

**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान**  
**Indian Institute of Science Education & Research (IISER) Tirupati**

# **Memorandum of Association and Rules**

**For Registration as a Society under  
Andhra Pradesh  
Societies Registration Act, 2001**

**Concerning Registration of Literacy,  
Scientific and Charitable Societies**

# **Memorandum of Association**

of

**Indian Institute of Science Education and  
Research Tirupati (IISER Tirupati)**

**For Registration as a Society under  
Andhra Pradesh Societies Registration Act, 2001**

**Concerning Registration of Literacy,  
Scientific and Charitable Societies**



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**Memorandum of Association**  
**of**  
**Indian Institute of Science Education and Research Tirupati**  
**For Registration as A Society Under Andhra Pradesh Societies**  
**Registration Act, 2001 Concerning Registration of Literacy,**  
**Scientific and Charitable Societies**

**Memorandum of Association of the Society**

**1. Name of the Society**

The name of the Society shall be ***Indian Institute of Science Education and Research Tirupati***, hereinafter referred to as Society.

**2. Registered Office of the Society :**

C/o Sree Rama Engineering College  
Rami Reddy Nagar, Karakambadi Road,  
Mangalam (P.O), Tirupati - 517 507

**3. Aims and Objectives of the Society**

- (a) To impart high quality education and training through flexible and seamless curricula by adapting to the best global practices in this regard in basic and applied sciences, technology, arts, humanities, social sciences and management and to carry out state-of-art research and development work in these areas.
- (b) To build a high quality academic faculty capable of synergising quality research with education, teaching and mentoring, acquisition of knowledge and its application to national needs in the above areas, specially in emerging frontier areas of basic and applied sciences.
- (c) To proactively forge and evolve strong symbiotic relationships with colleges, universities, research and development laboratories and institutions, science research agencies and industries in India and abroad with a view to network and complement infrastructural and human resources.
- (d) To generate, protect and exploit significant intellectual properties through its core and sponsored research programmes in areas of basic sciences that have potential in evolving cutting edge technology.
- (e) To develop and establish campus/campuses in pursuance to the above objectives, anywhere in India.

- (f) To do all such things as are incidental, necessary or conducive to the attainment of any or all of the objects of the Society and ensure its growth and further elaborated in the Mission and Vision document of IISER Tirupati.

#### **4. Powers and Functions of the Society**

For attainment of its objectives, the Society may inter-alia carry out the following functions: -

1. To establish, administer, and manage the Indian Institute of Science Education and Research Tirupati (IISER Tirupati) and to provide all kinds of facilities for its efficient functioning and growth.
2. To make, amend, rescind and modify the rules and regulations and Bye-laws framed under them for efficient management and administration of the Society.
3. To create, establish, and train young talent for career in education, research and development activities in basic sciences, technology, arts and humanities and social sciences.
4. To select, educate and train young talent for career in education and research and development activities in basic sciences, technology, arts and humanities and social sciences.
5. To conduct test and examinations for the award of degrees, diplomas, certificates and such other distinctions to the candidates so trained and having attained set standards of proficiency.
6. To institute and award freeships, fellowships, prizes, medals and such other distinctions in accordance with the rules and Bye-laws drawn thereof.
7. To confer honorary awards and other distinctions.
8. To fix such fees and other charges as may be laid down in the Bye-laws made under the Rules of the Society.
9. To establish, maintain and manage the land and buildings and the other assets of the Institute.
10. To create academic research, administrative, technical, ministerial and other posts under the Society except the post of the Director of the Institute, to determine their numbers, qualifications, scales of pay, terms and conditions of service and to make appointments thereof, with provision that the posts so created are in the cadre and scales of pay as approved by the Central Government from time to time. The appointment to the post of the Director shall be made according to such procedures and on such terms and conditions as may be decided by the Central Government.

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11. To establish consultancy and know-how transfer cells for effective linkages with the users.
  12. To establish well equipped library, computer, and information centres, workshop and resource centres for support function to the educational, research and development activities and dissemination of information.
  13. To provide and promote effective linkages between IISER Tirupati and other Institutions in India and abroad in various branches of sciences.
  14. To develop and operate continuing education programmes, distance education, multi-media, internet-based and other technology-based education programmes.
  15. To receive grants, gifts and donations, in cash or otherwise or of movable or immovable property of all descriptions.
  16. To construct, maintain, alter any structure, building or works owned by it, deemed necessary or desirable to the Society in furtherance of its objectives.
  17. With prior permission of the Central Government, to dispose of immovable properties or demolish any structure, building or works owned by the Society deemed necessary or desirable.
  18. To raise loans and advances whether secured or unsecured, with the concurrence of the Central Government.
  19. To file patents and generate, register and secure intellectual property and to take decisions about commercialization of the same in pursuance of the objectives of the Society.
  20. To print, publish and sell, circulate or distribute gratuitously or otherwise, journals, periodicals, books or leaflets that the Society may consider desirable and necessary for the promotion of its objectives.
  21. To maintain a Fund to which shall be credited:
    - (a) All moneys provided by the Central and the State Governments;
    - (b) All fees and other charges received by the Society;
    - (c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
    - (d) All moneys received by the society in any other manner or from any other sources.
  22. To deposit all moneys credited to the Fund in such Banks or to invest them in such manner as the Society may, with the approval of the Central Government, decide.
  23. 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.

24. To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be prescribed by the Central Government.
25. To forward annually to the Central Government the accounts of the society as certified by the Auditor General of India or any other authority as may be decided by the Central Government.
26. 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.

**5. Institute open to all**

- (a) The Institute shall be open to all persons irrespective of caste, creed, race, sex, religion, residence, place of birth, all or any of them, in admitting students or appointing members, teachers and other staff of the Institute.
- (b) No benefaction shall be accepted by the Society, which, in its opinion, involves condition of obligations opposed to the spirit and object of this paragraph.

**6. Review by the Central Government**

The Central Government may at any time appoint one or more persons to review the work and progress of the Society or the Institute and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any other matters dealt with in the report regarding the Society or the Institute, as the case may be, and the Society shall be bound to comply with such directions.

**7. Takeover by the Central Government**

In case the Central Government is satisfied that the Society or the Institute is not functioning properly, the Central Government shall have the power to take over the administration and assets of the Institute.

**8. Dissolution of the Society**

If, on 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 Central Government may determine.

We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Andhra Pradesh Societies Registration Act, 2001 (35 of 2001).

Sl. No.	Name & designation	Address	Occupation	Signature
1	Shri. V.S. Oberoi, Secretary (Chairman)	Ministry of Human Resource Development, Government of India, Shastri Bhavan, New Delhi 110 115	Government Service	
2	Prof. K.N. Ganesh, Director	Indian Institute of Science Education & Research, Pune 411 008	Head of the Institute	
3	Prof. Anurag Kumar, Director	Indian Institute of Science, Bangalore 560 012	Head of the Institute	
4	Prof. Indranil Manna, Director	Indian Institute of Technology Kanpur Kanpur 208 016	Head of the Institute	
5	Dr. Sekhar Basu, Secretary	Department of Atomic Energy, Anushakti Bhavan, Chatrapathi Shivaji Maharaj Marg, Mumbai 400 001	Government Service	
6	Shri I.Y.R. Krishna Rao, Chief Secretary	Government of Andhra Pradesh, Hyderabad	Government Service	
7	Prof. Srikumar Banerjee	Bhabha Atomic Research Centre, Trombay, Mumbai 400 085	DAE Homi Bhabha Chair Professor,	
8	Dr. Madhavan Nair Rajeevan, Secretary,	Ministry of Earth Science, Government of India, Block No. 12, C.G.O. Complex, Lodhi Road, New Delhi 110 003	Government Service	
9	Shri Praveen Kumar, Joint Secretary (A)	Ministry of Human Resource Development, Shastri Bhavan, New Delhi 110 115	Government Service	
10	Ms. Darshana M. Dabral, Joint Secretary & Financial Advisor,	Ministry of Human Resource Development, Shastri Bhavan, New Delhi 110 115	Government Service	
11	Prof. Vijayalakshmi Ravindranath, Chairperson	Centre for Neuroscience, Indian Institute of Science, Bangalore	Head of the Centre	
12	Prof. L.S. Shashidhara	Indian Institute of Science Education & Research, Pune 411 008	Professor	
13	Prof. A. Raghuram	Indian Institute of Science Education & Research Pune 411 008	Professor	
14	Col. G. Raja Sekhar (Retd.), Registrar,	Indian Institute of Science Education & Research Pune 411 008	Registrar (Non-Member Secretary)	

I identify all the persons signed and they have signed above in my presence

## **Rules and Regulations of Indian Institute of Science Education and Research Society Tirupati**

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### **1. Short Title**

These rules shall be called the Rules of the ***Indian Institute of Science Education and Research Tirupati***.

### **2. Address of the Institute:**

C/o Sree Rama Engineering College  
Rami Reddy Nagar, Karakambadi Road,  
Mangalam (P.O), Tirupati - 517 507.

2.1. Jurisdiction : The area of operation of the Society shall be State of India.

### **3. Definitions**

In the Constitution, following expressions shall have the following meaning:

- (a) The “Society” means “**Indian Institute of Science Education and Research Society Tirupati**”.
- (b) Authorities', 'Officers' and “Faculty Members”, in relation to an institute, respectively means, the authorities, officers and faculty members or professors of the Institute;
- (c) “Board” means the Board of Governors of the Institute;
- (d) “Building and Works Committee” means the Building and Works Committee of the Institute;
- (e) “Department or Discipline or Centre or School” means an Academic Department or Discipline or Centre or School established to impart instructions and/or for carrying out or facilitating the academic and research activities relating to any particular area or discipline or areas of inter-disciplinary nature;
- (f) “Central Government” means the Government of India;
- (g) “Council” means the Council of the Institutes;
- (h) “Chairperson” respectively means the Chairperson of the Board or Finance Committee or Senate or Building and Works Committee;
- (i) “Director” means the Director of the Institute under Statute 11;
- (j) “Deputy Director” means the Deputy Director of the Institute under Statute 12;
- (k) “Registrar” means the Registrar of the Institute under Statute 13;
- (l) “Warden”, in relation to a Hall or Hostel means the Warden thereof under Statute 28(2);

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- (m) "Dean" means the Dean appointed by the Director under Statute 14;
  - (n) "Finance Committee" means the Finance Committee of the Institute under Statute 8;
  - (o) Head' or 'Chair' in relation to a Department or Discipline or Centre or School means the Head thereof;
  - (p) "Ordinances" means the Ordinances of the Institute;
  - (q) "Senate" means the Senate of the Institute under Statute 7;
  - (r) "Programme" means an academic programme of the Institute;
  - (s) "Rules" means the rules made under the Act;

#### **4. Authorities of the Institute**

The following shall be the authorities of the Institute, namely –

- (i) The Board of Governors as constituted under section 4 of the Act;
- (ii) The Senate as constituted under section 7 of the Act;
- (iii) The Finance Committee as constituted under section 8 of the Act;
- (iv) The Building and Works Committee as constituted under section 9 of the Act.

#### **5. Board of Governors :- Composition of the Board (as per Section 11A of NIT (Amendment) ACT, 2012**

- 1) The Chairperson to be nominated by the Visitor;
- 2) Secretary, Higher Education Or his/her nominee not below the rank of Joint Secretary to the Govt. of India (ex-officio),
- 3) Director of the Institute (ex-officio);
- 4) Director of the Indian Institute of Science, Bangalore (ex-officio).
- 5) Director of one Indian Institutes of Technology, to be nominated by the Central Government;
- 6) Two Secretaries to the Government of India, to be nominated by the Central Government representing its Scientific Or Industrial Ministries;
- 7) Chief Secretary of the State in which the Institute is located, or his/her Nominee not below the rank of Joint Secretary to the Govt. of India
- 8) Two Professors of the Institute to be nominated by the Senate;
- 9) Four eminent Scientists, to be nominated by the Council, having special knowledge practical experience in respect of education, engineering or science, one of whom shall be a woman; and
- 10) Financial Adviser, MHRD, ex-officio
- 11) Registrar (ex-officio) – non member Secretary.

### **5.1 Subject to the provisions of the Act,**

- (1) The Board of Institute shall have the general superintendence, direction and control of the affairs of the Institute.
- (2) The Board shall lay down norms in regard to the following, namely:-
  - (a) Providing academic support to other scientific and technical institutions;
  - (b) Collaboration with foreign and Indian educational and research institutions;
  - (c) Providing industrial consultancy; and
  - (d) Acceptance of donations;
- (3) The Board shall lay down the policy regarding the limit of expenditure to be incurred and the approval thereof in case of minor and capital works and repair and maintenance of estate and works.
- (4) The procedure for the constitution and the meetings of the Board shall be as follows, namely:-
  - (a) The Authorities entitled to nominate or elect representatives on the Board shall be invited by the Registrar to do so, within a reasonable time not ordinarily exceeding eight weeks from the date on which he issues such invitations. The same procedure shall be followed for filling casual vacancies on the Board;
  - (b) The Board shall meet as often as may be necessary but at least four times during a calendar year;
  - (c) Meetings of the Board shall be convened by the Chairperson either on his own initiative or at the request of the Director or on a requisition signed by not less than three members of the Board;
  - (d) One half of total members including one member from outside the Institute shall form a quorum for a meeting of the Board.

Explanation:- for the purpose of this clause, "member from outside" means a nominee of Council, Central Government other than Chairman and/or Director of other IISERs;
  - (e) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present and voting including the Chairperson. If the votes be equally divided, the Chairperson shall have a casting vote;
  - (f) The Chairperson, if present, shall preside at every meeting of the Board. In his absence, the members present shall elect one from amongst themselves to preside at the meeting;
  - (g) The notice of every meeting shall be sent by the Registrar to every member at least fifteen days before the date of the

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meeting. The notice shall state the place, date and time of the meeting;

Provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent special issues.

Explanation: For the purpose of this clause “Special Meeting” means a meeting with an issue of extra ordinary urgency on its agenda and “Short notice” means a notice of less than fifteen days.

- (h) The notice may be delivered either by hand or sent by registered post or e-mail or fax at the address of each member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post, e-mail or fax;
- (i) Agenda of a meeting of the Board, other than the Special meeting called on short notice, shall be circulated by the Registrar to the members at least ten days prior to the meeting;
- (j) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week prior to the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received;
- (k) If any dispute or question relating to procedure arises, the Chairman shall decide and the same shall be binding on the members;
- (l) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar with the approval of the Chairperson and circulated to all members of the Board. The minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Board and the Council at all times during office hours;
- (m)
  - (i) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board he or she shall cease to be a member of the Board;
  - (ii) Any business which may be necessary for the Board of Governors to perform may be carried out by circulating appropriate resolution thereon among its Members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

- (n) The Board may delegate such of its powers to the Director, as may be deemed appropriate by it. However, the Director shall report to the Board of the action taken by him / her at its next meeting.
- (o) The term of the two Professors of the Institute to be nominated by the Senate as a member of the Board under sub-section (h) of Section 11 A, of the Act shall be two years from the date of his or her nomination.

### **5.2 Powers of the Board :**

In addition to the powers provided in the Act, the Board shall have the following Powers, namely:-

- (1) to abolish any post in the institute, not specifically mentioned in the Act.
- (2) to modify the statutes with the approval of the Central Government from time to time: Provided that modified Statute, shall be applicable only after the assent of the Visitor; and
- (3) to recommend modification of any ordinances on the recommendation of the Finance Committee or Senate of the Institute subject to the condition that such modifying shall not be in contravention of the Act or the Statute framed there under.

### **5.3 Authentication of Orders and Decisions of the Board :**

All orders and decisions of the Board shall be authenticated by the signature of the Registrar, or any other person authorized by the Board on its behalf.

## **6. Senate**

### **(1) Composition of the Senate**

- (a) The Director, ex officio, who shall be the Chairman of the Senate;
- (b) The Deputy Director, ex officio;
- (c) The Professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the Institute;
- (d) Three persons, one of whom shall be a woman, not being employees of the Institute, to be nominated by the Chairperson in consultation with the Director, from amongst educationists of repute, one each from the field of science, engineering and humanities; and
- (e) the Heads or Chairs of the Departments or Disciplines or Academic Centres or Schools other than Professors;
- (f) the Deans and Associate Deans other than Professors;
- (g) the Librarian of the Institute;

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- (h) one Warden by rotation to be nominated by the Director for a period of one calendar year;
  - (i) not more than six other members of the academic staff for their special knowledge approved by the Chairperson, Board on the recommendations of the Director for a period of two calendar years or as may be specified by the Chairperson, Board in this behalf.
  - (j) two student representatives specially invited for specific discussion but not involving policy or disciplinary matters in the Senate meetings.
  - (k) Registrar (ex-officio) – non member Secretary.

#### **6.1 Powers of Senate :**

- (a) frame and revise curricula and syllabi for the courses of studies for the various Academic Departments or Disciplines or Centres or Schools;
- (b) make arrangements for the conduct of examination, declare the results of the examinations or to appoint Committees or officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- (c) appoint Advisory Committees or Expert Committees or both for the Academic Departments or Disciplines or Centres or Schools and the Academic Centres of the Institute to make recommendation on academic matters connected with the working of the Academic Departments or Disciplines or Centres or Schools. The Head of the Academic Departments or Disciplines or Centres or Schools concerned shall act as convenor of such Committees;
- (d) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific academic matters, as may be referred to any such Committee by the Senate;
- (e) consider the recommendations of the Advisory Committee attached to various Academic Departments or Disciplines or Centres or Schools and that of Expert and other committees and take such action (including the making of recommendations to the Board) as circumstances of each may require;
- (f) review periodically the activities of the Academic Departments or Disciplines or Centres or Schools and take appropriate action (including the making of recommendations to the Board);

- (g) supervise the working of the Library;
  - (h) promote research within the Institute and require reports on such research from the persons engaged thereon;
  - (i) provide for the inspection of the classes and the Hostels in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
  - (j) award stipends, scholarships, fellowships, medals and prizes and make other awards in accordance with the Ordinances and such other conditions as may be attached to the award;
  - (k) make recommendations to the Board with regard to –
    - (i) the creation of posts on the academic staff and the abolition thereof, and
    - (ii) the duties attached to such posts;
  - (l) make recommendations to the Board, relating to the overall Academic development of the Institute, with regard to –
    - (i) the establishment of the Academic Departments or Disciplines or Centres or Schools and the abolition thereof; and
    - (ii) the allocation of academic and other staff to such Academic Departments or Disciplines or Centres or Schools;
  - (m) provide support to other scientific or technical or professional institutions in furtherance of their academic standards;
  - (n) conduct outreach through distance learning mode to enhance the academic and research productivity of the Institute; and
  - (o) frame such regulations and rules consistent with these Statutes and the Ordinances regarding the academic functioning of the Institute, discipline, residences, admissions, award of fellowships and studentships, fee concessions, corporate life and attendance.
- (3) The Senate shall meet as often as necessary, but not less than four times during a calendar year.
- (4) Meetings of the Senate shall be convened by the Chairperson of the Senate either suo motu or on a requisition signed by not less than one fifth of the members of the Senate. The requisitioned meeting shall be a special meeting to discuss only those items of the agenda for which requisition is made. The requisitioned meeting shall be convened by the Chairperson of the Senate within fifteen days of the notice given for such a requisition.

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- (5) One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.
  - (6) The Director, if present, shall preside at every meeting of the Senate. In his absence, the Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior-most of the Deans present shall preside at the meeting failing which, the senior-most of the Professors present shall preside at the meeting.
  - (7) A notice of every meeting along with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting. The Chairperson of the Senate may permit the inclusion of any item for which due notice could not be given.
  - (8) Notwithstanding the provisions of clause (7) above, the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.
  - (9) The ruling of the Chairperson of the Senate in regard to all questions of procedure shall be final.
  - (10) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar with the approval of the Chairperson of the Senate and circulated to all the members of the Senate.
  - (11) In emergent cases the Chairperson of the Senate shall exercise the powers of the Senate and report to the Senate of the action taken by him at its next meeting for its approval.

## **7. Finance Committee**

- (1) Finance Committee shall consist of following members namely:-
  - (1) the Chairperson of Board of Governors, ex officio - Chairperson;
  - (2) two persons nominated by the Central Government – members
  - (3) two persons nominated by the Board - members; and
  - (4) the Director, ex officio; member
  - (5) Registrar (ex-officio) – non member Secretary.
- (2) The term of office of a member nominated under Serial number (3) of clause (1) shall be two years from the date he or she is nominated.
- (3) The Finance Committee shall perform the following functions, namely:-
  - (a) to examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board;
  - (b) to give its views and make its recommendations to the Board either on the initiative of the Board or of the Director, or on its own initiative on any financial question affecting the Institute;

- (c) to consider and make its recommendations to the Board on all such matters connected with the Institute that have financial implications.
- (4) The Finance Committee shall meet as often as may be necessary but at least thrice a year.
- (5) Four members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (6) The Chairperson, if present, shall preside over the meeting of the Finance Committee. In his absence, the members present shall elect one from amongst themselves but Director and ex-officio members, to preside over the meeting.
- (7) The provisions in the above Statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as may be, be applicable in connection with the meetings of the Finance Committee.
- (8) A copy of the minutes of every meeting of the Finance Committee shall be sent to the Board.
- (9) In emergent cases, the Chairperson may exercise the powers of the Finance Committee and report the action taken by him at the next meeting of the Finance Committee for its ratification.

#### **8. Building & Works Committee**

- (1) Building and Works Committee shall consist of following members, namely:-
  - (a) the Director, ex-officio, Chairperson;
  - (b) the Deputy Director, ex officio, member;
  - (c) a reputed architect [other than the one hired by the institute for any ongoing work nominated by the Chairperson; Board of Governors, member;
  - (d) one person nominated by the Board of Governors from amongst its members, member;
  - (e) one Civil Engineer, not below the rank of Superintending Engineer, nominated by the Board from a Government Department or Agency or Autonomous Body, member;
  - (f) one Electrical Engineer, nominated by the Board from a Government Department or Agency or Autonomous Body, member;
  - (g) the Registrar, Ex-officio, member.
  - (h) the Institute Engineer or the Officer In-charge of Estate of the Institute, as the case may be, Ex-officio, member;

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- (i) the Institute Engineer or the officer In-charge of Estate of the Institute, as the case may be, shall be the Member Secretary;
  - (j) In the absence of Institute Engineer the Registrar shall be the Ex-officio Member Secretary.
  - (k) The Member Secretary shall not have the right to vote.
- (2) (a) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he or she is a member.  
(b) The term of office of the other members nominated as above shall be two years from the date he or she is nominated.
  - (3) The Building and Works Committee shall have the following powers and shall perform the following functions, namely:-
    - (a) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction;
    - (b) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the expenditure limit approved by the Board and within the grant placed at the disposal of the Institute for the purpose;
    - (c) It shall cause to be prepared estimates of the cost of buildings and other capital works, minor works, repairs, maintenance and the like;
    - (d) It shall be responsible for making technical scrutiny, as may be considered necessary by it;
    - (e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give direction for departmental works wherever necessary;
    - (f) It shall have the powers to settle rates not covered by tender and settle claims and disputes with contractors.
    - (g) It shall be responsible to make procurement or processing of work order, as far as possible, through eprocurement, as per approved procurement manual of the Institute, in absence of procurement manual, guidelines issued in the General Financial Rules (GFR) of the Government of India shall be followed and in case of any contradiction, GFR shall prevail.
  - (4) The Building and Works Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Board may entrust to it from time to time.
  - (5) In emergent cases, the Chairperson of the Building and Works Committee may exercise the powers of the Building and Works Committee. Such cases shall be reported by him to the Building and Works Committee at its next meeting.
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- (6) The Building and Works Committee shall meet as often as is necessary, but not less than twice a year.
- (7) One-half (1/2) of total members shall form a quorum for a meeting of the Building and Works Committee of which at least one should be external member.
- (8) The provisions regarding notices of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Building and Works Committee shall be similar to Board of Governors meetings.
- (9) A copy of the minutes of every meeting of the Building and Works Committee shall be sent to the Board for necessary concurrences and approval.

#### **9. The Chairperson, Board of Governors**

1. The Chairperson shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which appointments can be made by the Board under the provisions of the Act.
2. In emergent cases, the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for its approval in its next meeting.
3. All the regular appointments for the positions classified as group 'A' (Pay Band III and above) or equivalent positions shall be approved by the Chairperson, Board of Governors on the recommendations of the selection committees constituted for this purpose as per the provisions of the Act and Statutes of the Institute. The same shall be reported to the Board of Governors at its subsequent meeting(s).

#### **10. The Director**

1. The Director of the Institute shall be appointed by the Visitor on contract basis on the recommendation of a Selection Committee constituted by the Visitor consisting of at least five members including the Chairman. Members shall be experts in the field of administration, Science and Technical Education with experience at national and international level. Chairman, Council shall be the Chairperson of the Selection Committee.
2. The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director in such form as specified in Schedule –A.
3. Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

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4. The Director shall have the power to re-appropriate the funds with respect to different items constituting the recurring budget upto such limit for each item as may be determined by the Board from time to time; Provided that such re-appropriation will not involve any liability in future years. Every such re-appropriation shall, as soon as possible, be reported to the Board.
  5. The Director shall have the power to write off irrecoverable losses and irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear on the recommendation of Finance Committee or a Standing Committee appointed by the Board for such purpose subject to such financial limit, as may be specified by the Board from time to time. Provided that in the absence of such limit general procedure laid down in Delegation of Financial Powers Rules of the Government of India for such purpose, shall be followed
  6. The Director shall have the power to fix, on the recommendation of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of such posts to which appointment can be made by him or her as stipulated by the Board in accordance with the Act. All the regular or contractual appointments for the positions classified as group 'B' and 'C' (Pay Band II and Below) or equivalent positions shall be approved by the Director on the recommendations of the selection committee constituted for this purpose as per the provisions of the Act or Statutes of the Institute. The same shall be reported to the Board of Governors at its subsequent meeting(s).
  7. The Director shall have the power to send the members of the staff for training or for a course of instruction subject to such terms and conditions as may be laid down by the Board from time to time in India. If it is outside India, it shall be reported to the Board, separately.
  8. The Director shall have the power to sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable and to be reported to Finance Committee.
  9. The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
  10. In exceptional cases, subject to availability of funds from its own sources, the Director shall have the power to create temporary posts with the approval of the Chairperson, Board, of not more than two years duration on consolidated pay under report to the Board provided that no such post, of which the Director is not the appointing authority, shall be so created. Provided further that the number of such posts so created shall be kept to the minimum and shall in no case exceed the overall ceiling of the sanctioned posts
  11. The Director shall have the power of a Head or Chair of Department for

purposes of applicability of financial rules in the Account Code, in case of deviation due concurrence of the Statutory Auditor and Board shall be obtained.

12. If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, the Director may take over, or assign to any member of the staff of the Institute, any of the functions of the Registrar, as he deems fit. Provided that if, at any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.
13. The Director may, during his absence from the headquarters, authorize the Deputy Director or one of the Deans or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorize him for assuming such powers of the Director as may be specifically delegated to the Deputy Director or one of the Deans or the senior most Professor present, by him in writing.
14. The Director may, at his discretion, constitute such Committees as he may consider appropriate for smooth functioning of the institute and to report to the Board in the next meeting.
15. In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation, or otherwise, or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under these Statute with prior approval of the Central Government.
16. The Director may, with the approval of the Board, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the Institute.
17. All contracts for and on behalf of the Institute shall be made in the name of the Institute and every such contract shall normally be executed by the Director on behalf of the Institute. The official entering into the academic and research contracts other than administrative contract shall not be held personally liable in respect of anything under such contract.

#### **11. The Deputy Director**

1. The Deputy Director shall be appointed by the Board from amongst the Professors of the Institute, on recommendation of the committee constituted by the Chairperson, Board of Governors and for such purpose Director shall be head of such committee, on such terms and conditions as may be decided by the Board from time to time.

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2. The appointment shall be for a period of three years initially which may be extended for one more term with the approval of the Chairperson, Board of Governors.
  3. He shall be eligible for honorarium and perquisites as specified by the Central Government or Board from time to time.
  4. The Deputy Director shall assist the Director in academic and administrative work and in liaising with other institutions of higher learning and research and also with industrial undertakings and other employers.

## **12. Registrar**

1. The Registrar shall be appointed for a fixed term not exceeding five years either on deputation or on contract basis.
2. The Registrar shall act as Secretary of the Board, Senate and such other committees to which he may be required by the Act and/or Statutes to act as such.
3. The Registrar shall be the custodian of the records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his discharge.
4. The Registrar shall be responsible to the Director for the proper discharge of his functions.
5. The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the Act or the Statutes or by the Director.

## **13. The Deans**

The Institute may have the positions of Deans with the approval of the Board of Governors, in the areas of Academic Affairs, Students' Affairs, Faculty Affairs, Research and Development, International Relations and Outreach etc.

1. The Director may appoint Deans and Associate Deans to assist him in discharging his duties and responsibilities, in consultation with the Chairperson, Board of Governors from amongst the faculty members with sufficient seniority for a period not exceeding three years. They shall hold their offices at the pleasure of the Director.
2. The Deans and the Associate Deans shall be deemed to be the officers of the Institute and will enjoy such powers and perform such duties as may be delegated to them by the Director with the prior approval of the Board. The Associate Deans shall normally assist the respective Deans in the performance of their duties.

## **14. Classification of the Employees of the Institute**

The Employees of the Institute, except in the case of employees paid from contingencies, shall be classified as follows :-

1. **Academic Staff:** The “Academic staff” shall include the Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian and such other posts as may be decided by the Board from time to time in this regard.
2. **Scientific Staff:** The “Scientific Staff” shall include Chief Scientific Officer, Principal Scientific Officer, Senior Scientific Officer, Scientific Officer, Scientific Assistant and such other posts as may be decided by the Board from time to time in this regard.
3. **Technical Staff:** The “Technical Staff” shall include Research Engineer or Instrumentation Engineer or Computer Engineer, Workshop Superintendent, Assistant Superintendent Workshop, Technical Officer, Senior Technical Assistant, Technical Assistant and such other posts as may be decided by the Board from time to time in this regard.
4. **Engineering Staff:** The “Engineering Staff” shall include Superintending Engineer, Executive Engineer, Assistant Engineer, Junior Engineer and such other posts as may be decided by the Board from time to time in this regard.
5. **Medical and Paramedical Staff:** The “Medical and paramedical Staff” shall include Chief Medical Officer, Medical Officer, Senior Pharmacist, Pharmacist, Nurses and such other posts as may be decided by the Board from time to time in this regard.
6. **Professional Staff:** The “Professional Staff” shall include Sports Officer, Assistant Sports Officer, Assistant Counselor, Physical Training Instructor, Physical Education Trainer, Assistant Coach and such other posts as may be decided by the Board from time to time in this regard.
7. **Laboratory Staff:** The “laboratory Staff” shall include Senior Laboratory Assistant, Laboratory Assistant, Laboratory Technician, Laboratory Attendant and such other posts as may be decided by the Board from time to time in this regard.
8. **Administrative and Ministerial Staff:** The “Administrative and Ministerial Staff” shall include the Registrar, Deputy Registrar, Assistant Registrar, Estate Officer, Sr. Security Officer, Security Officer, Assistant Security Officer, Public Relations Officer, Central Purchase Officer, Stores Officer, Internal Audit Officer, Personal Secretary to Director, Personal Assistant, Assistant, Junior Assistant (Multi Skill), Junior Office Assistant (Multi Skill), Office Assistant (Multi Skill), Junior Superintendent, Superintendent, Senior Stenographer, Stenographer, Senior Store Keeper, Store Keeper, Helper and such other posts as may be decided by the Board from time to time in this regard.
9. Each of the above posts shall be further classified as Group-A (Pay Band III and above), Group-B and Group-C (Pay Band II and below) based on the

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Pay Band and Grade Pay attached to the each post on the sanctioned strength.

**Note:** An employee shall not be entitled to equal treatment merely on the ground of being grouped in a particular class. The terms and condition

## 15. Appointments

1. All posts at the Institute shall normally be filled by advertisement. The Board shall have the power to decide, on the recommendations of the Director, that a particular academic post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
2. (i) The Institute shall make necessary provisions for the reservation of posts as laid down by the Board not inconsistent with the Act and rules made by the Central Government from time to time.  
(ii) The appointing authority shall consistently uphold the maintenance of efficiency of administration and the teaching at the Institute while making appointments to such posts.
3. The Selection Committees for filling up of posts under the Institute (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below, namely :-
  - (a) The Board of Governors shall recommend a panel of names, school or department wise for approval of the Council. The institute shall draw names for constituting the committee from the list approved by the Council. In the case of posts of Professor, the Selection Committee shall consist of the following members, namely:-

(1) The Director	Chairperson
(2) An expert, nominee of the Council	Member
(3) A minimum of two expert nominees of the Board (external nominees)	Members
  - (b) In the case of posts of Associate Professor, Assistant Professor, equivalent posts in scientific cadre and Librarian, Deputy Librarian and Assistant Librarian and such other academic posts, the Selection Committee shall consist of the following, namely:-

(1) The Director	Chairperson
(2) A minimum of two nominees of the Board, at least one being an expert.	Members
(3) The Head of the Department or Discipline	Member

or Centre or School concerned, if the post for which selection is made is lower in status than that occupied by the Head of the Department or Discipline or Centre or School

(c) In the case of posts of Registrar, Deputy Registrar, Assistant Registrar, Institute Engineer, Sports Officer, Assistant Sports Officer, Chief Medical Officer and Medical Officer, the Selection Committee shall consist of the following members, namely :-

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|---|-------------|
| (1) The Director  | Chairperson |
| (2) The Deputy Director, if available                       | Member      |
| (3) Two nominees of the Board,<br>at least one being expert | Members     |
| (4) The Registrar, except for the<br>post of Registrar      | Member      |

(d) In the case of other Group 'A' posts not covered by sub-clauses (a), (b) or (c) above, the Selection Committee shall consist of the following members, namely :-

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|--|-------------|
| (1) The Director   | Chairperson |
| (2) A nominee of the Board   | Member      |
| (3) The Head of the Department or Discipline<br>or Centre or School concerned or Registrar<br>as the case may be | Member      |
| (4) An expert from among the officials of the<br>Institute nominated by the Director.                            | Member      |

(e) In the case of other Group B and C or below posts not covered by categories mentioned above, the Selection Committee shall consist of the following:-

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|---|-------------|
| (1) The Director's nominee  | Chairperson |
| (2) The Head of the Department or Academic<br>Centre concerned or the Registrar as the<br>case may be | Member      |
| (3) An external expert as the nominee<br>of the Board   | Member      |

The Selection Committee for appointments to the posts reserved for Scheduled Castes or Scheduled Tribes and Other Backward Classes candidates shall include one Scheduled Castes or Scheduled Tribes member and one Other Backward Classes member from a panel approved by the Board.

4. In the absence of the Director, any officer of the Institute, who is appointed to perform the current duties of the Director, shall be the Chairperson of the Selection Committees in the place of the Director.
5. In the absence of the Deputy Director, the Director may nominate any Officer of the Institute to work on the Selection Committees in his place.

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6. Where a post is to be filled on contract basis or by invitation, the Chairperson, Board of Governor may, at his discretion, constitute such adhoc Selection Committees, as circumstances of each case may require.
  7. Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
  8. Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons trained under “approved” programmes in such manner as it may deem appropriate. The Board shall maintain a schedule of such “approved” programmes.
  9. If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised and all applications received within the date specified in the advertisement shall be considered by the Selection Committee;

Provided that the Selection Committee may for sufficient reasons, as it deems fit, consider any application received after the date so specified.

Provided further that, there shall be a rolling advertisement subject to availability or anticipation of vacancy on the Web-Site of the Institute for various faculty positions and the applications received from time to time may be considered by the appropriate Departmental Committees and their recommendations sent to the Director for taking appropriate action in accordance with the procedure laid down by the Board from time to time.

10. The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates, as it thinks fit, and shall, at the discretion of its Chairperson, cause a written test or tests including an oral presentation to be held for all or some of the candidates as the Chairperson may think fit, and shall make its recommendations to the Chairperson, Board or the Director, as the case may be, with the names of the selected candidates being arranged in order of merit.
11. No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee to whom notice with reasonable time for such meeting have been served.
12. Unless otherwise provided for under these Statutes, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.

13. A candidate applying for a post other than faculty and academic posts under the Institute shall be charged such application fees as may be determined by the Board from time to time. Provided that nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Board or Council from time to time in this regard.
14. Candidates selected for interview for a post under the Institute may be paid such travelling allowance as may be determined by the Board from time to time in this behalf.
15. All appointments made at the Institute shall be reported to the Board at its subsequent meeting (s).

#### **16. General Terms and Conditions of Service of Permanent Employees**

The permanent employees of the Institute shall be governed by the following terms and conditions, namely:-

1. Subject to the provisions of the Act and the Statutes, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of the month in which he attains the age of superannuation as decided by the Council and/or the Central Government from time to time:

Provided that the period of probation of any appointee for such periods, as may be deemed necessary, may be extended by the appointing authority.

Provided further that, where the Board considers that in the interest of the students and for the purpose of teaching and guiding the students registered for any Ph.D. programme, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester or the academic session, as it thinks fit, in the circumstances of each case.

Provided, further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session, as the case may be, the Board may re-employ any such member for such period as may be considered necessary in consistence with the rules of the Central Government.

2. Every appointment shall be subject to the condition that the appointee is certified as being in sound mental health and is physically fit for

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service in India by a medical authority nominated by the Board in this behalf.

Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

3. At any time, by giving notice of not less than three months in writing to the appointing authority, an employee may retire from service on the terms and conditions and rules and regulations laid down by the Central Government from time to time for its own employees.
4. Every employee of the Institute shall devote his whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or political party activity or any other work which may interfere with the proper discharge of his duties, other than the academic work and consultative practice undertaken with the prior permission of the Director, and/or in accordance with the procedures laid down by the Board from time to time in this behalf.
5. The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned thereto during the period of probation.
6. The appointing authority shall have the power to retire or terminate the services of any member of the staff by giving three months' notice or on payment of three months' salary in lieu thereof, if certified on medical grounds, by the medical authority nominated by the Board, his retention in service is considered not viable or undesirable by such appointing authority.
7. The appointing authority shall have the right to retire the employee before superannuation as premature retirement in accordance with the provisions of Central Civil Services (Retirement) Rules, as applicable to the Central Government employees from time to time.
8. An employee may retire from services on account of any bodily or mental infirmity that permanently incapacitates him from service subject to the following conditions, namely:-
  - (i) the employee shall submit his application through proper channel and produce a medical certificate from medical authority as may be specified by the Board in this behalf;
  - (ii) Provided that the medical report issued by the medical authority shall not be later than the date of retirement.
9. The Board shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the person concerned six months' notice in writing or on payment of

six months' salary in lieu thereof.

10. An employee of the Institute may terminate his engagement by giving the appointing authority three months' notice;  
Provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.
11. The employees of the Institute shall be entitled to travelling and daily allowances as per their entitlement as specified by the Central Government or Board.
12. The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their dependents in accordance with the Central Civil Services (Medical Attendance) Rules, 1944 and as per the special provisions, schemes for medical insurance, recognition of medical service providers and as per the rates as approved by the Board of Governors from time to time.
13. The employees of the Institute shall be governed by the Conduct Rules as framed under these Statutes, in addition to the conduct rules specified under Central Civil Services (Conduct) Rules, 1964 as laid down by the Central Government for its employees from time to time.

#### **17. Suspension, Penalties, Disciplinary proceedings**

- (1) The Director may place a member of the staff appointed at the Institute under suspension:-
  - (i) where a disciplinary proceeding against him is contemplated or is pending; or
  - (ii) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

Provided that where a member of the staff is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours, such member of the staff shall be deemed to have been placed by an order of the competent authority under suspension with effect from the date on which he was so detained.

- (2) During the period of suspension, the member of the staff shall be entitled to the following payments, namely:-
  - (a) a subsistence allowance at an amount equal to the Leave salary which the staff member would have drawn had he been on leave on half pay and Dearness allowance, if admissible on the basis of such leave salary:

Provided that where the period of suspension exceeds six months, the subsistence Allowance shall be as follows:

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- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the Competent Authority the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee concerned;
  - (ii) the amount of subsistence allowance may be reduced by a suitable amount not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the Competent Authority the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee;
- (b) The rate of dearness allowance will be based on the increased or as the case may be the decreased amount of subsistence allowance admissible under sub-statute 2.
  - (c) Any other compensatory allowance admissible from time to time on the basis of pay of which the staff member was in receipt of on the date of suspension subject to the fulfillment of other conditions laid down for the drawal of such allowances.
- (3) No payment shall be made unless the staff member furnished a certificate that he is not engaged in any other employment, business, profession or vocation.
- (4) The Board of Governors may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the member of the staff, revoke such order.
- (5) The following penalties may be imposed on any employee:-
- (i) censure;
  - (ii) with holding of increments of pay;
  - (iii) withholding of promotion;
  - (iv) recovery from his pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
  - (v) reduction to lower grade or post or to a lower time-scale of pay, or to a lower stage in time-scale for a period of three years without cumulative effect and not adversely affecting his pension (where ever applicable);
  - (vi) compulsory retirement;
  - (vii) removal from service which shall not be a disqualification for future employment under the Institute;

- (viii) Dismissal from service, which shall ordinarily be a disqualification for future employment under the Institute;
- (6) No order imposing on any member of the staff any of the penalties specified at (v) to (viii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause against the action proposed to be taken in this regard.
- (7) No order imposing on any member of the staff any of the penalties specified at (i) to (iv) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the appointing authority:
- Provided that the provisions of sub-statute (5) and (6) shall not apply to the following:-
- (a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge;
- (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing, it is not reasonably practicable to give to that person such opportunity; or
- (c) Where the Visitor is satisfied that in the interest of the security of the State, it is not expedient to give to that person such opportunity.
- (8) If, in respect of such person as aforesaid, any question arises whether it is reasonably practicable to give an opportunity referred to under sub clause (b) under clause 7, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be, final.
- (9) A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to Board of Governors against the order and there shall be no further appeal from the decision of the Board.
- (10) A member of the staff aggrieved by any order passed by the Board inflicting a penalty on him shall be entitled to prefer an appeal to the Visitor against such order.
- (11) No appeal shall be entertained by the Board of Governors or the Visitor, as the case may be, unless it is made within a period of three months from the date on which member of the staff aggrieved by such

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order receives a copy of the order appealed against:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

- (12) The authority to whom an appeal against an order imposing penalty lies may, of its own motion or otherwise call for the records of the case from the Director or the Board, as the case may be, review any order passed in such a case and pass such orders as it deems fit.
- (13) Notwithstanding anything contained in this Statute, the Visitor may, on his own motion or otherwise after calling for the records of the case, review any order which is made under this Statute, and
- (a) confirm, modify or set aside the order;
  - (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
  - (c) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or
  - (d) pass such other orders as he deems fit:

Provided that an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

- (14) (a) When a member of the staff of the Institute who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order:-
- (i) regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his absence from duty; and
  - (ii) whether or not the said period shall be treated as a period spent on duty;
- b) whether such competent authority holds that the member of the staff of the Institute has been fully exonerated or in case of suspension, that it was wholly unjustified, the member of the staff of the Institute shall be given the full pay to which he would have been entitled had he not been dismissed, removed or suspended, as the case may be, together with any allowance of which he was in receipt prior to his dismissal, removal or suspension;

- (c) In other cases, the member of the staff of the Institute shall be given such proportion of such pay and allowances as the competent authority may specify:

Provided that the payment of allowances under clause (b) or clause (c) shall be subject to all other conditions under which such allowances are admissible;

- (d) In cases falling under sub clause (b) the period of absence from duty shall be treated as a period spent on duty for all purposes;
- (e) In cases falling under sub clause (c) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

#### **18. General Terms and Conditions of Service of Temporary Employees**

1. The services of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the Employee.
2. The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.
3. All the temporary employees of the Institute shall be governed by the Central Civil Services Temporary Service Rules, 1965 as amended by Central Government from time to time in addition to the rules as laid down by the Board of Governors of the Institute.

#### **19. Appointment on Contract**

1. Notwithstanding anything contained in these Statutes, the Board may, with the prior approval of the Chairperson, Council, in special circumstances appoint an eminent person in the academics or research on contract for a period not exceeding five years which may be extended further.
2. Subject to the provisions of the Act, the Board may appoint any person on contract in the prescribed scales of pay and on the terms and conditions applicable to the relevant posts for a period not exceeding five years which may be extended further. The Chairperson may, if he thinks fit, constitute such adhoc Selection Committees for making such appointments.

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## **20. Resignation**

Notwithstanding anything contained in the foregoing provisions of these First Statutes, a member of the staff of Institute may resign:

- (i) If he is a permanent employee, only after giving three months' notice in writing to his appointing authority, or by paying three months salary in lieu thereof; and
- (ii) If he is not a permanent employee, only after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof;

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the appointing authority.

## **21. Retirement Benefits**

The employees of the Institute shall be governed by the New Pension Scheme (NPS) of the Central Government and the retirement benefits under such a scheme as applicable to the employees of the Central Government from time to time on retirement shall be applicable to the employees of the institute.

## **22. Vacation and Leave**

Employees of the Institute shall be entitled to vacation and leave as laid down by the Board failing which as applicable to the employees of the Central Government.

## **23. Residential Accommodation for Staff:**

1. The employees of the Institute shall be eligible for allotment of a house within the campus of the Institute, if available, in accordance with the rules framed by the Board from time to time under these Statutes.
2. Every employee of the Institute may be allotted an unfurnished house within the campus of the Institute for residential use only, if available, in which he shall be required to reside, subject to such conditions as may be laid down by the House Allotment Rules of the Institute.
3. An employee of the Institute, who has been allotted house for residential use, shall be charged license fee at the rate as fixed by the Board from time to time.
4. In addition to the license fee, water, electricity and charges for any other service rendered shall be recovered from an employee on actual basis or, in cases of extreme hardships, at such rates as may be determined by the Board from time to time.
5. The Board may allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any

category of staff, if it considers it necessary to do so in the interest of the Institute.

**24. Departments or Disciplines or Centres or Schools:**

The Board may, on the recommendations of the Senate, create or modify or abolish any Department or Discipline or Centre or School or merge it with any other Department or Discipline or Centre or School.

**25. Heads of the Departments or Disciplines or Centres or Schools**

1. Each Department or Discipline or Centre or School of the Institute shall be placed under the charge of a Head who shall be selected by the Director from amongst the Professors or Associate Professors of the Institute;

Provided that if the circumstances warrant the Director may himself take temporary charge of a Department or Discipline or Centre or School or place it under the charge of the Deputy Director or a Professor from another Department or Discipline or Centre or School for a period not exceeding six months.

2. Subject to the general control of the Director. The Head or Chair of the Department or Discipline or Centre or School shall be responsible for the entire working of the Department or Centre or School.

3. It shall be the duty of the Head or Chair of the Department or Discipline or Centre or School to see that the decisions of the authorities of the Institute and of the Director are faithfully carried out and shall perform such other duties as may be assigned to him by the Director.

4. He shall be eligible for honorarium and perquisites as specified by the Central Government or Board from time to time.

**26. Institution of Fellowships, Scholarships, Exhibitions, Medals and Prizes**

The Institute, shall institute and award such stipends, fellowships, scholarships, exhibitions, medals, prizes and other awards to be awarded to the undergraduate, postgraduate, research and post-doctoral students for different academic programmes as may be specified by the Ordinances consistent with the decisions of the Council and the policies laid down by the Central Government, from time to time.

**27. Fees and Award of Fee Waiver:**

1. The Institute shall charge such fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programmes as may be determined by the Board consistent with the decision of the Council and the policies laid down by the Central Government, from time to time.

2. The Institute shall also award fee waivers to the students and research scholars in accordance with the decision of the Board and consistent with

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the policy of the Central Government and as per directions of the Council from time to time.

3. The procedure for deposition of fees, fine for delay, entry or deletion of the names from the rolls of the academic programmes of the Institute, and such other matter as may be decided by the Senate, shall be laid down in the Ordinances.

## **28. Funds of the Institute:**

1. Institute shall maintain a Fund to which shall be credited , -
  - a) All moneys provided by the Central Government
  - b) All fees and other charges received by the Institute
  - c) All moneys received by way of grants, gifts, donations, benefactions, bequests or transfers; and
  - d) All moneys received in any other manner or from any other source.
2. All moneys credited to the Fund Of Institute shall be deposited in such banks or invested in such manner as the Institute may, with the approval of the Central Government, decide.
3. The fund of the Institute shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties under the Act.

### **28.1. Accounts and Audit**

1. Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be specified by notification, by the Central Government in consultation with the Comptroller and Auditor-General of India.
2. The accounts of the Institute shall be audited by the Comptroller and Auditor General of India and any expenditure incurred by him in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India.
3. The Comptroller and Auditor General of India and any person appointed by him in connection with the audit of the accounts of any Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the audit of the Government accounts, and, in particular shall have the rights to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the Institute.
4. The accounts of Institute as certified by the Comptroller and Auditor

General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before each House of Parliament in accordance with such procedure as may be laid down by the Central Government.

**29. Halls or Hostels:**

1. The Institute shall build and maintain Halls or Hostels for the students, including research students who may reside in the Halls or Hostels built in the Institute. The Institute may frame Ordinances for the said purpose from time to time.
2. (i) For each Hall or Hostel, there may be one or more Warden(s) and such number of Assistant Wardens and other staff as may be laid down by the Board.  
(ii) The Director shall appoint the Chief Warden, Wardens, Assistant Wardens and other staff in the Halls or Hostels.
3. The Chief Warden, Wardens, Assistant Wardens and other Staff appointed under sub-clause (2) shall be eligible for honorarium and perquisites as specified by the Central Government or Board from time to time.

**30. Conferment of Honorary Degrees:**

1. (i) The Institute may confer honorary degrees for a few exceptional and outstanding persons for their illustrious contribution in their respective fields.  
(ii) All proposals for the conferment of honorary degrees shall be made by the Senate and shall be approved by the Visitor.

**31. Framing of Rules**

1. Notwithstanding anything contained in the above statutes notified by Central Government through Gazette of India dated August 06, 2014, the Rules in relation to the under-mentioned Statutes shall be such as may be approved by the Council and not inconsistent with the National Institutes of Technology Science Education and Research Act-2007 and the guidelines of the Central Government, if any.
2. Wherever specific rules, provisions, facilities and the benefits are not promulgated by the Council or the Board of Governors and the Authorities of the Institute, the rules, provisions, facilities and the benefits granted by the Central Government to the Central Government Employees and the Employees of Central Autonomous Bodies, from time to time, on various issues, shall be applicable to the Institute or its employees.

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3. The rules, as adopted and/or framed by the Board from time to time, shall continue to be in force subject to any modification or direction of the Council or Central Government.

**THE INDIAN INSTITUTE OF SCIENCE EDUCATION AND  
RESERARCH (IISERs) SCHEDULE 'A'**

"WHEREAS in terms of Section 17(1) of the National Institutes of Technology, Science Education and Research Act, 2007 (hereinafter called the Act), the Visitor has been pleased to approve the appointment of the appointee as the Director of the Institute on contract for five years and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSTH and the parties hereto respectively agree as follows:-

- [1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, covering the Institutes as in force from time to time as applicable to permanent confirmed employees.
- [2] The appointee shall be on service under the agreement for a period of five years with effect from date of joining the post or till he attains the age of 65, whichever is earlier.
- [3] The appointee shall be the Principal academic and Executive Officer of the Institute and serve the Institute as the whole time Director of the Institute with powers and duties provided in the said Act.
- [4] The appointee shall devote his whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the said Act. Any information obtained by appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.
- [5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to the Pay Scale of Rs. 80,000 (fixed) provided that if any time the appointee proceeds on deputation out of India, his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors in addition, the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.
- [6] Notwithstanding anything hereinbefore contained, the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of

any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.

- [7] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statues.
- [8] The appointee shall be entitled to furnished free of license fee office cum residential accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.
- [9] The appointee shall be eligible for privilege in relation to medical attendance and treatment as per existing rules.
- [10] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowances Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest. If the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance and the scale provided for in the T.A. Rules of the Institute in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the Rules of the Institute.
- [11] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.
- [12] The service of appointee may during the period of contract, be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the Institute three calendar months notice in writing.
- [13] The appointee will be allowed the status of Professor of the Department of his specialty and take part in teaching and research in the said Department subject to his Convenience.
- [14] In respect of any matter for which no provision has been made in his agreement the appointee will be governed by the said National

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Institutes of Technology, Science Education and Research Act, 2012 or any modification thereof for the time being in force and the Statutes to be made there under.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered

for the Indian Institute of Science Education and Research

by the Chairperson,

Board of Governors of the Institute

In the presence of Signature of Witnesses with addresses Signed and delivered by the said appointee In the presence of

**(Prof. K.N. Ganesh)**

Director

**Col. G. Raja Sekhar (Retd.)**

Registrar

**CERTIFICATE**

Certified that, the same is the true copy of the Rules and Regulations of "Indian Institute of Science Education and Research Society Tirupati".

Col. G. Raja Sekhar (Retd.)  
Registrar

Chairman, Board of Governors, IISER Pune

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**CERTIFICATE**

1. "Certified that the Association is formed with no profit motive and commercial activities involved in its working"
2. "Certified that the Office Bearers are not paid from the Association"
3. "Certified that the Association would not engage in agitational activities to ventilate grievances"
4. Certified that Office Bearers signatures are genuine.

Col. G. Raja Sekhar (Retd.)  
Registrar

Chairman, Board of Governors, IISER Pune

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## CONSENT LETTER

The District Registrar,  
Registration and Stamps Department,  
D.No.4-2-23, Collector's Office Road,  
Greampet,CHITTOOR-57 002.  
Cell No.94901 53882, 9490153882, 08572-241788  
Email - dr.chittoore@igrs.ap.gov.in

**Subject: Registration of "Indian Institute of Science and Research Society Tirupati" as a Society under Societies Registration Act.1860**

Sir,

The undersigned, the Chairman, Board of Governors, IISER Pune on behalf of the members give our consent to act as members of the Governing Body of "Indian Institute of Science Education and Research Tirupati" and we have rules and regulations of the Society as per the aims, objects,.

We further give our consent for registration of the said Society under Society Registration Act.1860.

Chairman, Board of Governors, IISER Pune

I identify all the persons signed above and they have signed above in my presence.

(Advocate Name & Address)

Place :

Date :

Date :

The District Registrar  
Registration and Stamps Department,  
D.No.4-2-23, Collector's Office Road,  
Greampet,CHITTOOR-517 002.  
Cell No.94901 53882, 9490153882, 08572-241788  
Email - dr.chittoore@igrs.ap.gov.in

Sir,

The undersigned, the Chairman, Board of Governors, IISER Pune on behalf of the members of Board of Governors, IISER Pune authorize Col. G. Raja Sekhar (Retd.) , Registrar, IISER Pune to make the necessary entries regarding registration of "Indian Institute Of Science Education and Research Society Tirupati" society by this authority letter.

Thanking You,

Yours faithfully,

Chairman, Board of Governors, IISER Pune

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Date :

The District Registrar,  
Registration and Stamps Department,  
D.No.4-2-23, Collector's Office Road,  
Greampet, CHITTOOR-517 002.  
Cell No.94901 53882, 9490153882, 08572-241788  
Email - dr.chittoore@igrs.ap.gov.in

Subject :- Exemption from Advertisement Charges

1) Name of Society:- **" Indian Institute of Science Education and Research Society Tirupati"**

2) Address of Society:-

C/o Sree Rama Engineering College  
Rami Reddy Nagar, Karakambadi Road,  
Mangalam (P.O), Tirupati - 517 507.

Sir,

1) The above reference Society /Institute is newly constituted and hence there is no income of whatsoever nature of the said Society/Institute.

2) I, therefore, request that advertisement required to be published if any under any applicable rule, may be published in other mode than publishing the same in the news paper.

Thanking You,

Your faithfully,

Col. G. Raja Sekhar (Retd.)  
Registrar

Date :

The District Registrar,  
Registration and Stamps Department,  
D.No.4-2-23, Collector's Office Road,  
Greampet,CHITTOOR-517 002.  
Cell No.94901 53882, 9490153882, 08572-241788  
Email - dr.chittoore@igrs.ap.gov.in

Sir,

That, Col. G. Raja Sekhar (Retd.), Registrar, IISER Pune has submitted an application for registration of "**Indian Institute of Science Education and Research Society Tirupati**". That, contents of the said application are true and correct to the best of our knowledge.

That, there is no necessity of sending separate notice regarding the said matter to member of the Board of Governors, IISER Pune.

That, we have no objection to grant the certificate of Registration in the name of the applicant.

Thanking You,

Yours faithfully,

Col. G. Raja Sekhar (Retd.)  
Registrar

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Date :

The District Registrar,  
Registration and Stamps Department,  
D.No.4-2-23, Collector's Office Road,  
Greampet, CHITTOOR-517 002.  
Cell No.94901 53882, 9490153882, 08572-241788  
Email - dr.chittoore@igrs.ap.gov.in

**SUBJECT :- REGISTRATION CERTIFICATE**

- 1) Name of Society: "Indian Institute of Science Education and Research Society Tirupati"
- 2) Address of Society: C/o Sree Rama Engineering College  
Rami Reddy Nagar, Karakambadi Road,  
Mangalam (P.O), Tirupati - 517 507.

We hereby assure and undertake that we shall not use the Certificate which will be granted under the provision of Society Registration Rules 1860 for the purpose of Chit funds, Lucky draw, etc. and shall not collect amounts illegally for any other Purpose.

Thanking You,

Yours faithfully,

Col. G. Raja Sekhar (Retd.)

Chairman, Board of Governors,  
IISER Pune

**NO OBJECTION LETTER FROM PROPERTY OWNER**

Date :

The District Registrar,  
Registration and Stamps Department,  
D.No.4-2-23, Collector's Office Road,  
Greampet, CHITTOOR-517 002.  
Cell No.94901 53882, 9490153882, 08572-241788  
Email - dr.chittoore@igrs.ap.gov.in

**SUBJECT:- OFFICIAL CORRESPONDENCE**

- 1) Name of Society: "Indian Institute Of Science Education and Research Society Tirupati"
- 2) Address of Society : C/o Sree Rama Engineering College  
Rami Reddy Nagar, Karakambadi Road,  
Mangalam (P.O), Tirupati - 517 507

Sir,

That the premises of the office address given above of the Society is of \_\_\_\_\_, Sree Rama Engineering College, Rami Reddy Nagar, Karakambadi Road, Mangalam (P.O), Tirupati - 517 507 and this Authority has given the permission to use the said premises for office of the above referred Society .

This Authority hereby giving No objection to use the said premises for office of the Society and use the address for the correspondence.

Thanking You,

Yours faithfully,  
  
(Authorized Signatory)

**Indian Institute of Science Education & Research (IISER) Tirupati**

(An Autonomous Institution, Ministry of H.R.D., Govt. of India)

Transit Campus: C/o Sree Rama Engineering College  
Mangalam P.O, Karkambadi Road, Tirupati-517501 India

[www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)