

## STRIVE Project

### 3.1.8. Institute Management Committee

The selected ITIs must establish an Institute Management Committee (IMC)- if it is not already in place- in accordance with the requirements of the STRIVE project as detailed below.

The IMC will be set up as a 'society' registered under relevant Societies Registration Act. Additionally, governing body of private ITIs managed/driven by industry will also be accepted as equivalent body to IMC if it is registered either as a Society/Trust or as a Section 8 Company as per Companies Act 2013. IMC will be responsible for managing the affairs of the ITI under the project.

#### Note:

- Any ITI (government or private) should not have more than one IMC (or equivalent) at any given point of time. Hence, if IMC( or equivalent) already exists in an ITI, It should just open separate STRIVE project bank account in the designated bank as per the financial guidelines defined in STRIVE Operations Manual
- For Private ITI, IMC (if required) needs to be established by ITI themselves.
- For Government ITIs, change in chairperson of IMC may be taken care by SPIU prior to signing of the PBGA under STRIVE. Changes in IMC members may be done in consultation with IMC Chairperson and ITI Principal.

#### 3.1.8.1. Structure of IMC

##### Composition of IMC for Government and Private ITI

The IMC will be led by the Chairperson\*. In the IMC, the members will be as follows:

- 1) Industry Partner or Industry Association or its representative as Chairperson\*.
- 2) Three other members from local Industry to be nominated by the Industry Partner out of which one may be preferably from industry association. Industry members should represent industries relevant to the trades running in that particular ITI
- 3) One member from academic circle may be nominated jointly by chairperson of IMC and Principal of ITI.
- 4) One senior faculty member from the ITI is to be nominated by the Principal of ITI.
- 5) Principal of the ITI, as ex-officio member secretary of the IMC Society.
- 6) Any additional regional industry members can be co-opted by chairperson in consultation with Principal.

\*Ideally IMC Chairperson should be from Industry Associations or nominated by an Industry Partner (IP) with minimum annual turnover of INR 10 crore (as per last financial year) and employing at least 25 people. In the absence of local industry members, Regional Industry Association members can be nominated by Chairperson in consultation with ITI Principal.

#### 3.1.8.2. Roles and Responsibilities of IMC (or equivalent)

- 1) Develop and submit ISP (Institute Strategic Plan) on behalf of ITI ( if IMC exists even at the time of ISP submission)
- 2) Define the long-term goals of the institute, analyze issues and challenges facing the ITI and the conceptualize strategies for dealing with them including procurement strategy.
- 3) Set targets for ITI improvement, define key performance indicators, and detail the financial requirement with year wise break up to meet the ITI needs

- 4) Define requirement of trainers, goods, services for the ITI and take steps to undertake the reform activities accordingly
- 5) Sign Performance-Based Grant Agreement on behalf of ITI under STRIVE Project
- 6) Ensure implementation of various activities of the STRIVE project in time bound manner so as to adhere to the time schedule agreed in the ISP
- 7) Monitor the progress of implementation of the STRIVE project at ITI
- 8) Ensure compliance to procurement and audit guidelines as per STRIVE manual
- 9) Furnish periodic status reports to the SPIU/NPIU as per project requirements

### *3.1.8.3. Roles and Responsibilities of IMC Members (or equivalent)*

1. The **Chairman** shall have the following powers, function and responsibilities:

- a) The chairman shall provide vision to the Society (or equivalent) and lead the IMC for implantation of the STRIVE project.
- b) The Chairman may direct the Secretary to call a special meeting at a short notice in case of emergency.
- c) The Chairman shall see that the affairs of the Society(or equivalent) are run efficiently in accordance with the provisions of the Memorandum of Association, Rules &
- d) Regulation and bye laws of the Society(or equivalent) as may be framed. On such matters, which the Chairman thinks are of sufficient importance and urgency and cannot wait for being placed in the next meeting of the Governing Council, and which he anticipates would get the approval of the Council, the Chairman shall take decisions and place the same before the Governing Council at its next meeting.
- e) The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by the members of the Governing Council and General Body.
- f) The Chairman may in writing delegate such of his powers as he may consider necessary to the Secretary.
- g) The Chairman shall be entitled to invite any other person to attend the meeting of the Governing Council but such person shall not have power to vote.
- h) The Chairman shall have the authority to review periodically the work and progress of the Society (or equivalent) and to order inquiries into the affairs of the Society and to pass necessary orders on the recommendations of the inquiry committee.
- i) The Chairman shall plan, direct and coordinate the overall working, of the Society (or similar).

2. The **Member Secretary/ITI Principal** shall have the following powers, functions and responsibilities

- a) The Secretary, in consultation with, the Chairman prepare agenda for the IMC meetings, convene such meetings, keep a true and accurate record of the proceedings of the same and forward all such documents, papers and related information as may be required in the discharge of his duties.
- b) The Secretary shall be charged with the responsibility of day to day management and administration of the Society (or similar).
- c) The Secretary shall perform his duties and functions and exercise his powers under the overall direction, superintendence and control of the Chairman under the Rules and Regulations, of the Society (or equivalent).