

Memorandum of Association
and
Rules and Regulations of
State Institute of Open Schooling Society

Dr. S. S. Saha
20/11/15

State Institute of Open Schooling
Odisha, Bhubaneswar

4/80
20/11/15

State Institute of Open Schooling, Odisha, Bhubaneswar

1. The name of the Society shall be " State Institute of Open Schooling Society"(S.I.O.S.S.) Odisha (herein referred to as the Society).
2. (A).The Registered Office of the State Institute of Open Schooling Society shall be situated at 1st Floor ,OMSM(RMSA) Building ,N-1/9, Nayapalli, PO: Sainik School, Bhubaneswar – 751005 Bhubaneswar in the state of Odisha.

(B) Area of Operation: Throughout the state of Odisha
3. The aims, objectives and functions for which the S.I.O.S.S. is established are:-

Aims & Objectives:

- a) To cater to the need of large number of adolescent and youth unable to take advantage of the formal secondary schooling within the stipulated school hours that often coincide with the productive labour required in rural areas for agriculture and in urban areas for a variety of income generating activities.
- b) To enhance access, equity, quality and management especially in backward parts of the State and in areas with large under-privileged population and thereby ensuring equity and social justice.
- c) To provide some additional ways and creativeness without constraint of the norms of the B.S.E., Odisha.
- d) To provide the option of learning at one's own pace within much diversified curriculum.

- e) To provide relevant life-related and employment oriented courses through open and distance learning.
- f) To provide opportunity to continue their study for those students who are not able to continue their formal education.
- g) To collaborate with other agencies within the state and outside for developing and delivering skill oriented courses(Vocational).
- h) To maintain standards or equivalence with formal system by retaining the flexible characteristics of open learning system.
- i) To collaborate with the Board of Secondary Education, Council of Higher Secondary Education, N.I.O.S., Secondary Teacher Training Institutes of Odisha, the Universities established in the State of Odisha and other academic institutions and organizations in India or abroad in such manner as may be necessary for the promotion of the objectives of the S.I.O.S.
- j) To develop close working relations in teaching and research in secondary education in the State of Odisha.

Functions:

- To take steps for delivering strategy plans for promoting and up scaling the Open Schooling programme in the State of Odisha.
- To provide training to the Tutors, Academic facilitators, Paper Setters, Evaluators & Lesson writers to make them conscious of their functions and responsibility;

➤ To provide technical and financial support to Districts in Odisha for setting up and up scaling of District Open Schools(DOSs);

➤ To develop needed action plan for making education equitable and inclusive for the marginalized and disadvantaged groups like girl/women, minorities, differently-able (physically and mentally challenged) etc;

➤ To offer a wide spectrum of course of study in general, vocational and continuing education and life enrichment courses at secondary level;

➤ To develop need based curricula and self learning materials for

❖ Open Basic Education(OBE)

❖ Secondary Education, and

❖ Vocational Education and Training Programmes with focus on skill development;

➤ To provide effective student support services for facilitating learners by establishing study centre at district level;

➤ To conduct examinations and issue certificates to successful learners;

To promote quality of learning in Open & Distance learning(ODL) through Monitoring, Supervision and Evaluation, Maintaining equivalence of standards with the formal education system, while retaining it's own distinct characters.

4. The Govt. of Odisha, Deptt. of S & ME, 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.

5. The Govt. of Odisha, Deptt. of S & ME on the basis of the above, will issue such directions to the Society as it may consider necessary for the furtherance of the objectives of Society and for enduring it's proper and effective functioning and the Society will be bound to comply with such directions.

6. 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 out respective hands there into and form ourselves into a Society under the Societies Registration Act (XXI of 1860), this _____ day of 2015 at Bhubaneswar.

7.

Sl. No.	Name & Designation	Designation in SIOS in General Body	Signature
1	Sri Debi Prasad Mishra, Hon'ble Minister, Deptt. of S&ME, Govt. of Odisha	President	
Sl. No.	Name & Designation	Designation in SIOS in General Body	Signature
2	Smt. Ranjana Chopra , IAS, Commissioner-cum-Secretary to Govt., Deptt. of S & ME	Vice-President	
3	Sri Premananda Khuntia, OAS(SAG), SPD,RMSA & Director, SIOS	Member Secretary, SIOS	
4	Sri Premananda Khuntia, OAS(SAG) & Director,	Member	

	Secondary Education		
5	Commissioner-cum-Secretary to Govt., Deptt. of Higher Education	Member	
6	Sri Aditi Ranjan Rout, Regional Director, NIOS	Member	
7	Commissioner-cum-Secretary to Govt., Deptt. of ST & SC.	Member	
8	Commissioner-cum-Secretary to Govt., Deptt. of Sports & Youth Services.	Member	
9	Commissioner-cum-Secretary to Govt., Deptt. of ET & T.	Member	
10	Commissioner-cum-Secretary to Govt., Deptt. of Panchayati Raj.	Member	
11	Chairman, C.H.S.E.	Member	
12	Regional Director, N.C.T.E.	Member	
13	Educationist (1) to be nominated by the Deptt. of S & ME	Member	
Sl. No.	Name & Designation	Designation in SIOS in General Body	Signature
14	Educationist (2) to be nominated by the Deptt. of S & ME	Member	
15	Deputy Commissioner, Kendriya Vidyalaya Sangathan, BBSR	Member	
16	Regional Director, IGNOU	Member	
17	Vice Chancellor of proposed	Member	

	Open University .		
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Signatures at Sl.1 to 17 Attested

except 13,14

8. The management of the affairs of the SIOS shall be entrusted to the Executive Committee, RMSA(OMSM) till the formation of various committees of the SIOS.

Sl. No.	Name & Designation	Designation in Executive Board
1	Commissioner-cum-Secretary to Govt. S&ME Department Government of Odisha.	President
2	The Director, SIOS	Member Secretary
3	State Project Director RMSA (OMSM).	Member
4	State Project Director, OPEPA.	Member
5	Director, Secondary Education Odisha	Member
6	Director, TE&SCERT.	Member
7	Director, Elementary Education, Odisha.	Member
8	FA-cum-Additional / Joint Secretary to Govt. , S&ME Department.	Member
9	Chairman, CHSE.	Member
10	Three District Education Officers	Member
11	The Deputy Commissioner , Kendriya Vidyalaya Sangathan, BBSR	Member
12	Nominated Member from BSE. Odisha, Cuttack.	Member
13	Nominated Member from NIOS, Bhubaneswar.	Member
14	Nominated Member from Directorate of Vocational / Technical Education(DTET)	Member
15	Nominated Member from Distance Education Cell of Utkal University	Member
16	Nominated Member from OCAC.	Member
17	Nominated Member from IGNOU	Member

Witness:

1.

2.

Certified that this is the True and Correct Copy of the Memorandum of
Association of The State Institute of Open Schooling ,Odisha

President

Vice-President

Member Secretary

Rules and Regulations of Society namely State Institute of Open Schooling

1. The name of the Society shall be " State Institute of Open Schooling Society"(S.I.O.S.S.) Odisha (herein referred to as the Society).

2. (A).The Registered Office of the State Institute of Open Schooling Society shall be situated at 1st Floor ,OMSM(RMSA) Building ,N-1/9, Nayapalli, PO: Sainik School, Bhubaneswar – 751005 Bhubaneswar in the state of Odisha.

(B) Area of Operation: Throughout the state of Odisha

3. Authorities of the Society:

A) The General Body;

B) The Executive Board,

C) Standing Committees, including the Finance Committee, Academic Council and other committees or sub-committees which the Executive Board may set up for discharging any one or more of it's functions.

D) District Committees.

4 Members of the General Body: The General Body shall consist of the following members:

- a) President of the State Open School Society shall be the Hon'ble Minister S & ME, Odisha and will chair the General Body meetings
- b) Vice President of the State Open School Society shall be the Commissioner-cum-Secretary and will chair the meetings in the absence of the President.
- c) Director, S.I.O.S. / RMSA, OMSM will be the member secretary.
- d) Commissioner-cum-Secretary to Govt., Deptt. of Higher Education.
- e) Commissioner-cum-Secretary to Govt., Deptt. of ST & SC.
- f) Commissioner-cum-Secretary to Govt., Deptt. of Sports & Youth Services.
- g) Commissioner-cum-Secretary to Govt., Deptt. of Employment Mission/ET&T
- h) Commissioner-cum-Secretary to Govt., Deptt. of Panchayati Raj.
- i) Director, Secondary Education
- j) Regional Director, N.I.O.S.
- k) Chairman, C.H.S.E.
- l) Regional Director, N.C.T.E.
- m) Two Educationists to be nominated by the Deptt. of S & ME (Readers / Sr. SB Officers and above having experience of more than three years) .
- n) Regional Director, Kendriya Vidyalaya.
- o) Regional Director, IGNOU
- p) Vice Chancellor of proposed Open University .

5 The Executive Board will comprise the following members

- a) Vice President of the General Body of SIOS will also be the President of the Executive Board (Commissioner-cum-Secretary to Govt. S&ME Department Government of Odisha.
- b) The Director, SIOS will be the Member Secretary.

Invitees

- c) Heads of all the Departments of State Institute of Open Schooling.
- d) State Project Director RMSA (OMSM).
- e) State Project Director, OPEPA.
- f) Director, Secondary Education Odisha
- g) Director, TE&SCERT.
- h) Director, Elementary Education, Odisha.
- i) FA-cum-Additional / Joint Secretary to Govt. , S&ME Department.
- j) Chairman, CHSE.
- k) Three District Education Officers on rotation basis in each years.
- l) The Regional Director, Kendriya Vidyalaya.

One nominated member from each of the following Institutions

- m) BSE. Odisha, Cuttack.
- n) NIOS, Bhubaneswar.
- o) Directorate of Vocational / Technical Education(DTET)
- p) Distance Education Cell of Utkal University.
- q) OCAC.
- r) IGNOU

6. Terms of Membership

- a) The term of office of the ex-officio members will be co-terminus with their holding their official position.

- b) The term of office of rest of the members will be for a period of three years.
- c) In case any person who is a member of the General Body or of a Committee, by reason of the office or appointment he holds, unables to attend any meeting of the Society, he shall be at liberty to authorize 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.
- d) All outgoing members other than the ex-officio members shall be eligible for re-appointment or renominated as the case may be for a further period not exceeding three years.
- e) A member of the Society other than the ex-officio member, shall cease to be a member, if,
- Such a member resigns or becomes of unsound mind or becomes insolvent or be convicted of an offence involving moral turpitude;
 - or
 - He does not attend three consecutive meetings without obtaining leave of absence.
- f) A resignation of membership of the Society shall be tendered to the President and shall take effect only after it has been accepted by the General Body. Any vacancy in the membership of the Society 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.

- g) Any person who ceases to be a member of the Society shall ipso-facto cease to be member of any of the committees of the Society.
- h) The Society 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.
- i) The General Body shall continue to function till such time fresh nominations are made against the non-ex-officio positions.
- j) The General Body and the Executive Board shall be constituted with the approval of the Govt. of Odisha , Deptt. of S&ME

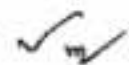
7. Powers and Functions of the General Body:

- (a) The general Body shall have vested with it, the responsibility to assist the Society by providing sound and professional advice and council, it will generate a vision and give broad policy directions to the Society;
- (b) It shall receive and critically examine and comment on the Annual Review Report of the Society.;
- (c) It will receive and approve the annual budget of the Society.
- (d) In general, the General Body, will ensure that the Society will remain publicly accountable and that it exercises its powers and functions in consonance with the Mission and objectives of the Society.

8. Meetings of the General Body:

- (a) An annual meeting of the general Body shall be held, at a date and time, to be decided by the President during which the Director(SIOS) will submit the Annual Review Report as well as the Audited Accounts of the Society and the budget estimates for the following year;
- (b) The President shall ordinarily chair the General Body meetings. However , in his absence the Vice-President shall chair the meetings;
- (c) The meeting shall be convened, as directed by the President, on the suggestion of the Director, State Institute of Open Schooling;
- (d) The President may convene a special meeting of the Society if she/he thinks fit or if such a meeting is requisitioned by eight or more members in writings;
- (e) Ten members or one third, whichever is less, present in person shall form a quorum at every meeting of the Society ;
- (f) All disputed points at meetings shall be determined by vote. Every member of the Society shall have one vote each and in case of tie, the President shall have the right to cast vote;
- (g) The President may invite if considered necessary for furtherance of aims and objectives of State Institute of Open Schooling, a person or persons to participate in the deliberations of the meetings of the Society, provided that such a person(&) shall not have the right to vote.

9. The Powers and Functions of the Executive Board:



(a) In general, the Executive Board will have, vested with it, all the powers of the Society, to manage its affairs and to enable it to function smoothly and effectively. It shall, exercise these powers within the context of the Aims & objectives of the Society and the advice it receives from the General Body.

(b) Specifically, the following will be the substantive powers and functions of the Executive Board.

- Forward planning of policies and programmes of actions;
- Taking appropriate decisions;
- Ensuring effective implementation;
- Exercising the review function;

(c) The Executive Board shall have the following members:

a) Vice President of the General Body of SIOS will also be the President of the Executive Board (Commissioner-cum-Secretary to Govt. S&ME Department Government of Odisha.

b) The Director, SIOS will be the Member Secretary.

Invitees

c) Heads of all the Departments of State Institute of Open Schooling.

d) State Project Director RMSA (OMSM).

e) State Project Director, OPEPA.

f) Director, Secondary Education Odisha

g) Director, TE&SCERT.

h) Director, Elementary Education, Odisha.

i) FA-cum-Additional / Joint Secretary to Govt. , S&ME Department.

j) Chairman, CHSE.

k) Three District Education Officers on rotation basis in each years.

l) The Regional Director, Kendriya Vidyalaya.

One nominated member from each of the following Institutions

m) BSE. Odisha, Cuttack.

n) NIOS, Bhubaneswar.

o) Directorate of Vocational / Technical Education(DTET)

p) Distance Education Cell of Utkal University.

q) OCAC.

r) IGNOU

10. Meetings of the Executive Board:

- The Executive Board shall hold meetings, as required but it shall meet at least twice a year.
- The quorum for the meeting will be one third of the total membership.

11. Functions of the Executive Board for Administrative & Financial

Matters:

- (i) It shall be the responsibility of the Executive Board to endeavor to achieve the objectives of the Society

The Executive Board shall exercise all administrative and financial authority in this respect, including powers to create posts of all

description and take steps for making appointments thereon in accordance with the regulations

- (ii) The Executive Board shall have under its control the management of all the affairs and funds of the Society
- (iii) The Executive Board shall have powers to enter into arrangement with other public or private organizations for furtherance of its objectives.
- (iv) The Executive Board shall have the power to establish and spell out the membership of standing/ad hoc Committees, or task forces/groups or special programmes etc. for various areas of the open schools and decide in regard to their membership, powers and functions.
- (v) The Executive Board may by Resolution, appoint Advisory Board or other special committees for such purposes and with such powers as the Executive Committee may think fit and the Executive Committee may also dissolve any of the Committees and Advisory Board set up by it.
- (vi) The Executive Board may delegate to the President/ Director, SIOS or any of its member and/or to a Committee/Group, or any other officer of the Society such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which the powers and duties are to be exercised and discharged.
- (vii) Subject to any specific directions of the Society and in keeping in view the overall advice of the Central Government and State Government, the Executive Board shall have the powers to frame and amend regulation, not inconsistent with these rules for administration and management of the affairs of the Society and without prejudice to the

generality of this provision, such regulations may provide for the following matters:

- (a) Service matters pertaining to officers and staff including creation of posts, qualifications, selection procedure, service conditions, pay and emoluments, disciplinary controls.
- (b) Important financial aspects including formulation of budget, purchase procedures, delegation of financial powers, investment of funds, maintenance of accounts and audit, the Orissa T.A. Rules etc.
- (c) Such other matters as may be necessary for the furtherance of the objectives and the proper administration of the affairs of the Society.

Provided that for the purpose of this rule, following guidelines would be kept in view while creating the posts and formulating the Service and Financial Regulations:

- (i) Scales of pay and remuneration are to be decided by the Executive Board with the approval of Government.
- (ii) Mode of recruitment in respect of the posts to be created for the Society shall be either on transfer, on deputation, on deployment or short-term contract. For work-related specific assignments, persons would be deployed on fixed emoluments subject to renewal on routine evaluation of performance vis-à-vis targets fixed.

(iii) In the management structure, staff appointment would be on deputation from the Directorates/Government level so that on abolition of the project they will not become liability on the Society

(iv) Till the Society formulates it's own Service and Financial Regulations the decisions taken by the Executive Board from time to time in such matters will be carried out.

(v) Consideration of financial propriety and prudence shall be kept in view.

(vi) Subject to the specific directions of the Society and the provisions of these rules and regulations framed hereunder, the Executive Board shall have the powers to frame and amend the bye-laws for the conduct of activities of the Society, for achievement of it's objectives and these may interalia, include matters relating to:

(a) Establishment of Branch offices.

(b) Conduct of business of the Society, the Executive Board and such other committees and sub-committees constituted from time to time

(c) Involvement of individuals and contractual arrangements with them

(d) All aspects of technical resource support system

(e) Notwithstanding all these above matters, such other functions or activities as may be conducive to or necessary for the implementation of the programme.

(vii) The Executive Board 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, after, amend or rescind the same time to time, for the administration and management of the affairs of the Society

(viii) Without prejudice to the generality of the foregoing provisions, such Bye-laws may provide for the following matters:

(a) For the preparation 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 accounts and audit;

(b) 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 of their members;

(c) For creating various categories of posts, academic, administrative, technical, supervisory or ministerial and for selecting and appointing persons to such posts;

(d) To frame Service Rules for the proper administration of the Society and of its personnel, including terms of tenure of its appointments, emoluments of Service of the employees of the Society as well as measures and norms for the welfare of the members 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) For all other matters, as may be necessary for the furtherance of the objectives of the Society and for the proper

administration of its affairs;

- (ix) Until it frames its own bye-laws for the governance of its affairs, it may adopt for the interim period, the Rules applicable to the OMSM(RMSA).
- (x) Amendments to Memorandum of Association and Rules & Regulations, made under section 15(a) shall not come into effect, without prior approval of the Govt. of Odisha, Deptt. of S & ME.
- (xi) The bye-laws framed under section 15(b) will come into effect, as soon as they are approved by the Executive Board.
- (xii) Subject to these Rules and Regulations, the Executive Board or a person(s) whom the Executive Board shall authorize, 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.
- (xiii) The Society may delegate to the President of the State Institute of Open Schooling 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.
- (xiv) 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.
- (xv) The members of the Society or of the Executive Board or 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 purpose of attending the meeting of the Society or for any business of the Society.

12 Functions of the Academic Council:

The Academic Council for Academic Matters shall:

- (i) Effectively implement the curriculum syllabus as laid by appropriate authorities.
- (ii) Recommend and organize co-curricular activities, evaluation procedures and other similar academic programmes to be followed in the Educational Institutions managed by or affiliated to the Society within the broad framework prescribed by the Education Department.
- (iii) Recommend the duration of Seminars, trainings/curriculum courses etc. that may be conducted for the benefit of the staff of the Educational Institutions managed by or affiliated to the Society.
- (iv) Make recommendations on academic programmes like quick research, investigations into the practical problems faced by the Society, with a view to find out solutions for the same.
- (v) Make recommendations on organization of orientation programmes for the teaching staff of study centres in the latest methodologies and trends of education and develop instructional materials according to the academic needs of the study centres identified from time to time.
- (vi) To recommend programmes to promote excellence in education, introduce innovative educational programmes and to review the results of academic programmes from time to time for appropriate corrective action.

- (vii) To make recommendation to the Board on any other matter as and when required.

The President shall have powers to extend a special invitation for any meeting of the Executive Board to an expert or such other persons(s) whose presence may be considered useful, to the meeting of the Executive Board.

The Executive Board shall be convened by the Director, SIOS with the approval of the President on venue, time, date and agenda as often as may be necessary.

Six members shall form the quorum for a meeting of the Executive Board.

13

Powers and Responsibilities of the President

(a) The Commissioner-cum-Secretary to Govt. Department of S&ME shall be the President of the State Institute of Open Schooling.

(b) As the Chief Executive of State Institute of Open Schooling his areas of responsibilities will lie in the following:

(c) Providing leadership in generating ideas.

(d) Building a cohesive team out of the senior executives and academic staff of the State Institute of Open Schooling and take measures to foster team spirit and a high level of motivation;

(e) Ensuring that there is a careful nature of the work ethos and high standards of excellence, in all the Departments and in every item of work done by the State Institute of Open Schooling;

- (f) Providing facilitation and support to the Heads of Departments 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 organize regular review meetings.

14. Powers and Responsibilities of the Director

The Director will be Administrative Head of the Society and shall exercise all those specific powers and responsibilities that are delegated to him by the President and as specified in the Bye-laws.

15. Powers and Duties of the Finance Officer:

The Finance Officer shall carry out the functions as are specifically assigned to him by the President of the Society or the Director SIOS. The duties include the following activities:

- (i) Preparation of budget estimates and placing them before the Board.
- (ii) Disbursing the salaries and allowances to the employees of the Society and any other person engaged in the work of the Society
- (iii) Disbursing the TA and DA to non official members of the Board and Committees.
- (iv) Proper maintenance of accounts of the Society
- (v) Internal audit of accounts of the schools by the audit party from Government.
- (vi) Passing all the bills for which sanction has been accorded by the competent authority of the society
- (vii) Maintaining the cash book and other relevant accounting registers and documents.
- (viii) Getting the cheque written and submit for the Director's signature after the bills are passed.
- (ix) In disbursement of the amounts drawn

The Finance Officer shall take all approval from the Finance Committee as per the requirement.

16. Powers and Responsibilities of the Heads of the Departments

The following are the powers and responsibilities of the Heads of Departments:

- To evolve, alongwith his team members in the Department, draft policies and programmes of action for the Departments, both short term and long term. While these would vary, according to the nature of the different Department, each Department would be required to identify specifically the tasks, task-schedules and necessary collaboration with other Departments etc;
- To prepare target oriented budget for the Deptt. When such policies and programmes are approved by the appropriate authority, to organize the resources of the Department to ensure effective implementation;
- To build a team of committed members in the Department, out of all the members and of all categories;
- To sanction expenditures, according to approved norms and within the powers delegated to him;
- To take personal responsibility to develop seconds and thirds in the Department, through delegation of specific responsibilities, and though specific assignments to those within the Department;
- To provide opportunities for personal and professional development of the staff of the department of various categories viewing this as a major responsibility;
- To be the Member-Secretary of the meetings held in the Department;
- To exercise all other powers and assume all other responsibilities not inconsistent with the delegation of powers or with the furtherance of the objects and tasks in other Departments or with the Aims and Objects of the Society;
- To ensure that one's Department would work in collaboration with other Department;

- To exercise the necessary supervision, within the Department so that all the members abide by the Rules, Regulations and directives contained in the bye-laws both those applicable to the State Institute of Open Schooling as a whole and those specifically applicable to the particular Department.
- To recommend formation of Sub-Committee within the Deptt. (Including External member, if required) for the specific objective/Improvement of the Department to the President/Director for approval.

17. Suits by and against the Society:

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

18. Contracts and Agreements:

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

19. Accounts and Audit:

(i) 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 may be prescribed by the Government of Odisha.

(ii) The Accounts of the Society shall be audited annually by a Chartered Accountant and in accordance with the provisions of the Societies Registration Act, 1860.

(iii) The Accounts of the Society, duly audited by the Office of the AG shall be forwarded annually to the Government of Odisha and the Government shall cause the same to be laid before the legislative Assembly within nine months of the close of the accounting year of the Society.

20. Annual Report:

The Society shall submit annually to the Govt. of Odisha, a report of it's working, together with the Audit Report, on its accounts, for the previous year for laying them, within nine months of the close of the accounting year, on the table of the Assembly.

21. Dissolution of the Society:

In the event of the dissolution of the Society , according to the resolution of the Government of Odisha, it will be done, as per provision of section 13 of the Societies Registration Act(XXI of 1860), after getting prior permission from the appropriate authority of the Government.

22. Application of the Act:

All the provisions under all the Sections of the Societies' Registration Act, 1860 as applicable to the State of Odisha shall apply to the Society.

Certified that this is the correct copy of the Rules and Regulations of
the Society

President

Director

Member