



**INDIAN INSTITUTE OF SCIENCE EDUCATION  
AND RESEARCH (IISER) MOHALI**

**INFORMATION PUBLISHED IN PURSUANCE OF  
SECTION 4(1) (b)**

**OF**

**THE RIGHT TO INFORMATION ACT, 2005**



# INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) MOHALI

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## **RTI ACT Section 4 (i) (b)**

### **(i) the particulars of organisation, functions and duties;**

- i. To impart quality education and research in basic sciences, technology, arts and humanities and social sciences, through flexible borderless curriculum by adapting to the best global practices in this regard.
- ii. To build a high quality academic faculty capable of synergising quality research with education, teaching and mentoring, specially in emerging frontier areas of sciences.
- iii. To actively forge strong relationships with existing universities, colleges, laboratories and institutions in India or abroad in order to network and complement infrastructural and faculty resources.
- iv. To generate significant intellectual properties through sponsored research programmes in areas of basic sciences that have potential in evolving as applied sciences.
- v. To develop and establish campus/campuses in pursuance to the above objects, anywhere in India.
- vi. To establish, administer, and manage the Institute and to provide facilities for its efficient functioning.
- vii. To prescribe rules and regulations for the management and administration of the Institute.
- viii. To establish, administer and build infrastructural facilities as may be required by the Institute.
- ix. To select, educate and train young talent for career in education and research in basic sciences, technology, arts and humanities and social sciences.
- x. To conduct examinations for the award of degrees, diplomas, certificates and other distinctions to the candidates so trained and having attained set standards of proficiency before the award of such degrees, diplomas, certificates and other distinctions.
- xi. To Institute and award fellowships, scholarships, prizes and medals in accordance with the Regulations and bye laws drawn thereof.
- xii. To confer honorary awards and other distinctions.
- xiii. To fix such fees and other charges as may be laid down in the Bye-laws made under the Regulations of the Society.
- xiv. To establish, maintain and manage the land and buildings and the other assets of the Institute.
- xv. To create administrative, technical, ministerial and other posts under the society other than the post of the Director of the Institute and to make appointments thereof, provided that the posts so created are in the cadre and scales of pay as approved by the Central Government from time to time. The appointment to the post of the Director shall be made according to such procedures and on such terms and conditions as may be decided by the Central Government.
- xvi. To establish research and consultancy cells for effective linkages with the user system.
- xvii. To establish library, computer, workshop and resource centres for support function to the learning process and dissemination of information.
- xviii. To network with other institutions, in India and abroad, for exchange of information, documentation and publications.

- xix. To develop and operate continuing education programmes, distance education, multi-media, internet-based and other technology-based education programmes.
- xx. To receive grants, gifts and donations, in cash or otherwise or of movable or immovable property, of all descriptions for the promotion of the objects of the Society.
- xxi. To construct, maintain, alter any structure, building or works owned by it, deemed necessary or desirable to the Society in furtherance of its objects.
- xxii. With prior permission of the Central Government, to dispose of immovable properties or demolish any structure, building or works owned by the Society deemed necessary or desirable.
- xxiii. To raise loans and advances whether secured or unsecured, with the concurrence of the Central Government.
- xxiv. To file for patents and intellectual property and to take decisions about commercialization of the same in pursuance of its objects.
- xxv. To print, publish and sell, circulate or distribute gratuitously or otherwise, journals, periodicals, books or leaflets that the Society may consider desirable and necessary for the promotion of its objects.
- xxvi. To maintain a Fund to which shall be credited:
  - (a) All moneys provided by the Central and the State Governments;
  - (b) All fees and other charges received by the Society;
  - (c) All moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
  - (d) All moneys received by the Society in any other manner or from any other sources.
- xxvii. To maintain a Fund to which shall be credited: To deposit all moneys credited to the Fund in such Banks or to invest them in such manner as the society may, with the approval of the Central Government, decide.
- xxviii. To meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund.
- xxix. To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such forms as may be prescribed by the Central Government.
- xxx. To forward annually to the Central Government the accounts of the Society as certified by the Auditor General of India or any other authority as may be decided by the Central Government.
- xxxi. To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.

## **Functions & Duties**

- i. To impart education (integrated 5 years MS Course) in the area of Science-Physics, Chemistry, Mathematics & Biology.
- ii. To conduct research and award Ph.D. Degrees.

## **(ii) the powers and duties of its officers and employees;**

### **1. Director**

#### **Powers & Functions of the Director:-**

- i. The Director shall be the principal executive officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and implement the decision of all the authorities of the Institute.

- ii. The Director may, if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under the Memorandum of Association and the Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned. Authority on the action taken by him on such matters.

*Provided that if the Authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman of the Board of Governors whose decision thereon shall be final.*

*Provided further that any person in the service of the Institute is aggrieved by the action taken by the Director under the said clause he shall have the right to appeal against such action to the Board of Governors within 30 days from the date on which such action is communicated to him and thereupon the Board of Governors may confirm, modify or reverse the action taken by the Director.*

- iii. The Director, unless otherwise provided, shall be the ex-officio Chairman of the Senate and the Building and Works Committee.
- iv. The Director shall have the powers to employ technical staff on short-term contract basis within the overall budgetary allocation of the Institute and with the approval of the Finance Committee.
- v. The Director shall have the powers to send Members of the staff for training or for a course of instructions subjects to such terms and the Board may lay down conditions from time to time.
- vi. The Director shall have the powers of a Head of Department for purposes of Regulations in the Account Code, the Fundamental and Supplementary Regulations of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.
- vii. It shall be duty of the Director to ensure that the provisions of the Memorandum of Association, the Regulations and Bye-laws of the Institute are faithfully observed and implemented and he shall have all the necessary powers in this regard.
- viii. The Director shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- ix. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- x. The Director shall exercise such other powers and perform such other functions as may be prescribed by the Regulations and Bye-laws and Regulations.
- xi. The Director shall exercise all other powers as may be delegated to him by the Board of Governors.
- xii. The Director shall have the powers to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Governors.
- xiii. The Director shall have the powers to convene or cause to be convened meetings of the various bodies of the Institute.
- xiv. Subject to the budget provisions made for the specific purpose, the Director shall have the powers to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- xv. In exceptional cases, subject to availability of funds, the Director shall have the powers to create temporary posts with the approval of the Chairman, of not more than two years duration on approved scales of pay under report to the Board provided that no such post, for which the Director is not the appointing authority, shall be so created.

- xvi. The Director may during his absence from headquarters, authorize a senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on the his behalf.

## **2. Registrar**

### **Powers and Functions of the Registrar**

- (i) The Registrar shall be In-charge of Administration of the Institute and Directly responsible to the Director of the Institute.
- (ii) The Registrar shall be the ex-officio Secretary of the Board of Governors, Finance Committee and the Senate but shall not be deemed to be a Member of any of these authorities.
- (iii) The Registrar shall be custodian of the records, funds of the Institute and such other property of the Institutes as the Board of Governors may assign to him.
- (iv) The Registrar shall perform such other duties as may be specified in the Regulations and Bye-laws or as may be specified by the Director from time to time.

### **(iii) the procedure followed in the decision making process, including channels of supervision and accountability:**

- 1) With regard to the recruitment under activities related to the faculty, Dean Faculty is assigned with the responsibilities.
- 2) With regard to the academic matters, Dean Academic has been assigned the responsibility.
- 3) With regard to the students affairs Dean Students has been assigned the responsibility.
- 4) Research and Development activities will be looked after by the Dean Research and Development.
- 5) All approvals/sanctions accorded by the Director will reach the concerned Deans or Registrar. Deans will implement, Registrar arranges payments

### **(iv) the norms set by it for the discharge of its functions;**

Government of India rules mutatis mutandis applied and all papers are dealt accordingly. No delays. Immediately on receipt of the paper within 1-2 days it will be disposed.

### **(v) Act, Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

Admission rules, regulations set by the academic Senate on academic matters. Students discipline and administrative matters as per Government of India norms.

### **(vi) Statement of the categories of documents that are held by the Department or under its control**

1. Replies to Parliament Questions.
2. Annual Report of the Department.
3. Annual Reports and Audited Statements of Accounts of Autonomous Organizations, which are required to be tabled in Parliament by the Department.
4. Utilization Certificates for the grants-in-aid received.
5. Audit Reports.
6. Students results/grade cards etc.
7. Research and Development activities.
8. Orders regarding appointments in respect of officers/faculty.
9. Memoranda of Understanding/Contracts/Agreements executed with various agencies.

- (vii) **a statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

Boards/Committees are as follows. Minutes of the Board meetings are not accessible to the public.

## 1. Society

1.1 The Society shall consist of the following persons, namely:-

- a) The Chairman, to be nominated by the Central Government being an *eminent Scientist or Educationist, Educational or Scientific Administrator*.
- b) Chief Secretary, Government of Punjab.
- c) Secretary, Department of Higher Education, Government of India, or his nominee not below the rank of a Joint Secretary to the Government of India.
- d) Secretary, Department of Science and Technology, or his nominee not below the rank of a Joint Secretary to the Government of India.
- e) Director, Indian Institute of Technology, Delhi.
- f) Chairman, University of Grants Commission (UGC) or his nominee not below the rank of a Joint Secretary in UGC.
- g) Two Scientists/Educationists to be nominated by the Central Government.
- h) Secretary, Department of Expenditure, or his nominee not below the rank of a Joint Secretary to the Government of India.
- i) Secretary, Department of Biotechnology, or his nominee not below the rank of a Joint Secretary to the Government of India.
- j) Secretary, Department of Atomic Energy, or his nominee not below the rank of a Joint Secretary to the Government of India.
- k) Chairman, DRDO, or his nominee not below the rank of a Joint Secretary to the Government of India.
- l) Secretary, Department of Space, or his nominee not below the rank of a Joint Secretary to the Government of India.
- m) Director General, Council of Scientific and Industrial Research, or his nominee not below the rank of a Joint Secretary to the Government of India.
- n) Two Professors of the Institute nominated by the senate.
- o) The Director of the Institute ex-officio.
- p) Two Vice-Chancellors of Universities offering research in basic sciences nominated by the Central Government.
- q) Director, Indian Institute of Science (IISc), Bangalore.
- r) Director, Indian Institute of Science Education and Research (IISER), Pune.
- s) The Registrar *ex officio* Secretary, (however, he shall not have the right to vote).

1.2 All the Members of the Society (including the Chairman) other than ex-officio Members shall hold office for a term of three years and shall be eligible for re-nomination.

1.3 The Chairman of the Society shall ordinarily preside over the meetings of the Society. In his absence, the Members present may elect from amongst themselves a person to preside over that meeting of the Society.

- 1.4 If a Member of the Society shall change his address, he may notify to the Secretary his new address but if he fails to notify such address, his address as recorded on the rolls of the Members shall be deemed to be his address.

### **1.5 Meeting of the Society**

- i. The Society shall meet whenever the Chairman thinks fit, but not less than once a year, provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than one third of the total number of Members.
- ii. For every meeting of the Society fifteen days notice shall be given to the Members.
- iii. Six Members including the Chairman shall constitute a quorum at any meeting of the Society.
- iv. In case of difference of opinion amongst Members the opinion of the majority shall prevail.
- v. Each Member of the Society, including the Chairman shall have one vote and if there be an equality of votes on any question to be determined by the Society, the Chairman shall in addition have and exercise a casting vote.
- vi. Every meeting of the Society shall be presided over by the Chairman, and, in his absence by a Member chosen from amongst them by the Members present at the meeting.
- vii. Any resolution except such as may be placed before the meetings of the Society may be adopted by circulation among all its Members and any resolution so circulated and adopted by a majority of the Members who have signed their approval or disapproval of such resolution shall be as effective and binding as if such resolution had been adopted at a meeting of the Society, provided that in every such case at least seven Members of the Society shall have recorded their approval of the Resolution.

## **2. Board of Governors**

The general superintendence, direction and control of the affairs of the Society and income and property shall be vested in the Governing Body of the Society, which shall be called the Board of Governors, Indian Institute of Science Education and Research Mohali, hereinafter referred to as "The Board".

2.1 The Board shall consist of the following persons, namely:-

- (i) Chairman of the Society who shall also be the Chairman of the Board.
- (ii) Secretary, Department of Higher Education, Government of India (ex-officio).
- (iii) Director of the Institute (ex-officio).
- (iv) Director of the Indian Institute of Science, Bangalore (ex-officio).
- (v) Director of the Indian Institute of Science Education and Research, Pune (Ex-officio).
- (vi) Director of one of the Indian Institute of Technology to be nominated by the Central Government.
- (vii to ix) Three Secretaries to the Government of India, to be nominated by the Central Government representing its Scientific or Industrial Ministries.
- (x) Chief Secretary Government of Punjab (ex-officio).
- (xi to xii) Two Professors of the Institute to be nominated by the Senate.
- (xiii) Four eminent Scientists to be nominated by the Central Government.
- (xiv) Financial Adviser, Ministry of Human Resource Development (ex-officio).

(xv) The Registrar, ex-officio Secretary.

2.1 (a) All the Members of the Board of Governors (including the Chairman), other than ex-officio Members, shall hold office for a term of THREE YEARS and shall be eligible for re-nomination.

## **2.2 Meetings of the Board of Governors**

- (i) The Board of Governors shall meet at least two times a year. Not less than 15 days notice shall be given of a meeting. A copy of the minutes of each meeting shall be furnished to the Chairman of the Institute as soon as possible after the meeting.
- (ii) Five Members shall form quorum for the meeting of the Board.
- (iii) Each Member of the Board of Governors including its Chairman shall have one vote and simple majority shall take decisions at the meeting of the Board. In case of a tie the Chairman shall have a casting vote.
- (iv) Every meeting of the Board shall be presided over by the Chairman. In his absence, a Member chosen by the Members present from amongst themselves shall preside over the meeting.
- (v) Any business which may be necessary for the Board of Governors to perform may be carried out by circulating appropriate resolution thereon among its Members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- (vi) If a Member other than the Director and the two professors – Members of the Institute accepts a full time appointment in the Institute or, if a Member of the Board fails to attend three consecutive meetings of the Board of Governors without proper leave of absence, he shall cease to be a Member of the Board.
- (vii) The Registrar shall send a written notice of every meeting to every Member at least three weeks before the date of the meeting. The notice shall state the place and the date and time of the meeting.
- (viii) The Chairman may call a special meeting of the Board at a short notice to consider urgent special issues.
- (ix) Agenda shall be circulated by the Registrar to the Members at least ten days before the meeting.
- (x) The ruling of the Chairman in regard to all questions of procedure shall be final.
- (xi) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar and circulated to all Members of the Board. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a minute book which shall be kept open for inspection of the Members of the Board at all times during office hours.

## **2.3 Powers and Functions of the Board of Governors**

- (i) The Board shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by his Memorandum of Association, the Regulations and the Bye-laws, and shall have the power to review the act of the Senate.
- (ii) Without prejudice to the provisions of sub-section (i), the Board of the Institute shall have the following powers:-
  - (a) to take decisions on questions of policy relating to the administration and working of the Institute;

- (b) to institute courses of study at the Institute;
- (iii) to create posts-both academic and non-academic, to determine their numbers, qualifications and cadres with the prior approval of the Central Government and to make appointments on such posts on the basis of the recommendations of the Selection Committee (s);
- (iv) to consider and modify or cancel Bye-laws;
- (v) to consider and pass resolutions on the annual report, the annual accounts and the budget;
- (vi) to make estimates of the Institute for the next financial year and submit them to the Central Government together with a statement of its development plans;
- (vii) to exercise such other powers and perform such other duties as may be assigned to it and conferred on it by this Memorandum of Association or the Regulations;
- (viii) the Board shall have the power to appoint such committee(s) as it considers necessary for the exercise of its powers and the performance of its duties as defined under this Memorandum of Association;
- (ix) to receive subscriptions and donations for the purposes of the Institute, provided that no subscriptions or donations shall be accepted if they are accompanied by conditions inconsistent or in conflict with the nature, objects and provisions of the society;
- (x) to impose penalties on Members of the staff in accordance with the Regulations and Bye-laws, provided that the Director shall not be dismissed or discharged without the previous sanction of the Central Government;
- (xi) to confer the Honorary Professorship, Fellowship and Honorary distinguished Professorship of the Institute;
- (xii) to confer degrees and to grant diplomas and/or certificates on the recommendation of the Senate.

### 3. Senate

#### 3.1 Composition of the Senate

- (i) The Senate shall consist of the following Members:-
  - (a) Director of the Institute-*ex-officio* Chairman.
  - (b) All Dean(s) *ex-officio*.
  - (c) Fifty percent of the Professors other than the Deans of Schools by rotation.
  - (d) Three Associate Professors from the School other than the Deans of the Schools, by rotation nominated by the Director.
  - (e) Three Assistant Professors from the Schools by rotation nominated by the Director.
  - (f) Five persons from amongst Academics of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Chairman of the Board of Governors.
  - (g) Three persons who are not Members of the teaching staff co-opted by the Senate for their specialized knowledge.
  - (h) The Librarian/Head of Information services of the Institute.
  - (i) Registrar of the Institute shall be the *ex-officio* Secretary. However, he shall not have the right to vote.
- (ii) The term of Members other than *ex-officio* Members shall be three years.

### **3.2 Meeting of the Senate**

- (i) The Senate shall meet as often as may be necessary but not less than four times during an academic year;
- (ii) One third of the total Members of the Senate shall constitute the quorum for the meeting of the Senate;
- (iii) The provisions in these Regulations regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be followed in connection with meeting of the senate.
- (iv) Any business which may be necessary for the Senate to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its Members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total number of the Members of the Senate, have their views in favour of the Resolution;
- (v) Director, if present shall preside at every meeting of the Senate. In his absence, the senior most Professor shall preside over the meeting of the Senate;
- (vi) Any business which may be necessary for the Senate to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its Members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total number of the Members of the Senate, have their views in favour of the Resolution.

### **3.3 Powers and Functions of the Senate**

The Senate shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Regulations and Bye-laws. It shall have the following specific powers and duties.

- (i) To plan and co-ordinate the research activities of the Institute.
- (ii) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- (iii) To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.
- (iv) To make arrangements for the conduct of examinations in conformity with the Byelaws
- (v) To recognize diplomas and degree of Universities and other Institutes and to determine equivalence with the diplomas and degrees of the Institute.
- (vi) To prescribe courses of study leading to degrees and diplomas of the Institute.
- (vii) To appoint examiners, moderators, tabulators and such other personnel for different examinations and to declare the results of the examination.
- (viii) To suggest measures for departmental co-ordination.
- (ix) To make recommendaions to the Board of Govenors on :
  - (a) Measures for improvement of standards of teaching, training and research.
  - (b) Institute of chairs, fellowships, scholarships, studentships, free-ships, medals and prizes etc.

- (c) Establishment or abolition of departments/centres and
- (d) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free-ship concessions, attendance etc.
- (x) To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governors or by itself.
- (xi) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Governors) as the circumstances in each case may require.
- (xiii) To take periodical review of the activities of the Departments/Centres and to take appropriate action( including making of recommendations to the Board of Governors) with a view to maintaining and improving the standards of instruction.
- (xiv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Regulations and bye-laws.
- (xv) To recommend creation of all academic posts to the Executive Committee.
- (xvi) To supervise the working of the library.
- (xvii) To decide on admission procedures of the Institute.

#### **4. Finance Committee**

##### **4.1 The Finance Committee shall consist of the following Members:-**

- (i) the Chairman, Board of Governors ex-officio, who shall be the Chairman of the Committee;
- (ii) two persons nominated by the Central Government;
- (iii) two persons nominated by the Board;
- (iv) the Director, ex-officio; and,
- (v) the Registrar of the Institute shall be ex-officio Secretary of the Committee, however, he shall not have the right to vote.

All Members of the Finance Committee other than ex-officio Members shall hold office for a term of three years.

##### **4.2 The functions of the Finance Committee**

The functions of the Finance Committee shall be the following:-

- a) to examine and scrutinize the budget of the Institute proposed by the Director and to make recommendations there on;
- b) to consider all proposals for new expenditure which shall stand referred to the Finance Committee for opinion before they are considered by the Board and to make recommendations to the Board;
- c) to consider the re-appropriation statements and the audit note and to make recommendations thereon to the Board;
- d) to review the finances of the Institute from time to time through periodical control statements; and
- e) to give advice and to make recommendations to the Board on any other financial questions affecting the Institute, either on its own initiative or on the initiative of the Board or of the Director.

#### **4.3 Meetings of the Finance Committee**

- (i) Finance Committee shall meet as often as necessary but at least twice a year.
- (ii) Four Members shall form a quorum for a meeting of this Committee.
- (iii) the provisions in these Regulations regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall so far as may be, be followed in connection with meeting of this Committee.
- (iv) A copy of the minutes of every meeting of this Committee shall be sent to the Board.

#### **5. Building & Work Committee**

##### **5.1 The Building & Works Committee shall consist of the following Members:-**

- (i) The Director shall be the ex-officio Chairman of the Committee;
- (ii) One person nominated by the Board from amongst its Members;
- (iii) A reputed Architect, nominated by the Chairman, Board of Governors
- (iv) A Civil Engineer not below the rank of Superintending Engineer in the Govt./Govt. Agency nominated by the Board.
- (v) An Electrical Engineer not below the rank of Superintending Engineer in the Govt. / Govt. Agency nominated by the Board.
- (vi) Registrar.
- (vii) The Officer In-Charge of Estate of the Institute shall be the ex-officio Secretary. However, he shall not have the right to vote.

5.1 (a) All the Members of the Building & Works Committee (including the Chairman), other than ex-officio Members, shall hold office for a term of three years.

##### **5.2 The Functions of the Building & Works Committee:-**

The Building and Works Committee shall discharge the powers and be responsible for the following functions:

- (i) It shall function under the directions of the Board for constructions of all amajor capital works after securing from the Board the necessary administrative approval and financial sanction.
- (ii) It shall have the power to give the necessary administrative approval and financial sanction for all construction works and work pertaining to the maintenance and repairs, within th grant placed at the disposal of the Institute for the purpose.
- (iii) It shall cause to be prepared estimates of cost building and other capital works, minor works, repair, maintenance and the like.
- (iv) It shall be responsible for making technical scrutiny of each work as may be considered necessary by it.
- (v) It shall be responsible for enlistment of suitable contractor and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- (vi) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (vii) The committee shall perform such other functions in the matter of construction of building and development of land for the Institute as the Board may entrust to it from time to time.

### **5.3 Meetings of the Building and Works Committee:-**

- (i) In emergent cases the Chairman of the Committee may exercise the powers of the Committee. He shall report such cases to the Committee and the Board at the next meeting of the Committee and the Board.
- (ii) This Committee shall meet as often as necessary but at least twice a year.
- (iii) Four Members shall form a quorum for a necessary but at least twice a year.
- (iv) The provisions in these Regulations regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall so far as may be, be followed in connection with meeting of the Committee.
- (v) A copy of the minutes of every meeting of the Committee shall be sent to the Board.

**(viii) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

As per Institute Rules.

**(ix) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Every year, Ministry of Human Resource Development sanctioned grant-in-aid depending upon the requirements. Based on the utilization certificate submission on grants released by the MHRD.

**(x) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Not applicable.

**(xi) particulars of recipients of concessions, permits or authorisations granted by it;**

Not applicable.

**(xii) details in respect of the information, available to or held by it, reduced in an electronic form;**

Not applicable.

**(xiii) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use,**

Generally office time is 9.00 a.m. to 5.30 p.m.

**(xiv) the names, designations and other particulars of the Public Information Officers;**

Dr. P. Bapaiah, Registrar.