

**KERALA STATE AUDIO-VISUAL
AND
REPROGRAPHIC CENTRE
THIRUVANANTHAPURAM**

(Established by the Government of Kerala)
(Reg. No. 408 of 1992)

**Memorandum of Association
and
Rules and Regulations**



GOVERNMENT OF KERALA

Abstract

Education - Technical - Audio-Visual and Reprographic Centre under the control of the Technical Education Department - Constitution as an Autonomous Body - Approved - Orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.(MS) No. 73/92/H.Edn

Dated: Tvm. 28th April, '92

Read:. Letter No. AVR/73/92 dt. 5-2-92 from the Principal Technical Officer, Audio-Visual and Reprographic Centre, Thiruvananthapuram.

O R D E R

The Principal Technical Officer, Audio-Visual and Reprographic Centre has submitted to Government a proposal for granting a Status of an Autonomous Body to the Centre to enable it to have sufficient operational freedom to realise its potential to raise its own resources and facilitate its further development with World Bank assistance. The Audio-Visual and Reprographic Centre was started in 1978 under the Technical Education Department with the assistance from the Government of India. The Centre functions as a Learning Resource Development Centre for all the Technical Institutions in the State in the matter of Audio-Visual Aids, Printing and Supply of Instructional Materials, lending of Educational Films. Training of staff in the use of Audio-Visual Aids and Reprographic Equipment etc. Though the Centre was started primarily to serve the Technical Education Department, for sometime now it has been taking up works of other departments also on a commercial basis and has been

raising substantial income. According to the Principal Technical Officer, lack of operational freedom is hampering its activities in the field of its operations.

2. The Centre has much potential to raise its own resources. Even though the Regional Expert Committee on Central Assistance had, as early as in 1980, made a recommendation to treat the income of the Audio-Visual and Reprographic Centre as income of the Cell and to use the funds so generated for the furtherance of its activities, nothing has materialised so far. The entire Revenue expenses of the Centre is now being credited to the Government and expenses of the Centre are met from allocation of Government funds. Services are rendered by the Centre to various Departments on a no profit no loss basis.

3. Some additional powers have since been delegated to the Principal Technical Officer but because of restrictions imposed by Store Purchase Rules, limitation of powers etc., the Principal Technical Officer is finding it difficult to undertake major works of organisations like the Office of the Accountant General, Kerala, Doordarshan Kendra, C-DIT, ANERT, L.B.S. Centre for Science and Technology, IHRDE etc. which require high quality material and which are time bound. Hence the request for Autonomous Body status.

4. Since last year the Centre is being improved under the World Bank Assisted Technician Education Project which envisages strengthening of the Centre. A provision of Rs. 100 lakhs is earmarked from the World Bank for procurement of equipment and construction of building, the object being to make it a full fledged Learning Resource Development Centre.

5. Government have considered the proposal of the Principal Technical Officer in consultation with the State Planning Board and other connected Departments and have decided to grant autonomous Status to the Audio-Visual and Reprographic Centre to facilitate its speedy development. Government are also pleased to approve the Memorandum and Articles of Association of the Centre. Consequently Government are

pleased to order that the Audio-Visual and Reprographic Centre under the control of the Technical Education Department to be constituted as an Autonomous Body to function in accordance with the Memorandum of Association and Rules and Regulations appended to this GO.

6. The Principal Technical Officer of the Centre will take steps to register the Society under the name of "The Kerala State Audio-Visual and Reprographic Centre" under Act XII of 1955 for the Registration of Literary, Scientific and Charitable Societies

(By Order of the Governor)

J.S. Badhan

Commr. and Secretary to Govt

To

The Director of Technical Education. Thiruvananthapuram.

The Accountant General (A & E), Kerala.

The Principal Technical Officer. Audio-Visual and Reprographic Centre. Thiruvananthapuram.

The Planning & Economic Affairs Dept.

The Finance Department.

The Chairman State Planning Board, Thiruvananthapuram.

The Director of Public Relations Thiruvananthapuram.

Forwarded/By Order

Sd/-

Section Officer.

Copy to:

The General Admn. (SC) Dept. vide item No.534. dt. 21-4-92.

**MEMORANDUM OF ASSOCIATION OF THE
KERALA STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE**

I. NOMENCLATURE AND OFFICE

- (a) The name of the Society is “Kerala State Audio-Visual and Reprographic Centre.”
- (b) The Registered Office of the Centre shall be at Thiruvananthapuram, Kerala.

II. THE OBJECTIVES FOR WHICH THE CENTRE IS CONSTITUTED ARE:

- (1) To produce instructional materials such as Over Head Projector transparencies, slides, film strips, charts handouts etc. for use in Polytechnics and other institutions under the Department of Technical Education.
- (2) To print and supply curricula, syllabi, examination schemes etc. for Polytechnics, Technical High Schools, Engineering Colleges and other institutions in the Department of Technical Education.
- (3) To print and supply Handbook, TEK News letter Project reports, State board documents, Industrial liaison board-Agenda etc. required in the Directorate of Technical Education.
- (4) To print and supply various forms, tabulation sheets and memo cards relating to admission in Polytechnics and Engineering Colleges.
- (5) To print and supply common question papers for the terminal examination in the Technical High Schools and Pre-Vocational Training Centres in the State.
- (6) To undertake the mass production of all materials designed and drafted by the Curriculum Development Centre functioning at Kalamassery.

- (7) To carryout all reprographic and printing work required by the Supervisory Development Centre attached to the Department of Technical Education.
- (8) To undertake the preparation of all papers, slides and other materials required for conducting seminars and symposium in Engineering Colleges, Polytechnics and other institutions.
- (9) To produce video films and TV films for the technical and non-technical institutions in the State.
- (10) To undertake printing of text books and other connected materials from Government.
- (11) To print instructional materials such as laboratory manuals, data sheets, objective type questions for question bank etc. ,and make them available to students at reasonable price.
- (12) To print and publish news bulletin, guide books, brochures, reports and other materials in technical, technological and instructional subjects.
- (13) To undertake all kinds of printing work for Government departments, Autonomous bodies, under the State and Union Government and for the implementation unit of the World Bank Project and for the General public at rates approved by the Governing body.
- (14) To undertake reprographic assignment for Government departments, Autonomous bodies, under the State and Union Government and for General public utilising the facilities of the Centre at rates approved by the Governing body.
- (15) To provide training in the latest reprographic equipment, such as Computer, Plain paper copier, Desktop publisher, Word processor, Electronic typewriter, Ammonia printing Machine etc., as may be procured by the Centre from time to time in collaboration with sister institutions.

- (16) To provide training in offset printing, different method of plate making using modern printing and equipment as may be procured by the Centre from time to time in collaboration with sister institutions.
- (17) To produce and supply transparencies, filmstrips, slides tapes and other audio-visual aids of technical and general interest and provide such aids to educational and other needy institutions and organisations in the State Public.
- (18) To produce, display and put to use modern electronic and electrical equipment related to reprography for manpower generation and skill updation.
- (19) To provide consultancy services in design, development and experimentation in modern methods of Reprography and Audio-Visual aids and film technology and chart development.
- (20) To encourage self employment and entrepreneurship of young technocrats by group-training in any branch of reprography and printing.
- (21) To set up Sub-Centres, at different places in the State of Kerala, to promote identical objectives for which the Centre is established.
- (22) To provide guidance by sponsoring workshops, training programmes consistent with the objectives of the Centre.
- (23) To accept remuneration for work undertaken and donations, grants, contributions in cash and kind and financial assistance from Government. Quasi-Government or Non-governmental agencies, individuals, firms or companies or any other source with a view to fulfil the objects of establishment of the Centre.
- (24) To actively promote, undertake and support all processes related to the design, development, dissemination, utilisation and

evaluation of print, non-print and computer based learning resources at the State level.

- (25) To take up a comprehensive programme of identifications, design and development of all types of learning resources in all subjects in collaboration with sister institutions.
- (26) To undertake large scale production and distribution of the phototypes of print and non-print resources developed by the Audio-Visual and Reprographic Centre and developed by other Organisations.
- (27) To publish periodical News letters for dissemination of information about resources produced and facilities available in the Centre.
- (28) To organise training programmes in consultation with other technical organisations.
- (29) To open a publication division in the Centre to sell the print materials to the user.
- (30) To start highly confidential wing for undertaking confidential works.
- (31) To acquire, hold and receive property of any kind including land buildings, machinery, securities and negotiable instruments .
- (32) To manage property of any kind belonging to the Centre or Sub-Centres and to utilise income raised therefrom for maintenance and development including expansion of activities consistent with objectives.
- (33) To construct and maintain buildings to purchase/procure and install machinery and equipment for carrying out the objects of the centre.
- (34) To undertake such other activities as relevant for promoting the objectives of the Centre.

(35) The Centre will function on a commercial basis, ensuring economic viability.

(36) Work relating to the Department of Technical Education will be undertaken on a priority basis, in relation to work for other Department or Organisations, and invoiced at approved rates.

III The control and administration of the Centre shall be vested in accordance with the rules and regulations of the Centre in the Governing Body of which the members shall be:

1. The Minister for Education : Chairman (Ex-Officio)
Kerala State
2. Commissioner and Secretary to : Vice Chairman (Ex-officio)
Govt. Higher Education
Department
3. Commissioner and Secretary to
Govt. Finance Department. : (or his nominee)
4. Commissioner and Secretary to
Govt. General Education : (or his nominee)
Department
5. Director of Technical Education
Govt. of Kerala
6. Director of Vocational
Higher Secondary Education
Government of Kerala.
7. Director of Collegiate Education
Government of Kerala.
8. Secretary to Government
General Education
Government of Kerala. : (or his nominee)

9. Director of Public Instruction
Government of Kerala.
10. Representative from Planning
Board connected with
Education Department,
State Planning Board,
Thiruvananthapuram.
11. Project Director, World Bank
Assisted Technician Education,
Project Implementation Unit.
Kaithamukku,
Thiruvananthapuram
12. Principal of a Polytechnic : (to be nominated by Govt.)
Kerala State.
13. Principal of an Engineering : (to be nominated by Govt.)
College, Kerala State
14. A Technical Expert : (to be nominated by Govt.)
Kerala State
15. Executive Director : Member Secretary.

IV A copy of the rules and regulations of the Centre certified by not less than seven members of the Governing Body shall be filed with the District Registrar, Thiruvananthapuram along with the Memorandum of Association. The staff of the Technical Education Department working at Audio-Visual and Reprographic Centre will continue on deputation in the newly constituted Autonomous body.

The post of Principal Technical Officer shall be suitably redesignated as Executive Director considering the nature of work and style of functioning. He is directed to take necessary action for the registration of the Centre under act XII of 1955 for the registration of Literary Scientific and Charitable Societies.

We, the several members whose signatures, occupations and addresses are given hereunder are desirous of being formed into an Association in accordance with the provisions of the Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955, in pursuance of this Memorandum of Association and in testimony of this, we have subscribed our respective names and signatures hereunder on this day, Thursday 30th April 1992.

Sl. No. Name, address and occupation of members Signature

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|----|---|------|
| 1. | Shri E.T. Mohamed Basheer,
Hon'ble Minister for Education,
Government of Kerala. | Sd/- |
| 2. | Shri J. S. Badhan, IAS
Commissioner and Secretary,
Higher Education Department,
Government Secretariat,
Thiruvananthapuram. | Sd/- |
| 3. | Shri M. Mohankumar, IAS
Commissioner and Secretary, Finance
Government Secretariat,
Thiruvananthapuram. | Sd/- |
| 4. | Shri T. N. Jayachandran, IAS
Commissioner and Secretary,
General Education
Government Secretariat
Thiruvananthapuram. | Sd/- |
| 5. | Smt. Neela Gangadharan, IAS
Director of Collegiate Education,
Thiruvananthapuram. | Sd/- |
| 6. | Shri K. K. Vijayakumar, IAS
Director of Public Instruction,
Thiruvananthapuram. | Sd/- |

7. Shri M.P. Nair, Sd/-
Director of Technical Education in charge,
Power House Road,
Thiruvananthapuram.
8. Shri K. P. Hamza, Sd/-
Director of Vocational Higher Secondary Education,
Thiruvananthapuram.
9. Dr. C. Harichandran Sd/-
Chief. Social Service.
State Planning Board.
Thiruvananthapuram.
10. Shri C. V. Raghavan Nair. Sd/-
Project Director,
World Bank Assisted Technician Education Project,
Kaithamukku, Thiruvananthapuram.
11. Shri S. Salim, Sd/-
Executive Director,
Kerala State Audio Visual and
Reprographic Centre,
Thiruvananthapuram 24.

RULES AND REGULATIONS OF THE

KERALA STATE AUDIO-VISUAL AND REPROGRAPHIC CENTRE

- I. In these rules unless the context otherwise requires:**
- (a) 'Centre' means Kerala State Audio-Visual and Reprographic Centre.
- (b) 'Chairman' means the Chairman of the Governing Body of the Centre.
- (c) 'Committee' means the Executive committee of the Centre.

- (d) 'Vice-chairman' means the Vice-Chairman of the Governing Body of the Centre.
 - (e) 'Executive Director' means the Member Secretary of the Centre.
 - (f) 'Faculty' means the Executive Director of the Centre and such other personnel who may be appointed to impart education/technical expertise/training by the Centre.
 - (g) 'Governing Body' means the Governing body constituted for the Centre under Articles and Association.
 - (h) 'Government' means the Government of Kerala
- II
- (a) The Governing body shall be constituted under Memorandum of Association.
 - (b) The term of appointment of a nominated member in the Governing Body shall be for a period of three years.
 - (c) It shall be open to the Government to terminate the term of office of any member of the Governing body at any time and appoint another in his place.
 - (d) Casual vacancies of members other than Ex-officio members shall be filled up by the Government. The person appointed in a casual vacancy shall hold office for the unexpired period of the term of that membership only.
 - (e) No act or proceedings of the Governing Body shall be invalidated by reason of any vacancy or any defect in the appointment of any of its members.
 - (f) Membership of those appointed to the Governing Body, by virtue of the Offices they hold shall terminate when they cease to hold this office.

III. RIGHTS, DUTIES AND POWERS OF THE GOVERNING BODY

- (a) All properties movable, immovable or of any other kind belonging to the Centre shall vest in the Governing Body.
- (b) The business and affairs of the Centre shall be carried on and managed by the Governing Body.
- (c) The Governing body shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or furtherance of the objectives of Centre.
- (d) Without prejudice to the generality of the foregoing provisions, the Governing Body shall have the following powers and rights.
 - 1. To lay down general policy to be followed by the Centre in implementing its objectives and functions:
 - 2. To consider and approve the programmes of work to be undertaken in each financial year by the Centre and to lay down principles for the general guidance of the Centre.
 - 3. To manage properties of the Centre.
 - 4. To create or re-designate posts in the Centre.
 - 5. To consider and approve the annual budget of the Centre. The annual budget shall be submitted to the Government for approval before first of April every year.
 - 6. To appoint Sub-Committees as may be required for filing the various objectives of the Centre.
 - 7. To appoint standing Committees and delegate powers to such committees.
 - 8. To carry out such other functions as may be entrusted to the Governing Body by the Government from time to time.

9. To make rules and bye-laws for the conduct of the affairs of the Centre including the staff pattern, staff strength, service conditions of the staff, qualifications for Various posts and to add to amend, vary or rescind them from time to time.
10. To purchase quality items of stationery and other software with minimum formalities.
11. To arrange need-based repairs of machinery and equipment.
12. To acquire by gift, purchase, exchange, lease or otherwise lands, buildings or other movable and immovable properties, together with all rights appertaining thereto.
13. To raise funds for the Centre by gifts, donations or by other means
14. To receive moneys, securities, instruments and machineries exhibits and or any other movable property for and on behalf of the Centre.
15. To assign from time to time such functions and duties and delegate such powers as it may deem fit, to the Executive Committee to Sub Committee or standing Committee or to the Executive Director.
16. To enter into agreement for and on behalf of the Centre.
17. To sue and defend all legal proceedings on behalf of the Centre.
18. To grant receipts, to sign and execute instrument to endorse or discount cheques or other negotiable instruments through its accredited agents.
19. To make, sign and execute all such documents and instruments as may be necessary or proper for carrying on the management of property or affairs of the Centre.
20. To maintain a fund to which shall be credited all moneys provided by the Central/State Government, all moneys received by the Centre by way of grants, loans, gifts, donations, benefactions,

bequests or transfers, and all moneys received by the Centre in any other manner or from any other source, and to operate accounts. To create operation and utilise any sinking fund to meet obligations of repayment of loans received by the centre.

21. To meet the expenses of the Centre including expenses incurred in the exercise of its powers and to discharge its functions, out of the fund.
22. To consider and approve with or without modifications, the annual accounts of the Centre.
23. To forward annually to the Government, the balance sheet and income and expenditure accounts of the Centre as certified by an auditor appointed by the Governing Body.
24. To perform all such acts and do all such things as may be necessary, incidental, or conducive to the attainment of all or any of the objectives of the centre.
25. To delegate powers to the Executive Director including operation of any current/SB account with any bank or treasury as may be decided by the Governing Body.

IV MEETING, QUORUM AND VOTING:

1. The Governing Body shall meet atleast twice a year.
2. The members shall be given a notice of not less than 15 days for a meeting of the Governing body, along with agenda and notes.
3. The meetings of the Governing Body shall be convened by the Member Secretary as and when necessary, or on a requisition signed by not less than 3 members of the Governing Body.
4. The quorum for the meeting of the Governing Body shall be four (4) members.

5. The Chairman will preside over the meeting. In his absence, the Vice Chairman will preside. In the absence of both the members present at the meeting will elect one from among themselves to preside over the meeting.
6. In case of difference of opinion among the members on a matter, the opinion of the majority shall prevail. In case of a tie, the Chairman/member presiding will have a second or casting vote.
7. Any change in the address of any member of the Governing Body shall be duly intimated by the members to the Executive Director.

V. A. THE EXECUTIVE COMMITTEE:

- (a) There shall be an Executive Committee consisting of 5 members composed of the following:
 1. The Commissioner and Secretary to Government, Higher Education: Chairman
 2. The Commissioner and Secretary to Government, Finance Department or his nominee
 3. The Director of Technical Education, Government of Kerala
 4. The Director of Vocational Higher Secondary Education, Government of Kerala.
 5. Executive Director: (Member Secretary)

Note:- The number of members of the Executive Committee shall not exceed seven under any circumstances. Thus two more additional members of the Governing body can be nominated to the Executive Committee.

The Executive Committee may co-opt any one other member of the Governing Body when subjects of special interest or requiring expert opinion are considered by it.

- (b) The Executive Committee shall meet as often as if necessary, but not less than four times a year.
- (c) The quorum of the Committee shall be three (3).
- (d) Any temporary vacancy of the members of the Committee shall not in any way invalidate the decisions or actions taken by the Committee.
- (e) Any resolution except such as may be placed before the meeting of the Committee, may be passed by circulation among all its members and any resolution so circulated and adopted by a Majority of members who have signed their approval of such resolution shall be as factual and binding as if such resolution been adopted at a meeting of the Executive Committee.

B. RIGHTS, POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:

Subject to the provisions of these Rules and regulations, the Committee shall have the following functions, rights and powers:

- (i) To direct, supervise and control the affairs of the Centre and of its income and property as per the policies and principles laid down by the Governing Body.
- (ii) Appoint from time to time such of the officers and other employees against posts sanctioned by the Governing Body, and on such terms and conditions as it may deem fit for carrying on the management, activities and other affairs of the Centre.
- (iii) To maintain proper books and accounts supported by necessary vouchers and other relevant records and to prepare the annual statement of accounts of the Centre.
- (iv) To exercise control and discipline over the employees of the Centre including the power of dismissal.

- (v) To propose bye-laws for any of the matters for which they may be made for consideration and adoption by the Governing Body.
- (vi) To appoint, if it deems fit, delegates to represent the Centre in conferences, seminars, etc.
- (vii) To publish and or to finance the publication of reports, brochures etc. in accordance with the objectives of the Centre given in the Memorandum of Association and to sell or arrange for the sale of them as it may deem fit, from time to time.
- (viii) To establish and maintain Library, Workshops, Studio and other infrastructure facilities, needed for the Centre including rights to alter or improve them and to equip them suitably.
- (ix) To purchase all such articles and materials including scientific equipment and machinery and exhibits as may be needed for the Centre and its functions.
- (x) To appoint from time to time, such committees including, if need be, persons other than members of the Committee and to assign thereunto such duties and functions as it may deem fit.
- (xi) To institute and award Scholarships/Prizes/Trophies or other monetary assistance on such terms and conditions as it may prescribe in areas related to its activities.
- (xii) To arrange for the audit of accounts of the Centre annually by auditors appointed by the Governing Body.
- (xiii) To present every year to the Governing Body an annual reports on the working of the Centre for the consideration of the Governing Body.
- (xiv) To perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the Governing Body.

- (xv) To sanction lectures, workshops and suitable audio-visual and reprographic programmes in such manner as it may deem fit from time to time.
- (xvi) To convene meeting of the Governing Body as and when necessary.

C. OFFICE BEARERS OF THE CENTRE:

1. *The Chairman: The Minister for Education, Kerala State shall be the Ex-Officio Chairman.*
2. *Vice-Chairman: The Commissioner and Secretary, Higher Education Department, Govt. of Kerala shall be the Ex-Officio Vice-Chairman.*
3. There shall be an Executive Director of the Centre, who shall be a technically qualified person having a degree in any branch of Engineering Technology. He should have experience of not less than ten years in the field of planning and execution of Audio-Visual, Reprographic and printing works and also conversant with the operation of modern sophisticated Audio-Visual Reprographic and Printing equipment. He should have thorough experience in curriculum development and developing resource materials. He should have sound knowledge and experience, in overall management of an organisation dealing with Audio-Visual, Reprographic and Printing. The Executive Director appointed by Government shall be the member secretary and Ex-officio Treasurer.

D. RIGHTS, DUTIES AND POWERS OF THE OFFICE BEARERS

1. *The Chairman:- To preside over the meeting of the Governing Body and to exercise such rights and powers as provided by the rules and Regulations*
2. *The Vice-Chairman:- To preside over the meeting of the Governing Body in the absence of the Chairman.*

3. *Executive Director*:- There shall be an Executive Director who shall be the Ex-Officio Treasurer and Secretary
- (i) To be the full time Chief Executive Officer of the Centre
 - (ii) To be the custodian of records of the Centre and of other property as the Executive Committee/Governing Body may commit to his charge.
 - (III) To conduct official correspondence and to sign all documents on behalf of the Executive Committee/Governing Body of the Centre.
 - (iv) To prepare and present the annual budget of the Centre for the consideration and approval of the Executive Committee and the Governing Body.
 - (v) To submit proposal from time to time for the fulfilment of the objectives and performance of the functions of the Centre for consideration and sanction of the Executive Committee/Governing Body and on their approval to implement them.
 - (vi) To issue notice for all meetings of the Governing Body and the Executive Committee.
 - (vii) To keep the minutes of meetings of the Governing Body and of the Executive Committee.
 - (viii) To sanction expenditure for the conduct of the programmes and activities of the Centre, Contingencies, Supplies and Services and purchase of articles. Equipment and machinery for the working of the Centre subject to the financial provisions in the budget and subject to the limits to which he may be authorised to sanction expenditure on single items by the Executive Committee.
 - (ix) To enter into contracts on behalf of the Centre, with any agency for any matter relating to the functions and needs of the Centre subject to the approval of the Executive Committee /Governing Body.

- (x) To constitute, by nomination, Committees and cells of academic, scientific or technical personnel for formulation and implementation of the programmes of the Centre as and when necessary with the approval of the Executive Committee, and sanction expenditure for their T.A and D.A., sitting fee and honorarium at the rates determined by the Executive Committee.
- (xi) To open and operate Bank accounts, Treasury deposits account on behalf of the Centre.
- (xii) To assign from time to time such functions and duties as he may deem necessary, to other officials of the Centre whom he may consider fit for proper working of the Centre.
- (xiii) To perform all such acts and duties and exercise all such powers under those regulations and bye-laws of the Centre and also those which may be delegated or assigned to him by the Executive Committee/Governing Body/Government from time to time.

E. FUNDS AND BUDGET:

- (a) The Funds of the Centre shall consist of the following:
 - 1. Grant from Government, the Government of India and from any other State Government.
 - 2. Grants and contributions from National and International agencies, Corporate bodies, Institutions and persons.
 - 3. Fees rentals and charges realisable in respect of printing and reprographic work /training programmes and consultancy work executed by the Centre.
- (b) (i) Once in every year, the Executive Committee shall prepare budget of the estimated income and expenditure of the Centre

and place it before the Governing Body Meeting for consideration and adoption and obtain the approval of the Government.

- (ii) Once in every year the accounts of the Centre shall be audited by the auditors appointed by the Governing Body for the purpose.
- (iii) A statement of the accounts so audited together with the comments thereon of the auditors shall be placed before the Governing Body as far as practicable, at its annual meeting convened within six months after the cease of every financial year, and if the statement of the audited accounts be not ready by the date of the annual meeting, it should be placed before the Governing Body at a subsequent meeting called for the purpose before the next annual meeting. The audited accounts together with the comments thereon of the Governing Body, shall be sent to the government within three months of the meeting which considered the audited accounts.

F. AMENDMENTS:

Amendments to the Rules and Regulations may be made by the Governing Body by a majority decision of the members present and voting at the meeting concerned for the purpose, provided that the number of members present and voting at that time be not less than two-third of the total number of members in the Governing Body. The implementation of the Amendments shall be done after approval from the Government.

- G. (a) Notwithstanding anything herein contained, the Government may from time to time issue such decisions or instructions as the Government may consider necessary in regard to the conduct of the affairs of the Centre or regarding any other matter pertaining to the management or administration of the Centre. Government may in like manner vary or annual any such directions or instructions and Governing Body and the Executive Committee shall comply with all such directions or instructions.

- (b) In case the Government find the Centre is not functioning properly the Government shall have the power to take over the administration and all assets of the Centre and conduct the functioning of the Centre as the Government may decide.
- (c) If, on the winding up or dissolution of the society there shall remain, after satisfaction of all its debts and liabilities, and assets and property, whatsoever, the same shall not be paid to or distributed among the members of the Centre or any of them but shall be dealt with in such manner as the Government may determine.

DECLARATION

In all circumstances, the Kerala State Audio-Visual and Reprographic Centre will be functioning in accordance with the provisions of the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act. (Act xii of 1955) and all the provisions of the said Act will be applicable to the Kerala State Audio Visual and Reprographic Centre, Thiruvananthapuram.

We, the undersigned members of the Governing Body of the Kerala State Audio Visual and Reprographic Centre hereby certify that the above is a correct copy of the Rules and Regulations of the said Kerala State Audio Visual and Reprographic Centre.

Sl. No.	Name, address and occupation of members	Signature
1.	Shri E.T. Mohamed Basheer, Hon'ble Minister for Education, Government of Kerala.	Sd/-
2.	Shri J. S. Badhan, IAS Commissioner and Secretary, Higher Education Department, Government Secretariat, Thiruvananthapuram.	Sd/-

3. Shri M. Mohankumar, IAS
Commissioner and Secretary, Finance
Government Secretariat
Thiruvananthapuram. Sd/-
4. Shri T. N. Jayachandran, IAS
Commissioner and Secretary,
General Education
Government Secretariat
Thiruvananthapuram. Sd/-
5. Smt Neela Gangadharan. IAS
Director of Collegiate Education,
Thiruvananthapuram. Sd/-
6. Shri K. K. Vijayakumar, IAS
Director of Public Instruction.
Thiruvananthapuram. Sd/-
7. Shri M.P. Nair,
Director of Technical Education in charge
Power House Road,
Thiruvananthapuram. Sd/-
8. Shri K. P. Hamza,
Director of Vocational Higher Secondary Education.
Thiruvananthapuram. Sd/-
9. Dr. C. Harichandran.
Chief, Social Service,
State Planning Board
Thiruvananthapuram. Sd/-
10. Shri CV. Raghavan Nair,
Project Director,
World Bank Assisted Technician Education Project,
Kaithamukku, Thiruvananthapuram. Sd/-
11. Shri S. Salim,
Executive Director,
Kerala State Audio Visual and Reprographic Centre
Thiruvananthapuram - 24. Sd/-



CERTIFICATE OF REGISTRATION OF SOCIETIES

The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 12 of 1955

Sl. No. 408/92.

Year 1992

I hereby certify that the Kerala State Audio-Visual and Reprographic Centre has, this day, been registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 12 of 1955.

Given under my hand on this day, 18th May. One thousand nine hundred and ninety-two.

(Seal of the Registrar of Societies,
Thiruvananthapuram).

(Sd.)
Registrar of Societies

Certified True Translation of the Certificate of Registration (issued in Malayalam) of the Kerala State Audio-Visual and Reprographic Centre.

(Sd.)
Executive Director
Kerala State Audio-Visual and Reprographic Centre