

**THE RULES AND REGULATIONS OF**  
**INTERNATIONAL RESEARCH AND TRAINING CENTRE FOR BELOW SEA LEVEL**  
**FARMING (IRTCBSF), KUTTANAD, KERALA**

**1. Short title and commencement :-** These Rules and Regulations shall be called the Rules and Regulations of '*International Research and Training Centre for Below Sea Level Farming, (IRTCBSF) Kuttanad*' They shall come into force with effect from the date of registration of the Institute.

**2. Definitions :**

In these Rules unless the context otherwise requires :-

- a. 'Act' means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955)
- b. 'Chairperson' means the Chairperson of the Governing Body/Executive Committee of the Institute.
- c. 'Department' means the Department of Agriculture, Government of Kerala
- d. 'Director' means the officer appointed by Government of Kerala as the Director *International Research and Training Centre for Below Sea Level Farming, (IRTCBSF) Kuttanad, Kerala* and the Executive Officer for projects/schemes/programmes undertaken by the institute.
- e. '**Institute**' means the '***International Research and Training Centre for Below Sea Level Farming, (IRTCBSF) Kuttanad Kerala***
- f. 'Governing Body' (abbreviated as GB) means the Body empowered to decide on the policy and functions of the Institute with specific powers as given in Section 4.1.
- g. 'Executive Committee' (abbreviated as EC) means the Body empowered to decide on the routine administration functions of the Institute with specific powers as given in Section 4.2.
- h. 'Scientific and Academic Council' (abbreviated as SAC) means the Body empowered to decide on the scientific and research functions of the Institute with specific powers as given in Sections 4.3.
- i. Governing Body Member (abbreviated as GB Member) means any person admitted/nominated to the 'Governing Body' as per rules provided and not resigned or disqualified from membership following due process thereafter.
- j. 'Executive Committee Member' (abbreviated as EC Member) means any person admitted/nominated to the 'Executive Committee' as per rules provided and not resigned or disqualified from membership following due process thereafter.
- k. 'Scientific and Academic Council Member' (abbreviated as SAC Member) means any person admitted /nominated to the 'Scientific and Academic Council' as per rules provided and not resigned or disqualified from membership following due process thereafter

l. 'Office' refers to the Director and staff of the Institute who are responsible for implementation of all the activities of the Institute

m. 'State Government 'means the Government of Kerala

### **3. Registered Office :**

Registered Office of the Institute shall be at Alappuzha, Kerala and its address shall be **International Research and Training Centre for Below Sea Level Farming, (IRTCBSF)Kuttanad, ... ..**

.....Alappuzha, Kerala

### **4. Administration and Management :**

The governance/management of the Institute will be vested in the autonomous body under the Government of Kerala, as a Registered Society Under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act,1955. The Institute shall have the following organizational structure:

1. The Governing Body: Policy making body;
2. The Executive Committee: Administrative body;
3. The Scientific and Academic Council: The Scientific and Pedagogic Agenda body; and
4. The Director: The Chief Executive Officer of the Institute;

**4.1 The Governing Body:** The general superintendence of the affairs of the Institute will be vested in the Governing Body. The Chief Minister shall be the Chairperson of the Governing Body. All the duties, powers, functions and rights whatsoever consequential or incidental to carrying out of the objectives of the Institute shall be exercised by the Chairperson or by Powers delegated to Vice-Chairperson or the Chief Executive Officer. The Governing Body shall be bound to carry out any direction that the State Government gives from time to time. The Governing Body shall have the following as members:

<b>Sl.No</b>	<b>Designation</b>	<b>Address</b>	<b>Designation in the Governing Body</b>
1	Chief Minister, Government of Kerala	Government Secretariat, Thiruvananthapuram	Chairperson(Ex-officio)
2	Minister for Finance, Government of Kerala	Government Secretariat, Thiruvananthapuram	Vice Chairman (Ex-officio)

3	Minister for Agriculture, Government of Kerala	Government Secretariat, Thiruvananthapuram	Vice Chairman (Ex- officio)
4	Minister for Irrigation, Government of Kerala	Government Secretariat, Thiruvananthapuram	Vice Chairman (Ex- officio)
5	Minister for Forest & Wild life, Government of Kerala	Government Secretariat, Thiruvananthapuram	Vice Chairman (Ex- officio)
6	Minister for Fisheries, Government of Kerala	Government Secretariat, Thiruvananthapuram	Vice Chairman (Ex- officio)
7	Chairman, M. S. Swaminathan Foundation, Chennai or representative	M.S.Swaminathan Research Foundation, Chennai	Vice Chairman (Non- official)
8	Agriculture Production Commissioner, Department of Agriculture, Government of Kerala	Government Secretariat, Thiruvananthapuram	Member (Ex-officio)
9	Secretary to Government, Department of Agriculture and Animal Husbandry, Government of Kerala	"	Member (Ex-officio)
10	Secretary to Government, Department of Finance , Government of Kerala	"	Member (Ex-officio)
11	Secretary to Government, Department of Environment, Government of Kerala	"	Member(Ex-officio)
12	Secretary to Government, Department of Fisheries, Government of Kerala	"	Member(Ex-officio)
13	Vice Chancellor, Kerala Agricultural University	Vice Chancellor, Kerala Agricultural University, Trichur	Member( Ex-officio)
14	Vice Chancellor, Kerala Veterinary & Animal Sciences University	KVASU, Wayanad	Member( Ex-officio)
15	Vice Chancellor, Kerala University of Fisheries and Ocean Sciences (KUFOS)	KUFOS, Panangad, Kochi	Member( Ex-officio)
16	Director General, ICAR/Nominee	Indian Council of Agricultural Research, New Delhi	Member( Ex-officio)
17	Director of Agriculture	Directorate of Agriculture, Vikas Bhavan, Thiruvananthapuram	Member( Ex-officio)
18	Director, International Research and Training Centre for Below Sea Level	IRTCSF , Alappuzha	Member (Ex-officio)

	Farming, Kuttanad (IRTCBSF}		
19 &20	Two nominees of the Government (one preferably a woman) -shall serve in this capacity for a term of 3 years  a) Shri. R.Hali, Pearl House, Attingal, Thiruvananthapuram. b) Dr. S. Leena Kumari, Professor and Head, RRS Moncombu	c/o Director, International Research & Training Centre for Below Sea Level Farming, Kuttanad,(IRTCBSF}, Kerala	Member [Non Official]

The offices of the Chairperson, Vice Chairperson and Members will be non-profit making. It is by virtue of their designation that the Chairperson, Vice Chairperson and Members are designated as members of the Governing Body of the Institute. All offices in the Governing Body except that of nominated members and non official members will be non-profit making. **The Non official [nominated] members will be entitled for a sitting fee as per norms of the Institute.**

The Governing Body will be the recommending body to the State Government for filling the post of the Director of the Institute. The Chairperson, Governing Body will have powers to instruct the Chairperson, Executive Committee to make permanent or temporary appointments in various permanent posts sanctioned in the Institute. Concurrence of the Government needs to be sought only if the corpus fund of the Institution, including annual grant-in-aid from the Government is not sufficient to meet the additional expenditure that has to be incurred for such appointments or in case of creation of new permanent posts.

The Governing Body should meet once in a year, preferably in the month of December such that recommendations for financial assistance shall be forwarded to the Government prior to the finalization of the subsequent State Budget. The Governing Body shall be the body vested with the powers for recommending to the State Government, the Special Rules for the employees of the Institute.

Ex-officio members of the Governing Body will not be entitled to any remuneration, allowances, sitting fees etc. for serving in the designations of the Governing Body of this Institute. If a nominated member in the Governing Body is unable to serve in the said capacity; the Chairperson of the Governing Body may nominate another individual whose term shall be for the rest of the period if the former member would have continued.

**4.2 The Executive Committee :** The Executive Committee will be the administrative body of the Institute. This body will be vested with powers to recommend the Governing Body for the creation of permanent posts. The Executive Committee is the authority to make permanent or temporary appointments to the posts in the Institute. This Committee will also have the powers for recommending disciplinary action against all employees of the Institute, as per rules, which will be framed subsequently. The Executive Committee will be vested with the financial powers of the Institute and the powers shall be delegated to the Director if deemed necessary. The Executive committee shall meet at least once in three months or as and when necessary as per the proposal of the Member Secretary (Director) or Chairperson. Ex- officio members of the committee will not be entitled to any remuneration, allowances, sitting fee etc. for serving in the designations of the Executive Committee of this Institute.

All offices in the Executive Committee except that of nominated members will be non-profit making and hence the incumbents will only be entitled for the travel allowance as per prevailing norms of the Institute, The nominated members will be entitled for a sitting fee decided as per the Special Rules of the Institute. The quorum of the Executive committee will be five (5) members including the Chairperson.

The offices of the Chairperson and Members will be non-profit making. It is by virtue of their Designation that the Chairperson and Members are designated as members of the Executive Committee of the Institute.

The following are Members of the Executive Committee.

Sl No.	Designation	Address	Designation in the Executive Committee
1	Minister for Agriculture, Kerala	Government Secretariat, Thiruvananthapuram	Chairperson(Ex-officio)
2	Agriculture Production Commissioner, Department of Agriculture, Government of Kerala or his/her representative	Government Secretariat, Thiruvananthapuram	Member(Ex-officio)
3	Secretary to Government, Department of Agriculture, Government of Kerala or his/her representative		Member(Ex-officio)
4	Director of Agriculture	Vikas Bhavan, Thiruvananthapuram	Member(Ex-officio)
5	Director of Animal Husbandry	Vikas Bhavan, Thiruvananthapuram	Member(Ex-officio)

6	Director of Fisheries	Vikas Bhavan, Thiruvananthapuram	Member(Ex-officio)
7, 8	Nominated Member (two Progressive Farmers of Kuttanad) – for 3 years		
9	Director, International Research and Training Centre for Below Sea Level Farming, (IRTCBSF} Kuttanad	International Research and Training Centre for Below Sea Level Farming, (IRTCBSF} Kuttanad	Member Secretary ( Ex-officio)

**4.3 The Scientific and Academic Council** : The Scientific and Academic Council will be the research and academic policy making body of the Institute. This Council shall have the powers to sanction the research, academic and extension training programs of the Institute and can approve temporary research and technical posts required for the smooth conduct of such programs with the funds allocated for research and academics by the Governing Body and Executive Committee, every year. The Council shall also have the powers to recommend to the Governing Body and the Executive Committee for creation of permanent scientific, academic or technical posts. The Scientific and Academic Council shall be composed of Nine (9) members. The scientific and Academic council shall meet at least once in six months based on the proposal of the Member Convener. All officers in the Scientific and Academic Council who are not employees of the Institute will be entitled for accommodation and travel allowances as per the grade of their service in their parent department/Institution. The quorum of the Scientific and Academic Council will be Five (5) members including the Member Convener. The Scientific and Academic Council shall have the following as members:

Sl. No	Designation	Designation in the Scientific and Academic Council
1	Director, M.S.Swaminathan Research Foundation, Regional Centre, Kapletta, Wayanadu	Member (Non official)
2	Director of Research, Kerala Agricultural University , Mannuthy, Thrissur	Member (Ex officio)
3	Director of Research, Kerala Veterinary and Animal Sciences University	Member( Ex officio)

4	Director of Research, Kerala University of Fisheries and Ocean Sciences	Member( Ex officio)
5, 6	Two scientists/academicians/technocrats recognized for their expertise in areas relevant to the objectives of the Institute, ensuring broad subject area representation, as well as representation from a variety of disciplines relevant , below sea level Rice farming, Open water Farming/ Farming System Research /Integrated farming/ Plant Breeding/ Biotechnology research / Animal husbandry/ Aquaculture, nominated by the Governing Body	Member(Non official/Ex officio)
7, 8,	Nominee of the Executive Committee of the Institute from amongst the departmental Heads of the Government Institute	( Member, Ex officio)
9	Member Secretary (Ex-officio Member)	Director, IRTCBSF

The Scientific and Academic Council shall:

- a) make recommendations to the Executive Committee and Governing Body regarding the scientific agenda, long-range plans and annual program of the Institute;
- b) direct the peer review system of the Institute, ensuring through its rules of procedure that individual committee members do not participate in the evaluation of proposals which they have themselves submitted;
- c) propose scientific panels for specific purpose;
- d) establish scientific panels for particular issues;
- e) assess the scientific results obtained by the Institute; and
- f) perform any other functions entrusted to it by the Governing Body

#### **4.4 Tenure of Committees:-**

The tenure of both Executive Committee and Scientific Advisory Committee shall be for a period of five years from the date of constitution/nomination and period of membership of nominated members, nominated/selected in the vacancy of another member shall only be for the rest of the period if the former would have continued.

#### **4.5 The Director:-**

The Director shall be the Chief Executive Officer (CEO) of the Institute and shall be appointed by the Government on recommendation of the Chairman, Executive Committee which has approval of the Chairman, Governing Body of the Institute. The Chairman, Executive Committee of the Institute may constitute, if required, a search committee for proposing a panel of names to be considered for the post of Director.

Qualifications of Director:

- a. The Director shall be a senior academic/scientist in the field of Biological sciences/ Agricultural sciences/ Animal sciences/ Marine sciences / Earth sciences / Biotechnology/ Soil and Water Engineering with a minimum of twenty (20) years teaching/research in relevant subject areas.
- b. Should have PhD in Science
- c. Should have guided thesis at PhD level
- d. Should have published books / research papers in reviewed journals etc
- e. Should have proven experience in managing academic/research institutions.

#### **4.6. Meeting and Proceeding:-**

(a) The Governing Body shall meet at least once in a year .The Executive Committee shall meet at least once in three months (at least once a quarter) at Alappuzha or such other convenient place as may be fixed by the Chairman, Executive Committee; provided he/she might, whenever he/she thinks fit, may direct the Director of the Institute to call a special meeting.

(b) For every meeting of the Governing Body/Executive Committee a notice of not less than seven ( 7) days specifying the place, date and time of the meeting and in case of special business, the general nature thereof shall be given to all members. But in case of emergency, the Chairman may reduce the above period of notice to such number of days as he deems fit in the circumstances of case.

(c) Every meeting of the General Body/Executive Committee shall be presided over by the Chairman. In the absence of Chairman, the Vice Chairman and in the absence of Vice Chairman, one of the other members present shall be elected to preside from among themselves.

#### **4.7 Quorum:-**

a. The quorum at all general or extra ordinary meetings of the Governing Body will be nine (9) members and Executive Committee will be five (5) members. All members including the member

presiding at the meeting of the Governing Body shall have one vote but the presiding member shall also have a casting vote in addition to his vote as a member in case of equality of votes. All the matters shall be decided by a majority of votes.

b. In case the quorum is not met, the Member Secretary must convene an adjourned meeting. At such adjourned meeting, no quorum shall be necessary and the members present may transact the business for which the meeting was called.

c. If a member (ex-officio) of the Governing Body/Executive Committee of the Institute is unable to attend the meeting of the Governing Body/Executive Committee, a substitute to take his/her place at the meeting may be nominated by him/her. Such a substitute will be entitled to take part in the proceeding of that meeting for which he/she has been nominated and will also have the right to vote.

#### **4.8 Resolution:**

a. Members after giving notice of fifteen (15) days or with the permission of the Chairperson can move resolution at a meeting of the General Body/Executive Committee

b. Approval for any urgent business by the General Body/Executive Committee can be conducted by a written resolution among all its members. Any such resolution circulated and approved by a majority of the members recording their consent of such resolution shall be considered as passed by the General Body/Executive Committee.

c. Proceedings of every meeting signed by the Chairperson shall be kept by the Member Secretary and shall be circulated before and presented at its next meeting and confirmed either with or without amendments as the case may be.

**4.9 Minutes** :- Member Secretary shall keep minutes of the meetings. A copy of the minutes of proceeding of each meeting of the General Body/Executive Committee shall be furnished to the General Body/Executive Committee members as soon as possible after the completion of a meeting.

#### **4.10 Functions and powers of Executive Committee:**

Subject to the provisions of the Memorandum of Association and the Rules and Regulations; the Executive Committee shall have control and management of the business and affairs of the Institute and shall have all advisory, executive and financial powers to conduct the affairs of the institute through its Director. All the duties, powers functions and rights whatsoever, consequential and incidental to the carrying of the objectives of the Institute shall only be exercised or performed by the Executive Committee.

In particular and without prejudice to the generality of the foregoing provision, the Executive Committee may:

- (i) Make, amend or repeal any Rules relating to administration and management of the affairs of the Institute.

- (ii) Consider and pass the annual budget and the annual action plan, placed before it by the Director and pass it with such modifications as the Executive Committee may think fit.
- (iii) Accept donations or endowment or give grants upon such terms and conditions as it may think fit.
- (iv) Delegate its powers, other than those of making Rules to the Chairman.
- (v) Appoint committees or sub committees, expert panels, task force, working or study groups and boards etc for such purpose and on such terms as it may deem fit, and or to remove any of them.
- (vi) With the prior approval of Government, create posts of various cadres required for the running of the institute and also for the implementation of various projects implemented by the institute within the staff pattern approved by it. Creation of regular vacancies shall also take effect only with the prior approval of the Government. But the Executive Committee shall have powers to employ persons on contract basis for a period of not exceeding twelve months (12), as it may deem fit with such emoluments the Executive Committee may approve provided such a decision shall only be unanimous.
- (vii) Set policy consistent with the principles and objectives enunciated in the Memorandum of Association of the Institute.
- (viii) Monitor the financial position of the Institute in order to ensure smooth income flow and review annual audited accounts.
- (ix) Do all such acts and things, as may be necessary or incidental to carry out the objectives of the Institute or any of them.

Provided that nothing herein contained shall authorize the Executive Committee to do any act or pass any bye-laws which may be repugnant to the provisions here of, or to the powers hereby conferred on the General Body and other authorities or which may be inconsistent with the objectives of the Institute.

#### **4.11 Powers and duties of Chairman:**

- a. The Chairman of the Executive Committee of the Institute shall generally preside over all meetings of the Executive Committee.
- b. The Chairperson may call, or by a requisition in writing signed by him/her, direct the Director to call a meeting of the Executive Committee at any time and on the receipt of such requisition the Director shall forthwith call such a meeting.
- c. The Chairman of Executive Committee will have powers to:
  - i. sanction expenditure as per the delegation of financial powers granted by Government.
  - ii. appoint members of the subcommittees with due approval from the General Body.

iii. authorize acquisition by gift, purchase, lease, or otherwise any property, movable or immovable (including vehicles) for the purpose of the institute as deemed appropriate by the General Body after obtaining prior sanction of the Government.

iv. authorize investment of the funds of the institute in securities and/or to sell or transfer such investments in such a manner as the General Body may consider for the safety and benefit of the institute and to convert or change such investments, as required by the General Body, subject to the laws applicable and subject to the prior approval of the Government.

v. Such other powers as may be delegated to him/her by the General Body.

#### **4.12 Appointment, powers and duties of the Director:**

a. The State Government will appoint the Director of the Institute for a three (3) year period with eligibility for a single additional term.

b. Whenever a regular appointee is not in place, the Chairman of the Executive Committee shall have the power to appoint the Director after obtaining prior approval of the Chairman, Governing Body and the Government. The Director shall be the Member Secretary of the Executive Committee.

c. The Director of the Institute will be the Chief Executive of the Institute. The Government as per the recommendation of the Executive Committee shall determine his/her remuneration, perquisites or benefits of any nature as well as conditions of work and services. The Director will be supervised by and responsible to the Executive Committee.

d. The Director of the Institute will liaise with the state Government, the Government of India and any other agency/agencies for any lawful matter pertaining to the day-to-day operation of the Institute and its office.

e. The Director shall have the power to:

- i. appoint all categories of Scientists/Officers staff including that required for the implementation of various projects/schemes and pay the fee/remuneration thereof, as authorized by the Chairperson, Executive Committee, required for the Institute as per the staff pattern and scales of pay as approved by Government and to define their powers and duties;
- ii. secure and accept endowments, grants-in-aid, donations of gift on mutually agreed terms and conditions as also funds for programmes and projects from India as authorized by the Chairperson
- iii. draw, make, accept, endorse, discount and negotiate with Government of India and other agencies, promissory notes, bills of exchanges, cheques and other negotiable instruments;
- iv. sanction all expenditure for the function of the institute as may be delegated by the Governing Body;

- v. invest the funds of the Institute in such securities and/or to sell or transfer such investments in a manner as chairperson, Executive Committee may consider necessary, for the safety and benefit of the Institute to convert or charge such investments, if required by the Executive Committee, subject to the laws as applicable;
- vi. take over and acquire by purchase, gift or otherwise from Government of India ,Government of Kerala or any other public bodies, movable and immovable properties or other funds, together with any attendant obligations and engagements not inconsistent with the objectives of the institute as authorized by the Government of Kerala;
- vii. receive, charge, hire, mortgage, manage properties movable or immovable and sell movable properties in furtherance of the objects of the Institute with the prior approval of the Government of Kerala;
- viii. appoint temporary, adhoc or casual workers or on contingent payment basis for the projects implemented by the Institute as per the pattern as approved by the Executive Committee. Director shall have the powers to initiate and finalise disciplinary actions and to terminate the services of these temporary, adhoc or casual workers subject to the approval of the Executive Committee;
- ix. negotiate and enter into contract with any other organization or agencies for promotions or fulfilling the objectives of the Institute;
- x. Perform any of the emergency functions within the competency of the Executive Committee with the approval of the Chairperson during the interval between meeting of the Executive Committee where it is necessary and expedient to do so and place a report in respect thereof before the Executive Committee for its consideration/ratification;
- xi. the Director shall be responsible for the management of day-to-day affairs of the Institute. He will have overall responsibility for planning and executing the work of the Office, for supervising the work of the technical units, directing and overseeing implementation through the technical units, directing and overseeing implementation through the office, administration, financial and technical officers. The management and control of the day-to-day administration and control of finances within the sanctioned budgets of the Institute shall be vested with the Director. The Director shall be responsible for the execution of all policies laid down by Governing Body and shall attend to the statutory requirements imposed as its functionary;
- xii. The Director shall sign all documents and proceedings requiring for and on behalf of the Institute. The Director shall also represent the Institute in business and legal transactions;; shall receive and disburse all funds of the Institute, shall sign all necessary documents including Bank cheques and other negotiable instruments on behalf of the Institute as authorized by the Chairperson of the Executive Committee;
- xiii. The Director as Member Secretary shall in consultation with the Chairman convene the meetings of the Executive Committee at stipulated intervals or otherwise.

- xiv. The Director with the approval of the Executive Committee shall appoint the bankers of the institute. All funds of the Institute shall be paid into Institute's account with the said bankers; and
- xv. The Director shall also perform such functions as may be delegated to him by the Executive Committee and/or Government from time to time.

## **5. Funds:**

The funds of the Institute shall be the following:

- a) Recurring and non-recurring grants made by the Government of India and or Government of Kerala for the furtherance of the objectives of the Institute.
- b) Income from investment.
- c) Income from other sources
- d) Grants, donation or assistance of any kind from state or central Government, Indian Council of Agricultural Research and funds, fee, grants, assistance, donations, from other agencies for the activities or for projects executed by the Institute or under partnership programs.
- e) Grants received from International agencies such as Food and Agricultural Organization (FAO) / United Nation Development Programme (UNDP)/United Nation Environment Programme (UNEP)

**5.1 Operation of the funds and accounts:** The Director shall operate the funds and bank account of the Institute.

## **5.2 Audit:**

- a. The Financial year of the Institute shall begin on the 1<sup>st</sup> day of April and end on the 31<sup>st</sup> day of March.
- b. The Institute shall maintain proper accounts and other relevant records as well as documents and prepare annual accounts comprising the receipt and payment of accounts, statement of arrears and liabilities and balance sheet.
- c. A Chartered Accountant to be appointed by the Executive Committee shall audit the accounts of the Institute. The nature of the audit to be applied and the detailed arrangement of accounts for audit shall be prescribed by rules formed by the Governing Body. The auditor shall also submit a report showing the exact state of financial affairs of the Institute. The auditor shall certify the copies of the balance sheet and the auditor's report and shall be placed for approval before the Governing Body.

- d. The Accountant General shall have powers to conduct audit of the accounts of the Institute by such person or he may authorize for the purpose.

#### **6. Annual review meeting of Executive Committee :-**

Annual review meeting of the Executive Committee of the Institute shall be held at such time and place as the Director may determine in consultation with the Chairperson for the following Purposes:

- a) review the progress of the Institute during the year and suggest improvements/modifications in furtherance of organization objectives;
- b) consider and approve accounts and the Auditor's Report therein;
- c) appoint auditor(s) for the audit of the accounts for the next financial year and fix their remuneration;
- d) consider and approve the annual report of the Institute;
- e) Seek advice on any emergency matter related to the functioning of the Institute; and
- f) discuss and approve the programmes for the next financial year.

#### **7. Annual Report: -**

The Director shall prepare an annual report of the functioning of the Institute during the year. This report and the duly Audited Annual Accounts of the Institute shall be placed before the Governing Body. A copy of the Annual Report and Annual Accounts as approved by the Governing Body shall be forwarded to the Government within thirty (30) days after holding an annual Governing Body meeting, and shall also be filed with the Registrar of Societies, Kerala.

#### **8. Properties of Institute: -**

All properties of the Institute shall belong to Institute itself.

The income and the Property of the Institute will only be utilized towards the promotion of the objectives as set forth in the Memorandum of Association of Institute. It will be subject to terms and conditions as the Executive Committee may impose in respect of expenditure to be incurred from the grants sanctioned to the Institute from time to time. The Institute may:

- a) Seek and receive grants, loans and such other equipments and materials as the Government of India, Government of Kerala or any National or International funding agencies may sanction from time to time.
- b) Invest the funds or the money entrusted to the Institute, as it deems fit subject to the specific terms of grants received, if any
- c) Purchase, take on lease, and accept as gift, construct or otherwise acquire any property, movable or immovable, wherever suitable and which may be necessary.

- d) Employ directly or indirectly any scientific, technical, ministerial or unskilled persons for the purpose of the projects being undertaken under any schemes with specific terms and conditions subject to remunerations to be paid only from the funds received for the particular project.
- e) To enter into contract with any Government or Authority, Non Governmental organizations or otherwise to obtain from such Government or Authority and/or Non Governmental Organization, any rights, privileges, concessions, scientific and technical expertise, advice, assistance, cooperation or financing that the Institute may deem desirable to obtain and carry out, exercise and comply with the agreements, rights, privileges and concessions so in furtherance of the objectives of the Institute.
- f) Subject to the provisions contained in clause (e), the Institute may outsource in full or part, any of the projects, consultancy, data collection, scientific and technical expertise or related activities in furtherance of the objectives as the Executive Committee may decide.
- g) Do all other things incidental or conducive to the attainment of the objectives of the Institute as may be necessary as authenticated by the Executive Committee.

(2) No portion of income or property of Institute shall be paid or transferred directly or indirectly to persons who may at any time be or have been members of the Governing Body or Executive committee or by any person claiming through such members provided that nothing herein contained shall prevent payments in good faith of remuneration, allowances or honorarium in return for any service rendered by such members of the Governing Body or Executive Committee to the Institute.

**9. Office establishment:-** The employees of the Institute shall be governed by Kerala Service Rules till Special Rules are framed.

**10. Suits and Proceedings:-** The Institute may sue or be sued in the name of the Institute through its Director

(a) No suit or proceeding shall abate by reason of any vacancy or change in the holder of the office of the Chairperson

(b) Every decree or order against Institute in any suit or proceeding shall be executable against the property of Institute and not against the person or the property of Chairperson, the Director or any office bearer.

(c) Nothing in sub rule(b) above shall exempt the Chairperson , the Director or office bearer of the Institute from any criminal liability under the Act or entitle him to claim any contribution from the property of the Institute in respect of any fine to be paid by them on conviction by a criminal court.

**11. Modifications of the objectives of Institute:-** The Institute may alter or amend the purpose for which it is established as per the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act ,1955 and on the fulfillment of the following conditions.

(a) Executive Committee may take a decision on the proposal for such alteration or amendment of the Rules and Provisions of memorandum.

(b) the recommendations of the Executive Committee and the proposal may be placed before the special General Meeting of the Governing Body for the consideration of the said recommendation and proposal.

(c) The report shall be delivered to every member of the Governing Body ten (10) days prior to such special Governing Body meeting as aforesaid; and

(d) The proposal is agreed to by two third of the vote of the members of Governing Body delivered in person at such special Governing Body meeting as aforesaid;

(e) The proposal will take effect from the date on which the Government approves the same or such other date as may be decided by them

**12. Modification of Rules:-** Subject to the provisions of the act, the Institute may amend, add to alter or delete any of these Bye Laws, Rules and Regulations by a resolution passed at special meeting of the Governing Body, duly convened for the purpose and the subject to approval of Government,

**13. Contracts: -**

(a) All contracts and other instruments for and on behalf of the institute shall be subject to the provisions of relevant sections of the relevant law, be expressed to be made in the name of the Institute and shall be executed by the persons authorized by the Executive Committee

(b) No contracts for the sale, purchase or supply for any equipments, goods or materials shall be made for and on behalf of the Institute with any member of the Institute or the Executive Committee or his relative or firm in which such member or his relative is a partner or share holder or any with other partner, share holder of a former private company in which the member is partner or Director.

**14. Common Seal:-**

Institute shall have a seal of such make and design as the Executive Committee may approve.

**15. Power of Government :-**

The State Government can issue directions to the Institute on any matter that it deems fit and all such directions shall be binding on Institute.

**16. Notice: -**

Notice may be served upon any member of Governing Body or Executive Committee either personally or by sending it through post in an envelope addressed to such member at the address mentioned in the roll of members. Any notice so served by post shall be deemed to be served on the day following that on which the letter, envelope or wrapper containing the same is posted and in proving such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.

#### **17. Records of Institute:-**

The Institute shall keep in its registered office proper books of accounts , in which should be entered accurately.

- (a) All sums of money received and the source thereof and all sums of money expended by the Institute and the object or purpose for which such sums are expended
- (b) The Institute's assets and liabilities

The other records will be:

- (i) Agenda Register
- (ii) Membership Register
- (iii) Proceedings Register
- (iv) Cash book
- (v) Records of employees of Institute.
- (vi) Records of the accounts and claims
- (vii) Stock Register
- (viii) All other records required for the proper and systematic running of the institute.

#### **18 The Jurisdiction: -**

Research undertaken, managed or sponsored by the Institute shall be relevant to the objectives of the Institute.

#### **19 Dissolution of the Institute:-**

- (a) Subject to the provisions of the Act, the Institute may be dissolved by the Government on a resolution passed at a Special Meeting of the Governing Body of the Institute duly convened for the purpose and supported by at least three-fourths of the total members. By another resolution, all the assets and liabilities of the Institute shall or can be given over to organization with similar aims and objectives as that of this Institute on the recommendations of the Governing Body, strictly in accordance with the provisions of the Act or surrendered to the Government shall be final.
- (b) Nothing contained herein the Rules and Regulations and notwithstanding the provisions of the laws applicable there would be no attempt to import-exported or implied, anything

repugnant or contrary to the intentions of this Institute as expressed in the Memorandum of Association.

**20 Savings :-**

Notwithstanding anything contained in these Rules and Regulations, Government shall have the right to issue direction in regard to the business of the Institute or to modify, amend or repeal any clause in the Rules and Regulations and the decision of Government on any issue relating to the administration of the institute shall be final.