



Indian ASSOCIATION for the Cultivation of Science

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2A& B, Raja S.C. Mullick Road, Jadavpur, Kolkata- 700032

EPABX: +91-33-2473 4971 /5374 /3073 /3372 /5904 /3542 /2883

Fax: +91-33-2473 2805

Right to Information Act' 2005
INFORMATION UNDER SECTION 4(1)(b) OF THE ACT

CHAPTER-01

INTRODUCTION

The Indian Association for the Cultivation of Science is a society registered under Act XXI of 1860 and the corresponding State Act viz. the West Bengal State Registration Act 1961, with its headquarters at 2A & 2B, Raja S. C. Mallick Road, Calcutta – 700 032. It has a Governing Council with 13 members elected or nominated and the Registrar as Non-Member Secretary. The Council has the functions, duties and power as envisaged in the Memorandum and Bye Laws and as per provisions of the relevant Act.

This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 passed in the Parliament of India, which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.

The main objective of this handbook is to provide information as desired in Section 4 (1) (b) of the Right to Information Act, 2005.

As required under the Act, Shri Soumik Mitra, Assistant has been designated as the 'Central Public Information Officer' of the Institute who can be contacted on the 2nd Floor, Classrooms, Research and Administration Facilitation Tower {CRAFT}, Indian Association for the Cultivation of Science, 2 A & B, Raja S.C.Mullick Road, Jadavpur, Kolkata –700032, India; Tel. No.: +91-33- 2473-4971, Extn: 2150 ;E-Mail: admsm@iacs.res.in for information to be provided under the Act. The particulars of the CPIO are given in Chapter-17.

CHAPTER-02

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES (INFORMATION UNDER SECTION 4(1)(b)(i) OF THE ACT)

INTRODUCTION

The Indian Association for the Cultivation of Science, established in July 1876 at 210, Bowbazar Street, Kolkata, is a national institution for higher learning whose primary purpose is to foster high quality fundamental research in frontier disciplines of the basic sciences. Founded by Dr. Mahendra Lal Sircar, a philanthropist, the activities at the Association in the very early years were supported by generous public contributions. It was conceived and planned in the backdrop of the great cultural and intellectual awakening of the nineteenth century Bengal and was desired by its founder to be an institution 'solely native and purely national'. The original objective of the Association, which continues even today, was to cultivate science in all its departments both with a view to its advancement by original research and to its varied applications to the arts and comforts of life.

Till the early decades of this century the Association was the only place in India where higher research in Physical Sciences could be carried out. As a result students from all over India began assembling at Calcutta to work in the creative atmosphere of the Association. Many distinguished scientists of modern India had carried out research here. This was the place where Sir C V Raman did his monumental work, on Physical Optics leading to the discovery of the celebrated Effect which bears his name and won for him and India the first Nobel Prize in Science. K S Krishnan, S Bhagavantam, K Banerjee, L Srivastava, N K Sethi, C Prosad and M N Saha are some illustrious names out of scores of other eminent Indian Scientists who also worked here and enriched the research culture of the Association in the early decades.

In 1946 the Association embarked upon a new development plan under the dynamic leadership of Dr. Meghnad Saha envisaging the creation of an active research school for investigation on the problems continuing with the fundamental studies in X-rays, Optics, Magnetism, and Raman Effect in which the Association had specialized in early years. A new campus was opened at Jadavpur which became a sprawling complex of educational research and industrial establishments, where the laboratories were shifted from Bowbazar Street. Dr. Bidhan Chandra Roy played a key role to provide the land for the new campus in Jadavpur through a gazette notification of November 20, 1947 of government of West Bengal.

Now, it is an autonomous institution which controlled by a General Body and Governing Council. IACS receives fund from the Department of Science and Technology (DST), Government of India. Individual projects run by the faculty members are sponsored by many Public agencies (DST, CSIR, DAE, MNES etc.), Private Companies as well as Foreign sources (NSF, UNDP, Japan, European Union, Sweden etc.). At present there are about 67 faculty members working in Physical Sciences, Chemical Sciences, Biological Sciences, Interdisciplinary Sciences, Material Sciences, Mathematical and Computational Sciences. The present Director of the Institute is Prof. Kalobaran Maiti. The Institute has dynamic programmes for the pursuit of research leading to

the doctoral degree and for post-doctoral work and has Visiting Scientists Scheme. There is an excellent library, good computing facilities and is connected to Internet.

Vision

To enable the nation to become a global leader in knowledge power and attract international acclaim (e.g. India's only Nobel prize in science won by Raman at IACS), the vision of IACS is to pursue basic science at the highest level to be globally competitive and to widen knowledge base through dissemination of knowledge and develop state-of-art technology.

Mission

IACS, though a basic research institute, vigorously pursues all possible applications of original research "to the arts and comforts of life." The major areas of applications at IACS are organic electronics, solar energy research (silicon based and nano-particle based hybrid solar cell), development of new light sources ("cold" LED-s), synthesis of drugs, development of bio-active gel and inorganic materials for water purification, green chemistry and CO₂ sequestering (to alleviate global warming).

Aims and Objectives

- To cultivate science in all its departments both with a view to its advancement by original research and to its varied applications to the arts and comforts of life.
- To found, equip and maintain scientific laboratories and library or reading room for general use among the members or the students of the Association.
- To establish and maintain collections of Natural History, Mechanical, Scientific and Philosophical inventions, instruments or designs.
- To take all proper and necessary steps for diffusion and cultivation of science in all departments.

Activities

Academic Programmes: IACS offers a number of academic programmes :

Integrated Bachelor's – Master's Programme

Integrated Master's – PhD Programme

Doctoral Programme: Motivated students aspiring to do high quality research in Physics and Chemistry are selected every year. The selection is through an interview. The students have access to all facilities in the institute and can stay in the hostel within the institute campus.

Post-doctoral Programme: Candidates with a PhD degree from leading institutions are encouraged to apply for Post-doctoral fellowships tenable for a period of one to two years.

Post-B. Sc. Integrated Ph. D. in Chemical Sciences Programme: In an effort to foster academic cooperation between Research Institutes and Universities, IACS started conducting a Post B.Sc Integrated Ph.D Programme in Chemical Sciences (INTPCS) since the academic session 2005–2006. The primary objective is to offer research oriented multi-disciplinary courses, including not only the basics of Organic, Inorganic, Physical and Analytical Chemistries but also covering modern areas of Material Science and Biology which bear a close kinship and an almost compulsory overlap with these traditional branches.

Summer School on Basic Sciences for School Leaving Students: The theme of this program is to drive home the point that understanding a subject is the first step to loving the subject, that true love comes from true understanding and eventually this abstract love can be real enough to partially counter the love for material well-being. The school normally begins in the last week of April after the IIT JEE and the state JEE are over and runs for two months. There are normally two to four lectures per day, five days a week making a total of 80 lectures. The afternoon session involves computer classes –both theoretical and practical. The lectures are basically of three categories

- i) 6–9 lecture course on the basics of a subject
- ii) 2–4 lecture course on some frontier area
- iii) Special lectures on diverse topics

Summer Project Fellowship: Applications are normally invited from the under-graduate and post-graduate students of mathematical, physical, chemical and biological sciences/ Engineering of the allied discipline of Indian Universities/Institutes/Colleges for the posts of Summer Project Fellow at IACS during March – April.

Visiting Scientists Programme: Internationally reputed, front-ranking scientists from the world over visit the Institute frequently for periods ranging from a few weeks to several months. They collaborate with the IACS scientists and give seminars and colloquia. Over the years IACS has been privileged to have several Nobel Laureates and Fields Medalists among its distinguished visitors.

Academic Meetings:

Workshops and Symposia in various fields are organized frequently by the Institute. We also take part in the Theoretical Physics Seminar Circuit (TPSC) under which physicists can visit leading research centers in India and lecture on their work. IACS actively participates in advanced schools like those conducted by the Science and Engineering Research Council (SERC) of the Department of Science and Technology (DST). The Institute actively encourages its members to collaborate with scientists elsewhere, and provides the required help.

CHAPTER-03

POWER AND DUTIES OF OFFICERS AND EMPLOYEES (INFORMATION UNDER SECTION 4(1)(b)(ii) OF THE ACT)

Details can be found in the IACS Byelaws.

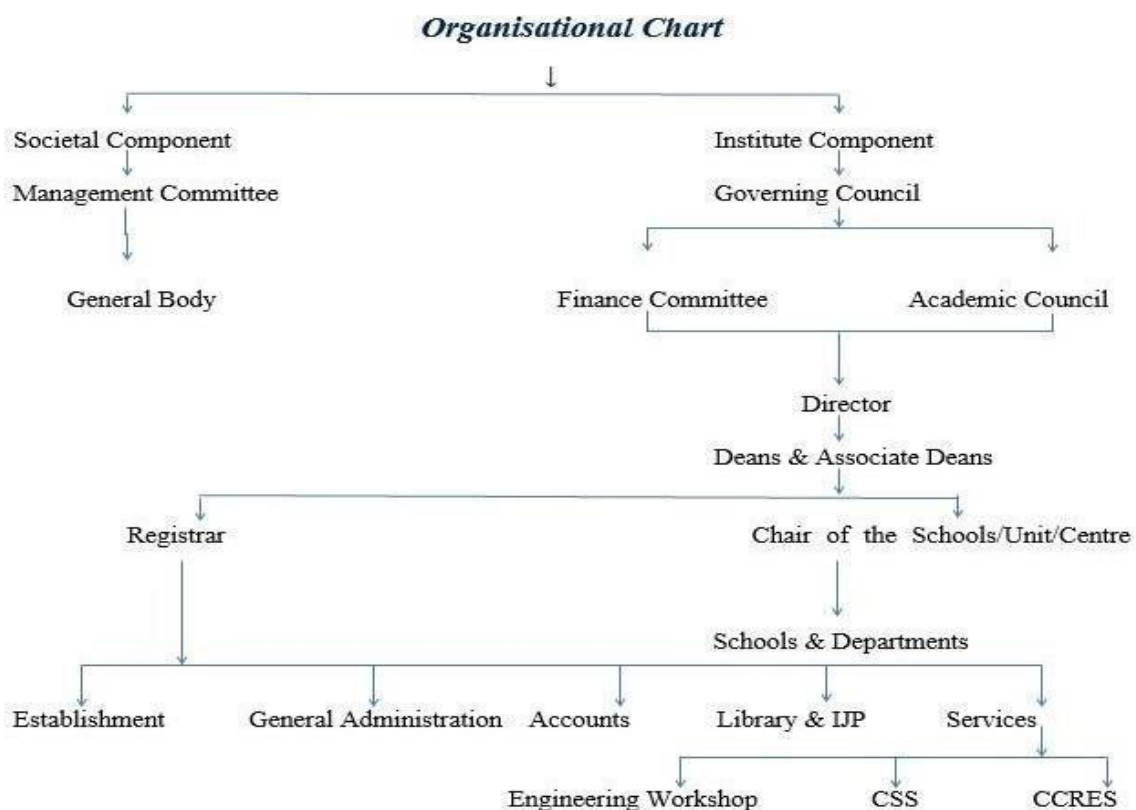
CHAPTER-04

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS (INFORMATION UNDER SECTION 4(1)(b)(iii) OF THE ACT)

President of the Association is the titular head of the Society as well as the research institute. The executive head is the Director of the Association who is an eminent scientist of the country. He is assisted by the Departmental Heads of the Scientific Departments and Service Departments including Administration. The Administration is headed by the Registrar of the Association who assists the Director in his function. The Registrar who is overall incharge of all Administrative function including Finance & Accounts, is also assisted by the Deputy Registrar, Finance & Accounts Officer, Assistant Registrar etc. He provides support services to all the Academic staff.

All members of the staff including the Registrar and Head of the Departments are under the administrative control of the Director.

The Finance is provided by the Government of India and Government of West Bengal on a matching share basis, the substantial grant being provided by the Government of India. Statutorily, therefore the Association is an autonomous institution under the Department of Science & Technology, Government of India. The Accounts of the Association are audited by the Director of Audits, Scientific Department, Government of India.



The Following Administrative Body looks after the different activities of the Association:

General Body

Governing Council

Finance Committee

Research Advisory Committee

Trustee

Editorial Committee for Annual Report

Faculty Board

Academic Board

CHAPTER-05

**NORMS FOR DISCHARGE OF FUNCTION OF IACS
(INFORMATION UNDER SECTION 4(1)(b)(iv) OF THE ACT)**

AND

CHAPTER-06

**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR
DISCHARGING FUNCTIONS
(INFORMATION UNDER SECTION 4(1)(b)(v) OF THE ACT)**

MEMORANDUM OF ASSOCIATION

(As adopted by the Association with effect from
1st October, 1947 with subsequent amendments upto 5th August, 2006)

INDIAN ASSOCIATION FOR THE
CULTIVATION OF SCIENCE
(Registered under Act. XXI of 1860)
JADAVPUR, KOLKATA – 700 032

MEMORANDUM OF IACS

THE INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(Registered under Act XXI of
1860)

MEMORANDUM OF ASSOCIATION

OF THE

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

1. The name of the Society shall be the Indian Association for the Cultivation of Science.
2. The objects of the Society are :—
 - (i) To cultivate science in all its departments both with a view to its advancement by original research and to its varied applications to the arts and comforts of life.
 - (ii) To found, equip and maintain scientific laboratories and library or reading room for general use among the members or the students of the Association.
 - (iii) To establish and maintain collections of Natural History, Mechanical, scientific and philosophical inventions, instruments or designs.
 - (iv) To take all proper and necessary steps for diffusion and cultivation of science in all departments.
3. The following gentlemen constitute the Governing Body to whom by the Rules of the Association the managements of its affairs are :—

N a m e	Address	Occupation
The Honorable Sir E N Baker	President KCSI&C	Lieutenant Governor of Bengal
Raja Peary Mohan Mukherjee, CSI&C	Vice-President Uttarpara	Zamindar
Sri Gooroodas Banerjee, Kt.M.A.D.L., D.Sc.	Narikeldanga	Judge, High Court (Retired)
Honourable Justice Asutosh Mukherjee, MADLSc., FRSE	Bhowanipur	Judge, High Court
P Bruhl, Esq., MIEEFGSFCS&C	Engineering College, Shibpur	Professor

MEMORANDUM OF IACS

Members of the Committee

N a m e	Address	Occupation
H H The Moharaja of Cooch Behar	Cooch Behar	
Raja Sir Sourendra Mohan Tagore, Kt. CIE&C	Pathuria Ghatta St.	Zamindar
BabuSourendraNath Banerjee	NeogiPukur East Lane	Editor Bengali
Rai Raj Kumar Sarbadhikari Bahadur, B.L.	British Indian Association	Secretary
O C Dutt, Esq.	171, Maniktola Street	Late Vice-Chairman, Calcutta Corpn
Babu Chandra Nath Bose, MABL	5, Raghunath Chatterjee St.	Govt. Transator (Retd.)
Babulshan Chandra Bose, MABL	Grand Trunk Road, Howrah	Asstt. Comptroller (Retd.)
Dr. Docowri Ghosh, LMS	Nagpur	Medical Practitioner
Shastri Golap Chandra SarkarMABL	20, Sankaritola East Lane	Vakil, High Court
J Ghoshal, Esq.	26, Ballygunge Circular Road	Zamindar
Maulvi Mahomed Yusoff Khan Bahadur	8, European Asylum Lane	Vakil, High Court
Raja Binoy Krishna Deb	Grey Street	Zamindar
Kumar Rameshwar Malia	6, Cullen Place, Howrah	Zamindar
Dr. Chandra Shekhar Kali, LMS	150, Cornwallis Street	Medical Practioner
Babu Raj Chunder Chander, MA	Wellington St.	Attorney-at-Law
M M Hara Prosad Shastri, MABL	2/1/4, Pataldanga Street	Late Principal Sanskrit College
Dr. Bepin Krihna Kumar, LMS	1, Bibi Rezio Lane	Medical Practitioner

MEMORANDUM OF IACS

Rai Girish Chandra Chaudhuri Bahadur	Corporation St.	Sub-Judge (Retd.)
Babu Ananda Kr. Sarvadhikari	70, Sankaritola Lane	Sub-Judge (Retd.)
Rai Kalika Das Dutta Bahadur, CIE, BL	Cooch Behar	Dewan, Cooch Behar State
Rai Bahadur Dr. Chunilal Bose, MBFCS	Medical College, Calcutta	Asstt. Chemical Engineer
Babu Devendra Nath Mitter, BL	28/1/1, Beadon Row	Pleader
Babu Bepin Behari Ghosh,	BL Sookea Street	Vakil, High Court
Babu Atul Ch. Dutta, BL	Gangadhar Babu's Lane	Vakil, High Court
Hon. Radha Charan Pal	Baranasi Ghosh St.	Zamindar
Babu Gonesh Chander Chuner	Wellington St.	Attorney-at-Law
Babu Ketter Mohan Bose, BA, CE	Jhama Pukur Lane	Engineer (Retd.) (Civil)
Rai Krishna Chadra Banerjee	Kansari Para, Bhowanipour	Civil Engineer
B L Choudhuri, Esqr., BA, BSc.	Lower Circular Road	Zamindar
Dr. Amrita Lal Sircar, LMSFCS	51, Sankaritola Lane	Medical Practitioner

We, the several persons, whose names and addresses are subscribed being members of the 'Indian Association for the Cultivation of Science' are desirous of being formed into Society in pursuance of this Memorandum of Association under Act XXI of 1860 of the Governor General of India in Council.

1. Sd/- Peary Mohar Mukherjee (Raja CSI)	Uttarpara	Land Holder
2. Sd/- Illegible	23, Wellington St.	Solicitor, Calcutta
3. Sd/- Girish Chandra Chaudhuri Bahdur	68, Corp'n. St.	Retd. Sub-Ordinate Judge
4. Sd/- Atul Chandra Dutta	4, Gangadhar Babu's Lane, Calcutta	Vakil, High Court
5. Sd/- Khetter Mohan Bose Bazar	90/3, Machoa Street	Executive Engineer RW (Retd.)

MEMORANDUM OF IACS

- | | | |
|--------------------------|--|--------------------|
| 6. Sd/– Radha Charan Pal | 108, BanarasiGhosh
Street, Calcutta | Land Holder |
| 7. Sd/– AmritalaSircar | 57, Sankaritola Lane
Calcutta | Medical Practioner |

Dated : the 1st September, 1909

REGISTRATION CERTIFICATE OF IACS

West Bengal Form No. 3.
 ১৯৬০ সালের আইন নং ৩১

GOVERNMENT OF WEST BENGAL
 শিল্পমণ্ডল, গবর্নর

AD (S. N. D. S.)
 1-8-2000
 1-8-2000

OFFICE OF
 ১৯৬০

THE SOCIETIES REGISTRATION ACT, 1961
 ১৯৬১ সালের আইন নং ৩৬
 ১৯৬১ সালের আইন নং ৩৬

DEPARTMENT বিভাগ
 GROUP গ্রুপ
 BRANCH শাখা

No. 28/Fir
 ২৮/ফি

FROM

To The President
 Indian Association for the Cultivation of Science
 Jadavpur, Calcutta - 700 032.

Dated 28-6-2000
 তারিখ

Subject Registration of Your Society.
 বিষয়

Sir,
 In reply to your letter No. 1-11A/140 dated 9.6.2000, this is to state that Indian Association for the Cultivation of Science was registered under the Societies Registration Act 1860 bearing registration No. 1933 of 1910. As the said Act is already repealed in this state by virtue of Sub-section (1) of section 36 of the W.B. Societies Registration Act, 1961, your society is deemed to have been registered under the W.B. Societies Registration Act, 1961 by virtue of sub-section (2) of section 36 of the said Act now in force in West Bengal.

Yours faithfully,

A. Mukhopadhyay
 28/6/2000
 A. Mukhopadhyay
 The Societies

West Bengal Form No. 1.
পশ্চিমবঙ্গ নিবন্ধন নং ১।

GOVERNMENT OF WEST BENGAL

পশ্চিমবঙ্গ সরকার

The Registrar of Firms, Societies &
Non-Trading Corps, W. Bengal
OFFICE OF. 18, India Exchange Place, 8th
"Eckl Mansion", 10th Floor, Calcutta

করণের ন্যায়

DEPARTMENT বিভাগ
GROUP দল
BRANCH শাখা

Maps or Plans মানচিত্র/প্রকল্প	To The President, Indian Association for the Cultivation of Science Jadavpur, Calcutta - 700 032	To be marked for takid তারিখ নির্ধারণ
Spare Copies অতিরিক্ত নকল	 প্রতি	Department বিভাগ
Class of Papers কাগজপত্রের শ্রেণী	Subject— Proposed change in the regula- tions of the Society., বিষয়বস্তু—	Branch শাখা
Reply Received No. Date উত্তর গ্রহণ নং তারিখ	Reminders Issued তারিখ 1st No. প্রথম 2nd No. দ্বিতীয় 3rd No. তৃতীয় dated তারিখ dated " dated "	Collection No. সংগ্রহণ নং Number and year of File নম্বর এবং বৎসর Serial number in File নম্বির ক্রমিক নং Date of Des- patch প্রেরণের তারিখ

No. 829 F/12, dated 4-2-98
নং তারিখ

Enclosures—
অতিরিক্ত পত্র/সংযোজনী—

Sir,
With reference to your application filed on 3/12/98 in relation to certain changes of regulations, this is to state that (the West Bengal Societies Registration Act, 1961 authorises the undersigned to deal with the constitutional matters of a society. Matters connected with promotion scheme and service matters of employees of the society ^{should be} treated as routine administrative matters and should not be incorporated in the Memorandum of Association and Regulations of the Society. Any such matter if incidentally included in the Regulations should be considered as having no significance as far as the registration of your society with this office is concerned. Naturally, the merits and demerits of such matters should be judged from the angles of the relevant Acts, Rules and procedure other than West Bengal Societies Registration Act, 1961.

In view of the above, we express our inability to process the instant alteration as proposed from your society and filed in this office on 3-12-98.)

Yours faithfully,

(A. MUKHOPADHYAY)
Registrar of Firms, Societies &
& Non-Trading Corporations,

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA – 700 032**

(Approved by the Special General body Meeting held on
05.08.06)

REGULATIONS

1. ADDRESS

The address of the registered office of the Indian Association for the Cultivation of Science (hereinafter called "The Association" shall be Jadavpur, Calcutta - 32.

2. CONSTITUTION:

The Association shall consist of the following:

- Ordinary Members
- Life Members
- Ordinary Fellows
- Honorary Fellows

The Association so constituted shall be a body corporate having perpetual succession and a common seal, with power to acquire and hold and /or to dispose of property both movable and immovable, and to carry out all other matters incidental or appertaining to a body corporate, and shall by the name of the Association sue and be sued.

3. ASSOCIATION MEMBERSHIP AND FELLOWSHIP

All persons of whatever origin or nationality would be eligible to become Members and Fellows, subject to approval of the Governing Council of the Association (hereinafter called the Council). The Council will be competent to prescribe minimum qualifications for persons intending to become members and fellows. These minimum qualifications would however not affect the existing members. Notwithstanding the above, the Council shall also be empowered to revise and reassess membership status at any point of time and bring about changes if it feels necessary.

3.1 Standing Committee for Membership and Fellowship:

The Council shall elect from among the members of the Association a committee consisting of not less than five members who would be recommending admission of new members of the Association to the Council. The President or one of his nominees shall be the Chairman of this committee. A Standing Committee once elected would have a term of one year i.e. from one Annual General Meeting to another. The Executive Secretary shall be the ex-officio member of this committee.

3.2 Ordinary Membership

Proposal for ordinary membership should be made in a prescribed format that would be available at the Association homepage.

- i) The processing of such applications shall be made by a Standing Committee for Membership. The Committee taking into consideration the profile of the candidate would recommend to the Council the names of such candidates who are deemed suitable. If the Council ratifies the admission, such members would have to pay their first subscription within two months of the date of admittance.
- ii) The subscription fees would be decided by the Council and might be revised from time to time.
- iii) For the purpose of subscription, a year would correspond to one financial year.

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- iv) Any ordinary member may withdraw from such membership by giving a written request about his intention to do so by addressing to the Executive Secretary and returning all belongings of the Association if any that is possessed by him or her.
- v) Ordinary members who have arrears in payments for more than a year would be notified by the Executive Secretary of this matter. After two such reminders, he / she would cease to be a member of the Association.
- vi) Any member who withdraws from membership or who has been disqualified because of arrears of subscription fees, would be eligible for reconsideration. However, it would be treated as a fresh case and should be recommended afresh by the Standing Committee for Membership.

3.3 Life Membership:

- i) Any member who has been an Ordinary member continuously for thirty years would be regarded as a Life Member without payment of further subscription.
- ii) A person who has remained member for a period of ten years would be eligible for being upgraded to life member on payment of a fee. The quantum of such fee would be decided by the Council from time to time.
- iii) Apart from the modalities above, an individual may also opt for Life Membership. Processing for Life Membership shall be carried out by the Standing Committee similar to the ordinary members. The requisite fee for Life Membership shall be decided by the Council from time to time.

3.4 Corporate Membership:

Any association or corporate body approved by the Council will on payment of requisite membership fee would enjoy the privileges of Life Membership. The quantum of fee would be decided by the Council from time to time.

4. FELLOWS

The Council shall constitute a Committee to nominate ordinary fellows and honorary fellows. The nominations would be considered and finalized by the Council.

4.1 Ordinary Fellows:

- i) Ordinary Fellows not exceeding 25 in number at any time shall be elected from among the Ordinary and life members of the Association, who have distinguished themselves by their eminence in scientific research, technology development, outreach and education.
- ii) In case the Council is of the opinion that in the interest of the advancement of knowledge of the natural sciences it is desirable that persons be elected ordinary fellows of the Association otherwise than as provided for above, they may recommend persons, who in their opinion either have rendered conspicuous service to the cause of science or signal benefit to the association. Provided that not more than one person shall be recommended for one year and if such a person is elected there will be no election in the following year. The total number of fellows in such category shall not exceed two at a time.

4.2 Honorary Fellows:

Honorary Fellows, not more than 25 in number at a time shall be elected by the Council from among eminent personalities. Not more than three shall be elected in a year.

The names of the fellows would be reported in the General Body in its subsequent meeting.

5. RIGHTS AND PRIVILEGES OF MEMBERS AND FELLOWS

- i) The members and fellows of the Association shall have the right to attend all the meetings of the Association.
- ii) They would be eligible for and participate election to the Management Committee
- iii) They would have reading access to the library and archives of the Association. However, they would be subject to the rules of the library or archive that might be prevalent from time to time.
- iv) To participate in lectures and receive selected publications of the Association.
- v) A member or fellow of the Association would abstain from voting on matters for which he or she might be a beneficiary and shall not be elected or nominated to the Council / Management Committee except under special circumstances.

6. REMOVAL OF MEMBERS

The Council may consider removal of members of the Association under the following cases:

- i) A member who fails to give the subscription even after reminder by the Executive Secretary
- ii) A member who has absented himself or herself on five consecutive Annual General Meetings.
- iii) A member whose activities are considered derogatory to the affairs of the Association

Any member would stand removed, if the motion of his or her removal is passed by a majority vote in the Council. The names of such members would be reported in the next General Meeting. This would be confirmed in the next General Meeting.

7. COUNCIL FORMATION AND CONSTITUTION

The affairs of the Association shall be managed by the Governing Council (hereinafter called the Council) subject to the Regulations and bye-laws, and it shall be the apex executive authority in this regard. The Council however, shall be competent to delegate to the Director a large measure of authority for the management of the affairs of the Association.

The composition of the Council would be as follows:

1. A Chairman, who will be an eminent scientist nominated by the Department of Science & Technology, Government of India. The tenure will be for three terms and the same person might be nominated twice. The President of the Association may also be the Chairman of the Council provided he is nominated by the Department of Science & Technology for this position.
2. President of the Indian Association for the Cultivation of Science, who would be the ex-officio member
3. Secretary of the Department of Science & Technology, Government of India, or his nominee who would be an ex officio member
4. The Financial Advisor of the Department of Science & Technology, Government of India or his nominee who would be the ex officio member
5. Two eminent scientists nominated by the Department of Science & Technology, Government of India. The tenure of these members would be three terms.
6. Two eminent scientists nominated by the Council of IACS. The tenure of these members would be three terms.
7. One eminent scientist nominated by the Indian National Science Academy for a period of three terms.
8. One representative from the Government of West Bengal, who would be an ex-officio member

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9. The Director of the Indian Association for the Cultivation of Science, who would be an ex-officio member in the capacity of Secretary-General to the Council
10. One representative of the academic staff of the Association elected among themselves, for a period of one term. Such a member might be re-elected for another term.
11. One representative of the administrative and technical staff of the Association elected among themselves for a period of one term. Such a member may be re-elected for another term.
12. One representative of the research fellows and associates of the Association elected from among themselves for a period of one term. Such a member may be re-elected for another term.
13. The Registrar of Indian Association for the Cultivation of Science, who would be the ex-officio Non-Member Secretary to the Council.

DEFINITION OF TERM

The term as mentioned above would be the period between one Annual General Meeting and the next.

8. THE GENERAL BODY AND GENERAL MEETINGS

The members and fellows of the Association who are elected would comprise the general body. The general body would conduct its business through General Meetings. Normally, there would be one Annual General Meeting. Special General Meetings might be held if deemed necessary. The normal functions of the Annual General Meeting would be as follows:

- i) To consider confirmation of minutes of the previous meeting, the annual report of the Council, accounts for the year preceding the previous year and the budget estimates. The general body might put forward recommendations in these matters for consideration of the Council.
- ii) To announce the results of the elections
- iii) To consider any other matter affecting the welfare of the Association, this may be referred to it by the Council

8.1 Convening the Annual General Meeting:

- i) Notices for the Annual General Meeting would be issued by the Registrar seven weeks prior to the meeting.
- ii) Notices of motions, if any, must reach the Registrar 30 days prior to the meeting
- iii) The Registrar will issue the final agenda containing the motions 15 days prior to the meeting, provided they are not disallowed by the President for not being in order.
- iv) No fresh motion, unless approved by two-third majority of members present can be moved in the meeting

8.2 Convening the Special General Meeting:

On the initiative of the Council or the President, Special General Meetings of the Association may be called for transacting any special or urgent business. Ordinarily, 15 days notice should be given for these meetings. In such meetings, no matter shall be considered other than that specified in the notice convening the meeting.

8.3 Convening the Requisition General Meeting:

On requisition of at least 10% of the member strength at the time under consideration addressing in writing to the Registrar and specifying the business to be transacted at such a meeting, a Requisition General Meeting might be called if the requisition is found to be in order. Normally, such a meeting would

be convened within 45 days of requisition. This meeting would discuss no agenda other than the

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business specified in the requisition. In the event of the criteria for convening the requisition meeting is fulfilled, it would be mandatory on part of the Registrar to convene the meeting.

8.4 Chairing the General Meetings and Quorum:

The President or in his absence one of the Vice-Presidents would preside over the General Meetings. In absence of President and both the Vice-President, the meeting would elect a Chairman from among themselves. Normally the person elected to be the Chairman should be a member of the Management Committee of the Association.

20% members shall form a quorum for the General Meetings, except the Requisition General Meetings, where at least 10% of the total member strength should be present.

9. ELECTION

9.1 Election of Members of the Council

- i) **President of Association:** The governing council shall suggest to the members/fellows of the Association, the name of an eminent personality in science & technology for the Presidentship of the Association. This name will be circulated to all members / fellows of the Association. The members / fellows of the Association shall have the right to nominate any person other than the one nominated by the Council. In this case the name has to be duly proposed and seconded by another member / fellow of the Association. In case an election is necessary, the Council shall form a committee to conduct the elections. The voting shall be by postal ballot or the person concerned might cast the vote by producing proper identification in the Association. The results of the elections shall be announced at the Annual General Meeting.
- ii) **Representative of the Academic Staff:** The members of the academic staff shall be requested to nominate candidate/s to function as the representative of the academic staff in the Council. In case more than one name are nominated, there shall be an election held by secret ballot and the results will be announced at the Annual General Meeting. The election will be conducted by a committee constituted by the Dean (Academic) who will be the chairperson of the Committee. The tenure of the representative shall be for one term and an individual may be reelected for another term.
- iii) **Representative of the Administrative and Technical Staff:** The members of the administrative and technical staff shall be requested to nominate candidate/s to function as the representative of the administrative & technical staff in the Council. In case more than one names are nominated, there shall be an election held by secret ballot and the results will be announced at the Annual General Meeting. The election will be conducted by a committee constituted by the Dean (Administration) who will be the chairperson of the Committee. The tenure of the representative shall be for one term and an individual may be reelected for another term.
- iv) **Representative of the Research Fellows & Associates:** The members of the research fellows / associates shall be requested to nominate candidate/s to function as the representative of the research fellows / associates in the Council. In case more than one names are nominated, there shall be an election held by secret ballot and the results will be announced at the Annual General Meeting. The election will be conducted by a committee constituted by the Dean (Academic) who will be the chairperson of the Committee. The tenure of the representative shall be for one term and an individual may be reelected for another term.

9.2 Election of Members of the Management Committee who are not members of the Council:

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The Council will form a committee to conduct the elections. The procedure for holding the elections will be decided by this committee. The electorate would consist of only the Members / fellows of the Association. The voting shall be by secret ballot.

10. FINANCE MANAGEMENT

The part of financial management that is covered in this section includes the endowment funds and the fixed assets.

1. The landed property of the Association will be held by a body of not less than three and not more than five Trustees appointed on recommendation of the Council by the Association at a General Meeting.
2. A Trustee, once appointed will hold office for a period of five years, which may be renewed or till his resignation, whichever is earlier. The Association may, at any General Meeting appoint trustees in vacancies that might have arose for any cause.

A Trustee, once appointed will hold office for a period of five years, which may be renewed or till his resignation, whichever is earlier. The Association may, at any General Meeting appoint trustees in vacancies that might have arose for any cause.

3. No government securities on immovable property held by the Trustees on behalf of the Association shall be sold except with the sanction of a Special General Meeting of the Association held for this purpose, confirmed at a subsequent meeting of the same kind to be held not earlier than a week after the first meeting. Provided also that not less than two thirds of the member present vote in favour of the proposition.
4. All funds realized to the credit of the Association shall be deposited in approved nationalized banks in the name of the Association and no money other than needed for payments of salaries, scholarships, recurring laboratory expenses, pension, provident fund and dues to the cooperative society shall be drawn from the bank except by cheques signed by the Director and either of the two administrative officers namely the Registrar and the Accounts Officer.
5. A regular account will be kept by the Council of all its money and properties in respect of the Indian Association for the Cultivation of Science.
6. As long as the Association continues to receive grants-in-aid from the Government, the accounts of the Association will be audited annually by the Comptroller and Auditor General of India or his authorized representative. Expenditure incurred on behalf of this audit would be payable by the Association to the Comptroller and Auditor General of India.
7. A copy of the audit report will be communicated to the Council and another copy to the Government of India.
8. The Council will be entitled to borrow money from time to time on behalf of the Association, not exceeding the total sum to be fixed by the Association during a particular year.
9. All necessary documents to be executed on behalf of the Association for obtaining loans shall be executed by the Director and one of the Trustees.
10. The Council will be entitled to receive loans from time to time from national and international sources for purposes that would be instrumental for advancing the mandate contained in the

memorandum of the Association.

11. Every instrument to which the seal of the Association is affixed will be signed by the Director.

11. MANAGEMENT OF SOCIETAL AFFAIRS

The management of the societal component shall rest in a Management Committee that would function under the Governing Council of Association.

11.1 COMPOSITION OF THE MANAGEMENT COMMITTEE

The composition of the Management Committee would be as follows:

- i) A President, who is an eminent scientist elected by the General Body. The tenure of the President will be three terms, at the end of which the same person can be re-elected for another three terms
- ii) One Vice-President, who will be the Director of Indian Association for the Cultivation of Science, in ex-officio capacity
- iii) One Vice-President, who will be elected by the General Body for a period of three terms
- iv) One Honorary Secretary elected by the General Body for three terms
- v) One Honorary Treasurer elected by the General Body for three terms
- vi) Six members elected by the General Body for three terms
- vii) The Executive Secretary who will be nominated / appointed by the Council as an ex-officio member in the capacity of Member Secretary.

In addition to the above members, the Committee might co-opt additional members if deemed necessary for carrying out specialized tasks, subject to ratification by the Council on a case by case basis.

11.2 Powers and Duties of the Management Committee:

- i) The Management Committee shall be the policy making and managing authority of the societal affairs of the Association and would liaise with the institute component in this matter as and when it considers necessary under the overall control of the Council.
- ii) It would plan, mobilize and implement activities that are befitting to the Learned Body character of the societal component.
- iii) The Management Committee would be the custodian of the Association archives and would take such measures that might be required for the betterment and proper maintenance of these archives.

The Management Committee will be authorized to accept endowments, donations and subscriptions on such terms that would further the interest of the Association, subject to ratification of the Council.

The Management Committee would discharge its duties through two workgroup, namely the Administrative Workgroup and the Planning & Development Workgroup. Both these workgroups would report to the Management Committee, which in turn will report to the Council.

11.3 Constitution and Activities of the Administrative Workgroup:

The Administrative Workgroup will look after the administrative and financial issues related to the societal component and would coordinate its day to day functioning. The composition of the Administrative Workgroup would be as follows:

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- i) Executive Secretary or his nominee
- ii) Finance & Accounts Officer of the Association or his nominee
- iii) One nominee of Director of the Association
- iv) One nominee of the Management Committee

Apart from these statutory members, the workgroup would be empowered to co-opt not more than three members, subject to ratification of the candidature of the proposed members by the Management Committee. The tenure of the members would be for two terms, renewable for another two terms.

The Administrative Workgroup would undertake the following activities:

- i) To manage the financial matters of the societal component
- ii) To coordinate meetings of the General Body and maintain liaison with the members
- iii) To organize endowment lectures, science popularization camps and other similar activities
- iv) To publish the Annual Report for the societal component and any other publication that it feels necessary

11.4 Constitution and Activities of the Planning & Development Workgroup:

The Planning & Development Workgroup would look into the planning and developmental activities of the societal component and would be instrumental for the growth of its activities. The Planning & Development Workgroup would have the following composition:

- i) Director of the Association or his nominee
- ii) Two nominees of the Management Committee, who would be distinguished personalities in the field of social outreach of science
- iii) Executive Secretary

Apart from these statutory members, the workgroup would be empowered to co-opt not more than three members, subject to ratification of the candidature of the proposed members by the Management Committee. The tenure of the members would be for two terms, renewable for another two terms.

The Planning & Development Workgroup would undertake the following activities:

- i) To undertake a comprehensive planning activity for growth and development of the societal functions of the Association
- ii) To prepare the budget and projections for the societal components
- iii) To maintain the official website of the societal component
- iv) To obtain regular feedback and to exercise controls

The Management Committee would have the freedom to assign any activity not stated above to the Administrative Workgroup and Planning & Development Workgroup if it is deemed necessary for furtherance of the mandate of the society.

The appellate authority for all matters of the societal component would be the Governing Council of the Association



**INDIAN ASSOCIATION FOR THE CULTIVATION OF
SCIENCE JADAVPUR, KOLKATA – 700 032**

BYE-LAWS

(Approved by the Special General body Meeting held on 05.08.06)

1. COUNCIL MEETINGS

The Council shall ordinarily meet four times a year usually spaced out evenly. The order of business would be decided by the Chairman but the normal order would be as follows:

- a) Confirmation of proceedings of the last meeting
- b) Report of action taken on the resolutions of the last meeting
- c) Reports of various committees such as the Finance Committee, Selection Committee or any other committee that might have been convened
- d) Other businesses

In absence of the Chairman, the President of IACS would chair the Council. In case the Chairman and the President happen to be the same person or in a situation where both the Chairman and the President are absent, the Council will elect a Chairman from among themselves.

1.1 Extraordinary Council Meetings:

Extraordinary council meetings might be convened if the need arises by the Chairman, Director or the Department of Science & Technology, Government of India. An extraordinary Council meeting might also be convened at the requisition of at least four members of the Council.

1.2 Notification of Council Meetings:

The Registrar will notify Council meetings reasonably in advance but not less than five days before the proposed date. Notification along with the agenda papers would normally be sent electronically. If there is any specific need, a printed version may be sent by post.

Additional items if any shall be circulated to the members not less than 24 hours before the meeting excluding the date of the meeting.

The Chairman may permit inclusion of any item not in the agenda for which notice could not be given provided the matter concerned in the item is in his opinion of sufficient urgency.

1.3 Proceedings of the Meetings:

The proceedings of the meeting would be circulated to all members through e-mail and the minutes would be confirmed at the next Council meeting. The proceedings would be communicated to all members of the Academic Board of the Association and would also be hosted in a secure region of the Association homepage.

Normally, in a Council meeting six members would form a quorum.

2. ADMINISTRATION

2.1 Framework:

The institute will be under the overall administration of the Director who will be assisted by Deans. The number of Deans would remain flexible and would be decided by the Council from time to time.

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depending on necessity. Administrative functions would be broadly divided into four categories as follows:

1. General Administration
2. Academic Administration
3. Financial Administration
4. Business Administration

The Director would have the power to delegate these individual areas to executive officers.

2.2 Execution:

The Registrar would be the overall executive authority of all the above areas. However, the Director has the discretion of delegating charge of any of the above areas to some other suitably competent officer. The officer entrusted with the responsibility of a given portfolio would be responsible for proper functioning of the portfolio. The officer given charge of a portfolio should have proven competence of work in that portfolio as evidenced by educational qualifications and experience.

The Director with concurrence of the Council shall have the power to combine the functions of one or more portfolio if deemed suitable. The Council will also have the provision of adding portfolios if deemed suitable.

2.3 Appointment of Director

The Council shall appoint the Director with prior approval of Central Government and following Recruitment Rules and procedures prescribed by the Government of India from time to time.\$ \$

[\$ \$Old Rules :The Council shall appoint a Search Committee to look for possible incumbents for the post of Director. On recommendation of the Search Committee, the Council after due ratification will forward the name/s to the Secretary, Department of Science & Technology for taking further action as required for appointment of Directors of Central Autonomous Organizations of the Government of India. Old rule was amended vide resolution of the Governing Council under item no. 4 in its 2013-2 meeting held on 13.07.2013.]

2.4 Appointment of Deans

The Deans would normally be redeployed from among the existing personnel of IACS, subject to recommendation by the Director and approval by the Council. However, the Council may on the exigency of the circumstances appoint a Dean from outside.

If the Council feels on the advice of the Director that there is no suitable person who might be redeployed, he might hire an individual from outside on a deputation or contract basis with prior approval of the Council. The incumbent would be placed at the level of a Senior Professor and be guided by the rules as applicable for the Senior Professor of IACS, except that the tenure of service shall be for a fixed period as decided by the Council.

In case the Deans are redeployed from among the employees of IACS, they would be provided with an officiating allowance and perquisites as decided by the Council.

2.5 Functions of the Deans

The Deans would be the administrative advisors to the Director in running the institute. The Deans of a given portfolio would manage the entire portfolio as independently as possible.

The Dean shall manage his individual portfolio and keep the Director informed about the functioning of the portfolio.

3. FUNCTIONING OF THE ADMINISTRATIVE OFFICES

The responsibility of ensuring proper administration of the Association would be vested in the Council and the Director (by virtue of powers delegated to him by the Council). However, the delegation of specific jobs would be distributed among the various offices as given below:

3.1 Functions of the Director's Office:

- i) All press matters including public relations
- ii) Management of endowment lectures
- iii) All disciplinary matters
- iv) Recruitment of Chair Professors, Emeritus Professors, Deans, Advisors, Consultants and Registrar

3.2 Functions of the Deans' Office:

- i) All recruitments at the scale Rs 8000 - 275 - 13500 onwards, except those of Chair Professors, Emeritus Professors, Deans and Registrar
- ii) All communications including the IACS official homepage
- iii) All Technology Management activities including intellectual property management
- iv) All activities of international cooperation
- v) Industry-institute linkages
- vi) Marketing and business development

3.3 Functions of the Registrar's Office:

- i) All recruitments below the scale of Rs 8000 - 275 - 13500
- ii) All establishment matters
- iii) Purchase and stores
- iv) All matters relating to conservancy, security and safety
- v) All matters of employee benefits e.g. medical benefits, superannuation benefits etc.
- vi) Matters related to reservation of SC/ST/OBC candidates
- vii) Matters of disposal of scrap
- viii) All protocol matters

3.4 Functions of the Account's Office:

All financial matters

Notwithstanding the distribution mentioned above, the Director will have the power to intervene and interject to any decision taken by any of the above offices on any matters whatsoever.

4. STATUTORY BODIES AND AUTHORITIES

The statutory bodies of the Association will be the following

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The Governing Council

- i) The Management Committee
- ii) The Finance Committee
- iii) The Academic Board
- iv) The Faculty Boards
- v) The Women's Cell
- vi) The Redressal Committee
- vii) The Steering Committee
- viii) Any other body which may be constituted by the Council.

The statutory authorities of the Association who will be responsible for proper functioning of the statutory bodies would be the following officials:

- i) The Chairman of the Council
- ii) The President
- iii) The Director
- iv) The Deans
- v) The Registrar
- vi) The Heads of the Departments/Divisions/Units
- viii) The Chairpersons of the Centres / Programme Coordinators of Programmes

4.1 THE STATUTORY BODIES

4.1.1 Powers and Duties of the Council:

- i) The Council shall be the executive authority of the Association and would constitute the apex body responsible for smooth running of the organization. The Council will ensure that the transactions in the Association are in accordance to the regulations and byelaws contained herein.
- ii) The Council will submit to the Annual General Meeting the report on the progress of the Association
- iii) It will be the apex policy making and decision making authority of the Association. It will have the complete power to run the affairs of the institute component of the Association.
- iv) It will also govern the functioning of the societal part of the Association. The Management Committee would however have a large amount of autonomy in running the societal functions subject to reporting to the Council.
- v) The Council shall be empowered to create posts in any category including supernumerary positions and or new departments/divisions/units subject to concurrence from the Department of Science & Technology, Government of India.
- vi) The Council shall make all appointments included in the Group-A category and would fix their remunerations as per existing Government of India rules. It will also accept resignations of all the employees in the above category. Resignations of ordinary and ex-officio members of the Council will also be accepted by it.
- vii) The Council will be entrusted with the responsibility of keeping the regulations and bye-laws of the Association updated and at-par with the existing trends. In this regard, it will be empowered to regularly modify and amend the bye-laws for running the Association. This amendment may be undertaken either by itself or by any committee constituted by it. In case the amendment is done as per the latter procedure, the modifications have to be ratified by the Council in order to be deemed valid.
- viii) The Council will also be empowered to introduce new bye-laws for better running of the Association within the framework of the regulations.

- ix) The Council will proactively engaged in entering into arrangement with the government ministries and agencies, both in the centre and the state, and also from industries and international sources for securing and accepting grants-in-aid to the Association on mutually agreed terms and conditions.
- x) It will also be empowered to undertake any other activity that might be deemed suitable for the progress of the Association.
- xi) The Council will be responsible for publishing the Indian Journal of Physics and the Proceedings of the Indian Association for the Cultivation of Science and other books and monographs.

4.1.2 THE FINANCE COMMITTEE

Composition:

The composition of the Finance Committee would be as follows:

- i) The Chairman of the Governing Council
- ii) The Director
- iii) One representative of the Ministry of Science & Technology, Government of India, who is also a member of the Council
- iv) On Trustee member nominated by the Council
- v) The Accountant-General, West Bengal or his nominee
- vi) The Registrar who will be the non-member Secretary

In absence of the Chairman of the Council, the members will elect a Chairman from among themselves.

Powers and Duties of the Finance Committee:

- i) The Finance Committee shall make recommendations to the Council on all proposals of new demands, which shall stand referred to the Finance Committee for opinion before being considered by the Council.
- ii) It would prepare a budget for the Association for the next financial year or the next plan period.
- iii) To advice and recommend on any particular initiative that has a financial implication.

4.1.3 THE ACADEMIC BOARD

Composition:

The Academic Board would be composed of the Director, Dean (Academic), all Professors, all Associate Professors, four Assistant Professors one faculty fellow. The scientists, if any, shall be present as invitees. The members of the cadres of Assistant Professors would be elected so as to ensure representation of all subject areas of the Association and maintenance of seniority. The representation from the Assistant Professors would therefore be rotated. The Director will be the Chairperson of the Academic Board and the Registrar would be the secretary. In absence of the Director one of the Deans may be the Chairperson. Five members would form quorum.

Powers and Duties of the Academic Board:

The Academic Board would be empowered to carry out the following transactions:

- i) To plan and conduct cooperative research activities and to periodically discuss reports of all research work from the Heads of Departments / faculty members
- ii) To consider and submit to the Director the draft annual report of the research activities of the various departments of the Association.

- iii) To discuss the budget of the departments/units including library and central services and submit its views to the Finance Committees.
- iv) To appoint research scholars and fellows on the recommendations of the selection committee.
- v) To develop a comprehensive policy and manage the use of common instruments particularly the sophisticated ones
- vi) To constitute a Scholars' Welfare Committee comprising of two members from the research scholars elected from among themselves.
- vii) To advise Deans in the management of the Library, Workshop, Computer Centre and the Central Scientific Services.
- viii) To make rules relating to the disciplinary controls of research scholars subject to approval of the Council.
- ix) A decision taken by the Academic Board may be appealed against to the Chairman of the Governing Council.

4.1.4 THE REDRESSAL COMMITTEE

Composition:

The committee would have the following composition:

- i) Director (Chairperson)
- ii) Two Deans (Vice-Chairpersons)
- iii) Registrar
- iv) Council representative of the administrative and technical staff
- v) Two nominees of the Director at least one of which shall be from the administrative and technical cadre.

Powers and Duties of the Redressal Committee:

- i) The redressal committee would deal with employee issues that do not come under the purview of the Academic Board
- ii) To coordinate employee welfare activities
- iii) To coordinate training and professional development of the administrative and technical staff members
- iv) To serve as a single-window approach to redress administrative and technical staff grievance and suggest remedial measures

4.1.5 THE FACULTY BOARD

Composition:

It will consist of all the Professors, Associate professors, Assistant Professors and Faculty Fellows of the respective department. The Head would be the Chairperson of the Faculty Board. The Director would however have the right to attend any Faculty Board meeting and under such circumstances he /she would chair the meeting. Seventy five percent of the members should be present for a quorum.

Powers and Duties of the Faculty Board:

- i) To suggest the plan and programmes of the respective department / unit
- ii) To discuss from time to time the research activities of the faculty members
- iii) To coordinate the research activities of the faculty members

iv) To prepare the budget of the department / unit for forwarding it to the Dean (Academic)

- v) To regularly organize seminars, journal clubs and interface sessions in the department / unit
- vi) To coordinate the teaching programmes of the respective department / unit

4.1.6 STEERING COMMITTEE FOR CENTRES AND PROGRAMMES

Composition:

The composition of the Steering Committee for the Centres and Programmes shall be decided by the Council of a case by case basis. However, the Chairpersons of the respective Centre or the Programme Coordinator of the respective Programme and the Director, IACS would be statutory members.

Powers and Duties of the Steering Committee:

- i) To provide overall guidance to the functioning of the Centre / Programme
- ii) To consider and approve the budgetary allocation
- iii) To review the progress of the activities of the Centre / Programme
- iv) To advise on any matters relevant to the functioning of the Centre / Programme

4.1.7 WOMEN'S CELL

The composition and duties of the cell would be decided by the Council from time to time.

4.2 THE STATUTORY AUTHORITIES

4.2.1 Chairman of the Governing Council:

The Chairman of the Governing Council would be nominated by the Department of Science & Technology, Government of India. The Chairman would preside over the meetings of the Governing Council. In case of an emergency, the Chairman on the recommendation of the Director shall take decision to be reported in the next meeting of the Council.

4.2.2 The President:

The President would be elected by the General Body of the Association. The President shall preside over the General Meetings of the Association and would be the Chairman of the Management Committee of the societal component.

4.3.3 The Director:

The Director shall be the chief executive officer of the Association and would run the business of the Association under the supervision of the Council.

4.3.4 The Deans:

The Deans would function as advisors to the Director and would assist him in running the different administrative portfolios.

4.3.5 The Registrar

The Registrar would assist the Director in discharging the administrative tasks for sustenance and

advancement of the Association within the framework of the regulations and bye-laws contained herein.

- i) The Registrar would act as the non-member Secretary to the Council, the Finance Committee and such committees as may be decided by the Council.
- ii) The Registrar shall assist the Director in conduct of the meetings of the Council and Finance Committee, prepare the agenda and draft the minutes of the meetings.
- iii) The Registrar would make all correspondences relating to the Association such as Council & Finance Committee proceedings, new appointments, elections and so on.
- iv) The Registrar would be the custodian of the official seal of the Association and would sign letters, papers, bills and receipts on behalf of the Association.

4.3.6 The Executive Secretary:

The Executive Secretary will be in charge of management of activities of the societal component of the Association. He shall be the custodian of the Association archives, coordinator of the outreach programmes and would carry out any other responsibility that may be assigned to him by the Management Committee.

4.3.7 The Heads of Departments / Units

The Head of the Department would be appointed by the Director for a period of five years. The appointment is to be made keeping in view the seniority, academic standing and the leadership capability of the academic staff of the corresponding department/ unit after ascertaining the collective view of the department / unit.. The tenure of a Head might be renewed after a period of five years depending on performance. The Director shall have the power to recall a particular Head of Department / Unit if their performance is not found satisfactory. No individual can remain as head for more than two terms.

- i) The Head of the Department / Unit would be the overall in-charge of the department / unit and would serve as a link between the department / unit and the administration.
- ii) The Head is to ensure fair distribution of departmental grants, space and personnel and adherence to the modalities set by the Academic Board and Faculty Board in this regard.
- iii) The Head shall act as the coordinator of the academic / other activities of the department / unit.
- iv) The Head would not have any controlling power over the extramural grant of the individual faculty member except under disciplinary circumstances.

4.3.8 The Chairperson of Centres and Programme Coordinator of Programmes:

The tenure of the Chairperson of a Centre or Programme Coordinator of a Programme would be for a period of five years which may be extended by the Director in consultation with the President of the Council, subject to ratification by the Council. The Chairperson / Programme Coordinator would be responsible for the overall growth of the activities of the Centre / Programme under the guidance of the respective Steering Committee.

5. RECRUITMENT RULES

It is proposed to have two different categories of appointments:

- i) Appointments for all Group-A positions
- ii) Appointments for Group-B, Group-C and Group-D positions.

5.1 APPOINTMENT FOR GROUP-A POSITIONS

The posts that come under this category are as under:

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<i>Name of Post</i>	<i>Scale of Pay*</i>	<i>Minimum Qualifications</i>
<i>Senior Professor</i>	<i>18,400 – 500 – 22,400</i>	<i>Distinguished scientists having long experience and excellent recognition in India and abroad. Must be an authority in the area.</i>
<i>Professor</i>	<i>16,400 – 450 – 20,000</i>	<i>Established scientist with distinctive recognition and reputation among scientists in his or her area and proven leadership qualities.</i>
<i>Registrar</i>	<i>16,400 – 450 – 20,000</i>	<i>\$ Master's degree /BE/ graduate (with MBA) or equivalent with twelve years experience in a responsible position in a reputed organization, having good knowledge about administration and finance</i>
<i>Senior Librarian</i>	<i>Do</i>	<i>Master's degree in science with M.Lib. and twelve years experience in library management</i>
<i>Senior Engineer</i>	<i>Do</i>	<i>M.E. / M.Tech in Electrical/Mechanical/Civil engineering with twelve years experience</i>
<i>Associate Professor</i>	<i>14,300 – 400 – 18,300</i>	<i>Ph.D. with eight years of independent teaching experience of sustained quality.</i>
<i>Librarian</i>	<i>Do</i>	<i>Master's in science with M.Lib and ten years experience in library management</i>
<i>Engineer</i>	<i>12,000 – 375 – 16,500</i>	<i>B.E. in Electrical / Mechanical/Civil engineering with ten years of experience</i>
<i>Assistant Professor</i>	<i>Do</i>	<i>Ph.D. with minimum of four years post-doctoral experience and commendable research publications.</i>
<i>Deputy Registrar</i>	<i>Do</i>	<i>\$ Master's degree /BE/ graduate (with MBA) or equivalent with ten years of experience in a responsible position in a reputed organization, having good knowledge about administration and finance</i>
<i>Deputy Librarian</i>	<i>Do</i>	<i>Master's degree in science with B.Lib and seven years of experience</i>
<i>Deputy Engineer</i>	<i>10,000 – 325 – 15,200</i>	<i>B.E. in Electrical, Mechanical or Civil engineering with seven years of experience</i>
<i>Senior Finance & Accounts Officer</i>	<i>Do</i>	<i>Chartered / Cost accountancy or Master's degree with seven years of experience in finance and accounts</i>
<i>Faculty Fellow</i>	<i>Do</i>	<i>Ph.D. with two years of post-doctoral experience and commendable research publications</i>
<i>Senior Assistant</i>		

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Registrar	8000 – 275 – 13,500	Master's degree with ten years experience
Assistant Engineer	Do	B.E. in electrical. Mechanical, Civil engineering with five years of experience
Assistant Registrar	Do	Master's degree with seven years of experience or degree with twelve years of experience
Finance & Accounts Officer	Do	Master's degree in commerce or inter in Chartered/Cost accountancy with five years experience or Commerce degree with twelve years of experience
Technical Officer	Do	Master's degree in science or a B.E. / B. Tech with three years of experience or a B.Sc. with ten years of specialized experience
Assistant Librarian	Negotiable depending on qualifications and experience	B.Lib. with seven years of experience and capable of handling a computerized library.
Scientists		Master's degree in a specialized discipline

NOTE:

**** As a result of implementation of some specialised programmes, some posts may be redesignated accordingly. These redesignated posts would also come under the purview of these rules. .**

§ "Old Qualification of Registrar: 'Master's degree with twelve years experience in a responsible position in a reputed organization, having good knowledge about finance' and that of "Old Qualification of Deputy Registrar": 'Master's degree with ten years-experience' was amended vide resolution of the Governing Council under item no. 9.2 in its 2012-2 meeting held on 24.08.2012 and came in to effect from 24.01.2013 after confirmation of the said minutes by the Governing Council in its 2012-3 meeting held on 27/12/2012 and notification vide OM no. 1.2/192, dated 24.01.2013".

A) Recruitment:

- i) The recruitment would be made through advertisement for positions concerned. The primary advertisement would be made in the IACS website. Additionally, an advertisement would appear in some leading national/international journal for faculty positions and in some leading national daily for non-faculty positions. In both cases, the print media advertisement would only give the information to look for the more detailed advertisement in the website.
- ii) The Council may at its discretion decide to host the advertisement for recruitment of faculty positions permanently on the website.

B) Application Process:

- i) All applications are required to be made electronically to the address apply@iacs.res.in (Transitory Process). Eventually, this application e-mail address would be replaced by the Recruitment Management Server, in which all applications are to be made through the online application form, to be available on the website.

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- ii) The period of application process would be not less than 15 days and not more than 45 days from the date of notification. Nominations for positions, if applicable need to be made within this period also.
- iii) All applications would be followed by three confidential letters of recommendation. The recommendations also need to be sent electronically to *referee@iacs.res.in* (Transitory Process) Eventually, this would also be moved to the Recruitment Management Server. Recommendations would be received within 60 days of notification of a post.

C) Follow-up of Application:

- i) All applications in this category would be processed by the Office of the Deans.
- ii) All applications will be traced by the Application Tracking System comprising of a unique identification code.

D) Screening Process:

The Office of the Deans would have two Standing Committees as follows:

- a) Academic Affairs Committee: to deal with the faculty recruitment
- b) Administrative Affairs Committee: to deal with the non-faculty recruitment

The Director would be the Chairman of both the committees. The Vice-Chairman of the Academic Affairs Committee (ACAC) would be the Dean-Academic; while that of the Administrative Affairs Committee (ADAC) would be the Dean-Administration.

The Director, Dean-Academic and Dean-Administration would be standing members of both the ACAC and ADAC. { **The Director, Dean-Academic and Dean-Administration or their nominees not below the rank of a Sr Professor would be standing members of both the ACAC and ADAC** (amended vide Council dated 9.8.08) } The individual committees would additionally have two more members nominated by the Director.

The AAC/EAC would meet within 15 days of the notification to fix the criterion for the initial screening process. The applicant's credentials and the referees comments would be considered while fixing the screening criterion.

The screening process would be undertaken in two levels:

Level-1 screening: This would be done by the ACAC and ADAC, as the case may be and would shortlist applications in terms of general considerations such as consistency of academic records, referees' comments etc.

Level-2 screening: This would be done by the Expert Screening Committee (ESC). The ESC would be constituted on a case-by-case basis by the ACAC/ADAC and would consist of at least two experts in the field.

The final short listed candidates generated in this way would be recommended to the Selection Committee.

The ACAC/ADAC in consultation with the respective ESC, would recommend a list of experts from the Experts' Database for constituting the Selection Committee. The ACAC/ADAC would recommend three times the actual number required in the Selection Committee, out of which the final decision would be made by the Director subject to ratification by the Council.

E) Selection Committee Composition:

The composition of the Selection Committees would be as follows:

Senior Professors/Professors:

- i) Director (Chairman)
- ii) One nominee of the Chairman of the Council of IACS
- iii) Two nominees of the Council who would be experts in the subject, one of whom is not a member of the Council.
- iv) One expert nominated by the Ministry

(All members mandatory)

Associate Professors:

- i) Director (Chairman)
- ii) One nominee of the President of IACS
- iii) Two nominees of the Council who would be experts in the subject, one of whom is not a member of the Council.
- iv) Head of the Department not below the rank of Professor {if the HOD is not a Professor, the remaining members would form the SC.}

Assistant Professors / Faculty Fellows:

- i) Director (Chairman)
- ii) Two nominees of the Council who would be experts in the subject, one of whom is not a member of the Council.
- iii) Head of the Department, not below the rank of Associate Professor

Registrar:

- i) Director (Chairman)
- ii) One nominee of the President of IACS
- iii) Two nominees of the Council, one of whom is not a member of the Council
- iv) One nominee of the Ministry

(Chairman and any three members form the quorum)

All other Group-A posts:

- i) Director (Chairman)
- ii) Two experts nominated by the Council.
- iii) Registrar

(All members mandatory)

5.2 APPOINTMENT TO GROUP-B, C, D POSTS

The staffs belonging to this category are as follows:

5.2.1 GROUP-B

Office Superintendent / Superintendent (F&A)	7450–225 - 11500	Bachelor's degree in relevant subject with ten years experience some of which is at supervisory level. Master's degree would be preferred
Technical Superintendent	Do	HS with diploma in mechanical / electrical/instrumentation engineering with seven years of experience in workshop or laboratory having some specialized technical knowledge
Junior Engineer (Civil)	Do	HS with diploma experience
Security Officer	Do	Graduate with seven years experience in security, fire-fighting and laboratory safety
Campus Superintendent	Do	Graduate with seven years experience
Assistant (Office)	6500-200-10500	Bachelor's degree with five years experience, having good knowledge of English and computer applications and office administration
Assistant (Accounts)	Do	Commerce graduate with five years experience and familiarity with computer applications in accounting
Technical Asst. B	Do ^b	B.Sc. with seven years experience in laboratory or HS with diploma in engineering / draftsmanship with four years experience or B.Sc. with editorial experience
Senior Technician	Do	HS with diploma in engineering in respective trade with five years experience

5.2.2 GROUP – C:

<i>Designation</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Technical Asst. A	5000 – 150 – 8000	B.Sc. with two years experience in laboratory of HS with diploma in engineering and five years experience
Documentation Assistant / Reprography	Do	B.Lib with two years experience or graduate in science with three years experience / HS or equivalent with five years experience
Junior Technician	Do	Bachelor's degree in science or HS with diploma in engineering
Upper Division Clerk – I	5000 – 150 – 8000	Promotional post for UDC

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Upper Division Clerk	4500-125-7000	Graduate with three years experience having good knowledge of English and computer applications for office work
Junior Store Keeper	Do	Bachelor's degree with three years experience
Telephone Operator cum receptionist and related posts	Do	Bachelor's degree with three years experience
Lower Division Clerk	3050-75-3950-80-4590 ^c	Graduate with good knowledge in English and computer applications for office work
Work Sarkar	Do	Madhyamik with ITI or similar training and three years experience
Book Sorter	Do	Madhyamik with three years experience
Pump Operator	Do	Madhyamik with ITI or similar training in Electrical Engineering
Liftman	Do	Madhyamik with ITI or similar training in electrical engineering with lift licence

5.2.3 GROUP – D:

<i>Designation</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Helper – C	3050-75-3950-80-4590 ^a	Promotional post for Helper B
Helper – B	2750-70-3800-75-4400	Promotional post for Helper A
Helper – A	2550-55-2660-60-3200	Class VIII or Madhyamik with some experience in area of work for which recruitment made

NOTE:

^a Helper in the above designations include mali, sweeper, watchman, washboy etc.

^b Technical assistant B includes incumbents in laboratory, draftsmanship and publications.

^c Equivalent job descriptions in these posts include plumber, driver, cook etc.

Appointment for staff belonging to the Groups B, C, D categories would be made through direct recruitment against advertisements given in the newspapers. The process of selection would consist of written tests and /or personal interview.

Selection committee of Group-B and Group-C categories of staff shall consist of the following members:

- Director or his nominee who will be not below the rank of the Head of a department or unit / Chairperson of Centre/Programme Coordinator of Programme (Chairman)
- Head of the Department /Section or Chairperson of Centre or Programme Coordinator of Programme for which the appointment is being made
- Registrar

iv) One nominee of the Council.

All members should be present for the selection committee to be valid.

For the staff belonging to Group-D category, the Selection Committee will be constituted by the Director and shall consist of not less than three members of which the Registrar shall normally be one.

5.3 GENERAL GUIDELINES FOR RECRUITMENT

1. During the process of recruitment, adequate provision will be made for representation from the backward communities and physically handicapped candidates, as per existing rules.
2. The recruitment process shall be transparent as far as practicable and the regular update of information in this matter will be made available in the institute website.
3. The qualifications against each post should be redefined wherever necessary, keeping in view the requirements of IACS and availability of personnel with better academic qualifications and technical competence.
4. The number of recruitments and posts in the lower levels of the non-faculty staff should be progressively reapportioned and number of technical posts at the middle and higher levels increased.
5. The Council might consider relaxation or complete waiver for the recruitment rules and processes in case of exceptional candidates if considered necessary. Such actions, if undertaken, cannot be cited as precedence in similar future circumstances.
6. The criteria of experience might be relaxed to lay more emphasis on potentiality in case of exceptionally qualified candidates.
7. The Council might consider introducing scales of pay at levels higher than those existing for certain kinds of jobs to take care of the upgraded level of activities of the institute. This should particularly cover better governance of administrative, financial and information related activities.

6. PROMOTION RULES

For the purposes of career development, the staff members of IACS would be divided into Group-A and non Group-A categories. The former category would comprise of all scales of pay ranging from Rs 8000 - 275 - 13,500 and above. The latter category would comprise of all scales of pay below this slab.

6.1 Career Advancement for Group- A Employees:

The promotion policy for the Group-A employees would be similar. However, the assessment procedure for the faculty and non-faculty positions in this category would be different.

Initial Placement:

Any career advancement scheme is closely linked to the initial placement of a member of the staff. At the time of recruitment, a member of the staff would be placed in a position that is commensurate with his or her attainments / abilities. The placement process should follow the spirit to attract excellent candidates by giving them competitive salary as would be offered in other institutions of national importance. For exceptional candidates, the selection committee may also relax the criteria of experience and emphasize potentiality.

Explanatory Note on the definition of achievement /ability:

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For Faculties : Publication in reputed journals having high impact factors and citations. In addition emphasis is to be given to leadership qualities such as ability to build research groups, direction of research, supervision of doctoral thesis etc. Interaction with the industry and proven experience in handling sponsored research projects would constitute additional components. For young faculties recruited in the level of Faculty Fellows, publication in reputed journals of high impact factor and citation. Flair for involvement in teaching programmes would be highly desirable.

For Administrative and Technical Staff: Excellent academic records and/or higher professional qualifications along with proven competence/potentiality in the discipline for which the recruitment is being made. Aptitude for working in multi-cultural environments and having an understanding of current trends in S&T would be desirable.

Eligibility of Assessment:

Faculties at scales above Rs 10,000 - 15,200

Normal assessment would be after five years. Fast-Track* assessment in case of extraordinary performance would be after four years.

Faculties at scales of Rs 10,000 - 15,200

Normal assessment would be after four years. Fast-Track* assessment in case of outstanding performance would be after three years.

Administrative and Technical Staff:

The normal assessment would be after five years and Fast-Track* assessment after four years. The posts of Registrar, Senior Librarian and Senior Engineer would be outside the purview of promotions.

* "Out of turn" was replaced with "Fast-Track" vide resolution of the Governing Council under item no. 14.4 in its 2011-3 meeting held on 09.09.2011 and came in to effect from 27.06.2012 after confirmation of the said minutes by the Governing Council in its 2012-1 meeting held on 24/02/2012 and notification vide OM no. 1.2/3922, dated 27.06.2012.

Evaluation Process:

For Faculties:

A self assessment report of the faculty should be prepared by them and be submitted to the Director for the evaluation process. The Director through the Dean (Academic) would seek the opinion of:

- i) Three referees out of a list of six provided by the candidates
- ii) Three referees nominated by the Director / Dean (Academic)

The referee reports would be placed by the Director to the Promotion and Assessment Committee (PAC). At least four reports from the referees should be available for convening a PAC.

Constitution of the Promotion and Assessment Committee:

The PAC would be a standing committee to be constituted by the Council, having the following composition:

- i) President
- ii) Director

iii) Two Deans

iv) Four experts covering the general areas of research in the institute.

If the committee finds that the research work of the applicant is satisfactory (taking into account the reports of the referees), it should recommend advancement to the higher post. If the research work of the applicant is found to be unsatisfactory (based on the evaluation of reports), the committee may recommend the applicant to remain in the same post and the candidate will not be eligible for reevaluation within one year. The recommendation of the PAC is to be placed before the Council for ratification. The final decision of the promotion would take effect only after this ratification of the Council.

For Administrative and Technical Staff

For consideration of promotion, the self-assessment report along with the Annual Confidential Report of the concerned staff would be placed before the Director. The Director would place the documents before a Promotion and Assessment Committee, which will have the following composition:

- Director
- Two Deans
- Registrar or Head of the Departments / Units or Chairperson of Centre or Programme Coordinator of Programmes
- Two experts nominated by the Council

The modality of decision of the PAC would be the same as that of the faculties. Additionally, the Cumulative Credit Points (CCP) would be considered subsequently. An incumbent need to accrue a minimum number of mandatory credit points in order to be considered for promotion.

NOTE: The Cumulative Credit Point scheme would be implemented later after a period decided by the Council. This is because as this system does not exist now, this incubation time would ensure that the employees have adequate time to accumulate the above points.

6.2 Career Advancement for Non Group-A members of the staff:

For the purpose of promotions, all group-B, C, D members of the staff would be considered as one group, namely the non group-A.

Eligibility for Assessment- For scales below Rs 5000 - 9000, the normal assessment period would be **four years**. For scales of Rs 5000 - 9000 and above, the normal assessment period would be **five years**.

Evaluation Process:

Each case would be considered by a Departmental Promotion Committee (DPC) to be constituted as follows:

1. Director or his nominee
2. Registrar
3. Head of the Department / Section or Chairperson of Centre or Programme Coordinator of the Programme to which the staff belongs
4. One head of Department to be nominated by the Director

In case a DPC finds an individual unsuitable for promotion, he/she would not be eligible to reappear in another DPC within a period of one year. The accumulated CCP would be considered while granting promotion.

6.3 Promotion from Non Group-A to Group-A posts:

In an event of a promotion from Group-B to Group-A position, the applicant would have to appear before a Screening Committee constituted for the purpose. The composition of the Screening Committee would be as follows:

- Director
- Two Deans
- Registrar or Head of Department of Departments / Units or Chairperson of Centre or Programme Coordinator of Programmes
- Two external experts nominated by the Council

The Committee would take into consideration the educational qualification along with the self-appraisal report and the ACRs of the incumbent for the last five years plus the accumulated CCP. If the committee after scrutinizing the reports of the candidate is convinced that he/she would be competent to carry out the responsibilities required by the posts of this category, it would recommend promotion to the Group- A cadre. If the committee is not convinced that the candidate is suitable, it might place the candidate in the Group-B position itself with some added incentives such as a higher scale without designation. Such a candidate would not be eligible for promotion to Group-A within two years.

An incumbent who gets promoted to the Group-A cadre would thenceforth be governed by the promotion rules of the Group-A staff.

6.4 CUMULATIVE CREDIT POINT SCHEME

The Cumulative Credit Point (CCP) scheme would be an incentive linked performance appraisal scheme that would be based upon an individual's efforts to attain higher professional levels. The purpose of this scheme is to provide a quantitative estimate of evaluating an individual's performance. Under this scheme, an employee of IACS who participate in professional development programmes would earn points that would be accumulated throughout the career and will be taken into account for granting promotions and incentives.

The credit points earned by an individual would comprise of two types of points - the mandatory points and the optional points. A minimum number of mandatory points would be required to be eligible for promotion. Optional credits would not be essential but would be useful to increase the total number of accumulated points. The minimum total number of credit points to be accrued for obtaining an incentive or promotion would be decided by the Council from time to time.

More weightage on credit points would be given to the Group-A staff and to those incumbents seeking cross-group promotions. Weightage to credit points would also be given to those existing members of the staff who have reached a ceiling in the promotion scheme because of lack of minimum educational qualification attached to a higher post. For the existing staff to avail of this weightage, they should have completed a minimum number of years of satisfactory service at IACS. The period of service would be decided by the Council.

Mandatory CCP would be earned by employees for the following activities:

- Successful completion in refresher courses
- Successful completion in seminars and workshops related to an individual's profession
- Successful completion of in-house training courses
- Obtaining higher degrees / diplomas

Optional CCP would be earned by the employees for the following activities:

- Commendable performance in the individual's work area
- Commendable performance in sports / cultural activities as representative of IACS
- Performing jobs that are much above the individual's listed job specification.
- Involvement in research, education and development activities
- Involvement in innovation and product development
- Involvement in promoting public relations and the social responsibilities of IACS

6.5 GENERAL GUIDELINES FOR CAREER ADVANCEMENT

1. The existing staff members of IACS would have the opportunity to exercise their individual option for retaining / continuing the benefits of the existing service conditions or to switch over to the new scheme.
2. The career advancement processes would be undertaken in a manner that provides adequate opportunities to all sections of staff. There would be adequate transparency in the whole process.
3. The appellate authority for all promotion related matters would be the Director, for cases where the Director is not a member of the promotion committee. In cases where the Director is a member of the promotion committee, the appellate authority would be the Council.
4. There should be a constant endeavour to upgrade the capabilities of the members of the staff. A system to provide recognition of outstanding service rendered by members of the staff would be followed. The Association will provide the members of all categories of staff with provisions of training and capability development in way of sponsorships, nominations for training, study leaves etc.
5. The Association will lay particular emphasis on imparting career development scope for non Group-A staff so that they may improve their professional profile.
6. The members of the staff in the non-group A cadre in the lowest category can reach up to the highest slab in this cadre with increase in academic qualifications and / or proven upgradation of professional capability. If such criterion is not fulfilled, the member of the staff would continue to be designated in the enlisted category with suffixes B to G corresponding to the scale of pay. If the qualifications are attained, the corresponding designation will be provided subject to recommendation by the Director and ratification by the Council.
7. It will be ensured that there is an adequate safeguard against underemployment. Thus, employees with higher qualifications occupying lower posts would be suitably redeployed to positions that are commensurate with their qualifications. This would however be subject to availability of suitable positions in this regard.
8. The maximum number of persons enjoying the scales in the Group-A category of the administrative staff at a time shall not exceed one-third the total number of sanctioned posts under the administrative cadre. The same norm will be followed for the technical staff.
9. Depending on the qualification / capability of a member of the staff and requirement of the institute, the Director might shift the staff between administrative and technical cadre.
10. The Director is empowered to carry out routine transfer of staff within the institute subject to requirement.
11. The posts of Registrar, Senior Librarian and Senior Engineer will remain outside the purview of promotion.
12. Existing member of the staff would be provided a quantum of start-up credit points depending on their period of service, performance and qualifications so that they maintain the relative seniority with the new recruits in terms of accumulated credit points. This incentive would be available to the existing staff only once.
13. As a minimum time period would be required by the members of the administrative and technical staff, who are required to undertake training, to complete such activities, there will be a

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moratorium on the implementation of the Cumulative Credit Point scheme for a fixed period of time as decided by the Council. (Transitory Regulation)

Residency period for promotion for the administrative and technical staff will be as follows:

Category — A			Category — B		
1.	2,550 — 3,200	Four Years	8.	8,000 — 13,500	Five Years
2.	2,750 — 4,400	Four Years	9.	10,000 — 15,200	Five Years
3.	3,050 — 4,590	Four Years	10.	12,000— 1,65,000	
4.	4,500 — 7,000	Four Years			
5.	5000 -- 8,000	Five Years			
6.	6,500 — 10,500	Five Years			
7.	7,450 — 11,500	Five Years			

7. SERVICE RULES

- The existing members of the staff may exercise the option of retaining the existing service rules or opting for the new ones. The coverage of the service rules would include scale of pay, promotion, retirement and other benefits etc.
- The staff of the Association shall be grouped into three functional categories namely faculty, administrative staff and technical staff. This categorization would however be only for the purpose of work distribution and functional diversification and for no other purpose. For the purpose of recruitment and promotion, the categorization as mentioned previously would be followed.
- The members of the above categories of staff might be interchanged by the Director subject to fulfillment of the prescribed conditions for each of the functional categories.
- Administrative and technical staff assigned to the different departments and units would be done depending on the requirement of the departments / units and the individual competence of the staff.
- Appointment of the members of the staff would be subject to the following general terms and conditions:
- Each member shall be whole time employee of the Association and shall not, without the prior sanction if the Council hold any other office to which salary or honorarium is attached.
- The terms of the engagement would be embodied in the contract of engagement.
- Appointments shall normally be made on a probationary basis for one year, after which the appointment might be made permanent.
- The pay for each member of the Association would be determined by the Council and would be specified in the agreement.
- Members of the staff would not normally be liable from being removed from office or reduced in emoluments except under exceptional disciplinary proceedings that might be initiated by the Council. During the disciplinary proceedings, the relevant rules of the Government of India that is extant at the time of the proceeding would be followed.
- The members of the faculty would retire from service on completion of the 62nd year of age.
Under exceptional circumstances, the services might be retained by the Council upto the 65th year of age. In order for this sort of retention to occur, the retention should be recommended byan Expert Committee constituted by the Director and subsequently ratified by the Council.
- Other members of the staff would retire from service on completion of the 60th year of age. For retention of service beyond 60th year of age, the extant rules of the Government of India at that time would be effective.

13. Any member of the staff might voluntarily resign from service by giving a minimum of six months' notice in writing to the Council. The Council however reserves the option to release a member at a lesser notice period, if it is felt necessary.
14. All members of the staff would be entitled to deputations in India and abroad, subject to applicability of the Government of India rules.
15. All vacancies arising in the Association would be filled up by direct recruitment subject to the Recruitment Policy mentioned before.
16. All members of the staff would be governed by the Leave Rules of the Association that are in force from time to time.
17. All members of the staff would be required to engage in such activities befitting the professional competence of the individual that would be deemed to be necessary for furtherance of the mandate of the Association. Faculty members in this regard would be involved in teaching and outreach related activities in capacities that might be considered justified by the Council.
18. The service rules and service conditions of the employees having designation of scientists shall be specified by the Council.

8. LEAVE RULES, VACATION AND HOLIDAYS

The leave rules of the Association would be valid for all employees except the research fellows and associates. The leave rules for all members of the staff shall be framed by the Council from time to time keeping in view the prevalent practices in leading academic / R&D institutions of India and the Government of India. The leave rules for the research fellows and associates will be framed by the Academic Board subject to approval of the Council.

Leave Sanctioning Authority:

- The power to grant leave other than earned leave, duty leave, half-pay leave and casual leave shall be vested in the Council except in urgent cases where the Director is empowered to take decision. Under such a circumstance, this case has to be reported to the Council at its next meeting.
- For earned leave and half-pay leave, the sanctioning authority shall be the Director for all categories of staff except those belonging to Group-D.
- For Group-D staff, the sanctioning authority shall be the Registrar.

9. VACATION AND HOLIDAYS:

The holidays and vacations that would be effective in the Association would be decided by the Council from time to time and would be notified by means of Council advisories. A particular advisory issued by the Council will remain effective till a next advisory is issued by it.

10. TRAVELLING ALLOWANCE RULES

The employees of the Association and Members of the Council, Selection Committees and any other committee would be entitled to the Traveling and Daily Allowances in accordance with the rules applicable to the Central Government employees of the corresponding rank, as are in force and as may be modified from time to time.

11. PENSION AND PROVIDENT FUND RULES

The pension, provident fund and retiring benefits rules to be followed by the Association for employees who joined before January, 2004 would be governed by the existing practices of the Association. For employees after this cut-off date, the norms would be decided by the Council. The decisions of the Council would be announced in the form of advisories. One advisory would remain valid till the next advisory is issued.

12. FINANCE RULES

The Association shall follow the General Finance Rules of the Government of India that are in force from time to time. However, the Council shall be empowered to alter or modify a part or parts of the rules if it is deemed necessary.

13. DISCIPLINARY RULES:

The disciplinary rules for the employees of the Association would be framed by the Council from time to time adhering as far as practicable to the rules in force for Central Government employees. Any employee against whom disciplinary proceedings have been initiated would have the right to appeal to the Director for consideration.

14. RESERVATION POLICY

Notwithstanding the Association to be an equal opportunity employer, the reservation policy that are in force for the Government of India from time to time would be adhered to by the Association in recruitment and other relevant matters.

15. MANAGEMENT OF INDUSTRIAL PARTNERSHIPS, CONSULTANCIES AND INTERNATIONAL COOPERATION

The management of industrial partnerships, consultancies and international cooperation would rest with the Council. The Council may however delegate the responsibility to a committee constituted by it for this purpose. The Committee should not have less than five members. The Director, one of the Deans and the Registrar would be statutory members of this committee. The Committee would manage the routine affairs and report it to the Council from time to time. In case the matter is not routine, the Committee would put up the matter to the Council for decision.

15.1 Signing Authority for MoUs:

The signing authority for all Memorandum of Understandings in academic and industrial matters and other technology transfer agreements shall be the Director. The Director would however be authorized to sign an agreement after it is endorsed by a committee of not less than three members. The members of the committee would be decided by the Council and should not consist of beneficiaries of the MoU. If the Council feels, one or more members of the Committee might be external members.

15.2 Legal Jurisdiction of Agreements:

The legal jurisdiction of agreements signed in the Association concerning industrial consultancies, cooperation and technology transfer / commercialisation would be decided on a case by case basis through negotiation between the parties involved and would be effective after approval of the Council.

15.3 Consultancies:

- Any permanent employee of the Association would be eligible to undertake professional consultancies subject to approval by the Council.

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- The employee desirous of carrying out consultancy should submit in writing such desire stating clearly the organization for which the consultancy is carried out and the terms and conditions of such consultancy.
- There would normally be no upper limit to the industrial consultancies.
- 30% of the consultancy amount however should be provided to IACS as overheads. The remaining 70% would be disbursed to the employee after deducting tax at source.
- For consultancy fees in foreign exchange, the extant rules of the Reserve Bank of India would be followed.
- Consultancy policy for visiting scientists, research associates, emeritus professors etc. shall be decided by the Council on a case by case basis.

16. CONTRIBUTORY MEDICAL SCHEME

The regular employees, Research Fellow, Associates and pensioners of the Association shall be covered by a Contributory Medical Scheme that would ensure protection of themselves, their family members and their dependents against medical exigencies that might arise. Research fellows and associates would be entitled to coverage of self only. The terms and conditions of the scheme would be framed and ratified by the Council from time to time. Once implemented for regular operation of the scheme, the Council would issue advisories that would govern the functioning of the scheme. A particular advisory would remain effective till a next advisory is issued. The Council may appoint a committee to look after the smooth operation of the scheme.

17. DELEGATION OF POWERS

The absolute power for successful functioning of the Association would rest with the Council. It might delegate a substantial part of its power to the Director and to statutory committees that might be constituted from time to time. The Director may also delegate powers to other members of the Association in a way that best serves the purpose of the Association, subject to ratification of the Council.

Clarifications Regarding Changes in Regulations and Bye-Laws

General Information:

The General Body of IACS at its Meeting held on February 17, 2006 has agreed to the following:

1. The Research Institute and Societal Part of IACS should be separated functionally. Both the parts will be under the overall control of the Council of IACS.
2. The administration and management of the Research Institute part shall be totally under the control of the Council.
3. All the administrative and management functions shall be under Bye-Laws to be framed and implemented by the Council.
4. A Management Committee that will have autonomy but would remain under the overall supervision of the Council will manage the societal part. Thus IACS will have only single Governing Council.

The above-mentioned Resolution has been confirmed by the General Body of IACS at its Meeting held on February 24, 2006.

The newly proposed Regulations and Bye-Laws have been drawn up to implement the Resolutions taken at the General Body Meetings referred to above. Some main features are given below;

- A. Memorandum of the Association is kept unchanged.
- B. The Constitution of the Council has been changed as approved by the General Body. Provision for inclusion of two Visitors has been suggested for the consideration of the General Body.
- C. All matters related to Administration and Management of the Research Institute part of IACS has been put under Bye-Laws. The various Rules like Provident Fund, Pension etc, have not been stated explicitly as Council will bring out Advisories and Booklet on these matters from time to time
- D. The Societal Part of IACS is to be managed by a Management Committee most of whose members are to be elected by the General Body. Only the Director of IACS shall be one of the Ex-officio Vice-Presidents and the Executive Secretary shall be an ex-officio member.

The newly framed Regulations and Bye-Laws have been referred to a Lawyer for his views.

Some important changes suggested:

1. Proposed constitution of the Council is as approved by the General Body with the suggestion of provision for inclusion of two Visitors. [This may be compared with the existing Council]
2. Creation and constitution of Management Committee for Societal activities of IACS as per decision of the General Body
[Present position: There is no Management Committee for Societal activities of IACS]
3. All matters related to Management and Administration of the Research Institute part of IACS have been put under Bye-Laws
[Previous position: Some of these items were under Regulations and some were under Bye-laws. The Registrar of Societies, West Bengal in 1993 has given the opinion that all internal administrative matters of IACS are outside its purview. The proposed changes are actually implementation of the opinion of the Registrar of Societies.]
4. In the New Council the only member elected by the Members of the General Body is the President who will be the ex-officio member
5. Proposed mode of election: The Council will suggest to the Members the name of an eminent scientist. The Members/fellow shall have the right to nominate any other person/persons for election to the post of President of IACS. In that election will be held by postal ballot.
[Present position: The nomination for election to the post of President is made by members of the General Body only. The election is held by Postal Ballot of Representatives of different categories of staff and Research Fellows.]
6. The proposed method of election of representatives of different categories of staff and research fellows is similar to the present one.
7. However, In the proposed Regulation the same person may be elected as President twice.
8. Similarly the internal Representatives may have two consecutive Terms.

GROUP – A ADMINISTRATIVE POSTS

<i>Name of Post</i>	<i>Proposed Re-</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Registrar		16,400 – 20,000	Master's degree /BE/ graduate (with MBA) or equivalent with twelve years experience in a responsible position in a reputed organization, having good knowledge about administration and finance
Senior Librarian		16,400 – 20,000	Master's degree in science with M.Lib. and twelve years experience in library management
Librarian		14,300 – 18,300	Master's in science with M.Lib and years experience in library management
Deputy Registrar		12,000 – 16,500	Master's degree /BE/ graduate (with MBA) or equivalent with ten years of experience in a responsible position in a reputed organization, having good knowledge about administration and finance
Deputy Librarian		12,000 – 16,500	Master's degree in science with B.Lib and seven years of experience
Senior Finance & Accounts Officer		10,000 – 15,200	Chartered / Cost accountancy or Master's degree with seven years of experience in finance and accounts
Senior Assistant Registrar		10,000 – 15,200	Master's degree with ten years experience
Assistant Registrar		8000 – 13,500	Master's degree with seven years of experience or degree with twelve years of experience
Finance & Accounts Officer		8000 – 13,500	Master's degree in commerce or inter in Chartered/Cost accountancy with five years experience or Commerce degree with twelve years of experience
Assistant Librarian		8000 – 13,500	B.Lib. with seven years of experience and capable of handling a computerized library.

GROUP – A TECHNICAL POSTS

<i>Name of Post</i>	<i>Proposed Re-designatio</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Senior Engineer		16,400 – 20,000	M.E. / M.Tech in Electrical/ Mechanical / Civil Engineering with twelve years experience

Engineer	14,300 – 18,300	B.E. in Electrical / Mechanical/Civil engineering with ten years of experience
Deputy Engineer	12,000 – 16,500	B.E. in Electrical, Mechanical or Civil engineering with seven years of experience
Assistant Engineer	8000 – 13,500	B.E. in electrical. Mechanical, Civil engineering with five years of experience
Technical Officer	8000 – 13,500	Master's degree in science or a B.E. / B. Tech with three years of experience or a B.Sc. with ten years of specialized experience

GROUP-B ADMINISTRATIVE POSTS

<i>Name of Post</i>	<i>Proposed Re-designatio</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Office Superintendent / Superintendent (F&A)		7450 – 11,500	Bachelor's degree in relevant subject with ten years experience some of which is at supervisory level. Master's degree would be preferred
Security Officer		7450 – 11,500	Graduate with seven years experience in security, fire-fighting and laboratory safety
Campus Superintendent		7450 – 11,500	Graduate with seven years experience
Assistant (Office)		6500 – 10,500	Bachelor's degree with five years experience, having good knowledge of English and computer applications and office administration
Assistant (Accounts)		6500 – 10,500	Commerce graduate with five years experience and familiarity with computer applications in accounting

GROUP-B TECHNICAL POSTS

<i>Name of Post</i>	<i>Proposed Re-designatio</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Technical Superintendent		7450 – 11,500	HS with diploma in mechanical / electrical/instrumentation engineering with seven years of experience in workshop or

laboratory having some specialized

		Technical knowledge
Junior Engineer (Civil)	7450 –11,500	HS with diploma in civil engineering and five yearsexperience

Technical Asst. B	6500 –10,500	B.Sc. with seven years experience in laboratory or HS with diploma in engineering / draftsmanship with four years experience or B.Sc. with editorial experience
Senior Technician	6500 –10,500	HS with diploma in engineering in respective trade with five years experience

GROUP-C ADMINISTRATIVE POSTS

<i>Name of Post</i>	<i>Proposed Re-designatio</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Upper Division Clerk – I		5000 – 8000	Promotional post for UDC
Upper Division Clerk		4500 - 7000	Graduate with three years experience having good knowledge of English and computer applications for office work
Junior Store Keeper		4500 - 7000	Bachelor's degree with three years experience
Telephone Operator cum receptionist and related posts		4500 - 7000	Bachelor's degree with three years experience
Lower Division Clerk		3050- 4590	Graduate with good knowledge in English and computer applications for office work

GROUP-C TECHNICAL POSTS

<i>Name of Post</i>	<i>Proposed Re-designatio</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Technical Asst. A		5000 – 8000	B.Sc. with two years experience in laboratory of HS with diploma in engineering and five years experience
Documentation Assistant / Reprography		5000 – 8000	B.Lib with two years experience or graduate in science with three years experience / HS or equivalent with five years experience
Junior Technician		5000 – 8000	Bachelor's degree in science of HS with diploma in engineering
Work Sarkar		3050 - 4590 ^c	Madhyamik with ITI or similar training and three years experience
Book Sorter		3050 – 4590	Madhyamik with three years experience

Pump Operator	3050 - 4590	Madhyamik with ITI or similar training in Electrical Engineering
Liftman	3050 – 4590	Madhyamik with ITI or similar training in electrical engineering with lift licence

GROUP – D POSTS

<i>Name of Post</i>	<i>Proposed Re-designatio</i>	<i>Scale of Pay</i>	<i>Minimum Qualifications</i>
Helper – C		3050 - 4590	Promotional post for Helper B
Helper – B		2750 - 4400	Promotional post for Helper A
Helper – A		2550 - 3200	Class VIII or Madhyamik with some experience in area of work for which recruitment made

NOTE:

- ^a Helper in the above designations include mali, sweeper, watchman, washboy etc.
- ^b Technical assistant B includes incumbents in laboratory, draftsmanship and publications.
- ^c Equivalent job descriptions in these posts include plumber, driver, cook etc.

270542/2022/AI

URGENT/TIME BOUND

No. AI/1/16/2018(Pa
rt) Government of
India
Ministry of Science & Technology
Department of Science &
Technology

Technology Bhawan, New Delhi-110016
Dated 3P¹ December, 2021

To
The Director
Indian Association for the Cultivation of Science,
2A & 28 Raja S C Mullick Road,
Kolkata 700032, INDIA.

Subject: Draft advertisement for the post of Director, IACS.

Sir,

I am directed to say that the Recruitment Rules for the post of Director, IACS has been amended with the approval of the Competent Authority . A copy of the amended Recruitment Rules viz. the "IACS Recruitment Rules 2021 for the post of Director" is enclosed.

2. You are requested to take up immediate necessary action for issue of advertisement for the vacancy in the post of Director, IACS based on the above mentioned RRs. A copy of the draft advertisement may be submitted to this Department by 4th January, 2022 for vetting.

Yours faithfully ,

Encl. As
above.

(Thingom Lalitkum i'
Under Secretary to the Govt. of
India

Tel: 011-26590267

Copy to : The Chairman, IACS.

**RECRUITMENT RULES FOR THE POST OF DIRECTOR IN GRADE
HAG Level-15 – 182200 – 224100
Indian Association for the Cultivation of Science (IACS), Kolkata 700 032**

1. Short title and commencement:

1.1 These Rules may be called Indian Association for the Cultivation of Science Recruitment Rules, 2021 for the post of Director.

1.2 These Rules shall come into force with effect from the date of 24th December, 2021 and would supersede earlier recruitment rules for the post of Director, Indian Association for the Cultivation of Science (IACS), Kolkata.

2. Definitions

- a. Institute means Indian Association for the Cultivation of Science, Kolkata
- b. Director means Director of Indian Association for the Cultivation of Science, Kolkata
- c. Central Government means Government of India in the Department of Science & Technology.
- d. Search-cum-Selection Committee means a Committee constituted by the Central Government for considering appointment / extension to the post of Director.

3. Number of posts, classification, job description and scale of pay — The number of posts, its classification, the scale of pay, job description attached thereto shall be as specified in columns 1 to 6 of the Schedule annexed to these Rules.

4. Method of recruitment, age limit and qualification, age of superannuation and probation period — The method of recruitment for the said post, age-limit, qualifications and other matters relating thereto shall be as specified in columns 7 to 14 of the Schedule aforesaid.

5. Disqualifications — No person —

- a. who is not an Indian citizen or has given up the Indian citizenship
or
- b. who is of unsound mind
or
- c. has done any concealment /misrepresentation of material facts / information
or
- d. * who, has entered into or contracted a marriage with a person having a spouse living,
or
- e. * who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post

* Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from, the operation of this rule.

6. Removal / Termination of appointment: Central Government, on the recommendation of the Governing Council of the Institute, will have the power to remove the Director or terminate the appointment of the Director in cases of proven misconduct or fraud or major financial irregularities

/ misappropriations, criminal proceedings, etc., after following the due process and keeping in view the extant Government Instructions.

7. Other terms and conditions of the service: The Director shall hold office on such terms and conditions as may be decided by the Governing Council of IACS, with the approval of Central Government. Further, the appointment and continuation of the Director will be governed by instructions issued by Central Government from time to time.

8. Miscellaneous:

Wherever the instructions of Government of India require obtaining approval of a specific authority (like ACC etc.), approval of Central Government would be subject to obtaining approval(s) of such authorities.

9. Power to relax: The Central Government on its own, or on the recommendations of the Search-cum-Selection Committee or the Governing Council of the Institute may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules.

Schedule

1	2	3
Name of post	Number of post	Classification
Director	1 (One)	Scientific

4	5	6	7
Scale of Pay	Whether Selection post or non-selection post	Job Description	Age limit
Rs. 182200-224100 (Level-15, HAG)	Not applicable.	1. The Director will have the overall administrative control of the Institute and will provided high-level leadership to the Institute in identification of research and teaching programmes and projects of national and international relevance in various specialized fields of research and teaching undertaken by the Institute. He/She will enthuse and motivate the Scientists/ faculty members of the Institute; promote creativity and excellence and create an atmosphere conducive to harmonious functioning of the Institute. He/She will interact and establish rapport with national and international, academic and professional Institutions and specialists dealing with the domain area of teaching and research undertaken by the Institute and will ensure multidisciplinary and multi-institutional cooperation towards fulfillment of the objectives of the Institute. 2. The Director shall act as the chief executive officer and would run the business of the Institute under the supervision of the Governing Council to which he would be an ex-officio member in the capacity of Secretary-General	Not exceeding 58 years. The crucial date for determining the age limit shall be 1st January of the calendar year if the post is advertised in the 1st half of the calendar year or 1st July of the calendar year if the post is advertised in the 2nd half of the calendar year.

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8	9	10
Mode of recruitment	Educational and other qualifications	Experience

Recruitment for the post of Director shall be made by any of the following method(s): - By Direct Recruitment - By Deputation, including short-term contract - Re-employment Notes : - The Search-cum-Selection Committee referred to in Col. 11 shall also consider the applications and nominations received from Fellows of Academies, Directors of National Laboratories and Vice Chancellors of Universities etc., - The Committee can consider those who may not have applied for the post after considering all the applications and nominations and finding that no candidate is suitable. - The Search-cum-Selection Committee can also invite a person of high repute for appointment. - The Ministry / Search-cum-Selection Committee would formulate transparent criteria for short listing of candidates and for subsequent selection. - On the recommendations of the	Essential Doctorate in the area of physical sciences/ chemical sciences/ materials science/life sciences / mathematical science/ computer science / any other related interdisciplinary areas. Desirable - Post-doctoral research - Original published work of high standard - Evidence of high professional eminence by way of recognitions like fellowship of academics, national international awards in science etc., - Capacity to provide leadership to a group of highly performing research/ teaching professionals. - Ability to provide leadership in nourishing basic research/ teaching and experience in the administrative matters of a research/ teaching institution with a celebrated legacy	For Direct Recruitment Essential: (a) At least 20 years of experience in R&D in industrial and academic institutions and / or Science and Technology organizations or as faculty / scientist of recognized national / international universities / research institutes / corporate R&D Labs etc., out of which 4 years should be in managerial/ administrative capacity for Science & Technology programmes, planning and development, budget & finance, coordination and such organisation matters. This shall also include minimum 10 years of experience as Professor in a University system or ten years of experience in a reputed research and/or academic administrative organisation with proof of having demonstrated academic leadership. (b) R&D experience in the domain areas of research /activities undertaken by the institute such as physical sciences/ chemical sciences/ materials science/ life sciences/ mathematical science/ computer science/ any other related interdisciplinary areas. For Deputation / Contract: In case of Recruitment by Deputation/ Contract- Scientists or Technologists working in the Central/ State Governments/ Universities/ Recognized Research Institutions / Semi-Government, Statutory or Autonomous Organizations in India.
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Selection Committee, the appointment of the candidate shall be made by the Governing Council with the approval/ concurrence of Central Govt. (Dept. of Science and Technology) and Appointments Committee of the Cabinet (ACC), wherever applicable.		(a) i. holding analogous post; or ii. 5 years regular service in the post carrying pay in the pay band of pay of Rs. 144200 - 218200 (Level-14) or equivalent (b) Possessing the essential educational qualifications mentioned in Col.9 and essential experience prescribed for direct recruitment in Col. 10
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11	12	13	14
Search-cum-Selection Committee and its composition etc.	Tenure/Period of Deputation / Contract	Age of superannuation	Probation Period
i. DST will constitute a Search-cum-Selection Committee in accordance with instructions issued by DoPT/GOI from time to time. ii. The strength of the Search-cum-Selection Committee inclusive of the Chairman shall not normally be more than five. The Chairman of	<u>For Direct Recruitment & Deputation / Short-term Contract</u> 3 to 5 years or on attaining the age of superannuation as per extant provisions of IACS Byelaws (62 years at present), whichever is earlier.	62 years or as laid down in the IACS Byelaws from time to time.	One (1) year

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the Search Committee would either be Secretary, DST or an eminent Scientist/Technologist (to be nominated by DST). However, in the event of Secretary, DST not being Chairman, he/she will be a Member. The other members —of the Committee would be experts of eminence preferably from the fields of specialization relevant for the Institute (to be nominated by DST). iii. The composition of the Search-cum-Selection Committee will be approved by DST and/ or DoP&T or the Competent Authority as per the extant government instructions.	<u>Extension in tenure / deputation / contract period</u> The tenure/ deputation / contract period can be extended, on recommendations of the Governing Council, by Central Government as per the extant instructions /procedure laid down by DoP&T. However, extensions beyond the age of 62 years can be granted only by Central Govt. on the recommendations of Governing Council and as per the Govt. instructions issued from time to time.		
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Note 1. Pay scales / grades mentioned in Col. 10 are as per VIIth Pay Commission, as accepted by the Govt. of India. For determining eligibility etc. corresponding scales of earlier pay commissions, as accepted by Govt. of India will be taken into account e.g. the corresponding earlier pay slab of Level 15 is Rs.67,000-79,000/-.

LETTER FROM DST APPROVING RULES AND BYE-LAWS OF IACS



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Dr B.H<in Gopal
Scientist - G.S.
Advisor
Em2 ll : bgllari@alpha
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DST/ All IACS (45)/20-5

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Re: DST approval of the rules and bylaws of IACS

Dear Sir

This is to inform you that the Memorandum of Association of IACS with rules and bylaws as approved on 9-2-1999 and the subsequent amendments, which are being implemented by the IACS, have the approval of OST. It may also kindly be noted in this context that the amendments of IACS Rules regulations are to be brought out by the General Body (where DST has no representation) and then they are Jointly decided in the IACS Council by both Government of West Bengal and the Central Government since both fund the IACS.

You are also kindly note that IACS is one of the oldest societies set up by illustrious son country where eminent scientists have coo s e tileir research and also made important contributions to the world knowledge. IACS institute has retained some of the old practices including the Titles of the Scientific Staff, the **merit** promotion and extension at the services of the staff are based on peer review, and are not routine. The OST representative in the Council as an ex-officio approves the promotions and extensions. The West Bengal Government representative also does the same. This practice also exists in several national laboratories supported by the Government.

This letter from DST should be kept for records for any further requirements

With kind
regards,

Yours sincerely

(Signature)

(8 Han Gopal)

Professor D.
Mukherjee Director
Indian Association for the Cultivation of Sciences
Kolkata - 700 032

G.K



GOVERNMENT OF INDIA

DEPARTMENT OF SCIENCE AND TECHNOLOGY
OFFICE OF THE SECRETARY
NEW DELHI - 110 002

No. DST/GOO/IACS/2019

New Delhi, the 09th December 2019

To,

The Director,
Indian Association for the Cultivation of Science
2 A&B, Raja S.C. Mullick Road, Jadavpur
Kolkata-700032

Sub: Report of Group of Officers (GoO) constituted for considering and recommending grant of 7th CPC to Technical and Administrative staff of Indian Association for the Cultivation of Science (IACS), Kolkata-Decision- reg.

Sir,

I am directed to say that in terms of DoE OM No.1/1/2016 E-III(A) dated 13.01.2017 and OM No.A1/05/2019 dated 05.03.2019, a Group of Officers was constituted with the terms of reference to examine the pay packages of the IACS taking into account the views expressed by the staff representatives and ensure that the final package of benefits extended to the employees of the Association is not more beneficial than that admissible to the corresponding categories of the Central Government employees. The final package recommended by the GoO will be submitted to AS&FA for further concurrence of the Ministry of Finance.

2. The above Group of Officers held a meeting on 21.06.2019. After a detailed deliberation and duly taking into account all facts, documents and records, the GoO has found that the employees of IACS are presently in receipt of higher pay and allowances than that admissible to the corresponding categories of the Central Government employees. With a view to contain the overpayment on this account at the earliest, the GoO has recommended several steps for restoring the pay and allowance to their original position as on 21.12.2005 and grant of telescopic/retrospective fixation and disbursement as per 6th CPC and 7th CPC recommendations.

3. The Competent Authority has considered the deliberations of the GoO as well as your views/comments conveyed vide letter dated 01.11.2019 and decided as follows:

✓(i) The Memorandum, regulations & byelaws dated 05.8.2006 having been issued without the approval of the competent authority, all actions pertaining to service conditions, pay-scales, designations of the administrative and technical staff shall be made null & void

(ii) The promotions and grant of higher pay scales, above the norms of the Government of India, in respect of those categories of employees will be put on hold till such time the issue is examined and decision is taken by the competent authority. This will be applicable to all those employees who have been extended promotions/ pay-scales based on the invalid provisions of the Memorandum, regulations & byelaws dated 05.8.2006. A list of such cases containing all required details/ compliance will be sent to the Department of Science & Technology immediately.

(iii) The designations, pay and allowances, and other service conditions etc. shall be restored back to its original position as on 21.12.2005. Thereafter, replacement pay-scale with grade pay of the

O/c. Issued with Encl. 1

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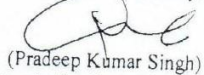
corresponding posts as per Govt order related to 6th CPC shall be granted w.e.f 01.01.2006 respectively. IACS shall evolve a methodology to subsume the promotion granted at 8th years prior to 21.12.2005 with the merged scales and ensure to align the promotion scale with that of corresponding equivalent employee of Central Government.

- (iv) Under no circumstances the drawn pay scale with grade pay for its employees exceed the no. of sanctioned posts in that particular pay scale grade pay existing in the IACS.
- (v) Promotion would be granted on arising of vacancy w.e.f. 21.12.2005 onwards. Assured Career Promotion Scheme/ Modified Assured Career Promotion Scheme as applicable in Govt. of India, from time to time shall be applied to its administrative and technical staffs in the event of non-availability of vacant promotional posts in their respective hierarchy.
- (vi) After completion of the action contained in point (i) to (v) above, 7th CPC would be granted w.e.f. 01.01.2016 to employees of IACS. It must be ensured that under no circumstances, while applying 6th CPC and 7th CPC to its employees, the benefits extended to them, be more beneficial than that of corresponding central govt. employees in Govt. of India.
- (vii) The above exercise for restoring the pay and allowance to their original position as on 21.12.2005 and grant of telescopic/retrospective fixation and disbursement as per 6th CPC and 7th CPC shall be completed within a month's time. The head of Administration Division i.e. Registrar and Head of Account wing i.e. Account Officer shall monitor and supervise on daily basis to complete the exercise and send details to the DST.
- (viii) Thereafter, due drawn statement in respect of all the employees, for the period 22.12.2005 onwards till the date implementation of the accepted recommendations of the GOO by the competent authority, shall be prepared within 2 months time, and the quantum of recovery shall be calculated in respect of each employees/retirees/personnel died in harness. While preparing the due drawn statement, the excess payment made on account of disbursement of pension and pensionary benefits in respect of retired employees/died in harness employees shall also be taken into account. Settled TA cases and LTC cases shall not be re-opened. However, excess leave encashment payment cases shall be brought out separately for appropriate direction of M/o Finance.
- (ix) The due drawn statement shall be segregated in three parts (a) employees who are presently in service (b) those who have retired (c) those who have died either in harness or after superannuation. Separate proposal for waiver of recovery of excess payment shall be forwarded to DST, for placing the matter before the Ministry of Finance as per existing guidelines for its consideration of waiver or otherwise.
- (x) The pending audit paras, if any, pertaining to consequences arising out of illegal/irregular implementation of Byelaws dated 05.8.2006 shall be intimated to the Audit Division of DST, and IACS shall ensure settlement of such audit paras within a period of three month.
- ✓ (xi) A five Member Committee shall be constituted by Director, IACS within seven days for monitoring, implementation of the above recommendations of Group of Officers. The Committee shall be headed by a Joint Secretary level officer from the Association and also include personnel from Administration and Accounts Division of IACS of appropriate level. It shall also look into other consequential issues (especially cases having financial implications) on account of Byelaws dated 05.8.2006 becoming null and void to the extent mentioned at para (i) above. Such cases should be brought to the notice of DST, alongwith suggestive corrective actions permissible under rules.
- (xii) If any arrears had not been paid to the Pensioners, the pension as per 7th CPC may also be withheld till a final decision in respect of serving employees are taken by the Department and Ministry of Finance.

4. In addition to the above, matters having financial implications such as change of pay-scales, service conditions etc shall be invariably referred to the Department of Science & Technology for taking the approval of the competent authority. Any suo-moto action on these matters shall be viewed seriously. The 7th CPC benefits have been granted to the employees of IACS by suppressing facts and furnishing false declaration that the service terms and conditions of its employees are identical to corresponding employees of the central government. Necessary action for fixing responsibility and initiation of disciplinary proceedings against the erring officers may therefore be initiated.

5. With a view to check such irregularities and for enabling timely corrective actions, the Competent Authority has also directed that details of pending and unsettled audit paras are placed before the Finance Committee and Governing Council henceforth. At the same time, the Association shall put in place an internal mechanism to check and avoid recurrence of such irregularities in future.

Yours faithfully,



(Pradeep Kumar Singh)
Deputy Secretary to the Govt. of India
Tel:011- 26590407

Copy to:

- (i) Registrar, IACS, Kolkata
- (ii) Scientist F/ Scientist E, AI Division, DST
- (iii) US(IFD), DST
- (iv) Guard File.



Telegram ScienceTech
दूरभाष / Tel 26662819 26667373
26662134, 26662122 (EPBAX)
फैक्स / Fax 26666908 26664570
26663847, 26662418

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया मेहरौली रोड
नई दिल्ली 110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016

Dated: 08.01.2020

No.AI/12/11/IACS/2018

✓
The Director,
Indian Association for the Cultivation of Science
2 A&B, Raja S.C. Mullick Road, Jadavpur
Kolkata-700032.

Sub: Grant of 7th CPC to Technical and Administrative staff of Indian Association for the Cultivation of Science (IACS), Kolkata- reg.

Sir,

I am directed refer to your letters/ emails dated 1.11.2019, 12.11.2019, 14.12.2019, 20.12.2019 and 24.12.2019 sent to Secretary, DST regarding recommendations of Group of Officers (GoO) constituted with regard to implementation of 7th CPC to the non- academic officials of IACS, Kolkata and decision of the Department communicated vide letter dated 9th December, 2019.

2. In this regard, it is clarified that the undue promotions/ time scales given to the administrative and technical staff are irregular, without any sanctioned posts and contrary to government norms and guidelines. It is not the case when it can be termed as loss to the employees, as being portrayed - once they are brought to their entitled positions in accordance with the prescribed norms, RRs and clear - cut vacancies; but on the contrary, the said employees have actually gained more than their entitlements by grant of irregular and inadmissible pay-scales. The concerns / misgivings of the IACS are clarified as under:

- i) That vide DST's letter dated 9.12.2019, it has been specifically mentioned that provisions pertaining to the service conditions, pay scales, designation etc. of the technical and administrative staff has been declared null & void and not the whole MOA/Byelaws. It may be relevant to inform that neither the Governing Council of the IACS nor the DST for that matter was /or is having the power to grant or give such pay scales to the staff - more than their entitlements. This has been made crystal clear during the meeting on 21st December, 2019 - held as per the request of the IACS made to Secretary, DST - subsequent to instructions issued on 9th December, 2019.

-1-

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- ii) That Byelaws, without its approval by the competent authority cannot be implemented. Model MoA/ Byelaws have since been framed by DST and circulated to all AIs for aligning their existing Byelaws accordingly. However, in the case of IACS after its recognition as a deemed to be University, its MoA/ Byelaws should be in alignment with UGC regulations. IACS was advised vide our letters dated 14.8.2019 and 13.11.2019 to frame their Byelaws accordingly and IACS is yet to submit its draft MoA/Byelaws. In the meantime, on the request of the Director, IACS only, the case of increase in age of superannuation for Faculty and Director of IACS has been taken up with the DoPT.
- iii) That the DST's communication dated 9.12.2019 only seeks to rectify and remedy the impermissible and irregular payment – much more above their entitlements to the administrative and technical staff- in a way that at no point of time the pay of the post be drawn in excess of the sanctioned strength of that particular post and the other all benefits extended to its employees may not be more beneficial than the corresponding categories of Central Government Employees.
- iv) That the IACS has been asked to prepare a due drawn statement to calculate the excess payment on account of granting pay scales given without any sanctioned posts & much more above the entitlements to these employees - and make out a case for waiver to the Ministry of Finance as per extant rules/ provision.
- v) That it is clarified that reflection of 6CPC scales in Byelaws is restricted to reflection of replacement pays-scales only and it doesn't look into underlying issues of promotions/upgradations. It does not regularize irregular past promotions/upgradations. Thus, implementation of 6CPC does not give blanket approval for irregularities concerning promotions/upgradations. The issue is not restricted to only implementation of 7CPC, but grant of scales – much above the entitlements to the administrative and technical staff - without any vacancy/ or explicit approval of the competent authority. This is highly irregular and required to be checked immediately.
- vi) That it is disheartening to note that the IACS instead of starting taking remedial and corrective measures have entered into correspondence with DST on the pretext of strike etc. by such employees. This is not a case of depriving any of the officials from their rightful dues but for stepping down of pay scale which have been granted to them much more than their entitlements.
- vii) That a decision, for fixing the pay scale in accordance with the Govt., norms as per the entitlements and against clear cut vacancies, taken by the Government is required to be implemented. If the Institute is inclined to bring to the notice of the GC, it is clarified that the GC of any Institute is not the competent authority to grant pay scales to any of the employees more than their entitlements and contrary to the guidelines prescribed by the Government of India, as clarified above.



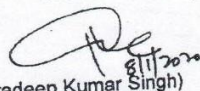
viii) Further, the CVO, DST vide circular No. 1/2019 dated 4.12.2019 has also invited the attention to several irregularities in the functioning of the institutions. Needless to reiterate that IACS functioning under the administrative control of DST is substantially funded by the Govt. of India and is duty bound to follow rules and regulations of the Govt. as the expenditure of the public money is involved. No action is warranted which may cause loss to the public exchequer.

It has also been emphasized that the autonomy of as such bodies does not imply that it's GC/Bodies take arbitrary decision in administrative matter such as pointed out above. It further says that such powers of the GC are not unfettered and must be invariably in line with the procedure and prescribed rules. A copy of the CVO circular dated 4.11.2019 is also enclosed for reference and bringing to the notice of all concerned.

In view of the above clarifications / position, it is once again requested to take necessary action to implement the remedial measures as stipulated in our letter dated 9th December, 2019.

Encl. As above.

Yours faithfully,


(Pradeep Kumar Singh)
Deputy Secretary to the Govt. of India
Tel:011- 26590407

**MEMORANDUM OF ASSOCIATION
&
RULES OF MANAGEMENT
OF**

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE (IACS)
(Deemed to be University Under Section-3 of the UGC act, 1956)**

**As per UGC (Institutions Deemed to be University) Regulation 2019
In the Gazette of India on February 20, 2019**

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MEMORANDUM OF ASSOCIATION
& RULES OF MANAGEMENT

IACS (Deemed to be University)

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INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE (IACS)
(Deemed University Under Section-3 of the UGC act, 1956)
MEMORANDUM OF ASSOCIATION

PREMABLE

WHEREAS by and under a registered under the Societies Registration Act XXI of 1860 of the Governor General of India in Council bearing registration no 1933 of 1910 dated on 28th June 2000, Indian Association for the Cultivation of Science came to be registered as a public charitable trust under the Indian Trust Act, 1882, inter alia to establish a Deemed University under the *de novo* category as prescribed by the UGC (Institutions Deemed to be Universities) Regulations 2010 as amended in 2014 & 2015;

AND WHEREAS the trustees of **Indian Association for the Cultivation of Science** approved and executed the Memorandum of Association and Rules of Management of the Institution Deemed to be University, i.e. **Indian Association for the Cultivation of Science** and furnished the same to UGC together with their application for approval as an Institution Deemed to be University, in pursuance of the above Trust Deed;

AND WHEREAS the Ministry of Human Resource Development, Government of India, on the recommendation of University Grants Commission (UGC) issued their Notification bearing No.F.9-7/2017-U.3 (A) dated 8th May 2018 inter alia declaring and granting the status of Deemed University, under Section 3 of the UGC Act 1956 on certain terms and conditions contained therein;

AND WHEREAS the said Notification declaring **Indian Association for the Cultivation of Science** as a Deemed University was issued subject to amendments and updating to the Memorandum of Association and Rules of Management to be carried out by **Indian Association for the Cultivation of Science** in consultation with UGC or the Government;

AND WHEREAS by a resolution of the Governing Council dated 14th September 2018, **Indian Association for the Cultivation of Science** authorized its Registrar to carry out such amendments/updation, in pursuance whereof, the following shall be the Memorandum of Association and Rules of Management of the Deemed University, i.e. **Indian Association for the Cultivation of Science**.

1. Name, address and Registration Details of the Trust

The name of the Trust is '**Indian Association for the Cultivation of Science (IACS)**' Kolkata. It has been registered under the Societies Registration Act XXI of 1860 of the Governor General of India in Council bearing registration no 1933 of 1910 dated on 28th June 2000.

Office of the Institution: 2A & 2B Raja Subodh Chandra Mullick Road, Jadavpur, Ward no: 93, Borough No-X, Kolkata 700032, West Bengal and at Baruipur, South 24 Parganas, Kolkata 700144 West Bengal.

Office of Trust: 2A & 2B Raja Subodh Chandra Mullick Road, Jadavpur, Ward No. 93,
Borough No-X, Kolkata 700032, West Bengal

2. Name of the Institution, its approved constituent units/off-campus/off-shore campuses

The name of the Deemed to be University is "Indian Association of Cultivation of Science, (Deemed to be University), Kolkata declared as "Deemed to be University" under Section 3 of the UGC Act, 1956.

The deemed university shall not use the word "university" suffixed to its name but may mention the words "deemed to be university" within parenthesis suffixed thereto.

It has no other constituent units, nor off-campus centre/offshore campus.

3. Approved constituent units/off-campus/off-shore campuses with UGC letter/MHRD Notifications and dates

It has no other constituent units, nor off-campus centre/offshore campus.

4. Definitions

In these Memorandum of Association, unless the context otherwise requires:

UGC shall mean the University Grants Commission under the Ministry of Human Resource Development (MHRD), Government of India.

- 4.1. "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956] and the UGC (Institution Deemed to be Universities) Regulations, 2019.
- 4.2. "Campus" means Campus of IACS-Deemed to be University at Kolkata, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city/town/village in India and any other extended campuses. While "off-Campus centre" means an approved (by the Central Government) centre of IACS-Deemed to be University beyond its Campus in the country, an 'offshore Campus' means an approved (by the Central Government) centre of IACS-Deemed to be University beyond its Campus and outside India.
- 4.3. "Commission" means the University Grants Commission (UGC) constituted under the Act or any other body empowered to regulate an institution deemed to be university under any law for the time being in force.
- 4.4. "De-novo Institution" means an institution devoted to innovations in teaching and research in unique and 'emerging areas of knowledge', so determined by eminent peers of the academic community in the concerned disciplines.
- 4.5. "Emerging area of knowledge" means such area of knowledge as may be noddod from time to time by the Commission on the recommendation of a Committee of Experts constituted by the Commission for the purpose; and, such Committee shall make its recommendation having regard to the stage of development of studies and research in

- relevant disciplines as well as the potential and need for raising standards of study and research thereof, in India.
- 4.6. "Government", , means the Central Government in the Ministry of Science & Technology and/or Ministry of Human Resource Development allocated with business pertaining to higher education, as per the context that may be specified.
- 4.7. "Institution" or "Association" means IACS- Deemd to be University. .
- 4.8. "Sponsoring body" means a body being a charitable or a not-for-profit Society or Trust or Company under Section 8 of Companies Act 2013 making an application for declaring an institution under its administrative, academic and financial control as a Deemed to be University.
- 4.9. "Teacher" means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.
- 4.10. "NIRF" means National Institutional Ranking Framework.
- 4.11. "Institution deemed to be university" means an institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the Act.
- 4.12. 'Necessary Infrastructure' means infrastructure as required under norms of concerned statutory body/Commission.
- 4.13. "Statutory body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education and any other regulatory bodies established under an Act of Parliament.
- 4.14. "Rules of the IACS-Deemed to be University" means Byelaws of IACS.
- 4.15. "Regulations" means UGC (Institutions deemed to be University) Regulations 2019

5. Objectives of IACS-Deemed To Be University

The objectives of the Indian Association for the Cultivation of Science [IACS] are:

- 5.1. To take proper and necessary steps for diffusion and cultivation of science in all the departments.
- 5.2. To provide for high quality teaching and research recognized nationally and globally.
- 5.3. To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit at undergraduate, post-graduate, and research degree levels and award degrees, diplomas and other academic distinctions fully conforming to the concept of university, namely, University Education Report (1948) and the Report of the Committee on Renovation and Rejuvenation of Higher Education in India (2009) and the Report of the Review Committee for Deemed to be Universities (2009).
- 5.4. To run and operate as a Deemed University in the *de novo* category under the UGC (Institutions Deemed to be Universities) Regulations 2016, as amended from time to time in the name and style described in (2) above with multiple campuses and/or centres as permitted under the said Regulations.
- 5.5. To engage in areas of specialization to make distinctive contributions to the objectives of the university education system wherein the academic engagement is clearly

distinguishable from programs of an ordinary nature and is tuned to developing the capacity of the students and the researchers to compete in the global tertiary education marketplace through the acquisition and creation of advanced knowledge in those areas.

- 5.6. To provide for high quality teaching and research and for the advancement of knowledge and its dissemination through various research programs undertaken in-house by substantial number of full time faculty and research scholars (PhDs and Post Doctorates) in diverse disciplines.
- 5.7. To provide for research and for the advancement of and dissemination of knowledge.
- 5.8. To pay special attention to research and teaching in unique and emerging areas of knowledge, including interdisciplinary areas, which are regarded as important for strategic needs of the country but are not being pursued by conventional or existing institutions so far, and award degrees, diplomas and other academic distinctions.
- 5.9. To enable creation of institutions deemed to be university under the 'de novo' category devoted to unique and emerging areas of knowledge, not being pursued by conventional or existing institutions – particularly in specific areas of study and research preferably sponsored by the Government of a State/UT or the Central Government regarded as important for strategic needs of the country or for the preservation of our cultural heritage, so determined by a well laid-out process of wide consultation with eminent peers of academic community.
- 5.10. To aim to be rated internationally for its research and teaching as one of the top hundred Institutions in the world over time.
- 5.11. To do all such other acts and things as may be necessary or desirable to further the objectives of the University. These may include, inter alia, :
 - 5.11.1. To establish links, collaborations, participation and partnerships with other higher education and research institutions in India and abroad.
 - 5.11.2. To offer Bachelor's, Integrated Bachelor's, Master's, Integrated Master's, Integrated PhD, PhD, PG Diploma, special certification courses. PhD, PG Diploma on special skills may be initiated in future.
 - 5.11.3. To develop liberal curriculum as per the needs of the society, adopting innovative methods in emerging areas.
 - 5.11.4. To sponsor and organize teaching and training programs, conferences and seminars on subjects of theoretical or practical relevance to the courses of study;
 - 5.11.5. To establish, acquire and mention facilities such as offices, hostel for students, etc.

6. Power & Functions

To carry out its objectives and for the management and properties of the Deemed to be University, it shall have the following powers:

- 6.1. The powers to make rules, byelaws and regulations and to add, amend, vary or rescind them from time to time shall be done only with the concurrence of the Administrative Ministry/Department and not to be vested solely to the Institute or its Governing Council. The amendment so incorporated should be in line with the prevailing Government of India instructions on the subject matter.

- 6.2. To establish courses of study and research and to provide instruction in such branches of study as the Institute deems appropriate for the advancement of learning and dissemination of knowledge in such branches.
- 6.3. To confer degrees and to grant Diplomas and/or Certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations.
- 6.4. To institute and award visitor, emeritus-ship, fellowship, exhibits, prizes and medals, subject to predefined laid down approved guidelines/criteria and also availability of provisions in the budget.
- 6.5. To conduct innovative experiments in new methods and technologies in the field of technical education in order to maintain international standards of such education, training and research.
- 6.6. To prescribe courses and curricula for various courses of studies and provide for flexibility in the education system.
- 6.7. To conduct examinations and grant such degrees, diplomas or other academic distinctions as may be laid down in the regulations, subject to recognition by any statutory body under any law, if required.
- 6.8. To develop and maintain relationship with centers of excellence in Information Technology in India and abroad for education, training and research including distance learning programs as and where applicable and with the prior approval of MHRD/UGC.
- 6.9. To receive funds from industries, international organizations or any other source, and gifts or donations or benefactions or bequests or properties both movable and immovable from donors or benefactors or testators or transferors, as the case may be.
- 6.10. To deal with property belonging to or vested in the Institute in any manner which is considered necessary for promoting the objects of the Institute, with the concurrence of Administrative Ministry/Department, and this will not be vested solely to the Institute or its Governing Council
- 6.11. To co-operate with other national and international institutions in the conduct of research and higher education.
- 6.12. To take decisions on questions of policy relating to the administration of the affairs and working of the Institute, as envisaged in objectives and vision of the Institute. However, in respect of service conditions, pay and allowances etc, decision shall be taken with the approval of the Administrative Ministry/competent authority.
- 6.13. To take decisions regarding the admission of students for the courses offered by the Institute.
- 6.14. To appoint such officers, teachers, and other employees as are necessary for carrying out the functions of the Institute, subject to availability of sanctioned and vacant posts, as per UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the maintenance of Standards in Higher Education), 2018.
- 6.15. To develop linkages with the industry for fulfillment of the objectives of the Institute
- 6.16. To accredit the relevant courses of other centers/institutions of the corporate sector and others.

- 6.17. To develop and maintain twinning arrangements with other Institutes/Universities/ Organizations/Centers of excellence in India and abroad for education, training and research including distance education with the prior approval of MHRD/UGC.
- 6.18. To admit any other center/institution established and run by the Indian Association for the Cultivation of Science, anywhere in India and abroad as a constituent body of the Institute for the purpose of its academic program and admitting it for the award of Degrees, Diplomas and Certificates of the Institute on fulfillment of the prescribed requirements by the recipients, only with prior concurrence of the Administrative Department and UGC/MHRD.
- 6.19. To establish any other Institute Campus anywhere in India and abroad with prior approval of the Administrative Department, Ministry of HRD, after receiving NOC from Ministry of External Affairs and Ministry of Home Affairs, as the case may be, apart from necessary approval of UGC.
- 6.20. To do such other acts and things as may be necessary for the furtherance of the objects of the Institute.
- 6.21. Programs under Distance Education Mode shall not be started without approval of DEC and UGC.

7. Corpus Fund

Institute Corpus fund: (from Annual Accounts)

- ☐ Financial year 2012-13: INR 87.00 Cr
- ☐ Financial year 2013-14: INR 81.93 Cr
- ☐ Financial year 2014-15: INR 77.62 Cr
- ☐ Financial year 2015-16: INR 101.95 Cr
- ☐ Financial year 2016-17: INR 137.46 Cr
- ☐ Financial year 2017-18: INR 133.38 Cr
- ☐ Financial year 2018-19: INR 156.96 Cr

Average corpus fund of last seven financial years is INR 110.9 Crores.

8. Off- campus centers and off-shore campuses

Any new constituent units, off-campus centres or offshore campus shall be set up with the approval of the Administrative Ministry, Ministry of HRD, after receiving NOC from Ministry of External Affairs and Ministry of Home Affairs, and UGC as the case may be, and shall be governed by these Regulations.

9. New Courses/programmes/Departments/School/Centre

The deemed to be university shall start or include new departments, off-campus centres and off-shore campuses under its ambit only if they fulfill the conditions laid down in the existing UGC (Institutions Deemed to be Universities) Regulations with prior approval of the UGC or the Government of India, Ministry of HRD and Department of Science & technology, as the case may be.

9.1 Inclusion of other institutions

The deemed university shall start or include other institutions under its ambit as decided by its Governing Council and approval of the UGC and Central Government both.

10. Monitoring the performance of the Deemed to be University

10.1. It shall be the responsibility of the Commission to monitor, annually, the performance and academic outcomes of IACS-Deemed to be University, based on public disclosures on performance parameters, namely:

- a) The graduate outcomes shall be such that a minimum of 50% of the graduating students secure access to employment/self-employment or engage themselves in pursuit of higher education;
- b) Promote linkage of the students with the society/industry such that at least two-third of the students engage in socially productive activities during their period of study in IACS-Deemed to be University;
- c) Train the students in essential professional skills such as team-work, communication skills, leadership skills, time-management skills, soft skills, etc; and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents;
- d) The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 100 (Hundred) teachers and a minimum of 2,000 students on its rolls under the regular class-room mode, and ensure that not more than 10% of the sanctioned posts of teachers is vacant at any point of time;
- e) Conduct induction programmes for students;
- f) Adopt Learning-outcome based curriculum framework (LOCF) and revise curriculum at regular intervals;
- g) Use Information Communication Technology (ICT) based learning tools for effective teaching learning processes;
- h) Choice Based Credit System (CBCS), Academic flexibility for interdisciplinary learning
- i) Examination Reforms to ensure that the student assessment is based on understanding of the concepts, and application thereof;
- j) Ensure that at least half of the students passing out appear for examinations such as GATE/JAM/UGC-NET, and at least half of those appearing qualify
- k) Tracking of the student progress after completion of course;
- l) Ensure that all new teachers, immediately after recruitment, are put through an induction course imparting pedagogical aspects;
- m) All existing teachers shall be placed through an annual refresher training;
- n) Compulsory participation in the NIRF ranking;
- o) National level merit-based admission process.
- p) Effective implementation of measures for quality improvement as per the quality mandate of UGC.

- q) To ensure not to start or run any professional courses governed by specific Acts of parliament, except with the prior and specific approval of the authority constituted thereunder as well as in conformity with the Clause 9 of the UGC Regulations, 2019.
- r) To submit the type of courses those are being offered latest by 30th April every year. The details to be provided are – year, department, courses offered, whether the course is professional or general, approval of the statutory council, approval of the UGC, student intake, actual number of students enrolled, etc
- s) To adhere to the Regulations and other rules / regulations/ directions issued by the UGC and relevant statutory bodies from time to time.
- t) Every year on completion of the admissions, the Deemed to be University shall upload all the data on its website.

10.2. The Commission shall decide on the physical verification of IACS-Deemed to be University, or constitute teams for such verification only on receipt of complaints against the accuracy and veracity of the information placed on the website of IACS-Deemed to be University in respect of the parameters referred to in clause 10.1

11. SYSTEM OF INSTITUTIONAL GOVERNANCE

11.01 IACS-Deemed to be University is registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, or as a not-for-profit company under section 8 of the Companies Act, 2013.

Provided that a sponsoring body exclusively established for running educational institutions shall be exempted from registering as a separate not-for-profit Society /Trust /Company for the Deemed to be University. However, the sponsoring body shall categorically mention in its Registration Deed that the sponsoring body is exclusively for running educational activities and no other activities are being carried out or shall be carried out in future under it.

Provided further that if the sponsoring body of IACS-Deemed to be University does not have a Society /Trust /Company exclusively for running educational institutions, it shall form a new not for profit Society / Trust /Company for the Deemed to be University. In such cases, the sponsoring body shall be exempted from transferring of its moveable and immoveable assets to the newly created Society/Trust/Company, if such sponsoring body provides Notarized Affidavit to the effect that the entire moveable and immoveable assets allocated to IACS-Deemed to be University shall not be leased or otherwise disposed off without the prior permission of the Commission, and also that all expansion in the future shall be undertaken by the Society/Trust/Company exclusively established for IACS-Deemed to be University.

Provided also that the sponsoring body shall make available the infrastructure for operating IACS-Deemed to be University without any rental or other such charges.

11.02 All moveable and immoveable assets of IACS-Deemed to be University shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of IACS-Deemed to be University.

11.03 The highest governing body of the deemed to be university shall be the Governing Council to be headed by the Chairman. This body shall consist of a minimum of ten members and a maximum of twelve members.

12. Composition of the Governing Council

The Governing Council shall consist of the following:

- (i) A Chairman, will be an eminent scientist nominated by the Department of Science & Technology, Government of India. The President of the General Body may also be the Chairman of the Governing Council provided s/he is nominated by the Department of Science & Technology for this position.
- (ii) The Secretary of the Department of Science & Technology, Government of India, or her/his nominee who would be an ex officio member
- (iii) The Financial Advisor of the Department of Science & Technology, Government of India or her/his nominee who would be the ex officio member
- (iv) Two eminent scientists nominated by the Department of Science & Technology, Government of India. The tenure of these members would be for three terms.
- (v) Two eminent scientists nominated by the Governing Council of IACS. The tenure of these members would be three terms.
- (vi) One eminent scientist nominated by the Indian National Science Academy for a period of three terms.
- (vii) One representative from the Government of West Bengal, who would be an ex-officio member
- (viii) The Director/ of the Indian Association for the Cultivation of Science, would be an ex-officio member.
- (ix) The Registrar of Indian Association for the Cultivation of Science, would be the ex-officio Non-Member Secretary to the Governing Council.

13. Tenure of the Members of the Governing Council

The tenure of the Chairperson of the Governing Council will be for three terms and the same person might be nominated twice. The members of the Governing Council shall also have 3 terms. The term as mentioned above would be the period between one Annual General Meeting and the next.

14. Power and Limitation of the Governing Council

- i. The Governing Council shall be the highest executive authority of the Deemed to be University and would constitute the apex body responsible for smooth running of the

- IACS-Deemed to be University. The Governing Council will ensure that the transactions in the Deemed to be University are in accordance with the Regulations and byelaws of the Deemed to be University.
- ii. The Governing Council will submit to the Annual General Meeting the report on the progress of the Deemed to be University
 - iii. It will be the apex policy making and decision making authority of the Deemed to be University. It will have the complete power to run the affairs of the institute and university component of the Deemed to be University.
 - iv. It will also govern the functioning of the societal part of the Deemed to be University. The Management Committee would however have a large amount of autonomy in running the societal functions subject to reporting to the Governing Council.
 - v. The Governing Council shall not be empowered to create posts in any category including supernumerary positions, without prior approval of the competent authority in Central Government.
 - vi. The Governing Council shall be empowered to create new departments/divisions/units as envisaged in objectives and vision of the Institute with the prior approval of UGC/MHRD.
 - vii. The Governing Council shall, with the approval of the competent authority, make all appointments included in the Group-A category and would fix their remunerations as per existing Government of India rules. It will also accept resignations of each of the employees in the above category with the approval of the Competent Authority. Resignations of ordinary and ex-officio members of the Governing Council will also be accepted by it.
 - viii. The Governing Council will be entrusted with the responsibility of keeping the regulations and bye-laws of the Deemed to be University updated and at-par with the latest instructions of the Government of India.. Any amendment in regulations/byelaws can be made only with prior approval of Administrative Ministry, which should be in line with the prevailing Government of India instructions on the subject matter.
 - ix. The Governing Council will also be empowered to introduce new bye-laws with the prior approval of the Department of Science & Technology for better running of the Deemed to be University within the framework of the regulations.
 - x. The Governing Council will be proactively engaged in entering into arrangement with the government ministries and agencies, both in the centre and the state, and other sources for securing and accepting grants-in-aid to the Deemed to be University for purely academic purposes on mutually agreed terms and conditions as per Government norms
 - xi. It will also be empowered to undertake any other activity that might be deemed suitable for the progress of the Deemed to be University.
 - xii. The Governing Council will be responsible for publishing the Indian Journal of Physics and the Proceedings of the Indian Association for the Cultivation of Science and other books and monographs.

15. Meetings of the Governing Council:

15.1. The Governing Council shall ordinarily meet up to **four times (4)** a year usually spaced out evenly. The order of business would be decided by the Chairman but the normal order would be as follows:

- a) Confirmation of proceedings of the last meeting
- b) Report of the action taken on the resolutions of the last meeting
- c) Reports of various committees such as the Finance Committee, Selection Committee or any other committee that might have been convened
- d) Other businesses

In absence of the Chairman, Governing Council, the President of IACS would chair the Governing Council. In case the Chairman and the President happen to be the same person or in a situation where both the Chairman and the President are absent, the Governing Council will elect a Chairman from among the Members of the Governing Council themselves.

15.2. Extraordinary Governing Council Meetings

Extraordinary Governing Council meetings might be convened if the need arises by the Chairman, Director or the Department of Science & Technology, Government of India. An extraordinary Governing Council meeting might also be convened at the requisition of at least four members of the Governing Council.

15.3 Notification of Governing Council Meetings

The Registrar will notify Governing Council meetings reasonably in advance but not less than 15 days before the proposed date. Notification along with the agenda papers would normally be sent electronically. If there is any specific need, a printed version may be sent by post.

Additional items if any shall be circulated to the members not less than 24 hours before the meeting excluding the date of the meeting.

The Chairman may permit inclusion of any item, not in the agenda for which notice could not be given provided the matter concerned in the item is in her/his opinion of sufficient urgency.

15.4 Proceedings of the Meetings:

The proceedings of the meeting would be circulated to all members through e-mail and the minutes would be confirmed at the next Governing Council meeting. The proceedings would be communicated to all members of the Academic Board of the Deemed to be University and would also be hosted in a secure region of the Deemed to be University homepage.

15.5. Termination of Membership

If a member from amongst the eminent Scientists nominated by Department of Science & Technology, Governing Council of Deemed to be University and Indian National Science Academy, accepts a full time appointment in the Institution Deemed to be University or does

not attend three consecutive meetings of the Governing Council without proper leave of absence, such member shall cease to be member of the Governing Council.

16. Delegation of Powers of Governing Council

The Governing Council may, by a resolution, delegate to the Director or any other officer/faculty or to a Committee of officers/faculties of IACS-Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Director or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Governing Council

17. Other Authorities of the IACS Deemed to be University

The other bodies of the IACS-Deemed to be University shall be the Finance Committee, The Academic Council, The Academic Board, The Faculty Boards, The Internal Complaints Committee, The Redressal Committee, The Steering Committee or Any other body which may be constituted by the Governing Council and such other authorities as may be prescribed by the rules of the deemed university

18. Composition of the Academic Council

The Academic Council shall be the principal academic body of IACS-Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, coordination of research activities, examinations and tests conducted by IACS-Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of IACS-Deemed to be University.

The composition of the Academic Council shall be as under:

- i. Director - Chairperson;
- ii. Dean(s) of Faculties;
- iii. Heads of the Departments;
- iv. Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
- v. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
- vi. Two Assistant Professors from the Departments by rotation based on inter-se seniority;
- vii. Three persons from amongst educationists of repute or persons from any other field related to the activities of IACS-Deemed to be University who are not in the service of IACS-Deemed to be University, nominated by the Director;
- viii. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge
- ix. The Registrar, who shall be ex officio the Secretary of the Academic Council.

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the *ex-officio* members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

18.1 Powers and Functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely:-

- i. To consider matters of academic interest either on its own initiative or at the instance of the Governing Council or those proposed by the departments/ faculties and to take appropriate action thereon;
- ii. To exercise general supervision over all academic work of IACS-Deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- iii. To promote research within IACS-Deemed to be University, and to acquire reports on such researches from time to time;
- iv. To prescribe courses /programmes of study leading to degree and diploma of IACS-Deemed to be University;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions Deemed to be University;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Governing Council on:
 - a) measures for improvement of standards of teaching research and training;
 - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) to recommend to the Governing Council, the establishment or abolition of Departments/Centres; and
 - d) To frame rules covering the academic functioning of IACS-Deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Governing Council;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv. To recommend IACS-Deemed to be University of teaching posts (Professors, Associate Professors and Assistant Professors) to the Governing Council; and

- i. To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules.

18.2. Meeting of the Academic Council

- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.
- ii. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.
- iv. Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.

19. Planning & Monitoring Board

- i. The Planning & Monitoring Board shall be the principal Planning Body of IACS-Deemed to be University and shall be responsible for the monitoring of the development programmes of IACS-Deemed to be University.
- ii. The Director and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to IACS-Deemed to be University, and three experts of eminence from outside IACS-Deemed to be University.
- iii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- iv. The Planning & Monitoring Board shall have the right to advise the Governing Council and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of IACS-Deemed to be University.

The recommendations of the Planning & Monitoring Board shall be placed before the Governing Council for consideration and approval

20. Composition of Finance Committee

The composition of the Finance Committee would be as follows:

- i. The Chairman of the Governing Council
- ii. The Director
- iii. One representative of the Ministry of Science & Technology, Government of India, who is also a member of the Governing Council
- iv. One Trustee member nominated by the Governing Council
- v. The Accountant-General, West Bengal or her/his nominee
- vi. The Registrar who will be the non-member Secretary

In absence of the Chairman of the Governing Council, the members will elect a Chairman from among themselves.

21 . Tenure of members of the Finance Committee:

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

22 . Powers and Functions of the Finance Committee:

- i. To consider the annual accounts and financial estimates of the IACS-Deemed to be University and to submit them to the Governing Council for its approval;
- ii. To consider and recommend the annual budget and revised estimates to the Governing Council
- iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of IACS-Deemed to be University.
- iv. The Finance Committee shall make recommendations to the Governing Council on all proposals of new demands, which shall stand referred to the Finance Committee for opinion before being considered by the Governing Council.
- v. It would prepare a budget for the Deemed to be University for the next financial year or the next plan period.
- vi. To advice and recommend on any particular initiative that has a financial implication

Note: No expenditure other than that provided in the budget shall be incurred by IACS-Deemed to be University without the approval of the Finance Committee.

23 . Meetings of the Finance Committee:

The Finance Committee shall meet upto 4 times a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

24 . Board of Studies

There shall be one Board of Studies for each Department of IACS-Deemed to be University. The composition of Board of Studies of each faculty/ Department shall be as under:

- i. Dean of faculty/ Head of the Department – Chairperson;
- ii. All Professors of the faculty/ Department;
- iii. Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority;

- iv. Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority;
- v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of IACS-Deemed to be University.

25 . Selection Committee

- i. There shall be one or more Selection Committees constituted, for making recommendations to the Governing Council for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

26 . Miscellaneous matters pertaining to different authorities of IACS-Deemed to be University

- i. If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of IACS-Deemed to be University, the matter shall be referred to the Chairman, Governing Council , whose decision thereon shall be final and binding.
- ii. Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chairperson, Governing Council
- iii. Sudden vacancies among the members of any authority or any Committee of IACS-Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months
- iv. A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of IACS-Deemed to be University:
 - a) if he/she is of unsound mind
 - b) if he/she is an un-discharged insolvent
 - c) if he/she has been convicted by a court of law for an offence involving moral turpitude.
 - d) if he/she has not been appointed as per the provisions of these Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chairman, Governing Council, whose decision shall be final and binding.

27 . Delegation of Powers

The absolute power for successful functioning of the Deemed to be University would rest with the Governing Council. It might delegate a substantial part of its power to the Director and to statutory committees that might be constituted from time to time. The Director may also delegate powers to other members of the Deemed to be University in a way that best serves the purpose of the Deemed to be University, subject to the ratification of the Governing Council.

28. Director

- A. The Director shall be a whole time salaried officer of Institution Deemed to be University, and shall be appointed in accordance with in the procedure laid down by the Central Government.
- B. The qualifications of the Director shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- C. The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Director shall be as under:
 - (i) The Central Government will constitute a Search cum-Selection Committee. The Committee will suggest three names to the Central Government for appointment as Director
 - (ii) The strength of the Search-cum-Selection Committee inclusive of the Chairman shall not normally be more than five. The Chairman of the Search Committee would either be Secretary, DST or an eminent Scientist/Technologist (to be nominated by DST). However, in the event of Secretary, DST not being Chairman, he/she will be a Member. The other members of the Committee would be experts of eminence preferably from the fields of specialization relevant for the Institute (to be nominated by DST).

29 . Tenure of Director

- i. The Director shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;
Provided that in no case shall the person appointed as Director hold office beyond the age of 62 years or as revised by the Central Government from time to time;
Provided further that notwithstanding the expiry of the period of 5 years, the Director may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.

- ii. Where the office of the Director falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Senior most Professor shall perform the duties of the Director until a new Director is appointed, or the existing Director resumes duties, as the case may be with the approval of the competent authority as per extant instructions of the Government of India.

30 . Powers of the Director

- i. The Director shall be the Principal Executive Officer of IACS-Deemed to be University and shall exercise general supervision and control over the affairs of the Deemed University and shall be mainly responsible for implementation of the decisions of all the authorities of the Deemed University.
- ii. The Director shall be the ex-officio Chairman of the, Academic Council, the Planning and Monitoring Board and the Selection Committees.
- iii. The Director shall have the power to convene or cause to be convened meeting of the various authorities of the Deemed to be University.
- iv. The Director may, if s/he is of the opinion that immediate action is called for on any matter, s/he shall exercise any power conferred upon any authority of the Deemed University under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

Provided further that if any person in the service of the Deemed University is aggrieved by the action taken by the Director under the said clause, s/he shall have the right to appeal against such decision to the Governing Council within 30 days from the date on which such action is communicated to him/her and thereupon the Governing Council shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Director.

- v. It shall be the duty of the Director to ensure that Regulations and Rules of the Deemed University are duly observed and implemented; and, s/he shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Deemed University shall be vested in the Director.
- vii. The Director shall exercise all other powers as may be delegated to him/her by the Governing Council .
- viii. The Director shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Governing Council

- ix. The Director shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Bye-Laws of the IACS-Deemed to be University.

31. Removal of Director

- i. Where there are reasons to believe that the Director of IACS-Deemed to be University does not possess the qualifications as required under UGC (Institutions Deemed to be Universities) Regulations 2019 and also under the UGC Regulations on Minimum Qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in the UGC (Institutions Deemed to be Universities) Regulations 2019 or has committed any financial/administrative impropriety, the Chairman of the Commission shall constitute a Committee consisting of academic, administrative or financial experts to inquire into the matter.
- ii. Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall convey its advice regarding removal of Director to the Department of Science & Technology.

32. Registrar

- i. The Registrar shall be a whole time salaried officer of IACS-Deemed to be University and shall be appointed by the Governing Council on the recommendations of the Selection Committee consisting of the following:-
 - a) Director – Chairperson;
 - b) One nominee of the Chairman, Governing Council;
 - c) One nominee of the Governing Council; and,
 - d) One expert, not being an employee of IACS-Deemed to be University, to be appointed by the Governing Council .
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of IACS-Deemed to be University.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Director may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Governing Council , the Academic Council and the Planning and Monitoring Board, but shall not be Deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Director and shall work under his direction.
- vi. The following shall be the duties of the Registrar: -
 - a) To be the custodian of the records and the funds and such other property of IACS-Deemed to be University as the Governing Council may commit to his/her charge;

- b) To conduct the official correspondence on behalf of the authorities of IACS-Deemed to be University;
- c) To issue notices convening meetings of the authorities of IACS-Deemed to be University and all Committees and sub-Committees appointed by any of these authorities;
- d) To maintain the minutes of the meetings of all the authorities of IACS-Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities;
- e) To make arrangements for the examinations conducted by IACS-Deemed to be University;
- f) To represent IACS-Deemed to be University in suits or proceedings by or against IACS-Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
- g) To enter into agreement, sign documents and authenticate records on behalf of IACS-Deemed to be University;
- h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of IACS-Deemed to be University;
- i) To perform such other duties as may be specified in the Rules of IACS-Deemed to be University, or as may be assigned by the Governing Council or the Director from time to time.

33 . Finance cum Accounts Officer

- i. The Finance cum Accounts Officer shall be a whole time salaried officer of IACS-Deemed to be University and shall be appointed by the Governing Council .
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of IACS-Deemed to be University.
- iii. The Finance Officer shall work under the direction of the Director and shall be responsible to the Governing Council through the Director.
- iv. He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Governing Council .
- v. He/she shall be responsible for the management of funds and investments of IACS-Deemed to be University, subject to the control of Governing Council .

34 . Controller of Examination/Academic Coordinator

- i. The Controller of Examinations shall be appointed by the Governing Council .
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institution Deemed to be University.

- iii. The Controller of Examinations shall ensure that all the specific directions of the Governing Council, Academic Council and Director in respect of examination and evaluation are complied with.
- iv. The Controller of Examinations shall be a permanent invitee to the Academic Council.

35 . Deans

The Deans would function as advisors to the Director and would assist him/her in running the different administrative portfolios. The number of Deans will be decided by the Governing Council following the UGC/MHRD norms.

The Deans would normally be redeployed from among the existing faculty member of IACS, subject to recommendation by the Director and approval by the Governing Council. In case the Deans are redeployed from among the employees of IACS, they would be provided with an officiating allowance and perquisites as applicable in the UGC/MHRD norms. The Director shall be empowered to decide the number of Deans and their nomenclature and the portfolios with the approval of the Governing Council

35.1 Functions of the Deans

The Deans would be the administrative advisors to the Director in running the institute. The Deans of a given portfolio would manage the entire portfolio as independently as possible. The Dean shall manage her/his individual portfolio and keep the Director informed about the functioning of the portfolio.

36. Head of the Department

- i. There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Director from amongst the Professors of the Department. Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Director may appoint an Associate Professor as Head of the Department.
- ii. The term of the Head of the Department shall normally be 3 years and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- iii. The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University

37. Admission & Fees Structure

- 37.1 IACS-Deemed to be University shall not, for admission in respect of any course or programme of study conducted in IACS-Deemed to be University, accept payment towards admission fee and other fees and charges,-
- (a) which is a capitation fee or donation in whatever nomenclature or form, either directly or indirectly
 - (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of IACS-Deemed to be University,
 - (c) more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.
 - (d) without a proper receipt in writing issued for such payment to the student admitted in IACS-Deemed to be University.
- 37.2 (1) IACS-Deemed to be University shall not charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.
- (2) IACS-Deemed to be University shall be abided by UGC notification regarding refund of fees and non retention of original certificate as amended time to time.
- 37.3 Admission of students to IACS-Deemed to be University, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.
- 37.4 IACS-Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.
- 37.5 Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, IACS-Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing inter alia, the following:
- i. each component of the fee, deposits and other charges payable by the students admitted to IACS-Deemed to be University for pursuing a course or a programme of study, and the other terms and conditions of such payment;
 - ii. the percentage of tuition fee and other charges refundable to a student admitted in IACS-Deemed to be University in case such student withdraws from IACS-Deemed to be University before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
 - iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
 - iv. the educational qualifications specified by the relevant statutory authority/body, or by IACS-Deemed to be University, where no such qualifying standards have been specified by any statutory authority;

- v. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
 - vi. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of IACS-Deemed to be University, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.
- 37.6 IACS-Deemed to be University shall not retain from the candidates seeking admission any original certificates of school leaving examinations, or degree or any other award; and shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

38. IACS-Deemed to be University open to all

- 38.1 Admission and employment in IACS-Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.
- 38.2 All policies and procedures, in matters of admission as applicable to the university level public and privately funded institutions respectively, shall apply to the appropriate category of institutions Deemed to be universities.

39. IACS-Deemed to be University to be Unitary

IACS shall be unitary, and shall not affiliate any other institution.

40. Reservation Policy

IACS Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

41. Distance Education

IACS-Deemed to be University may offer courses in the Open, Distance Learning / Online mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that IACS-Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

42 . Power to conduct enquiry and consequence of violation of Regulations

- 42.1 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that IACS-Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to IACS-Deemed to be University.
- 42.2 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of IACS-Deemed to be University for the purpose of the enquiry.
- 42.3 Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that the Regulations have been violated, IACS-Deemed to be University shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to IACS-Deemed to be University to present its case.
- 42.4 Where an Institution Deemed to be University is found to have violated the provision(s) of the Regulations, it may be subjected to one or more of the following action(s) :
- A. Violations leading to issuance of unapproved degrees:
- i. Punishment under Section 24 of the University Grants Commission, 1956.
 - ii. Barring from any expansion in terms of diversification to new Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period.
 - iii. Reducing the intake capacity in student enrolment in a specific course(s) or in all courses, for a limited period or in perpetuity.
 - iv. Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses.
 - v. Closure of the Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses.
 - vi. Withdrawal of the notification of declaration as Institution Deemed to be University.
- B. Violations leading to non-adherence of the Regulations:
- i. Where any deficiencies in complying with the provisions of the Regulations and this MoA come to the notice of the Commission, it shall issue a warning in that regard to IACS-Deemed to be University requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under the Regulations. Provided that any punishment awarded to IACS-Deemed to be University shall be without detriment to the interests of the students.
 - ii. Director of IACS-Deemed to be University may be removed as per the procedure laid down in relevant Clause of the Regulations and this MoA.

- iii. Repeated violations of the provisions of these regulations shall attract action(s) mentioned in Clause 41.4 (A) , herein above.

43. Funds, Accounts, Audits and Annual Report

The accounts of IACS-Deemed to be University shall be maintained in the name of the IACS-Deemed to be University and not in the name of the Sponsoring Trust. The accounts of IACS-Deemed to be University shall be kept in such forms as may be laid down by the Governing Council and shall conform to the rules, if any, prescribed by the DST/UGC. The accounts shall be audited by an empanelled Qualified Chartered Accountant or a firm of Chartered Accountants. The accounts shall be subject to Internal Audit by an independent qualified Chartered Accountant or a firm of Chartered Accountants. The accounts of IACS-Deemed to be University shall be open for examination by the Controller and Auditor General of India. The accounts shall also be open for inspection by the DST/UGC.

Funds shall not be diverted at any time from the accounts of IACS-Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.

The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by IACS-Deemed to be University.

Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the IACS-Deemed to be University; or of fees being collected against the provision of the regulations, issue a notice directing IACS-Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.

Annual Reports and the Audit Reports shall be submitted by IACS- Deemed to be University to the Commission within nine months of the closure of the accounting year and to DST for laying it before the Table of both Houses of Parliament.

44. Miscellaneous

- i. IACS-Deemed to be University shall mention the name with location of campus/off campus/off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
- ii. IACS-Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such

- completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.
- iii. IACS-Deemed to be University shall not at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/course/ programme of study/ department/ school/ faculty of IACS-Deemed to be University.
 - iv. While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from Sponsoring bodies or IACS-Deemed to be University within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government or the Commission, as the case may be.
 - v. The income and property of the Institution Deemed to be University shall be utilized solely for promoting the objectives of IACS-Deemed to be University.
 - vi. The Commission shall have the powers to issue directions to IACS-Deemed to be University for implementation of any public policy of the Government or in respect of any law in force, including appropriate directions in case of any violation of any law or policy by IACS-Deemed to be University.
 - vii. All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Sponsoring body or IACS-Deemed to be University, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be Deemed to be a violation of these Regulations and proceeded with accordingly.
 - viii. No portion of the income and property of IACS-Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of IACS-Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to IACS-Deemed to be University or for travelling or other allowances and such other charges.
 - ix. The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on IACS-Deemed to be University.
 - x. IACS-Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
 - a) Anti Ragging Cell
 - b) Anti discrimination Cell
 - c) Gender Sensitization Cell
 - d) Grievance Redressal Cell
 - e) Internal Complaints Committee for prevention of Sexual Harassment

- f) Barrier Free access to persons with disabilities to all its facilities
- xi. Where, IACS-Deemed to be University wishes to surrender its status of 'Institution Deemed to be University', it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of IACS-Deemed to be University from the purview of IACS-Deemed to be University, shall require the Sponsoring body to take the prior permission of the Government. Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of IACS-Deemed to be University or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.
- xii. In the event of conflict of opinion with regard to interpretation of this MoA, the opinion of the Department of Science & Technology shall be final.

45. Legal Proceedings

For all intents and purposes hereof, the person in whose name IACS-Deemed to be University may sue or be sued shall be the Registrar.

No suit or legal proceedings shall lie against the Central Government or the UGC or IACS-Deemed to be University or an Officer of IACS-Deemed to be University or a member of the authority of IACS-Deemed to be University in respect of anything done or purported or intended to be done in pursuance of any of the aforementioned Regulations.

46. Removal of Difficulty

UGC reserves the right to remove difficulty/ies in the course of implementation of the provisions of this MoA in consultation with the Government of India, Ministry of Human Resource Development and Department of Science & Technology.

CHAPTER-07

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

(INFORMATION UNDER SECTION 4 (1) (b) (vi) OF THE ACT)

Sl. No.	Description of Record	Records kept by
1.	Annual Reports in Bound Volumes	Registrar's Office
2.	Annual Accounts	Accounts Section
3.	Minutes of the Annual General Body Meetings	Registrar's Office
4.	Minutes of the Council Meetings	Registrar's Office
5.	Minutes of the Finance Committee Meetings	Registrar's Office
6.	Meetings of the Management Committee Meetings	Office of Executive Secretary of the Management Committee
7.	Service Books	Administration
8.	Dispatch Register	Administration
9.	File register	Administration
10.	File Movement Register	Administration
11.	Attendance Register	Administration
12.	Leave Register	Administration
13.	Store Index Register	Administration
14.	Disposal Register	Administration
15.	Telephone Register	Administration
16.	Log Book of Vehicles	Administration
17.	Register of Advance	Accounts
18.	Register of books received in library	Library

19.	Register of books issued	Library
20.	Register for News Papers, Magazines, periodicals etc	Administration
21.	Pay Bill Register	Accounts
22.	Travelling Allowance Register	Administration
23.	LTC Register	Administration
24.	Contingent Register	Administration
25.	Bill Register	Accounts
26.	Cash book	Accounts
27.	Medical Register	Administration
28.	Asset Register	Administration
29.	Cheque Register	Accounts

CHAPTER-o8

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION (INFORMATION UNDER SECTION 4 (1) (b) (vii) OF THE ACT)

The main objectives of IACS is to

1. To cultivate science for advancement of research in basic sciences and to its varied applications. Success indicator: Publication number and quality of research publications in terms of impact factor of the journals.
2. Training scholars for Ph.D. after M.Sc. degree from Indian Universities and post B.Sc. Integrated Ph.D. program. Success indicator: Number of scholars received such degrees.
3. Science popularization by holding public lectures. Success indicator: Number of lectures annually delivered.

As such, there is no occasion for consultation with or representation by the members of the public in relation to the affair of the Institute.

CHAPTER-09

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART (INFORMATION UNDER SECTION 4 (1) (b) (viii) OF THE ACT)

Governing Council

Dr. Renu Swarup, Chairperson

(She shall also be the President of the General Body of IACS.)

Former Secretary to the Government of India ,
Department of Biotechnology,
Ministry of Science & Technology, New Delhi,
India

Centre,
Aruna Asaf Ali Marg,
New Delhi-110067, India

Prof. Swaminathan Sivaram, Member

Emeritus Scientist and Honorary Professor,
IISER, Pune; Former Director,
National Chemical Laboratory, Pune

Professor Abhay Karandikar, Ex- Officio Member

Secretary of the Department of Science &
Technology,
Government of India

Professor Maitrayee Dasgupta, Member

Department of Biochemistry,
University of Calcutta

Financial Advisor of the Department of Science & Technology, Government of India or her/his nominee, Ex-Officio Member

One representative from the Government of West Bengal, Ex-Officio Member

Professor U Kamachi Mudali Member

Vice-Chancellor, Homi Bhabha National Institute (HBNI), Mumbai

Prof. Kalobaran Maiti, Ex-Officio Member, Director, IACS

Dr. (Mrs.) Suman Kumari Mishra, Member
Ex-Director, CSIR-Central Glass and Ceramic Research Institute (CGCRI), Kolkata

Ms. Sarbani Saha, Ex-Officio Non-Member Secretary, Registrar, IACS

Prof. Dinakar Kanjilal, Member

Former Director,
IUAC New Delhi Inter University Accelerator

Finance Committee

Chairman, Governing Council, IACS

Professor Sabyasachi Sarkar, Trustee, nominated by the Council

Director, IACS

Principal Accountant General, Govt. of West Bengal

One Representative of Ministry of Science of Technology, GOI

Registrar, IACS, Non-member Secretary

Management Committee

Dr. Renu Swarup, Former Secretary, DBT, New Delhi, (President)

Professor Alok K Mukherjee (Vice President)

Professor Kalobaran Maiti, Director

Professor Amitava Dutta (Hony. Secretary)

(Vice President, Ex-Officio)

Professor Sanjib Ghosh (Hony. Treasurer)

Professor Dhiranjan Roy

Professor Indrani Bose

Professor Debasish Bhattacharya

Professor Kamal Bhattacharyya

Professor Subir Ghosh

Dr. Bhupati Chakraborty

Dr. Chinmoy Kumar Ghosh

Shri.Prabir Manna, Executive Secretary

Trustee

Professor Milan Sanyal

Professor R N Mukherjee

Professor Bhupati Chakraborty

Annual Report and Publication Cell

Prof. P.K. Das -Chairman

Dr. D. Mukherjee – Member

Dr. G. Paul - Member

Smt. Sohinee Motilal – Jt. Convener

Smt. Rimi Chakraborty – Jt. Convener

Sri Abhijit Basak – Permanent Invitee

Research Advisory Committee (RAC)

Prof. N. Sathyamurthy - Chairman

Members:

1. Dr. Chandrima Shaha (J C Bose Chair Distinguished Professor, IICB, Kolkata)
2. Prof. L S Shashidhara (Centre Director, TIFR NCBS, Bengaluru)
3. Prof. Mahan Mj. (Professor, TIFR, Mumbai)
4. Prof Sanghamitra Banyopadhyay (Director & Professor, Machine Intelligence Unit, ISI Kolkata)
5. Prof Sandeep Verma (Professor, IIT-Kanpur)
6. Prof Anunay Samanta (Emeritus Professor and INSA Senior Scientist, University of Hyderabad)
7. Prof. H R Krishnamurthy (Honorary Professor, IISc, Bangalore)
8. Prof G Ravindran (Senior Professor, TIFR, Mumbai)
9. Prof. Satishchandra Ogale - (Director, Research Institute for Sustainable Energy (RISE), TCG-CREST, Kolkata and Adjunct Faculty, IISER, Pune)
10. Prof Giridhar Kulkarni, (President, JNCASR, Bangalore)
11. Registrar (Non-Member Secretary)

CHAPTER-10

DIRECTORY OF OFFICERS AND EMPLOYEES (INFORMATION UNDER SECTION 4(1)(b)(ix) OF THE ACT)

**Name of the office: Indian Association for the Cultivation of Science, 2A&B, Raja S.C.
Mullick Road, Jadavpur, Kolkata-700032, India.**

**EPABX: +91-33-2473 4971 /5374 /3073 /3372 /5904 /3542 /2883 Fax: (+)91-33-2473-
2805**

E-Mail Address would be *id @ iacs.res.in*

FACULTY

Sl. No.	Name	Designation	School	Email	Telephone
1	Abhijit Kumar Das	Senior Professor	School of Mathematical & Computational Sciences	spakd@iacs.res.in	91 33 2473 4971 (Ext: 1257)
2	Abhishek Dey	School Chair & Senior Professor	School of Chemical Sciences	icad@iacs.res.in	91 33 2473 4971 (Ext: 1366)
3	Amit Majumdar	Professor	School of Chemical Sciences	icam@iacs.res.in	91 33 2473 4971 (Ext: 1165)
4	Amitava Patra	Senior Professor	School of Materials Sciences	msap@iacs.res.in	91 33 2473 4971 (Ext: 1209)
5	Anindita Das	Associate Professor	School of Applied & Interdisciplinary Sciences	psuad2@iacs.res.in	91 33 2473 4971 (Ext: 1352)
6	Ankan Paul	Senior Professor	School of Chemical Sciences	rcap@iacs.res.in	91 33 2473 4971 (Ext: 1779)
7	Arindam Banerjee	Senior Professor	School of Biological Sciences	bcab@iacs.res.in	91 33 2473 4971 (Ext: 1504)
8	Arnab Das	Professor	School of Physical Sciences	tpad5@iacs.res.in	91 33 2473 4971 (Ext: 2757)
9	Arnab Sen	Professor	School of Physical Sciences	tpars@iacs.res.in	91 33 2473 4971 (Ext: 2283)
10	Asim Bhaumik	Senior Professor	School of Materials Sciences	msab@iacs.res.in	91 33 2473 4971 (Ext: 1207)
11	Avisek Das	Assistant Professor	School of Chemical Sciences	mcsad@iacs.res.in	91 33 2473 4971 (Ext: 2136)
12	Ayan Datta	Senior Professor	School of Chemical Sciences	spad@iacs.res.in	91 33 2473 4971 (Ext: 2105)
13	Benu Brata Das	Professor	School of Biological Sciences	pcbbd@iacs.res.in	91 33 2473 4971 / 3372 (Ext: 2108)
14	Bimalendu Deb	Senior Professor	School of Physical Sciences	msbd@iacs.res.in	91 33 2473 4971 (Ext: 1201)
15	Biman Jana	Professor	School of Chemical Sciences	pcbj@iacs.res.in	91 33 2473 4971 (Ext: 2107)
16	Debarshi Kumar Sanyal	Assistant Professor	School of Mathematical & Computational Sciences	debarshi.sanyal@iacs.res.in	91 33 2473 4971 (Ext: 2334)
17	Debashree Ghosh	Professor	School of Chemical Sciences	pcdg@iacs.res.in	91 33 247 34971 (Ext: 1103)
18	Deepak Kumar Sinha	Professor	School of Biological Sciences	bcdks@iacs.res.in	91 33 2473 4971 (Ext: 1106)
19	Devajyoti Mukherjee	Associate Professor	School of Physical Sciences	sspdm@iacs.res.in	91 33 2473 4971 (Ext: 2123)
20	Dilip Kumar Ghosh	Senior Professor	School of Physical Sciences	tpdkg@iacs.res.in	91 33 2473 4971 (Ext: 2282)
21	Durga Basak	School Chair & Senior Professor	School of Physical Sciences	sspdb@iacs.res.in	91 33 2473 4971 (Ext: 1316)
22	Harapriya Rath	Professor	School of Chemical Sciences	ichr@iacs.res.in	91 33 2473 4971 (Ext: 1163))
23	Indra Dasgupta	Senior Professor	School of Physical Sciences	sspid@iacs.res.in	91 33 2473 4971 (Ext: 1319)
24	Joyram Guin	Professor	School of Chemical Sciences	ocjg@iacs.res.in	91 33 2473 4971 (Ext: 1426)
25	Jyotirmayee Dash	Senior Professor	School of Chemical Sciences	ocjd@iacs.res.in	91 33 2473 4971 (Ext: 1405)
26	K. D. M. Rao	Assistant Professor	School of Applied & Interdisciplinary Sciences	trckdmr@iacs.res.in	91 33 2473 4971 (Ext: 2153)
27	Koushik Ray	Senior Professor	School of Physical Sciences	koushik@iacs.res.in	91 33 247 34971 (Ext: 2286)

28	Krishnendu Sengupta	Senior Professor	School of Physical Sciences	tpks@iacs.res.in	91 33 2473 4971 (Ext: 2192)
29	Mintu Mondal	Associate Professor	School of Physical Sciences	sspmm4@iacs.res.in	91 33 2473 4971 (Ext: 2115)
30	Mithun Mukherjee	Associate Professor	School of Mathematical & Computational Sciences	mithun.mukherjee@iacs.res.in	91 33 2473 4971 (Ext: 2339)
31	Nabanita Deb	Assistant Professor	School Of Chemical Sciences	nabanita.deb@iacs.res.in	91 33 2473 4971 (Ext: 1451)
32	Narayan Pradhan	School Chair & Senior Professor	School of Materials Sciences	camnp@iacs.res.in	91 33 2473 4971 (Ext: 1733)
33	Nikhil Ranjan Jana	Senior Professor	School of Materials Sciences	camnrj@iacs.res.in	91 33 2473 4971 (Ext: 1195)
34	Partha Basuchowdhuri	School Chair & Associate Professor	School of Mathematical & Computational Sciences	partha.basuchowdhuri@iacs.res.in	91 33 2473 4971 (Ext: 2372)
35	Parthasarathi Dastidar	Senior Professor	School of Chemical Sciences	ocpd@iacs.res.in	91 33 2473 4971 (Ext: 1403)
36	Pradyut Ghosh	Senior Professor	School of Chemical Sciences	icpg@iacs.res.in	91 33 2473 4971 (Ext: 1351)
37	Prasanta Kumar Das	Senior Professor	School of Biological Sciences	bcpkd@iacs.res.in	91 33 2473 4971 (Ext: 1505)
38	Prashant Chandra Singh	Professor	School of Chemical Sciences	sppcs@iacs.res.in	91 33 2473 4971 (Ext: 1252)
39	Praveen Kumar	Associate Professor	School of Materials Sciences	praveen.kumar@iacs.res.in	91 33 2473 4971 (Ext: 2168)
40	Prof. Kalobaran Maiti	Director	Director's Research Unit	kalobaran.maiti@iacs.res.in	91 33 2473 4971 / 3372 (Ext: 2330)
41	Prosenjit Sen	Senior Professor	School of Biological Sciences	bcps@iacs.res.in	91 33 2473 4971 (Ext: 1518)
42	Raja Paul	Professor (Concurrently Affiliated to SAIS)	School of Mathematical & Computational Sciences	ssrp@iacs.res.in	913324734971 (Ext: 1310)
43	Rajarshi Ray	Associate Professor	School of Mathematical & Computational Sciences	rajarshi.ray@iacs.res.in	91 33 2473 4971 (Ext: 2335)
44	Rajib Kumar Goswami	Senior Professor	School of Chemical Sciences	ocrkg@iacs.res.in	91 33 2473 4971 / 3372 (Ext: 1401)
45	Raju Mondal	Professor	School of Chemical Sciences	icrm@iacs.res.in	91 33 2473 4971 (Ext: 1374)
46	Ritesh Ranjan Pal	Assistant Professor	School of Biological Sciences	ritesh.pal@iacs.res.in	91 33 2473 4971 (Ext: 2202)
47	Rupa Mukhopadhyay	Senior Professor	School of Biological Sciences	bcrm@iacs.res.in	91 33 2473 4971 (Ext: 1506)
48	Satrajit Adhikari	Senior Professor, IACS & Adjunct Professor, IISER Kolkata, HOD CCRES	School of Chemical Sciences	pcsa@iacs.res.in	91 33 2473 4971 (Ext: 2119)
49	Satyanarayan Mukhopadhyay	Associate Professor	School of Physical Sciences	tpsnm@iacs.res.in	91 33 2473 4971 (Ext: 2181)
50	Saurav Giri	Senior Professor	School of Physical Sciences	sspsg2@iacs.res.in	91 33 2473 4971 (Ext: 1315)
51	Sayani Bera	Assistant Professor	School of Mathematical & Computational Sciences	mcssb2@iacs.res.in	91 33 2473 4971(Ext: 2332)
52	Shinto Varghese	Faculty Fellow	School of Applied & Interdisciplinary Sciences	Shinto.Varghese@iacs.res.in	91 33 2473 4971 (Ext: 1145)
53	Siddhartha Sankar Jana	School Chair & Senior Professor	School of Biological Sciences	bcssj@iacs.res.in	91 33 2473 4971 (Ext: 1519)
54	Somdatta Ghosh Dey	Senior Professor	School of Chemical Sciences	icsgd@iacs.res.in	91 33 2473 4971 (Ext: 1376)
55	Somabrata Acharya	Senior Professor	School of Applied & Interdisciplinary Sciences	camsa2@iacs.res.in	91 33 2473 4971 (Ext: 1104)
56	Sourov Roy	Senior Professor	School of Physical Sciences	tpsr@iacs.res.in	91 33 2473 4971 (Ext: 2290)
57	Subhadeep Datta	Associate Professor	School of Physical Sciences	sspsdd@iacs.res.in	91 33 2473 4971 (Ext: 2141)

58	Subham Majumdar	Senior Professor	School of Physical Sciences	sspsm2@iacs.res.in	91 33 2473 4971 (Ext: 1317)
59	Sudip Malik	Senior Professor	School of Applied & Interdisciplinary Sciences	psusm2@iacs.res.in	91 33 2473 4971 (Ext: 1564)
60	Sugata Ray	Senior Professor	School of Materials Sciences	mssr@iacs.res.in	91 33 2473 4971 (Ext: 1226)
61	Suhrit Ghosh	Senior Professor	School of Applied & Interdisciplinary Sciences	psusg2@iacs.res.in	91 33 2473 4971 (Ext: 1563)
62	Sumanta Chakraborty	Assistant Professor	School of Physical Sciences	tpsc@iacs.res.in	91 33 2473 4971 (Ext: 2281)
63	Surajit Sinha	School Chair & Senior Professor	School of Applied & Interdisciplinary Sciences	ocss5@iacs.res.in	91 33 2473 4971 (Ext: 1400)
64	Tapan Kanti Paine	Senior Professor	School of Chemical Sciences	ictkp@iacs.res.in	91 33 2473 4971 (Ext: 1357)
65	Tarun Kumar Mandal	Senior Professor	School of Chemical Sciences	psutkm@iacs.res.in	91 33 2473 4971 (Ext: 1562)
66	Urmimala Maitra	Assistant Professor	School of Materials Sciences	urmimala.maitra@iacs.res.in	91 33 2473 4971 (Ext: 1224)
67	Utpal Chattopadhyay	Senior Professor	School of Physical Sciences	tpuc@iacs.res.in	91 33 2473 4971 (Ext: 2285)

STAFF

Sl. No.	Employee ID	Employee Name	Designation	Department	Email id	Extension No.
1	EMP1012	Abhijit Basak	Assistant	Director's Research Unit	dofficeab@iacs.res.in	1102
2	EMP1367	Abhra Paul	Technical Assistant B	CCRES	admap@iacs.res.in	1176
3	EMP1313	Ajit Pandit	Helper A	School of Physical Sciences	admap2@iacs.res.in	1322
4	EMP1558	Amarnath Dey	Multi Tasking Staff (Technical)	Central Scientific Service	cssad@iacs.res.in	1253
5	EMP1128	Amit Chakraborty	Office Superintendent	School of Applied and Interdisciplinary Sciences	psuac@iacs.res.in	1565
6	EMP1566	Amit Kumar Ghosh	Multi Tasking Staff (Technical)	School of Chemical Science	admakg@iacs.res.in	1703
7	EMP1086	Amit Kumar Harijan	Helper E	Administration	admah2@iacs.res.in	1151
8	EMP1365	Amit Kumar Sarkar	Assistant Engineer	Administration	admaks@iacs.res.in	1130
9	EMP1531	Ananda Karmakar	Technical Assistant A	Administration	admak2@iacs.res.in	1170
10	EMP1111	Anil Harijan	Helper F	Administration	admah@iacs.res.in	1755
11	EMP1540	Ankeeta Chakraborty	Upper Division Clerk	Administration	admac3@iacs.res.in	1109
12	EMP1553	Arindam Sarkar	Multi Tasking Staff (General)	Canteen	admas3@iacs.res.in	1142
13	EMP1472	Arka Mukherjee	Technical Officer	Administration	admam4@iacs.res.in	1730
14	EMP1416	Arunim Paul	Technical Assistant A	Central Scientific Service	msap4@iacs.res.in	1583
15	EMP1159	Arup Kumar Bandyopadhyay	Technical Superintendent	Central Scientific Service	spakb@iacs.res.in	1262
16	EMP1053	Arup Kumar Saha	Office Superintendent (F & A)	Administration	admaks2@iacs.res.in	1124
17	EMP1454	Ashis Dhar	Assistant	CCRES	admasd@iacs.res.in	2151
18	EMP1016	Ashis Kumar Pal	Technical Assistant B	School of Chemical Sciences	ocakp@iacs.res.in	1412
19	EMP1529	Ashok Kumar	Multi Tasking Staff	School of Biological Sciences	admak@iacs.res.in	1508
20	EMP1251	Basudeb Dafadar	Documentation Assistant	Library	libbd@iacs.res.in	1582
21	EMP1527	Basudha Mukherjee	Upper Division Clerk	Academic Office	admbm2@iacs.res.in	2215
22	EMP1270	Bholanath Mondal	Technical Superintendent	Central Scientific Service	admbnm@iacs.res.in	1365
23	EMP1006	Bijan Krishna Chandra	Helper A	Administration	ocbkc@iacs.res.in	2103
24	EMP1282	Bikash Darjee	Helper E	School of Physical Sciences	admbd2@iacs.res.in	2291/2
25	EMP1322	Bishaka Barik	Helper E	Canteen	admbb2@iacs.res.in	1142
26	EMP1233	Biswajit Saha	Helper B	Workshop	admb3@iacs.res.in	1700
27	EMP1554	Biswarup Ghosh	Multi Tasking Staff (General)	Canteen	admbg3@iacs.res.in	1142
28	EMP1122	Champa Bag	Technical Assistant B	Central Scientific Service	psucb@iacs.res.in	1565/2126
29	EMP1530	Chanchal Banerjee	Multi Tasking Staff	School Of Under Graduate	admcb2@iacs.res.in	
30	EMP1298	Chanchal Kumar Das	Technical Assistant B	Central Scientific Service	bcckd@iacs.res.in	1508/9
31	EMP1248	Debasish Banerjee	Helper A	Administration	wsdb@iacs.res.in	1115
32	EMP1528	Debdutta Mitra	Multi Tasking Staff	Administration	admdm6@iacs.res.in	1749
33	EMP1535	Debojyoti Nath	Assistant Librarian	Library	admdn@iacs.res.in	1650
34	EMP1235	Dharmendra Singh Yadav	Senior Technician	Workshop	wsds@iacs.res.in	1703
35	EMP1360	Dibakar Majumdar	Junior Engineer (Civil)	Workshop	admdm@iacs.res.in	1736

36	EMP1072	Dipanwita Chakraborty	Assistant	School of Chemical Science	admdc@iacs.res.in	1359
37	EMP1065	Gautam Chakraborty	Helper B	Administration	admgc2@iacs.res.in	1114
38	EMP1256	Gayatri Paul	Documentation Assistant	Indian Journal Of Physics	libgp@iacs.res.in	1160
39	EMP1385	Gopal Ghosh	Multi Tasking Staff (General)	Administration	admgg5@iacs.res.in	1125
40	EMP1226	Gopal Krishna Manna	Technical Assistant B	Administration	admkgm@iacs.res.in	2126
41	EMP1562	Gopal Gond	Assistant	Administration	smcsgg5@iacs.res.in	1744
42	EMP1296	Gour Chandra Bairagi	Helper B	School of Biological Sciences	admccb@iacs.res.in	1508
43	EMP1560	Gour Gopal Paul	Technical Assistant B	Central Scientific Service	cssggp5@iacs.res.in	2324
44	EMP1347	Goutam Biswas	Technical Assistant A	Central Scientific Service	icgb@iacs.res.in	1180
45	EMP1241	Goutam Das	Helper A	Workshop	admgd@iacs.res.in	2251
46	EMP1088	Hari Kisan Ray	Jamadar B	Administration	admhr@iacs.res.in	1151
47	EMP1379	Kamal Das	Book Sorter	School of Applied and Interdisciplinary Sciences	admkd@iacs.res.in	1565
48	EMP1582	Kavita Tyagi	Assistant Librarian	Library	libkt@iacs.res.in	1111
49	EMP1232	Khageswar Karan	Helper A	Workshop	admkk@iacs.res.in	1700/4
50	EMP1396	Madhab Pusti	Multi Tasking Staff (General)	Administration	admmp@iacs.res.in	1755
51	EMP1390	Mahadev Das	Multi Tasking Staff (General)	School of Materials Sciences	erumd@iacs.res.in	1211
52	EMP1273	Mahua Bhattacharjee	Assistant	School of Chemical Sciences	admmb2@iacs.res.in	1353
53	EMP 1578	Mallika Bala (Mondal)	Multi Tasking Staff (General)	Library	cssmbm1578@iacs.res.in	1657
54	EMP1392	Manoj Kumar Behura	Upper Division Clerk	Administration	ijpmb@iacs.res.in	1125
55	EMP1242	Manoj Saha	Helper A	Workshop	admms2@iacs.res.in	1700/4
56	EMP1225	Mithu Mondal	Helper F	Central Scientific Service	admmm2@iacs.res.in	1700/4
57	EMP1533	Mithun Sardar	Multi Tasking Staff	Administration	admms3@iacs.res.in	1763
58	EMP1346	Mridula Majumdar	Assistant	School of Mathematical and Computational Sciences	sppm3@iacs.res.in	1661
59	EMP1312	Niranjan Kurmi	Technical Assistant A	School of Physical Sciences	admnk@iacs.res.in	1322/2292
60	EMP1563	Partha Ganguly	Multi Tasking Staff	School of Mathematical and Computational Sciences	admpg3@iacs.res.in	1661
61	EMP1204	Partha Kumar Rana	Senior Technician	Central Scientific Service	admpkr@iacs.res.in	1170
62	EMP1331	Pijush Kumar Das	Technical Assistant B	Central Scientific Service	admpkd@iacs.res.in	1171
63	EMP1203	Prabir Das	Senior Technician	Administration	admpd@iacs.res.in	1747
64	EMP1247	Prabir Kumar Debnath	Helper B	Workshop	admpkd2@iacs.res.in	2170
65	EMP1308	Prabir Kumar Roy	Technical Superintendent	School of Physical Sciences	sspkr@iacs.res.in	1322/5
66	EMP1044	Prabir Manna	Assistant	Academic Office	admpm@iacs.res.in	2219
67	EMP1246	Prabir Mondal	Helper A	Workshop	admpm3@iacs.res.in	1700/4
68	EMP1545	Pramod Kumar Balmiki	Multi Tasking Staff (General)	Academic Office	aofficepb@iacs.res.in	2214
69	EMP1557	Pranab Chakraborty	Multi Tasking Staff (Technical)	Administration	admpc5@iacs.res.in	1115
70	EMP1069	Pranab Chandra Kar	Upper Division Clerk	Academic Office	admpck@iacs.res.in	2217
71	EMP1309	Prasad Kumar Modak	Technical Assistant A	Central Scientific Service	ssppm@iacs.res.in	1182
72	EMP1240	Pratap Tarafdar	Senior Technician (Electrical)	Workshop	admpt2@iacs.res.in	1704

73	EMP1532	Pritam Ghosh	Upper Division Clerk	Administration	admpg@iacs.res.in	1121
74	EMP1546	Prithu Singha Roy	Multi Tasking Staff (General)	Administration	admpsr@iacs.res.in	1118
75	EMP1567	Prolay Mondal	Upper Division Clerk	Administration	admpm6@iacs.res.in	2125
76	EMP1394	Prosenjit Ghosh	Multi Tasking Staff (General)	School of Biological Sciences	sbsp5@iacs.res.in	1508
77	EMP1474	Purbasha Banerjee	Deputy Registrar	Administration	drgr@iacs.res.in	1127
78	EMP1121	Rabindranath Banik	Technical Assistant B	Central Scientific Service	psurb@iacs.res.in	1586
79	EMP1108	Raj Kumar Routh	Helper B	Administration	admrkr@iacs.res.in	1745
80	EMP1422	Rajesh Mondal	Upper Division Clerk	Administration	admrm@iacs.res.in	1753
81	EMP1550	Rajesh Sharma	Multi Tasking Staff (General)	CCRES	ccrs@iacs.res.in	1175/6
82	EMP1362	Rajib Debnath	Junior Engineer (Civil)	Workshop	admr@iacs.res.in	1131
83	EMP1552	Raju Mondal	Multi Tasking Staff (General)	Administration	admrm5@iacs.res.in	1141
84	EMP1087	Rakesh Kumar Balmiki	Sweeper	Administration	admrkb@iacs.res.in	1114
85	EMP1244	Ramesh Kumar	Senior Technician	Workshop	admrk@iacs.res.in	1700/2157
86	EMP1397	Ramesh Pratap Singh	Multi Tasking Staff (General)	Central Scientific Service	cssrps12@iacs.res.in	1170
87	EMP1398	Rana Biswas	Multi Tasking Staff (Technical)	Administration	admr@iacs.res.in	2340
88	EMP1196	Ranajit Sardar	Technical Assistant B	Central Scientific Service	msrs@iacs.res.in	1181
89	EMP1542	Rimi Chakraborty	Technical Assistant B	CCRES	ccresrc@iacs.res.in	1176
90	EMP1031	Sachin Das	Technical Superintendent	Central Scientific Service	nmsrd@iacs.res.in	1173
91	EMP1551	Sailendranath Bhowmik	Multi Tasking Staff (General)	Administration	admsb3@iacs.res.in	1132
92	EMP1321	Sajal Barua	Wash Boy Cum Bearer	School of Chemical Sciences	admsb2@iacs.res.in	1358
93	EMP1089	Sakhi Mondal	Jamadar	Administration	admsm5@iacs.res.in	2319
94	EMP1211	Samar Krishna Paul	Senior Technician	Workshop	wsskp@iacs.res.in	2171
95	EMP1326	Sambhu Nath Mitra	Wash Boy Cum Bearer	Canteen	admsnm2@iacs.res.in	1142
96	EMP1142	Samir Kumar Barua	Helper A	Administration	admskb2@iacs.res.in	1755
97	EMP1393	Sandip Mukherjee	Junior Store Keeper	Administration	admsm3@iacs.res.in	2100
98	EMP1261	Sanjib Chongdar	Senior Documentation Assistant	Administration	libsc@iacs.res.in	1108
99	EMP1197	Sanjib Naskar	Technical Assistant B	Central Scientific Service	mssn@iacs.res.in	1583/6
100	EMP1466	Sanjit Roy	Staff Car Driver	Administration	admsr5@iacs.res.in	2300
101	EMP1327	Sanjoy Kumar Sarkar	Technical Assistant A	Central Scientific Service	mlss2@iacs.res.in	1251
102	EMP1544	Sanjoy Prasad	Multi Tasking Staff (General)	Administration	admsp3@iacs.res.in	1755
103	EMP1254	Sankar Kumar Chanda	Documentation Assistant	Library	libskc@iacs.res.in	1654
104	EMP1333	Sarbani Saha	Registrar	Administration	registrar@iacs.res.in	2104
105	EMP1227	Sasanka Maji	Technical Officer	Central Scientific Service	mssm4@iacs.res.in	1181
106	EMP1075	Saswati Bhattacharya	Upper Division Clerk	Academic Office	aofficesb@iacs.res.in	2236
107	EMP1126	Sati Nath Paul	Technical Assistant B	Administration	admsp2@iacs.res.in	1108
108	EMP1512	Saumita Das Kar	Technical Assistant B	School Of Under Graduate	admsdk@iacs.res.in	1373
109	EMP1543	Shauryadip Das	Multi Tasking Staff (General)	Workshop	admsd5@iacs.res.in	2350

110	EMP1245	Shekhar Mallik	Technical Superintendent	Workshop	wssm@iacs.res.in	2402
111	EMP1363	Shovon Mallick	Upper Division Clerk	School of Biological Sciences	bcs2@iacs.res.in	1508
112	EMP1129	Siddhartha Mistry	Helper F	School of Applied and Interdisciplinary Sciences	psusm3@iacs.res.in	1565
113	EMP1564	Sohag Kumar Patra	Assistant	Administration	admskp3@iacs.res.in	2160
114	EMP1565	Sohinee Motilal	Upper Division Clerk	Administration	admsm13@iacs.res.in	1128
115	EMP1413	Soumen Kumar Ghosh	Assistant	Administration	aofficeskg@iacs.res.in	1110
116	EMP1107	Soumen Seal	Helper B	Administration	admss4@iacs.res.in	1720
117	EMP1559	Soumen Mandi	Assistant	Administration	admsm12@iacs.res.in	2344
118	EMP1064	Soumik Mitra	Assistant	Director's Research Unit	admsm@iacs.res.in	2150
119	EMP1511	Soumyadiptha Ghosh	Assistant	Administration	admsg3@iacs.res.in	1119
120	EMP1418	Sridip Kumar Bera	Technical Assistant A	Central Scientific Service	mlssb@iacs.res.in	1370
121	EMP1548	Srimanta Kumar Dutta	Multi Tasking Staff (General)	Director's Research Unit	admskd@iacs.res.in	1763
122	EMP1556	Subhas Bose	Multi Tasking Staff (General)	Workshop	wssb3@iacs.res.in	1703
123	EMP1191	Subhasish Guha Roy	Helper B	School of Materials Sciences	mssgr@iacs.res.in	1211
124	EMP1195	Subir Sikder	Technical Assistant B	School of Applied and Interdisciplinary Sciences	msss3@iacs.res.in	1182
125	EMP1288	Subrata Ghosh	Technical Assistant A	Central Scientific Service	tpsb4@iacs.res.in	1365/1652
126	EMP1549	Subrata Naskar	Multi Tasking Staff (General)	Director's Research Unit	admsn3@iacs.res.in	1763
127	EMP1473	Suchismita Mallik	Assistant Registrar	Administration	admssm@iacs.res.in	1126
128	EMP1417	Suhita Neogi	Technical Assistant A	Indian Journal Of Physics	ijpsn@iacs.res.in	1160
129	EMP1015	Sujata Gupta	Technical Assistant A	Central Scientific Service	ocsg4@iacs.res.in	1170
130	EMP1294	Sujit Bag	Helper F	Administration	admsb5@iacs.res.in	1112
131	EMP1083	Sujit Kumar Biswas	Assistant (F & A)	Administration	admskb@iacs.res.in	1123
132	EMP1307	Sujit Kumar Das	Technical Superintendent	Academic Office	sspskd@iacs.res.in	2218
133	EMP1395	Suman Guchait	Multi Tasking Staff (Technical)	Central Scientific Service	csssg5@iacs.res.in	1251
134	EMP1541	Suman Sharma	Upper Division Clerk	School of Physical Sciences	libss5@iacs.res.in	2292
135	EMP1547	Sumanta Bagchi	Multi Tasking Staff (General)	Central Scientific Service	admsb7@iacs.res.in	1170
136	EMP1020	Sumit Ray	Technical Assistant B	Central Scientific Service	admsr@iacs.res.in	1173
137	EMP1577	Sunita Mondal	Multi Tasking Staff (General)	Central Scientific Service	admsm6@iacs.res.in	1170
138	EMP1330	Supriya Chakraborty	Technical Assistant B	Central Scientific Service	mlssc@iacs.res.in	1251
139	EMP1391	Suresh Chandra Ghosh	Upper Division Clerk	Administration	admscg@iacs.res.in	1751
140	EMP1555	Surya Prakash Yadav	Multi Tasking Staff (General)	Canteen	admspy3@iacs.res.in	1142
141	EMP1200	Swapan Majumder	Senior Technician	Administration	admsm9@iacs.res.in	1748/1122
142	EMP1049	Swapan Thakur	Office Superintendent (F & A)	Administration	admst@iacs.res.in	1752
143	EMP1407	Swastik Sinha	Technical Assistant B	Academic Office	ccss@iacs.res.in	2216
144	EMP1068	Sweta Kishor Behura	Senior Record Keeper A	Administration	admskb3@iacs.res.in	1755
145	EMP1323	Tapan Kumar Bera	Cook I	Canteen	admtkb@iacs.res.in	1142
146	EMP1074	Tapan Sardar	Upper Division Clerk	Administration	admts@iacs.res.in	1107

147	EMP1253	Tapas Kumar Das	Helper B	Central Scientific Service	libtkd@iacs.res.in	1170
148	EMP1024	Tarak Nath	Helper B	School of Chemical Sciences	admtn@iacs.res.in	1359//1369
149	EMP1063	Tarun Kumar Kabasi	Office Superintendent	School of Physical Sciences	admtk2@iacs.res.in	1322
150	EMP1198	Thakur Das Biswas	Helper A	Workshop	admtb2@iacs.res.in	2251
151	EMP1411	Ujwala Das	Technical Assistant A	School of Chemical Sciences	pcud@iacs.res.in	1411
109	EMP1327	Sanjoy Kumar Sarkar	Technical Assistant -A-II	Central Scientific Service	mlss2@iacs.res.in	1251
110	EMP1544	Sanjoy Prasad	Multi Tasking Staff (General)	Administration	admsp3@iacs.res.in	1755
111	EMP1254	Sankar Kumar Chanda	Doc. Asstt. - I	Library	libskc@iacs.res.in	1654
112	EMP1333	Sarbani Saha	Registrar	Administration	registrar@iacs.res.in	2104
113	EMP1227	Sasanka Maji	Technical Officer -I	Central Scientific Service	mssm4@iacs.res.in	1181
114	EMP1075	Saswati Bhattacharya	Upper Division Clerk-I	Academic Office	aofficesb@iacs.res.in	2236
115	EMP1126	SatiNath Paul	Tech. Asst.-B-II	Administration	admsp2@iacs.res.in	1108
116	EMP1512	Saumita Das Kar	Technical Assistant -B	School Of Under Graduate	admsdk@iacs.res.in	1373
117	EMP1543	Shauryadip Das	Multi Tasking Staff (General)	Workshop	admsd5@iacs.res.in	1720/30
118	EMP1245	Shekhar Mallik	Tech. Supdt. - I	Workshop	wssm@iacs.res.in	2402
119	EMP1363	Shovon Mallick	Upper Division Clerk-I	School of Biological Sciences	bcs2@iacs.res.in	1508
120	EMP1129	Siddhartha Mistry	Helper -A-I	School of Applied and Interdisciplinary Sciences	psusm3@iacs.res.in	1565
121	EMP1564	Sohag Kumar Patra	Assistant	Administration	admskp3@iacs.res.in	2160
122	EMP1565	Sohinee Motilal	Upper Division Clerk	Administration	admsm13@iacs.res.in	1128
123	EMP1202	Somnath Bandyopadhyay	Workshop In-Charge-II	Workshop	wssb@iacs.res.in	1700
124	EMP1092	Sonai Sardar	Mali-I	School of Chemical Sciences	admss3@iacs.res.in	1359
125	EMP1413	Soumen Kumar Ghosh	Assistant-I	Administration	aofficeskg@iacs.res.in	1110
126	EMP1559	Soumen Mandi	Assistant	Administration	admsm12@iacs.res.in	2344
127	EMP1107	Soumen Seal	Helper-B-I	Administration	admss4@iacs.res.in	1720
128	EMP1064	Soumik Mitra	Assistant	Director's Research Unit	admsm@iacs.res.in	2150
129	EMP1511	Soumyadipta Ghosh	Assistant	Administration	admsg3@iacs.res.in	1119
130	EMP1418	Sridip Kumar Bera	Technical Assistant -A-I	Central Scientific Service	mlssb@iacs.res.in	1370
131	EMP1548	Srimanta Kumar Dutta	Multi Tasking Staff (General)	Director's Research Unit	admskd@iacs.res.in	1763
132	EMP1556	Subhas Bose	Multi Tasking Staff (General)	Workshop	wssb3@iacs.res.in	1703
133	EMP1191	Subhasish Guha Roy	Helper -B-I	School of Materials Sciences	mssgr@iacs.res.in	1211
134	EMP1195	Subir Sikder	Tech. Asst.-B-I	School of Applied and Interdisciplinary Sciences	msss3@iacs.res.in	1182
135	EMP1288	Subrata Ghosh	Technical Asst.-A-I	Central Scientific Service	tpsb4@iacs.res.in	1365/1652
136	EMP1549	Subrata Naskar	Multi Tasking Staff (General)	Director's Research Unit	admsn3@iacs.res.in	1763
137	EMP1199	Subrata Basu	Junior Technician-II	Administration	admsb4@iacs.res.in	1114
138	EMP1162	Subrata Das	Tech. Supdt.-II	Central Scientific Service	spsd@iacs.res.in	1274
139	EMP1473	Suchismita Mallik	Assistant Registrar	Administration	admssm@iacs.res.in	1126
140	EMP1417	Suhita Neogi	Technical Assistant -A-I	Indian Journal Of Physics	ijpsn@iacs.res.in	1160

141	EMP1015	Sujata Gupta	Technical Assistant -A-II	Central Scientific Service	ocsg4@iacs.res.in	1170
142	EMP1059	Sujoy Mukhopadhyay	Finance & Acoount Officer - I	Administration	admfa0@iacs.res.in	1120
143	EMP1083	Sujit Kumar Biswas	Assistant (F&A) - I	Administration	admskb@iacs.res.in	1123
144	EMP1307	Sujit Kumar Das	Technical Supdt.-I	Academic Office	sspskd@iacs.res.in	2218
145	EMP1294	Sujit Bag	Helper -B-I	Administration	admsb5@iacs.res.in	1112
146	EMP1074	Tapan Sardar	Upper Division Clerk	Administration	admts@iacs.res.in	1107
147	EMP1253	Tapas Kumar Das	Helper B	Central Scientific Service	libtkd@iacs.res.in	1170
148	EMP1024	Tarak Nath	Helper B	School of Chemical Sciences	admtn@iacs.res.in	1359//1369
149	EMP1063	Tarun Kumar Kabasi	Office Superintendent	School of Physical Sciences	admtk2@iacs.res.in	1322
150	EMP1198	Thakur Das Biswas	Helper A	Workshop	admtb2@iacs.res.in	2251
151	EMP1411	Ujwala Das	Technical Assistant A	School of Chemical Sciences	pcud@iacs.res.in	1411



**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA 700032**

CHAPTER – 11

CADRE Pay Band & Grade Pay

Sl. No.	Nomenclature of C a d r e	Pay Band	Scale	Grade Pay
01.	Driver/Plumber/Helper C/Book Sorter/Pump Operator/Work Sarkar/Liftman	Pay Band -1	Rs.5200-20200	Rs.1900
02.	Upper Division Clerk/Telephone Operator/Junior Store Keeper	Pay Band -1	-do-	Rs.2800
03.	Technical Assistant A/Junior Technician/Documentation Assistant	Pay Band - 2	Rs.9300-34800	Rs.4200
04.	Technical Assistant B/Sr. Technician/Sr. Store Keeper/Assistant/Assistant (Finance & Accounts)/Senior Documentation Assistant/PA to Registrar/Stenographer	Pay Band - 2	Rs.9300-34800	Rs.4600
05.	Technical Superintendnt/Junior Engineer/Office Superintendent/Office Superintendent (Finance & Accounts)/Security Officer/	Pay Band - 2	Rs.9300-34800	Rs.4600
06.	Assistant Registrar/Finance & Accounts Officer/Assistant Librarian/Workshop Superintendent/Secretary in the Director's Secretariat/Technical Officer	Pay Band – 3	Rs.15600-39100	Rs.5400
07.	Deputy Registrar/Librarian/Facuty Fellow/Engineer/Scientist - II	Pay Band – 3	-do-	Rs.6600
08.	Registrar/Assistant Professor	Pay Band – 3	-do-	Rs.7600
09.	Associate Professor	Pay Band – 4	Rs.37400-67000	Rs.8700
10.	Professor	Pay Band - 4	-do-	Rs.8900
11.	Senior Professor	Pay Band – 4	-do-	Rs.10000
12.	Director	HAG	Rs.67000-79000/-	Nil

CHAPTER- 12
INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
EXPENDITURE STATEMENT FOR FY 2023-2024
(AS ON 31.03.2024)
(INFORMATION UNDER SECTION 4 (1) b) (xi) OF THE
ACT)

Amount in Rupees (Lakhs)			
Expenditure	2023-24	2024-25	Total
<i>Salary, Pension, Fellowship, Superannuation, etc</i>	925,036,323.00	1,033,329,953.00	1,958,366,276.00
<i>Other essential Establishment expenditure (electricity, telephone, medical, etc)</i>	241,064,800.00	254,243,465.00	495,308,265.00
<i>Contingency</i>	4,691,554.16	6,198,453.34	10,890,007.50
<i>Consumables (laboratory, library, building maintenance, research publications etc.)</i>	48,513,168.00	61,258,587.00	109,771,755.00
<i>Books and journals</i>	903,640.45	838,995.74	1,742,636.19
<i>Equipment and research facilities</i>	142,968,365.12	395,622,382.70	538,590,747.82
<i>Committed expenditure for Centenary Building/ other buildings etc.</i>	57,334,550.00	89,844,386.00	147,178,936.00
<i>Land Baruipur</i>	-	-	-
<i>Depriciation</i>	148,714,831.93	169,980,729.02	318,695,560.95
<i>Overhead Money received from IACS Project transferred to IACS Overhead A/c</i>	3,046,873.00	8,131,658.00	11,178,531.00
Total	1,572,274,105.66	2,019,448,609.80	3,591,722,715.46

CHAPTER- 13
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
(INFORMATION UNDER SECTION 4 (1) (b) (xii) OF THE ACT)

IACS does not have any subsidy programme nor does it grant any permissions Authorizations, concessions etc.

CHAPTER- 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIASATIONS GRANTED

(INFORMATION UNDER SECTION 4(1) (b) (xiii) OF THE ACT)

IACS does not have any subsidy programme nor does it grant any permissions Authorizations, concessions etc.

CHAPTER-15

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

(INFORMATION UNDER SECTION 4(1)(b) (xiv) OF THE ACT)

The IACS webpage (<http://www.iacs.res.in>) provides updated information in electronic form.

CHAPTER-16
INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING
INFORMATION

(INFORMATION UNDER SECTION 4 (1) (b) (xv) OF THE ACT)

IACS has its own library for use of the staff members of the Association and of the Members of the Association and the Members of the Indian Physical Society. The library is open from 9:30 A.M. to 7 P.M. (on weekdays) and from 11 A.M. to 5 P.M. (on Saturday). There is a provision for a temporary membership of the Library on payment of Rs.250/- for one year.

The Annual Report of IACS is hosted on the website which provides information regarding the activities of the Institute.

Link - <https://iacs.res.in/maincontroller.php?navid=13&subnavid=24>

CHAPTER-17

**INDIAN ASSOCIATION FOR THE CULTIVATION
OF SCIENCE**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

**(INFORMATION UNDER SECTION 4 (1) (b) (xvi) OF
THE ACT)**

Sl. No	Name	Designation	Office	FAX	Email Address
1.	Ms. Purbasha Banerjee	Deputy Registrar & Appellate Authority	(+) 91-33-2473 4971 (Extn 1127)	(+) 91-33-2473 2805	drgrtr@iacs.res.in
2.	Mr. Soumik Mitra	Assistant & Central Public Information Officer (CPIO)	(+) 91-33-2473 4971 (Extn 2150)	(+) 91-33-2473 2805	admsm@iacs.res.in
3.	Ms. Sohinee Motilal	UDC & Assistant Central Public Information Officer	(+) 91-33-2473 4971 (Extn 1128)	(+) 91-33-2473 2805	admsm13@iacs.res.in

**Third Party RTI Audit Summary Report of
Indian Association for the cultivation of Science**