice-Chairman

- 1) An eminent 'educationalist or academician shall be appointed by the Chairman on the recommendations of a Select Committee constituted for this purpose as the Vice Chairman of the General Council.
Provided however that the first Vice Chairman shall be appointed by the Chairman for a period of four years.
- 2) The Vice - Chairman shall be the Chief Executive Officer of the society.
- ❖ 3) The Vice Chairman shall preside over the meetings of the Academic Council.

V. Powers and Function of the Vice Chairman


- 1) Provide leadership in generating ideas for achieving the aims and objects of the society.
- 2) Build a cohesive team out of the senior executives and academic staff of the Society and take measures to foster team spirit and a high level of motivation;
- 3) Ensure that there is a careful nurture of the work ethos and high standards of excellence, in all the departments and in every item of work done by the Society.
- 4) Provide facilitation and support to the Executive Director and to the Directors of the Society for personal and professional development; specifically to assist them and work with them to evolve policies and programmes of action, to take appropriate decisions, to ensure proper implementation and to organise regular review meetings;
- ❖ 5) Delegate duties to the Executive Director and Directors of the Society specific area responsibilities and thus make them share the tasks and responsibilities of top management with the consent of the Chairman.
- 6) In general to take such action as is required necessary to ensure that the aims and objects the Society are fulfilled.

VI. The Executive Director

- 1) An academician, preferably with administrative experience, shall be appointed by the Vice Chairman on the recommendation of the Select Committee constituted for this purpose as the Executive Director of the Executive Council.
Provided however the first Executive Director shall be appointed by the Chairman for a period of four years.


Member, Executive Council


Member, Executive Council


Member, Executive Council

- 2) The Executive Director shall be the Convener of the General Council, Executive Council and Academic Council.
- 3) The Executive Director shall be responsible for the co-ordination and successful implementation of the aims and objects of the Society.
- 4) The Executive Director shall exercise such powers and perform such duties and functions as authorized by the Executive Council.

VII. The Secretary

- 1) An officer not below the rank of a Joint Secretary to Government shall be appointed by the Executive Director on the recommendation of the Government as the Secretary of the Society on usual terms and conditions of deputation from Government Service.
- 2) The Secretary shall be responsible for the administration of the office of the Society.
- 3) The Secretary shall represent the Council in all suits and other legal proceedings for and against the Society.
- 4) The Secretary shall be the administrative head of the Society.
- 5) The Secretary shall exercise such powers and perform such duties and functions as authorized by the Executive Council
- 6) The Secretary shall be primarily responsible to the Executive Director but always act as a link between the Society and the Government in respect of all or any of the matters concerning the society.


VIII. Director/s


- 1) Experienced and competent persons in the respective fields of the various divisions of the society shall be appointed by the Vice Chairman to head them on the recommendation of a select committee constituted for this purpose.
Provided however the first Director/s shall be appointed by the Chairman for a period of four years.
- 2) The terms and conditions of appointments of the Directors shall be as determined by the General Council.
- 3) The Director/s shall exercise such duties and functions as determined by the Executive Council.

IX Select Committee

- 1) The Government shall on the recommendation of the General Council constitute a select committee with – such persons for selection of Vice Chairman, Executive Director and Director/s. Provided however that the Chairman of the select committee shall be the Chairman of the Society
- 2) The select committee shall submit its recommendation to the General Council for its consideration in the order of their preference for selection of Vice Chairman-Executive Director and Director/s respectively.
- 3) The General Council shall take an appropriate decision on the recommendation in the order of preference prepared by the select committee. Where the General-Council decides to deviate from the recommendation of the select committee from the order of preference submitted by it such decisions shall be taken by simple majority of the members present of the General Council for reasons to be recorded in writing.


Member, Executive Council


Member, Executive Council


Member, Executive Council

X. Constitution and Composition of the Society

- 1) The Society shall comprise of the following bodies namely: -
 - a) the General Council
 - b) the Executive Council
 - c) the Academic Council
- 2) The Society shall be a body corporate by name "State Council for Open and Lifelong Education-Kerala", having perpetual succession, common seal and shall by the said name sue and be sued.
- 3) The constitution of the Society, General Council, Executive Council and Academic Council shall be notified by the Government in the Kerala Gazette and shall be deemed to have come into existence from such date as notified.

XI. General Council

The General Council shall be constituted with the Hon'ble Minister for Education as Chairman and the following Members, namely:-

- 1) Vice Chairman
- 2) Executive Director
- 3) Vice Chancellor, Indira Gandhi National Open University: (IGNOU)
- 4) Two members of the Legislative Assembly of Kerala of whom one shall be a women, nominated 'by the Speaker of the Kerala Legislative Assembly.
- 5) One of the Vice Chancellors of the Universities in Kerala nominated by the Government.
- 6) Director General, National Literacy Mission.
- 7) Chairman, National Institute of Open Schooling.
- 8) Secretary, General Education Department, Government of Kerala.
- 9) Secretary, Finance Department, Government of Kerala.
- 10) Secretary, Labour Department, Government of Kerala.
- 11) Director of Public Instruction, Kerala.
- 12) Director, Department of Social Welfare, Government of Kerala.
- 13) Director, State Council for Educational Research and Training, . Kerala (SCERT).
- 14) Director, Kerala State Literacy Mission (KSLM)
- 15) Director, Sarva Siksha Abhiyan (SSA)
- 16) Director, State Resource Centre (SRC)
- 17) Director, Kudumbasree,
- 18) Commissioner for the Handicapped,
- 19) One expert in the field of Distance Education, nominated by the Chairman.
- 20) One expert in the field of Vocational Education, nominated by the Chairman.
- 21) One expert in the field of Women's Education, nominated by the Chairman.
- 22) One expert in the field of Adult Education, nominated by the Chairman.
- 23) One expert in the field of Tribal Welfare, nominated by the Chairman.
- 24) One eminent Social Scientist, nominated by the Chairman.
- 25) One eminent person each from the field of print, radio and visual media, nominated by the Chairman.
- 26) One prominent industrialist or business man, nominated by the Chairman.

 Member, Executive Council

 Member, Executive Council

 Member, Executive Council

- 27) One District Panchayath President, nominated by the Chairman.
- 28) One Block Panchayath President, nominated by the Chairman.
- 29) One Grama Panchayath President, nominated by the Chairman.
- 30) Members of the Executive Council and Academic Council who are not members of the General Council.
- 31) Secretary of the Society

XII. Powers and Functions of the General Council

- 1) lay down the general policy to be followed by the society in implementing its aims, objectives and functions.
 - 2) consider the reports of the Academic Council.
 - 3) consider and approve the annual budget of the society. The annual budget shall be submitted for the consideration of the Government before the first of April every year and take such action as deemed necessary on the suggestions of the Government thereon before the next annual budget is presented.
 - 4) receive. and consider the annual report and audited accounts of the Society for the preceding financial year.
 - 5) consider the suggestions of the Government on the annual budget, annual report and audited accounts.
 - 6) constitute select committees for selection of Vice Chairman, Executive Director and Director/s.
 - 7) appoint auditors and to fix their remuneration.
 - 8) consider and approve the programme of work to be undertaken in each financial year by the society and to lay down principles for the general guidance of the society.
 - 9) review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year, and
 - 10) establish and recognize centres of the society.
 - 11) create posts in both the academic, technical; ministerial and administrative wings of the society and its centres with the concurrence of the Government at the level of the Council of Ministers.
- ❖ 11(a) prescribe the method of appointment, qualifications, experience, terms and conditions of appointment etc of the staff appointed to the various posts in the society and centres.
- 12) select and appoint Director/s of the Society and fix their terms and conditions of appointment.
 - 13) appoint sub-committees as may-be required for fulfilling the various objects of the society.
 - 14) meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions from and out of the fund of the Society.
 - 15) prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the society.
 - 16) discuss any other matter as may be necessary.

Member, Executive Council

Member, Executive Council

Member, Executive Council

XIII. The Executive Council

❖ The Executive Council shall be constituted with the Hon'ble Minister for Education as Chairman and the following members namely.

- 1) Vice Chairman
- 2) Executive Director
- 3) Directors
- 4) Secretary, General Education Department, Govt. of Kerala ..
- 5) Secretary, Finance Department, Govt. of Kerala.
- 6) Director, SCERT,
- 7) Director of Public Instruction
- 8) Director of Higher Secondary Education
- 9) Director of Vocational Higher Secondary Education
- 10) Director of State Literacy Mission
- ❖ 11) Two experts nominated by the Chairman
- 12) Two students nominated by the Chairman of whom one shall be a woman.
- 13) Secretary of the Society.

XIV. Powers and Functions of the Executive Council.

- 1) prepare and execute detailed plans and programmes for the establishment and development of the society and centre and for carrying on its administration and management.
- 2) impose and recover fees and charges for the services rendered by the society raise moneys and funds as deemed fit and necessary for the purposes and objectives of the society
- 3) keep custody of and expend, the funds and moneys; invest, deal with and appropriately account for such funds and moneys and manage the income and properties movable and immovable according to the bye-laws' formulated in this behalf.
- ❖ 4) enter into arrangements, contracts with national and international organisations, foundations and research institutions and other agencies - Governmental 'or private for technical assistance, for the developments of sectors and for undertaking projects on their behalf 'for training and development and research in the fields of open school.
Provided that in respect of arrangements with foreign governments or international organisations, prior approval of the State Government or the Government of India as the case maybe, shall be obtained.
- 5) pay all preliminary or incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the society.
- 6) prescribe, approve norms and guidelines for the conduct of courses of study, training and consultancy in pursuance of the objectives enunciated in the Memorandum of Association.


Member, Executive Council

 
Member, Executive Council

Member, Executive Council

- 7) recommend to the General Council the grant of certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed course of study and training.
- 8) print, publish, issue, acquire and circulate books, papers, periodicals exhibits, films, slides, gazettes, pamphlets and other audio - visual material dealing with or having a bearing upon the activities and programmes of the society.
- 9) appoint, retain, engage for the time being professional and technical advisers, consultants, experts to work to further the objectives' and programmes of the Institute and to pay them such honorarium, fees, remuneration or compensation as may be deemed fit:
- 10) establish Contributory Provident Fund and Gratuity scheme, Welfare 'Fund and other financial assistance schemes for the benefit and welfare of the staff of the society.
- 11) prepare annual reports, financial statements of accounts, financial estimates of the society and submit them at the annual general meeting for the approval of the General Council, approve expenditure within the limits of sanctioned budget subject to the Bye-laws and regulations framed in this behalf.
- 12) appoint sub-committee/s for the disposal' of any business of the society or for tendering advice in any matter pertaining to the conduct of the affairs of the society and to delegate to such committee such powers as it may deem necessary and expedient.
- 13) appoint a subcommittee comprising of the directors and such other members to oversee the day to day functioning of the society and ensure that the committee meets on a particular day every week and discuss all the matters in the connection with the functioning of the society and delegate to such committee such powers as. it may deem necessary and expedient.
- 14) sue and defend all legal proceeding on behalf of the society.

XV. Academic Council

The Academic Council shall be constituted with the following Members, namely

1. Vice Chairman
2. The Executive Director
3. Directors
4. 5 eminent educationalists or academicians. nominated by the Chairman of whom one shall be a woman and one belonging to scheduled casts/ scheduled tribes.

The Vice Chairman shall preside over the meetings of the Academic Council.

XVI. Powers and Functions of the Academic Council

- 1) It shall be responsible for implementing the academic matters enunciated in the aims and objects of the society.
- 2) It shall advise the General Council and Executive Council in all or any of the academic matters of the society.
- 3) For the achievement and furtherance of the aims and objects of the society in respect. of academic matters, it shall form such committees comprising of such persons of the society and/or with such other persons or bodies as may be deemed necessary, upon such terms and conditions with the approval of the Executive Council.

Member, Executive Council

member, Executive Council

member, Executive Council

- 4) It shall meet at such place and at such times but not less than two times a year.
- 5) It shall prepare reports for the consideration of the General Council in respect of furthering the aims and objects of the society.

XVII. Term of the General Council, Executive Council and Academic Council



The term of the General Council, Executive Council and Academic Council shall be four years from the date of the notification constituting it. Provided however, that the General Council, the term of which has expired, shall remain in office until the successor General Council is constituted.

Where a person including the Chairman is a member of the General Council by virtue of his office or appointment, he shall cease to be such member when he relinquishes the said office or appointment and the vacancy so arising shall be filled in by his successor in that appointment or office. Such member shall however be eligible for re-nomination in another vacancy if any, of the General Council, Executive Council or Academic Council.

XVIII. Terms of Membership

- 1) The term of membership of the ex-officio members of the General Council, Executive Council or Academic Council will be co-terminus with their holding of the said office.
- 2) The term of office of the rest of the members will be for a period of four years from the date of notification constituting General Council, Executive Council or Academic Council as case may be.
- 3) Should any person who is a member of the General Council, Executive Council or Academic Council or of a Committee, by reason of the office or appointment he holds, be prevented from attending any meeting of the General Council, Executive Council or Academic Council or of the Committee, he shall be at liberty to authorise a representative to take his place at that meeting. Such a representative shall have all the rights and privileges of a member, but for that meeting only.
- 4) All outgoing members other than the ex-officio members, shall be eligible for re-appointment.
- 5) A resignation of membership of the General Council, Executive Council or Academic Council shall be tendered to the Chairman and shall take effect only on such date it has been accepted by him on behalf. Any vacancy in the membership of the General Council, Executive Council or Academic Council caused by any of the reasons mentioned above may be filled up by the authority appointing such member and the person so appointed in the vacancy shall hold office only for the duration of the remaining term of the member in, whose place the appointment was made.
- 6) Any person who ceases to be a member of the General Council, Executive Council or Academic Council, shall automatically cease to be a member of any of the committees of the Society


Member, Executive Council

 
Member, Executive Council

- 7) The General Council, Executive Council or Academic Council shall function notwithstanding any vacancy and notwithstanding any defect in the appointment or nomination of any of its members and no act or proceeding of the Society shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of its members.
- 8) The General Council, Executive Council or Academic Council shall continue to function till such time fresh nominations are made against the non-ex-officio positions.

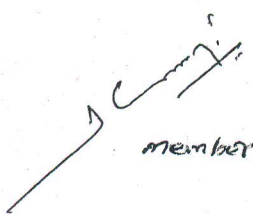
XIX. Meetings


- 1) The meetings of the General Council, Executive Council or Academic Council shall be convened by the Executive Director on the advice of the Vice Chairman.
- 2) The General Council shall meet at least twice in a year, but however shall conduct one of the meetings as an annual meeting within three months after close of the financial year.
- 3) The Chairman may however convene a special meeting of General Council if he thinks fit or if such a meeting is requisitioned by not less than two third or more members in writing.
- 4) The Executive Council and the Academic Council may meet at such times as decided by the Vice Chairman but not less than four times in an year.
- 5) One-third of the members present in person including the Chairman shall form a quorum at every meeting of the General Council.
- 6) One-third of the members present in person including the vice Chairman shall form a quorum at every meeting of the Executive Council,
- 7) There shall be no quorum for a meeting of the Academic Council but however the Vice Chairman shall be present.
- 8) All decisions shall be taken in the meetings of the General Council, Executive Council and Academic Council by simple majority of those members present and voting in case of a tie, the Chairman shall have the right for an additional or casting vote. The decisions of the meeting shall be minuted and attested by the Chairman/Vice Chairman and the Secretary.
- 9) It shall be the duty of the Secretary to communicate the place, the date and time of the meetings to the-members concerned.

XX. Terms and conditions of appointment / service of the Vice Chairman, Executive Director, Director/s, Secretary and Members.

- 1) The Vice Chairman, Executive Director, and Members unless removed from the office in accordance with the provisions of these Rules shall hold office for the entire term of the Body of Council to which they are appointed or nominated as the case may be.

Provided, the Vice - Chairman, Executive Director, and Members respectively shall continue in office for a further period of six months or till further appointment or nomination is made to the respective offices, whichever is earlier


member, Executive Council


member, Executive Council


member, Executive Council

Provided, further that the Vice-Chairman, Executive Director and the Members shall be eligible for re-appointment or re-nomination or re- election for a further-term of four years, as the case may be.

- 2) The Vice - Chairman, Executive Director or Members, may in writing under his signature, addressed to the Chairman, resign his/her membership from the Council.
Provided that he/she shall continue to. hold such office until his resignation is accepted and communicated in writing.
- 3) The salaries, allowances and other perquisites payable to the Vice -Chairman and Executive Director shall be as determined by the General Council with the concurrence of the Government.
- 4) Subject to the provisions of this clause, the other terms and conditions of service of the Vice-Chairman, Executive Director and Members shall be such as may be determined by the General Council.

XXI. Removal from Membership of the Society

If, at any time, it appears to the Government that an appointed or nominated member has proved himself to be unfit to hold such office or has been guilty of misconduct or neglect which in the opinion of the Government renders his removal from the membership of the Council, as expedient, the Government may, after giving such member, a reasonable opportunity of showing cause as to why he shall not be removed from the Society and after examining the same decide whether- to continue Or remove such member, as the case may be, from his membership and in case of such removal from the membership of the Society it shall be made by notification.

XXII. Filling up of casual vacancy


If a casual vacancy arises in the office of an appointed Member or nominated member, either by reason of his death, resignation, removal or otherwise, such vacancy shall be filled up by nomination or appointment as the case may be and such Member shall hold office only for the remainder of the term of the Member in whose place he was nominated or appointed, as the case may be.

XXIII. Protection of acts done in good faith. No suit, prosecution or other legal proceeding shall lie against the Society or any member or officer or employee of the Society for anything which is done or intended to be done in. good faith in pursuance of the provisions of the Memorandum of Association or any rules or regulations made there under.

XXIV. Staff of the Council

The General Council shall create such number of posts against such categories of posts as is required for the smooth conduct of the affairs and the prompt discharge of the functions of the society as it deems necessary. Such persons shall be the staff of the society. The terms and conditions of service of the staff of the Society shall be such as may be specified in the regulations framed by the General Council.


Member, Executive Council

 
Member, Executive Council

XXV. Funds of the Society

- 1) The Funds of the Society shall include all sums and all other receipts and dues which may, from time to time, be paid to it by similar societies, Government of Kerala, SCERT-Kerala, Government of India, any other State Government, National Institute of Open Schooling, New Delhi and other similar institutes, or any other authority institutions or person.
- 2) All expenditure incurred by the Society for achieving and furthering the Aims and Objects of the Society shall be defrayed from and out of the Fund and any surplus remaining, after such expenditure has been met shall be invested in such manner as may be determined by the General Council.

XXVI. Bye-Laws

- 1) The Executive Council shall have the power to make and frame bye-laws; in consonance with the Memorandum of Association and Rules and Regulations of the Society and to add, alter, amend or rescind the same from time to time, for the administration and management of the affairs of the Society.
- 2) Without prejudice to the generality' of the foregoing provisions, such bye-laws may provide for the following matters:
 - a) To prepare and sanction of Budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Society and the sale or alteration of such investment, and account and audit;
 - b) To define the powers, functions and conduct of business of the various Committees, as are constituted by it from time to time and the terms of-office-and- conditions of service of their members;
 - c) To devise methods of selection and/or appointing persons to the various categories of posts, created by the General Council.
 - d) To frame Service Rules for the proper administration of the Society and the staff including terms of tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the staff of the Society as well as measures and norms for the welfare of the Society;
 - e) For the establishment and management of funds, grants and allowances;
 - f) To select a seal for the Society and provide for its safe custody and for proper use of the seal;
 - g) To provide buildings, premises, furniture and apparatus and other necessary equipments and facilities for carrying out the work of the Society;
 - h) All other matters, as may be necessary for the furtherance of the objectives of the Society and for the proper administration of its affairs;
- 3) The bye-laws framed under this clause shall come into effect, as soon as they are approved by the General Council.
- 4) Subject to these Rules and Regulations, the Executive Council or a person whom the 'Executive Council shall authorise, in this behalf, shall have the power to appoint all categories of officers and staff for conducting the affairs of the Society and to fix the amount of remuneration subject to budget provision and to define their duties.


member, Executive Council


member, Executive Council

- 5) The Society may delegate to the Chairman of the Society or to any" of its- members such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which' the said powers and duties are to be exercised or discharged.
- 6) The accidental omission to give notice of any meeting of the Society to a member or the non-receipt of such notice by any person' entitled to receive such notices shall not invalidate the proceedings of that meeting.
- 7) The members of the General Council, Executive Council or Academic Councillor of other Committees shall not be entitled to any remuneration from the Society. The non-official members of the Committees. appointed by the Society shall, however be paid travelling allowance and daily allowance as may be provided for in the bye-laws, to be made in this behalf, for purposes of attending the meeting of the Society or for any business of the Society.

XXVII. Amendments to the Memorandum of Association, Rules and Byelaws

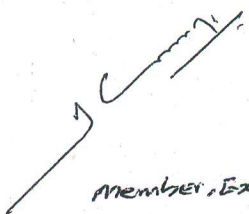
- 1) Amendments to the Memorandum of Association and the Rules of the Society may be made with the approval of two thirds majority of the-members out of the total membership of the General Council.
- 2) Amendments to the Byelaws may be made by two thirds majority of the members out of the total membership of the Executive Council.
- 3) Amendments to the Memorandum of Association and Rules of the Society shall be proposed by the Chairman and supported by not less than one third number of members out of the total membership of the General Council. Amendments to the Byelaws shall be proposed by the Executive Director and supported by not less than one third number of members of the total membership of the Executive Council.
- 4) Amendments shall take effect from such dates as determined by the General Councillor Executive Council as the case may be.

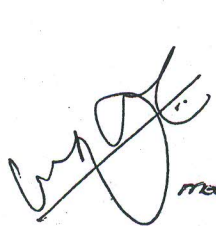

XXVIII. Notice

- 1) A register containing the address of the members of the General Council, Executive Council and Academic Council of the Society and such other committees validly constituted under the Memorandum of Association, Rules and Byelaws shall be kept by the Secretary of the Society.
- 2) A register of notices shall be kept by the Secretary of the society.
- 3) All notices on meetings or on any other matter to be informed to the member' "concerned shall be served by the Secretary to the member concerned under" proper acknowledgement. The acknowledgement of the notice by the "member concerned or by his/her authorized representative shall be proof of service of notice.

XXIX. Suits by and against the Society

The Society may sue and be sued in the name of the Secretary of the Society.


 member, Executive Council

 
 member, Executive Council

XXX. Contracts and Agreements

All contracts and agreements for and on behalf of the Society shall be signed by the Secretary of the Society.

XXXI. Accounts and Audit

- 1) The Society shall maintain proper accounts and other relevant records and prepare annual accounts comprising of the Receipt and Payment Account, Statement of Liabilities and Assets, in such form as is followed in similar institutions and as may be specified by the Executive Council.
- 2) The Accounts of the Society shall be audited annually by an Auditor appointed by the General Council with the approval of Government and the expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
- 3) The Accounts of the Society, duly audited shall be forwarded duly authenticated by the Executive Director annually to the Government of Kerala, not later than 3 months after the close of the financial year to which the accounts relate, and the Government shall cause to examine the same by with such person or authority or in consultation with such person or such authority as it may decide and furnish their remarks thereon or call for such further details or information as is deemed necessary, which shall be duly taken note of or furnished. The remarks and directions of the Government shall be duly considered and appropriate action taken by the Executive Committee.

XXXII. Annual Report

The Society shall submit annually" to the Govt. of Kerala, a report of its working, together with the Audit Report, on its accounts, for the previous year, within nine months of the close of the financial year.

XXXIII. Assets and Liabilities of KSOS

The Director, SCERT shall prepare an inventory of the movable and immovable assets of SCERT and also a balance sheet! statements of accounts of SCERT of .the accounts showing the assets and liabilities and dues of the SCERT.

As on the date of coming into existence of the Society all assets, dues and liabilities as shown in the inventory" and the balance sheet/statements of accounts of SCERT shall become the assets, dues and liabilities of the Society.

XXXIV. Staff of KSOS

❖ After coming in to existence of the Society The first General Council will decide whether the existing staff of KSOS be deemed to be the Staff of SCOLE-Kerala and on the appointments to be made in the society as per the requirements for the smooth-functioning of the SCOLE-Kerala.

XXXV. Dissolution of the Society

The Society shall be liable to be dissolved in accordance with the provisions with the Act by such authority as provided in the Act but with the prior permission of the Government of Kerala.

In the event of such dissolution, the Government of Kerala shall make such arrangements as provided in the Act so as to protect the interest of the Society.


Member, Executive Council


Member, Executive Council