

**RULES & REGULATIONS  
OF  
QUALITY COUNCIL OF INDIA**

**1. Definitions:**

In these Rules

- i. 'Council' shall mean Quality Council of India.
- ii. 'Chairman' shall mean Chairman of the Quality Council of India.
- iii. 'Secretary-General' shall mean Secretary-General of the Quality Council of India.
- iv. 'Governing Body' shall mean the body which is constituted as such, under Rule 8 (a) as the Governing Body of the Society, to whom the management of the affairs of the Council, is entrusted by these regulations.
- v. 'Society' shall mean the Quality Council of India.
- vi. 'Rule' shall mean any of the Rules and Regulations of the Society.

**2. Authorities of the Council:**

Following shall be the authorities of the Council:

- i. Chairman
- ii. Governing Body
- iii. Such other authorities as may be prescribed by the Council or the Governing Body.

**3. Composition of the Council:**

The following shall be the composition of the Quality Council of India:

- a) Chairman
- b) Representatives of the Government of India:
  - i. Secretary, Department for Industrial Development, Government of India
  - ii. Secretary, Ministry of Commerce, Government of India
  - iii. Secretary, Department of Science and Technology, Government of India
  - iv. Secretary, Ministry of Civil Supplies, Consumer Affairs and Public Distribution, Government of India
  - v. Secretary, Department of Defence Production, Ministry of Defence, Government of India
  - vi. Secretary, Department of Telecommunications, Government of India

vii. Director General, Bureau of Indian Standards, New Delhi

viii. Director General, Council of Scientific and Industrial Research, New Delhi

ix. Director General, Standardisation Testing and Quality Control Directorate,  
Department of Electronics, Government of India

x. Chairman, Railway Board

c) Representatives of industry associations:

i. President, Confederation of Indian Industry, New Delhi

ii. President, The Associated Chambers of Commerce and Industry of India, New  
Delhi

iii. President, Federation of Indian Chambers of Commerce and Industry, New Delhi

iv. President, Federation of Indian Export Organisations, New Delhi

v. President, Federation of Association of Small Industries of India, New Delhi

d) Ex-Officio members - Chairmen of Accreditation Boards (3 members)

e) Three representatives from Accreditation Certification Bodies.

f) Two representatives from professional bodies/ academic institutions.

g) Two representatives of recipients of quality awards.

h) Two representatives from Registered Consumer Associations.

i) Two representatives from Star trading houses

Secretary-General

#### 4. Term of Office:

(a) Where a member of the society becomes a member by reason of the office or appointment he holds, his membership of the society shall terminate when he ceases to hold that office or appointment.

b) Unless their membership of the society is terminated as provided in Rules 4(c) and 4(d) and subject to the provisions of Rule 3, all members of the society not holding the membership on an ex-officio basis shall relinquish their membership on expiry of two years from the date on which they become members of the society but shall be

eligible for re-appointment. If a casual vacancy, arises during the two-year period, the person appointed in the vacancy, shall subject to the provisions of Rules 4(c) and 4(d) hold office only for the un-expired period of that two year period.

c) All members of the society shall cease to be such members on the happening of any of the following events:

i) If they die, resign, become of unsound mind, become insolvent or convicted of a criminal offence involving moral turpitude.

ii) If they do not attend three consecutive meetings of the society without proper leave of the chairman of the Council.

d) A resignation of membership shall be tendered to the society in person to its Secretary-General and shall not take effect until it has been accepted on behalf of the society by the Chairman.

e) Any vacancy in the membership of the society caused by any of the reasons mentioned in Rule 4(c) shall be filled up by appointment appropriately provided that the vacancy shall not be filled up until moved to do so by the Chairman.

f) The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the society for the time being and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceeding of the society shall be invalidated merely by reasons of the happening of any of the above events or of any defect in the appointment of any of its members.

#### 5. Fees:

The Society may, from time to time, prescribe the subscriptions and fees payable by organisations and institutions represented on it.

#### 6. Proceedings of the Council:

a) i) An Annual General Meeting of the Council shall be held at such date and time and place as may be determined by the Chairman.

ii) Except as otherwise provided in these Rules, all meetings of the Society shall be called by notice under the hand of the Secretary-General.

b) The Chairman may convene a special meeting of the Council whenever he thinks fit.

c) Every notice calling a meeting of the society shall state, the date, time and place at which such meeting will be held and shall be served upon every member of the council with not less than twenty-one days notice before the day appointed for the meeting.

- d) If the Chairman is not present at the meeting of the council any member of the Governing Body appointed by the Chairman, in writing, shall be the Chairman of the meeting, but if there shall be no member appointed as aforesaid, present or willing to take the chair, the members of the society shall choose one of the members present to be the Chairman of the meeting.
- e) No business shall be discussed at any meeting of the Council except the election of a Chairman, whilst the chair is vacant.
- D) One-third of the members of the Council present in person shall form a quorum at every meeting of the Council.
- g) All disputed questions at the meeting of the Council shall be determined by vote.
- h) Each member of the society shall have one vote.
- i) In case of equality of votes, the chairman shall have the casting vote.
- j) A notice may be served upon any member of the council either personally or by sending through post in an envelope addressed to such member at his address mentioned in the roll of members.
- k) Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same is posted and in proving such service it shall be sufficient to prove that the cover containing such notice was properly addressed and delivered to the Post Office.

#### 7. Members of the Council:

- i. Chairman
- ii. Secretary General
- iii. All other members as appropriate under Rule 3

#### 8. The Governing Body:

- ) The affairs of the Council shall be administered, directed and controlled subject to the Rules and Regulations and orders of the Council, by a Governing Body. The Governing Body of the Council shall consist of the following persons:

i Chairman of the Society, who shall also act as Chairman of the Governing Body.

ii Secretary-General.

iii Such number of the members of the Council not less than 5 and not exceeding 9, as may be presented from time to time by the council, who are nominated by the council for a period of two years coinciding with the tenure of the council. If for unavoidable reasons there is delay in

reconstitution of the Governing Body, the member of the outgoing Governing Body shall continue to function till successor Governing Body is elected by the re-constituted council.

- b) Unless their membership of the Governing Body is terminated as provided in Rules 4(a) and 4(b), and subject to the provisions of Rules 4(c) and 4(d), all other members of the Governing Body shall relinquish their membership on the expiry of two years from the date on which they became members of the Governing Body, but shall be eligible for re-appointment. If a casual vacancy arises during the two year period, the person appointed in the vacancy shall hold office only for the unexpired period of that two years.
- c) The Governing Body shall function notwithstanding that any person who is entitled to be a member by reason for his office is not a member of the Governing Body for the time being and notwithstanding any other vacancy in its body and no act or proceeding of the Governing Body shall be invalidated merely by reasons for the happening of any of the above events or of any defect in the appointment of any of its members.
- d) A member of the Governing Body shall cease to be such if he fails to attend three consecutive meetings of the Governing Body without proper leave of the chairman.
- e) Any vacancy in the membership of the Governing Body shall be filled up by appointment or nomination by the authority entitled to make such appointment or nomination.

#### 9. Proceedings of the Governing Body.

- a) Every meeting of the Governing Body shall be presided over by the chairman of the governing Body and in his absence by a member chosen by the meeting to preside for the occasion.
- b) Not less than four members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.
- c) Not less than fifteen clear days notice of every meeting of the Governing Body shall be given to each member of the Governing Body who shall for the time being in India.
- d) The Governing Body shall meet as often as may be considered necessary but not less than four times in a year.
- e) For determining the number of meetings mentioned in Rule 9(d), each year shall be deemed to commence on the 1st day of April and terminate on the 31st of March of the following calendar year.

- f) The Chairman of the Governing Body may himself call or by a requisition in writing signed by him, may require its Secretary-General to call a meeting of the Governing Body at any time.
- g) Each member of the Governing Body including the Chairman shall have one vote. All matters at the governing Body meeting shall be decided by the majority view. In the event of any equality of votes on any question to be decided by the Governing Body, the Chairman shall have the casting vote.
- h) It shall be the function of the Governing Body generally to carry out the objects of the Council as set out in the Memorandum of Association.
- i) The Governing Body shall have the management of all the affairs and funds of the council/society and shall have authority to exercise all the power of the society subject nevertheless in respect of expenditure to such limitation as the Government of India may from time to time impose.

#### 10. Byelaws of the Council:

- a) The Governing Body shall have the power, to frame, amend or repeal byelaws not inconsistent with these rules for the administration and management of the affairs of the Society and in particular to provide for the following:
  - i. the preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts for investment of funds of the Society and the sale of such investment and accounts and audit;
  - ii. conduct of business by the executive committee and such other committees/panels of experts as may be constituted from time to time.
  - iii. procedure for appointment of various executives of the society and staff of the Society.
  - iv. the terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and the staff of the Council.
  - v. terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects etc.
  - vi. such other matters as may be necessary for the administration of the affairs of the Society.

### 11. Endowments and Gifts:

- a) The Governing Body shall have the power to enter into arrangements with the Government of India and State Govts. and other public or private individuals for securing and accepting the endowments, grants-in-aids, donations or gifts, on mutually agreed terms and conditions provided that the conditions of such grants-in-aids, donations or gifts, if any, are not inconsistent or in conflict with the nature or objectives of the Society or the provisions of these rules.
- b) The Governing Body shall have the power to take over or acquire gifts or otherwise, from the Govt. of India or private individuals willing to transfer the same- libraries, laboratories, museums, collections, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives stated in the Memorandum of Association and the provisions of these rules.

### 12. Appointment of Committees:

- a) The Governing Body by resolution may appoint:
  - i. Committees or sub-committees for such purposes and with such powers as the Governing Body may think proper;
  - ii. Executive Committees or local committees for any particular area or institutions, consisting of persons who need not be members of the Society and delegate to them such powers as the Governing Body may think proper and lay down rules for the proceedings of such Committees;
  - iii. Advisory Boards or Committees, consisting of persons who need not be members of the Society and perform advisory functions as the Governing Body may think proper;
- b) The Governing Body may also dissolve any of the Committees or Boards at any time.

### 13. Funds of the Council and Accounts:

- a) The funds of the Council shall consist of the following:
  - i) Grants made by or through the Govt. of India or any State Government;
  - ii) Donations and contributions from other sources;
  - iii) Income and receipts of the Council from other sources.
- b) The Bankers of the Council shall be any of the Nationalised Banks to be selected by the Chairman. The Chairman shall have powers to authorise any officer or officers to fully operate the Bank account.

- c) Before the beginning of a financial year, which shall be counted from 1st April and ending on the 31st March of the next following year, the Governing Body of the Council shall prepare a budget for the year, which shall be submitted to the Council for adoption.
- d) The Council shall maintain in proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Governing Body.
- e) The Accounts of the Council shall be audited annually by qualified auditors appointed for the purpose by the Council or the Governing Body and any expenditure incurred in connection with the audit of accounts of the Council shall be payable by the Council. The auditors shall have the right to demand production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Council. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts shall be prescribed by byelaws.
- f) An Annual Report of the proceedings of the Council and of the work undertaken during the financial year shall be submitted by it for the information of the Council.

14. Annual list of Governing Body:

Once in every year, a list of the office-bearers and members of the Governing Body of the Society shall be filed with the Registrar of Societies, Delhi, as required under Section 4 of the Societies Registration Act of 1860, as applicable to the N.C. T of Delhi.

15. Contracts:

All contracts shall be executed on behalf of the Council by an officer of the Council authorised by the Governing Body.

16. Legal Proceedings:

The Society may sue or be sued in the name of the Secretary-General as per provisions laid down under Section 6 of the Societies Registration Act of 1860, as applicable to the N.C.T. of Delhi.



## 17. Dissolution and Adjustment of Affairs

If on the winding up or dissolution of the Council, there shall remain after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among, the members of the Council or any of them, but shall, consistent with the objects of the Council, be dealt with in such manner as the Central Government may determine.

## 18. General:

- a) No act or proceedings of the Council or the Governing Body shall be deemed to be invalid by reason merely of any deficiency in, or any defect in, the constitution of the Council or the Governing Body as the case may be.
- b) The income and property of the society, however derived, shall be applied towards the promotion of the objects thereof as set out in the Society's Memorandum of Association. No portion of the income and property of the society shall be paid or transferred directly or indirectly, by way of dividends, bonus or otherwise, by way of profits to the persons who at any time are or have been members of the society or to any of them, or to any person claiming through them, provided that nothing herein contained shall prevent the payment in good faith or remuneration to any member thereof or other persons in return for any service rendered to the society.

## 19. Alteration or extensions of the purpose of the Society and alteration of the Rules and Regulations

- a) The Society may alter or extend the purpose for which it is established:
  - i. if the Governing Body shall submit the proposition for such alteration or extensions, as aforesaid, to the members of the Society in a written or printed report;
  - ii. if the Governing Body shall convene a special meeting of the members for the Society, according to the rules and regulations for the consideration of the said proposition;
  - iii. if such report be delivered or sent by post to every member of the society, with 14 clear days notice, previous to such special general meeting, as aforesaid; and

iv. If such proposition be agreed to by the votes of three-fifths of the members of the Society present at the second special general meeting convened by the Governing Body at an interval of one month after the former meeting.


b) The sanction of the Governing Body shall be obtained before the rules and regulations of the Society and any amendment to them are brought into force. The said Rules and Regulations save and except Rule 19(a) above may be altered at any time with the sanction of the Governing Body by a resolution passed by a majority of the members of the Society, present at any meeting of the Society, which has been convened for the purpose.


New Delhi

Date: 20 January 1997



CERTIFIED that this is the **CORRECT COPY** of the **Rules and Regulations** of the **Quality Council of India.**

  
(Chairman)

  
(In-charge Secretary-General)

  
(Member)

