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MEMORANDUM OF ASSOCIATION AND  
THE RULES RELATING TO THE ESTABLISHMENT OF  
THE STATE INSTITUTE OF LANGUAGES (KERALA) SOCIETY  
(INCORPORATING ALL AMENDMENTS)

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STATE INSTITUTE OF LANGUAGES  
KERALA

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**MEMORANDUM OF ASSOCIATION AND THE RULES RELATING  
TO THE ESTABLISHMENT OF THE STATE INSTITUTE OF  
LANGUAGES (KERALA) SOCIETY**

**(Incorporating all amendments)**

In the matter of Act XII of 1955 for the Registration of Literary, Scientific and Charitable Societies, and

In the matter of the "State Institute of Languages (Kerala) Society", hereinafter referred to as "the Society".

**MEMORANDUM OF ASSOCIATION**

1. (i) The name of the Society is "The State Institute of Languages (Kerala) Society".
- (ii) The registered office of the Society shall be situated at Trivandrum.
2. In this Memorandum and the Rules made thereunder unless the context otherwise requires.
  - (a) "Institute" shall mean the "State Institute of Languages, Kerala"
  - (b) "Society" shall mean the "State Institute of Languages (Kerala) Society", and
  - (c) "The Government" shall mean the Government of Kerala.
3. The objects for which the Society is established are:-
  1. To establish and to carry on the administration and Management of the State Institute of Languages. The objectives of the Institute shall be:-
    - (a) To promote the development of the regional language of the State (i. e. Malayalam), so that it grows rapidly in richness and functional efficiency and becomes an effective means of communicating modern knowledge:

(b) to strengthen effectively the communication among various Indian languages and

(c) to help develop the Malayalam language as a vehicle for bringing about emotional and social integration in the country. Specifically, the functions of the Institute shall be as hereunder:-

- (i) To adopt / adapt in the regional language of the State the terminology prepared by the Commission for Scientific and Technical Terminology, official Language (Legislative) Commission of India and any other body or organisation that may be constituted by the Government of India or by the Government of Kerala for evolving a common technical terminology for Indian Languages.
- (ii) To co-ordinate and encourage by way of prizes and other incentives the production of books in Malayalam on various subjects of the University level, specially in Science and Technology.
- (iii) To co-ordinate, encourage and organise orientation courses through Seminars, Summer Institutes, Workshop etc. for the University and College Teachers in order to enable them to teach effectively through Malayalam.
- (iv) To compile vocabularies for various standards and prepare descriptive grammar of Malayalam.
- (v) To evolve methodology and aids for the study and teaching of Malayalam as (a) Mother-tongue and (b) Second language at different levels.
- (vi) To prepare bilingual and / or multilingual dictionaries, and other works of references.
- (vii) To translate and transliterate outstanding books/ classical works from one language to another.



- (viii) To organise courses for training bilinguists and multi-linguist and interpreters.
- (ix) To collect and publish folklore and other literature connected with the development of and research in Malayalam.
- (x) To undertake research in linguistics of practical application to Malayalam and other Indian Languages.
- (xi) To organise Seminars, Conferences etc. for the development and promotion of Malayalam and other Indian Languages.
- (xii) To co-operate with the Government in the switch-over to Malayalam as official language for purposes of administration.
- (xiii) To co-operate with the Universities in the switch-over to Malayalam as the medium of instruction at all stages of higher education.
- (xiv) To work for the promotion, development, reform and advancement of Malayalam script and publish the literature of other Indian languages in the Malayalam script.
- (xv) To undertake and provide the publication of books, periodicals, journals and research papers in furtherance of the objectives, of the Institute.
- (xvi) To constitute committees, cells, study groups or working groups as the Institute may consider necessary for the performance of its functions.
- (xvii) To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute in such manner as may be conducive to their common objects.
- (xviii) To undertake such other activities which are relevant to fulfil the objectives of the Institute.

A copy of the Rules of the Society certified to be correct copy by (three) members of the Society is filed along with this Memorandum of Association.

We the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under Act XII of 1955 this 29th day of April 1969.

Sl. No. (1)	Names, addresses and Occupation of Members (2)	Signature of Members (3)
1.	Shri. E. M. S. Namboodiripad, (President) Chief Minister of Kerala, Trivandrum.	Sd/-
2.	Shri. C. H. Mohammed Koya, (Vice-President) Honourable Minister for Education Government of Kerala, Trivandrum.	Sd/-
3.	Shri. P. Velayudhan Nair IAS, (Member) Secretary to Government, Finance Department, Government of Kerala, Trivandrum.	Sd/-
4.	Prof. Joseph Mundassery, (Member) Member, State Planning Board, Trivandrum.	Sd/-



5. (Member)  
Vice Chancellor,  
University of Kerala,  
Trivandrum. Sd/-
6. (Member)  
Pro-Vice Chancellor,  
University of Calicut,  
Calicut. Sd/-
7. (Member)  
Vice-Chancellor,  
University of Kochi,  
Kochi. Sd/-
8. (Member)  
Vice-Chancellor,  
Kerala Agriculture University  
Mannuthy, Thrissoor. Sd/-
9. (Member)  
Vice-Chancellor  
Mahatma Gandhi University,  
Kottayam. Sd/-
10. Prof. Kuttipuzha Krishna Pillai  
(Member), Union Christian College P. O.,  
Alwaye. Sd/-
11. Shri. Vakkom Abdulkhadar,  
(Member), Thekkumbhagom,  
Paravoor. Sd/-
12. Shri. K. C. Sankaranarayanan IAS, (Member),  
Secretary to Government,  
Education Department,  
Government of Kerala,  
Trivandrum. Sd/-

13. Shri. N. V. Krishna Warriar,  
(Member-Secretary),  
Director,  
State Institute of Languages,  
Trivandrum. Sd/-
14. Shri. M. Prabha (Member),  
Chairman, Official Language  
(Legislative)  
Commission, Trivandrum-1. Sd/
15. Shri. K. C. Ramakrishna Pillai (Member),  
Joint Secretary to Government  
Education Department,  
Government of Kerala  
Trivandrum. Sd/-
16. A representative of the Union Ministry of  
Education and Youth Services (Member)
17. A representative of University Grants  
Commission (Member)
18. A representative from the Staff of the SIL  
(Member)
19. A representative from the Staff of the VMP  
(Member)

#### STATE INSTITUTE OF LANGUAGES (KERALA) SOCIETY

#### RULES

1. The registered office of the Society shall be situated at Trivandrum.
2. The Society shall have a Board of Trustees (hereinafter referred to as "the Board"). The first Board shall consist of the following members.



- (1) The Chief Minister of the State (President) or, when there is no council of Ministers for the State, the Chief Secretary to Government.
- (2) The minister for Education, in case the Chief Minister himself is holding the education portfolio, any other Minister nominated by the Chief Minister or, when there is no council of Ministers for the State, the Secretary to Government Education Department. (Vice President)
- (3) Vice-Chancellor/Pro-Vice Chancellor of the University of Kerala.
- (4) Vice-Chancellor / Pro-Vice Chancellor of the University of Calicut.
- (5) Member in charge of Education in the State Planning Board, if any.
- (6) Finance Secretary to the Government of Kerala.
- (7) Education Secretary to the Government of Kerala
- (8) ~~Not less than 2~~ non-officials nominated by the State Government from time to time from among eminent persons in public life of the State for periods not exceeding three years at a time. They shall be eligible for reappointment.
- (9) The Chairman of the Official Language (Legislative) Commission, Kerala.
- (10) Addl./Joint Secretary to Government, Education Department nominated by Government from time to time (Treasurer).
- (11) A representative of the Union Ministry of Education and Youth Services.
- (12) A representative of the University Grants Commission.
- (13) The Director of the Institute (Member-Secretary).
  - (a) No act of proceeding of the Board shall be invalidated by reason of any vacancy or any defect in the appointment of any of its members.

- (b) Casual vacancies among members other than Ex Officio shall be filled, as soon as is convenient, by the Government of Kerala. The person appointed in a casual vacancy shall hold office for the unexpired period of the terms of the membership.
3. If a Member of the Board shall change his address, he may notify to the Director of his new address, but if he fails to notify such new address, his address as recorded in the roll of members shall be deemed to be his address.
4. The General superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Board.
5. Where a member of the Board becomes such member by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
6. A member of the Board shall cease to be such member if he (a) dies or (b) resigns his membership, or (c) becomes of unsound mind or (d) becomes insolvent, or (e) is convicted of a criminal offence involving moral turpitude.
7. Any casual vacancy in the Board shall be filled by the appointment by the Government and the member appointed or nominated to fill such casual vacancy shall hold office for the remaining term, if any, of the member in whose place he has been appointed or nominated.
8. The Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, of any of its members, and no act or proceedings of the Board shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment, of any of its members.
9. (i) Four members, including the President, shall constitute a quorum at any meeting of the Board.



- (ii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (iii) Each member of the board including the President shall have one vote and if there shall be an equality of votes on any question to be determined by the Society, the President shall have a second or casting vote.
- (iv) Every meeting of the Board shall be presided over by the President and in his absence by the Vice President.
- (v) Any resolution except such as may be placed before the meetings of the Board may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effectual and binding as if such resolution had been adopted at a meeting of the Board, PROVIDED that in every such case at least four members of the board shall have recorded their approval of the resolution.

#### 10. Powers and functions of the Board:

Subject to the provisions of the Memorandum, the Board shall have the power:

- (1) to lay down the general policy to be followed by the Institution in implementing its objectives and functions.
- (2) to consider and approve the programme of work to be undertaken in each financial year by the Institute and to lay down principles for the general guidance of the Institute.
- (3) to consider and approve the annual budget of the Institute. The annual budget shall be submitted to the Government for approval before the first of April every year.
- (4) to create and sanction of posts in both the academic and administrative wings of the Institute.
- (5) to appoint sub-committees as may be required for fulfilling the various objectives of the Institute.

- (6) to appoint a standing committee and delegate powers to this committee.
- (7) to carry out such other functions as may be entrusted to the Governing Body by the Government.
- (8) to make Rules and Bye-laws for the conduct of the affairs of the Society and to add to, amend, vary or rescind them from time to time, with the approval of the State Government.
- (9) to acquire and hold property, provided that prior, approval of the Government is obtained for the acquisition of immovable property.
- (10) to raise loans from the Kerala Financial Corporation or other organisations, for acquiring, maintaining developing properties such as printing press, accessories- etc.
- (11) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects, provided that prior approval of the Government is obtained for the transfer of any immovable property.
- (12) to maintain a fund to which shall be created:-
  - (a) All moneys provided by the Central and the State Governments.
  - (b) All moneys received by the Society by way of grants, gifts, donations, benefactions-, bequests or transfers, and
  - (c) All moneys received by the Society in any other or from any other source.
- (13) to meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions out of the fund.
- (14) to prepare and maintain account and other relevant records and to prepare an annual statement of account including the balance sheet of the society in such form as may be prescribed by



the State Government in consultation with the Accountant General.

- (15) to forward annually to the State Government the accounts of the Society as certified by the Examiner of Local Fund Accounts or by an Auditor appointed by the Governing Body of the State Institute of Languages.
- (16) to do all such things as may be necessary incidental or conducive to the attainment of all or any of the objects of the Society.
- (17) to constitute such committee or committees as it may deem fit for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Institute.
- (18) to delegate any of its powers to the standing committee of the Governing Body of the Institute or to any of the committee constituted by it by the Governing Body or to the president of the Board of Trustees.
- (19) to perform such additional functions and to carry out such duties as may from time to time be assigned to it by the State Government.

11. *Meetings of the Board:* The board shall meet at least once in four months.

12. The President shall preside at the meetings of Board. In his absence the Vice President shall occupy the chair. If the Vice President too is absent, the members of the Board present shall elect any one from among themselves to preside over the meeting.

13. (i) *The President:* It shall be the duty of the President to see that the decisions taken by the Board are implemented.

(ii) The President shall exercise such other powers as may be delegated to him by the Board.

14. *The Director:* The Government shall appoint a Director of the Institute and determine his scale of pay and conditions of service. The Director

shall be the Principal Executive Officer of the Institute. He shall be the custodian of the records of the Institute and such other property as the Board may commit to his charge. He shall conduct official correspondence on behalf of the Board. He shall prepare and present the annual budget of the Institute for the consideration and approval of the Board. He shall submit proposals from time to time for the fulfilment of the objectives and performances of the functions of the Institute for consideration and sanction by the Board and on their approval implement them. He shall also exercise such other function and responsibilities as may be delegated to him from time to time by the Board.

The Director may sanction expenditure on contingencies supplies, services and purchase of articles required for the day-to-day administration of the Institute subject to the financial provisions in the Budget and subject to the limits upto which he may be authorised to sanction expenditure on single items from time to time by the Board.

The Director may in consultation with the standing committee constitute by nomination various committees and cells of academic and technical personnel for specific purposes and sanction the expenditure on their T. A., D. A., sitting fees and honararia, at the rates determined by the Board.

The Director may also exercise such administrative and financial powers other than mentioned above as may be delegated to him from time to time by the Board with the approval of the Government.

15. *The Administrative Officer:* The Board may take on deputation from the Government from time to time an officer of suitable status to work as the Administrative Officer of the Institute. It shall be the duty of the Administrative Officer to assist the Director in the exercise of all his administrative functions.

16. *Financial Assistant:* The Board may take on deputation from the Government from time to time an officer of suitable status to work as Financial Assistant to maintain the accounts of the Institute under the supervision of the Director and assist him in all financial matters.



17. All orders and other instruments relating to the Institute shall be expressed in the name of the Board and shall be executed for and on behalf of the Board by the Director.
18. All contracts and assurance of properties shall be expressed to be made in the name of the Board and shall be executed for and on behalf of the Board by the Director of the Institute.
19. The accounts of the Institute shall be audited by the, examiner of Local Fund Accounts. The Board may also appoint Auditors to audit the accounts of the Institute if deemed necessary.
20. The members of the Board or of any Committee appointed by the Board shall not be entitled to any remuneration from the Board, but non-official members of the Board or any committee appointed by the Board shall be paid by the Board such travelling and daily allowances as may be provided for in the Bye-laws to be made in this behalf, in respect of any journeys under taken by them for attending the meetings of the Board or the Committee or in connection with any other business of the Board or the Committee, as the case may be. Travelling and daily allowances in respect of the official members for journeys undertaken by them for attending the meetings of the Board or any Committee or in connection with any other business of the Board or the committee, shall be borne by the respective Departments of Government.
21. (i) Within six months after the close of every financial year, the Board shall submit to the State Government a report on the working of the Society in the previous year together with an audited statement accounts showing the income and expenditure for the previous year.
- (ii) The Board shall submit to the State Government the Budget estimates for every financial year by such date before the end of the previous year as the State Government may fix in this behalf.
22. For the purpose of Section 9 of the Literary, Scientific and Charitable Societies Registration Act, 1955 the person in whose name the Society may sue or be sued shall be the Administrative Officer of the Society.

23. No benefaction shall be accepted by the Society which in its opinion, involves conduction or obligations opposed to the spirit and object of the Society.
24. The State Government may at any time appoint one or more persons to review the work and, progress of the Institute and to hold an enquiry into the affairs thereof and to report thereon in such manner as the State Government may stipulate upon receipt of any such report, the State Government may take such action and issue such directions as it may consider necessary (in respect of any of the matters dealt with in the report regarding the Institute as the case may be) and the Institute shall be bound to comply with such directions.
25. In case the State Government is satisfied that the Institute is not functioning properly, the State Government shall have the power to take over the administration and assets of the Institute.
26. If, on the winding up or dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities any assets and property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the State Government may determine.
27. (i) Subject to the prior approval of the Government, the Society may alter, extend or abridge any purpose or purposes for which it is established, provided that the procedure prescribed in that behalf by Act XII of 1955 has been followed.
- (ii) There rules may be altered by the Board with the consent of the Government at any time by a resolution passed by a majority of two-thirds of the members present at the meeting of the Board which shall have been convened for the purpose after giving due notice of such resolution to the members of the Board.
- Sd/- P. Velayudhan Nair IAS  
Sd/- K. C. Sankaranarayanan IAS  
Sd/- N. V. Krishna Warriar  
Sd/- K. C. Ramakrishna Pillai.