

**INDIAN INSTITUTE OF SCIENCE  
BANGALORE - 560 012**

**SCHEME**

Approved by the Government of India

**REGULATIONS**

Approved by the Visitor

and

**BYE-LAWS**

Framed by the Council of the Institute

Effective from 22nd May 1967  
(All amendments up to June 2016 incorporated)

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# GOVERNMENT OF INDIA

Ministry of Education

No. 8-20/64-T.6

New Delhi, the 22<sup>nd</sup> May 1967

## NOTIFICATION

IN THE MATTER OF CHARITABLE ENDOWMENTS ACT, 1890

*S.O.2084.-Upon the application of the Council of the Indian Institute of Science, Bangalore and the Board of Management of the said Institute being the persons acting in the administration of the Trust and in exercise of the powers conferred by Section 5 of the Charitable Endowments Act, 1890 (Act VI of 1890), the Central Government with the concurrence of the said Council and the said Board of Management and the Joint consent of the Trustees of the Public Charities known as Sir Dorabji Tata Trust and the Sir Ratan Tata Trust and with the approval of the Visitor of the said Institute, is pleased to declare that in the place and stead of the Scheme for the administration and management of the properties and funds of the Indian Institute of Science, Bangalore, set forth in Schedule K to the Vesting Order made on the 27th May, 1909, in the above mentioned matters in pursuance of Sections 4 and 7 of the aforesaid Act, and as modified from time to time, the revised Scheme as set forth in the Schedule K hereto annexed be substituted with effect from the 22<sup>nd</sup> May, 1967.*

# SCHEME

## **SCHEDULE - H**

### **SCHEME FOR THE ADMINISTRATION AND MANAGEMENT OF THE PROPERTIES AND FUNDS OF THE INDIAN INSTITUTE OF SCIENCE, BANGALORE**

1. Date of Coming into Force of the Scheme.
  - 1.1 The following Scheme for the administration and management of the Indian Institute of Science, Bangalore, hereinafter referred to as the Institute, shall come into force on the 22<sup>nd</sup> May, 1967.
2. **Definitions**
  - 2.1 In this Scheme unless the context otherwise requires:
    - (a) "Authorities" means the authorities of the Institute defined in Clause 4.1 of the Scheme.
    - (b) "Court" means the Court of the Institute constituted under Clause 8.1 of the Scheme.
    - (c) "Council" means the Council of the Institute constituted under Clause 9.1 of the Scheme.
    - (d) "Finance Committee" means the Finance Committee of the Institute constituted under Clause 10.1 of the Scheme.
    - (dd) "Senate" means the Senate of the Institute constituted under Clause 11.1 of the Scheme.
    - (e) "Board of Management" means the Board of Management of the Institute constituted under Clause 12.1 of the Scheme.
    - (f) "Board of Trustees" means the Board of Trustees of the Institute constituted under Clause 13.1 of the Scheme.
    - (g) "Director" means the Director of the Institute.

- (gg) "Associate Director" means the Associate Director of the Institute.
- (h) "Registrar" means the Registrar of the Institute.
- (hh) "Financial Controller" means the Financial Controller of the Institute.
- (i) The expression "Professor" includes "Associate Professor".
- (j) "Treasurer" means the Treasurer of Charitable Endowments, India.
- (k) "Year" means the calendar year.
- (l) "Financial Year" means the period of twelve months commencing on the 1<sup>st</sup> of April and ending on 31<sup>st</sup> of March following.
- (m) "Regulations" means the Regulations framed pursuant to Clause 21 of the Scheme.
- (n) "Bye-laws" means the Bye-laws framed pursuant to Clause 22 of the Scheme.
- (o) The expression "Department" includes 'Centres', 'Sections', 'Laboratories', 'Units' involved in academic activities.

### **3. Objects**

- 3.1 The objects of the Institute shall be (a) to provide for advanced instruction and to conduct original investigations in all branches of knowledge and, in particular, in such branches of knowledge as are likely to promote the material and industrial welfare of India,(b) to establish and maintain chairs and lectureships in Science, Arts and Technology,(c) to provide suitable libraries, laboratories and equipment,(d) to co-operate as far as possible with such recognized institutions as exist or are founded in future for cognate objects in India, and (e) to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objects of the Institute.



#### **4. Authorities**

4.1 The following shall be the authorities of the Institute:

- (a) The Visitor
- (b) The Court
- (c) The Council
- (d) The Finance Committee
- (e) The Senate
- (f) The Board of Management
- (g) The Board of Trustees
- (h) The Director; and
- (i) Such other authorities as may be declared by the Regulations to be the authorities of the Institute.

#### **5. Properties**

5.1 The corpus of the immovable properties in Bombay, particularly described in Schedule A to the said Vesting Order, shall remain intact subject only to a power of realisation for the purpose of changes of investment. The Treasurer shall be at liberty to make such changes only on the recommendations of the Board of Management and in accordance with section 10 of the Charitable Endowments Act and not otherwise.

5.2 The net income of the said properties or of any other investments for which they may be exchanged shall be devoted to the establishment and maintenance of the Institute and shall be collected and received as hereinafter mentioned and paid to the Council.

#### **6 Powers of the Institute**

6.1 The Institute shall have the following powers:

- (a) To take over and acquire by purchase, gift or otherwise from Government and other public bodies or private individuals willing to transfer the same, libraries, laboratories, museums, collections, immovable properties, endowments or other funds together with any attendant obligations and engagements acceptable to the Council of the Institute and not inconsistent with the objects stated in Clause 3 above;

- (b) To raise loans for the construction of hostels and of residential quarters for staff;
- (c) To alienate, with the prior approval of the Visitor, the properties and assets of the Institute by way of sale, exchange, lease, gift or otherwise;
- (d) To enter into agreements for co-operation and co-ordination with other institutes founded for cognate objects;
- (e) To prescribe for students either prior to admission to its courses or during or on completion of the courses, such tests and examinations as may be determined from time to time;
- (f) 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 have passed the prescribed examinations;
- (g) To confer the Honorary Fellowship of the Institute under the conditions prescribed in the Regulations; and
- (h) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.

## **7. Visitor**

7.1 The President of India shall be the Visitor of the Institute.

7.2 The Visitor shall have the following powers:

- (a) To order a review of the work and progress of the Institute, to institute enquiries into the affairs of the Institute and to pass orders on the recommendation of the reviewing and enquiry committees, which shall be binding on the Institute;
- (b) To approve appointments and extension of appointments as provided in the Regulations; and
- (c) To consider any appeals made by members of the staff as provided in the Bye-laws.

*(c) to be deleted – subject to approval of GOI*

The Visitor may exercise such other powers and functions as are vested in him under the provisions of the Scheme and Regulations.

## **8. Court**

8.1 The Court shall consist of the following members:

- |  |   |
|--|---|
| (a) Nominees of the Visitor  | 2 |
| (b) Nominees of the Government of India  | 3 |
| (c) Nominee of the Government of Karnataka   | 1 |
| (d) Nominee of the Trustees for the time being of the public charity created by the late Sir DorabTata, known as the Sir Dorabji Tata Trust, and the Trustees for the time being of the public charity created by the late Sir Ratan Tata, known as the Sir Ratan Tata Trust | 1 |
| (e) Nominees of donor states - One Nominee for each state contributing Rs.10,000 or more annually, the right of nomination being coextensive with the period of donation   |   |
| (f) Nominees of donors-One nominee for each donor contributing Rs.50,000 or more annually, the right of nomination being coextensive with the period of donation   |   |
| (g) Representative of the Federation of Indian Chambers of Commerce and Industry   | 1 |
| (h) Representative of the All-India Organization of Industrial Employers   | 1 |

(i)	Representative of the Employers Federation of India	1
(j)	Representative of the All-India Council for Technical Education	1
(k)	Representative of the Council of Scientific and Industrial Research	1
(l)	Representatives of Indian Universities - One each from the four regions demarcated by the All-India Council for Technical Education for the purpose of the organization of Technical Education in India	4
(m)	Eminent men of science, learning and industry, to be nominated by the Council	3
(n)	Representative of Alumni Association, IISc., Bangalore	1
(o)	Director (ex-officio)	1
(p)	Associate Director (ex-officio)	1
(q)	Professors (ex-officio)	
(r)	Members of the Council not otherwise represented on the Court (ex-officio)	

8.2 The Court shall, whenever reconstituted, at its first meeting elect its President from among its members for the period for which the Court is reconstituted, provided that a president elected for a period shall continue to hold office till a president is elected for the succeeding period.

8.2.1 The Director and members of the staff shall not be eligible for this office.

8.3 The Court shall have the following powers:

(a) To consider the annual report and audited accounts for the previous financial year and the budget estimates for the ensuing financial year and to pass resolutions thereon for the consideration of the Council ; and

(b) to consider and make recommendations to the Council or the Visitor on matters relating to the aims, administration and finances of the Institute.

## 9. Council

9.1 The Council shall consist of the following members:

(a) Nominees of the Government of India 3

(b) Nominees of the Government of Karnataka 2

(c) Nominees of the Trustees for the time being of the public charity created by the late Sir Dorab Tata known as the Sir Dorabji Tata Trust, and the Trustees for the time being of the public charity created by the late Sir Ratan Tata, known as the Sir Ratan Tata Trust. 2

(d) Representative of the University Grants Commission 1

(e) Three representatives of the Parliament - Two to be elected from among themselves by the members of the Lok Sabha and one from among themselves by the members of the Rajya Sabha 3

(f) Representatives of the Court from among its members 2

- |     |   |   |
|-----|---|---|
| (g) | Two of the four representatives of Indian Universities on the Court | 2 |
| (h) | Representative of the All-India Council for Technical Education     | 1 |
| (i) | Representative of the Council of Scientific and Industrial Research | 1 |
| (j) | Director (ex-officio)   | 1 |
| (k) | Associate Director (ex-officio)                                     | 1 |
| (l) | Deans of Faculties (ex-officio)                                     | 2 |
- 9.1.1 Members of the staff other than the Director, Associate Director and the Deans of Faculties shall not be eligible for membership of the Council.
- 9.2 The Council shall elect its Chairman from among its members for periods of two years at a time, provided that a Chairman elected for a period shall continue to hold office till a Chairman for the succeeding period is elected. The Director and members of the staff shall not be eligible for this office.
- 9.3 The Council shall be the executive authority of the Institute, and subject to the provisions of the Scheme, shall have the following powers:
- (a) To regulate the expenditure and to manage the affairs of the Institute;
  - (b) 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 Scheme;
  - (c) To determine the cadre and grades of posts; to create, suspend or abolish posts, and to fix the emoluments and terms of service;

- (d) To appoint all staff other than those for which powers of appointment have been given to the Director under the Bye-laws;
  - (e) To grant extensions of service to staff including extension beyond the period of superannuation in accordance with the Regulations;
  - (f) To impose penalties on members of the staff in accordance with the Bye-laws, provided that the Director shall not be dismissed or discharged without the previous sanction of the Visitor;
  - (g) To confer the Honorary Fellowship of the Institute;
  - (h) To confer degrees and to grant diplomas and/or certificates on the recommendation of the Senate;
  - (i) To effect, with the prior approval of the Visitor, transfer of immovable property of the Institute by way of sale, exchange, lease, gift or otherwise through the Board of Trustees as provided in Clause 13.2; and
  - (j) To perform such other functions as may be provided under the Scheme, Regulations and Bye-laws.
- 9.4 The Council shall have the authority to delegate any of its powers to other authorities or officers of the Institute.
- 9.5 The Council shall submit annually within six months of the closing of the previous financial year to the Visitor, the Court, the Government of India and the University Grants Commission, a report on the work of the Institute during the previous financial year. The report shall also contain:
- (a) an audited statement of accounts showing the income and expenditure for the previous financial year;

- (b) a copy of the report submitted by the Board of Management for the previous financial year ; and
- (c) the budget estimates for the current financial year.

## 10. Finance Committee

10.1 The Finance Committee shall consist of the following members:

- |   |          |
|---|----------|
| (a) Chairman of the Council (ex-officio)  | Chairman |
| (b) Nominees of the Government of India   | 2        |
| (c) Nominee of the Government of Karnataka  | 1        |
| (d) Nominees of the Trustees for the time being of the public charity created by the late Sir Dorab Tata known as the Sir Dorabji Tata Trust, and the Trustees for the time being of the public charity created by the late Sir Ratan Tata, known as the Sir Ratan Tata Trust | 2        |
| (e) Nominee of the Council  | 1        |
| (f) Accountant-General (A&E), Karnataka (ex-officio)  | 1        |
| (g) Director (ex-officio)   | 1        |
| (h) Associate Director (ex-officio)   | 1        |

10.2 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 thereon:
- (b) To consider all proposals for new expenditure which shall stand referred to the Finance Committee for opinion before they are considered by the Council and to make recommendations to the Council;



- (c) To consider the reappropriation statements and the audit note and to make recommendations thereon to the Council;
- (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 Council on any other financial question affecting the Institute, either on its own initiative or on the initiative of the Council or of the Director

## **11. Senate**

11.1 The Senate shall consist of the following members:

- (a) Director (ex-officio) Chairman
- (b) Professors
- (c) Such members of the staff as are placed in charge of departments for the time being.
- (d) One Assistant Professor from each of the Faculties at the Institute, to be elected by the Faculty concerned.
- (e) Librarian.

11.2 The Senate shall be the academic body of the Institute, and subject to the provisions of the Scheme, Regulations and Bye-laws of the Institute, shall:

- (a) plan and co-ordinate the research activities of the Institute;
- (b) regulate the organization of instruction, courses of study, admission of students, and examinations and conditions for the award of degrees and for the grant of diplomas and/or certificates of the Institute.
- (c) make recommendations to the Council for the award of degrees and for the grant of diplomas and/or certificates of the Institute.

## **12. Board of Management**

12.1 The Board of Management shall consist of the following members:

- (a) Collector of Bombay for the time being or such other officer as the Government of India may appoint.
- (b) One representative of the Trustees for the time being of the public charity created by the late Sir Dorab Tata, known as the Sir Dorabji Tata Trust, and the Trustees for the time being of the public charity created by the late Sir Ratan Tata, known as the Sir Ratan Tata Trust.
- (c) One resident of Bombay to be nominated by the Government of India.
- (d) Director of the Indian Institute of Science, Bangalore (ex-officio) or his representative.

12.2 The Board of Management shall have the following powers:

- (a) To look after and manage all immovable properties described in Clause 5 above, collect rents and other income thereof and make there from all necessary and proper disbursements;
- (b) To ascertain and set aside, if it considers necessary, such amounts as it may deem sufficient, towards the formation of a sinking fund, substantial repairs fund, ground rent fund and other necessary funds for the purpose of making provisions for future contingencies in connection with the aforesaid immovable properties;
- (c) To expend out of all or any of these funds such sum or sums of money as it may consider necessary or proper for improvements in, and alterations and additions to, the aforesaid immovable properties;
- (d) To arrange with regard to such of the aforesaid immovable properties as are leaseholds for payment of rents, for carrying out repairs, for insurance, and generally for the performance and observance of the covenants on the lessee's part contained in the leases under which the properties are held;

- (e) To pay the net rents or other income to the Council;
- (f) To furnish to the Treasurer such information and abstracts of accounts as may, from time to time, be required by him; and
- (g) To otherwise administer the said properties and act in the administration of the trust.

12.3 The funds set aside as aforesaid shall, until their utilization, be invested in the purchase of Government of India promissory notes and/or other public securities admissible under the Indian Trusts Act. The income arising from money or securities for which the aforesaid immovable properties or any part thereof may have been, or may at any future time be, exchanged shall be paid by the Treasurer direct to the Council of the Institute.

### **13. Board of Trustees**

13.1 The Board of Trustees shall consist of the following members:

- (a) Nominees of the Government of India 2
- (b) Nominees of the Government of Karnataka 2
- (c) Nominees of the Trustees for the time being of the public charity created by the late Sir Dorab Tata, known as the Sir Dorabji Tata Trust, and the Trustees for the time being of the public charity created by the late Sir Ratan Tata, known as the Sir Ratan Tata Trust 2
- (d) Chairman of the Council or his nominee 1
- (e) Director (ex-officio) 1

13.2 The Board of Trustees shall hold all immovable properties acquired for the purpose of the Scheme, other than the properties vested in the Treasurer and shall only at the instance of the Council, transfer by way of sale, gift, exchange, lease or otherwise any immovable property so acquired and settled in trust.

#### **14. Director**

- 14.1 Subject to the provisions of the Scheme and the powers delegated to the various authorities of the Institute under the Regulations, the Director shall be the chief executive and academic officer of the Institute and shall be responsible for the administration of the Institute. The Director shall be a professor of the Institute in his own field.
- 14.2 The Director may, with the approval of the Council, delegate some of his powers, functions and duties to any member of the staff of the Institute.

#### **15. Associate Director**

- 15.1 The Council may appoint one or more Associate Directors on such conditions of service as to tenure, emoluments, allowances, etc., as may be fixed by it. An Associate Director shall discharge such duties and functions of the Director as may be assigned to him by the Director with the approval of the Council..

*(15.1 amendment to be approved by GOI)*

#### **16. Registrar**

- 16.1 The Council shall appoint a full-time officer designated as the Registrar.
- 16.2 The Registrar shall be the ex-officio Secretary of the Court, the Council, the Finance Committee, the Senate and the Board of Trustees and of the committees appointed by these authorities.
- 16.3 The Registrar shall act as recorder of the Institute, shall be the custodian of the seal and shall have charge of all documents relating to the Institute other than those pertaining to the Board of Management.
- 16.4 The Registrar shall exercise such powers and shall perform such duties and functions as may be prescribed by the Regulations and Bye-laws.

16.5 The Registrar shall render such assistance as may be desired by the Director in the performance of his duties.

16.6 The Registrar shall be responsible for the work of the Institute as may be prescribed by the Regulations and Bye-laws.

## **17. Financial Controller**

17.1 The Council shall appoint a full time Officer designated as Financial Controller.

17.1.1 The Financial Controller shall be in complete charge of Finances and Accounts of the Institute and shall act in co operation with the Registrar, wherever necessary and so required in the interest of smooth functioning of the Institute. He will collaborate with the Registrar in the preparation of Agenda papers and in recording the minutes of the meetings of the Finance Committee.

17.1.2 The Financial Controller shall be the custodian of all securities and related documents and shall be responsible for all financial matters and maintenance of the accounts as prescribed by the Regulations and Bye-laws.

17.1.3 The Financial Controller shall exercise such powers and perform such duties and functions as may be prescribed by the Regulations and Bye-laws.

17.1.4 The Financial Controller shall render such assistance as may be desired by the Director in the performance of his duties.

## **18. Legal Proceedings**

18.1 The Registrar may sue and be sued in the name of the Institute. The Registrar, in his absence the Deputy Registrar concerned and in the absence of both, the Assistant Registrar concerned shall represent the Institute in legal proceedings, shall sign pleadings and other documents and accept processes on behalf of the Institute in such legal proceedings. Similarly, the Financial Controller, in his absence, the Deputy Financial Controller and in the absence of both, the Accounts Officer concerned shall represent the Institute in legal proceedings relating exclusively to Financial transactions, shall sign pleadings and other documents and accept processes on behalf of the Institute in such legal proceedings.

## **19. Contracts**

19.1 All contracts for and on behalf of the Institute shall, when authorised by a resolution of the Council in that behalf, be made in the name of the Institute and signed by the Registrar, except that (a) a contract of service between the Institute and the Director shall be signed by the Chairman of the Council on behalf of the Institute; and (b) a contract to which the Registrar is a party personally shall be signed by the Director on behalf of the Institute.

## **20. Transfer of Institute Property**

20.1 Transfers of Institute property referred to in Clause 13.2 above shall be effected on behalf of the Board of Trustees by the Registrar.

## **21. Regulations**

21.1 Subject to the provisions of the Scheme, the Regulations may provide for any or all of the following matters:

- (a) Tenure of office of members of the various authorities of the Institute, including the filling up of vacancies thereof and other matters relating thereto;
- (b) Framing of rules of business of the authorities of the Institute;
- (c) Constitution of Faculties;
- (d) Constitution of selection committees for appointment of the staff of the Institute;
- (e) Terms and conditions of service of the members of the staff of the Institute;

- (f) Extension of service of members of the staff of the Institute;
  - (g) Constitution of pension/gratuity/provident fund for the benefit of the members of the staff of the Institute;
  - (h) Award of the Honorary Fellowship of the Institute;
  - (i) Audit of the accounts of the Institute; and
  - (j) Any other matters relating to the administration of the Institute.
- 21.2 The Regulations under this Scheme shall be those set out in Schedule I.
- 21.3 The Council may from time to time make additional Regulations or amend or repeal the existing Regulations with the previous approval of the Visitor.

## **22. Bye-laws**

- 22.1 Subject to the provisions of the Scheme and Regulations, the Council may frame Bye-laws on any or all of the following matters;
- (a) Nomination or election of the members of the various authorities of the Institute;
  - (b) Rules for the conduct of business, including quorum and notices;
  - (c) Number and character of Faculties and rules for the conduct of business of the Faculties;
  - (d) Rules for the conduct of business of the selection and other committees;
  - (e) Classification of the staff of the Institute into various groups;
  - (f) Appointments, promotions, leave and vacation, deputation and training abroad, residential accommodation, travelling allowance, penalties and appeals;

- (ff) Scientific and industrial consultancy services;
- (g) Finances and accounts of the Institute;
- (h) Institution and award of research and other conferment s of the Institute;
- (i) Dates of commencement and duration of the session of the Institute and of the terms therein;
- (j) Admission of students, payment of fees, levy of fines, maintenance of discipline of students, etc.;
- (k) Courses of study and research within the Institute, in consultation with the Senate;
- (l) Award of fellowships, scholarships and freeships; and
- (m) Such other matters as may be prescribed by the Regulations.

22.2 The Council may frame additional Bye-laws or amend or repeal any of the existing Bye-laws.

### **23. Continuance of Authorities**

23.1 All authorities functioning under the Scheme as set forth in Schedule H to the Vesting Order made on the 27<sup>th</sup> of May, 1909, and as modified from time to time shall continue to function till the new authorities are constituted in accordance with the provisions of this Scheme.

### **24. Acts and Proceedings not to be invalidated by Vacancies, etc.**

24.1 No act of any of the authorities or any bodies, or any committees appointed by such authorities or constituted under the provisions of the Scheme, Regulations or Bye-laws shall be invalid merely by reason of:

- (a) any vacancy therein or defect in the constitution thereof, or



- (b) any defect in the election, nomination or appointment of a person acting as a member thereof, or
- (c) any irregularity in its procedure not affecting the merits of the case.

**25. Amendments to the Scheme**

- 25.1 The provisions of this Scheme may be modified on an application made in accordance with sub-section (2) of Section 5 of the Charitable Endowments Act (VI of 1890) after consulting the Trustees for the time being of the public charity created by the late Sir Dorab Tata, known as the Sir Dorabji Tata Trust, and the Trustees for the time being of the public charity created by the late Sir Ratan Tata, known as the Sir Ratan Tata Trust.

# REGULATIONS

## **SCHEDULE - I**

### REGULATIONS FRAMED PURSUANT TO CLAUSE 21 OF THE SCHEME

#### **1. Definitions**

1.1 In these Regulations, unless the context otherwise requires:

- (a) "Scheme" means the Scheme for the administration and management of the properties and funds of the Institute.
- (b) "Bye-laws" means the Bye-laws framed by the Council Pursuant to Clause 22 of the Scheme.
- (c) "Year" means the calendar year.
- (d) "Academic Year" means the period of one year commencing with the opening of the session and ending on the last day of the vacation following.
- (e) "Authorities" means the authorities of the Institute defined in Clause 4 of the Scheme.
- (f) "Court" means the Court of the Institute constituted under Clause 8.1 of the Scheme.
- (g) "Council" means the Council of the Institute constituted under Clause 9.1 of the Scheme.
- (h) "Finance Committee" means the Finance Committee of the Institute constituted under Clause 10.1 of the Scheme.
- (hh) "Senate" means the Senate of the Institute constituted under clause 11.1 of the Scheme.
- (i) "Board of Management" means the Board of Management of the Institute constituted under Clause 12.1 of the Scheme.
- (j) "Board of Trustees" means the Board of Trustees of the Institute constituted under Clause 13.1 of the Scheme.

- (k) "Director" means the Director of the Institute.
- (kk) "Associate Director" means the Associate Director of the Institute.
- (l) "Registrar" means the Registrar of the Institute.
- (ll) "Financial Controller" means the Financial Controller of the Institute.
- (m) The expression "Professor" includes "Associate Professor".
- (n) 'Superannuation' means attainment of the age of sixty five years in cases of teaching staff; sixty two years in cases of Registrar/Financial Controller/ Librarian and sixty years in cases of other non-teaching staff.  
*(n) amendment to be approved by Visitor*
- (o) "Term" means one of the two periods into which a session as defined in the Bye-laws is divided, the duration of the terms being as laid down in the Bye-laws.
- (p) The expression "Department" includes Centres, Sections, Laboratories, Units involved in academic activities.

## **2. Court**

- 2.1 The term of office of the members of the Court shall be four years from the commencement of the year in which the Court is constituted; provided that a member of the Court who has been nominated on the Court as a representative of any of the bodies or organizations mentioned in sub-clauses (g),(h),(i), (j), (k),(l), and (n) of Clause 8.1 of the Scheme shall cease to be a member of the Court if within the above said period of four years he ceases to be a member of the body or organization concerned.
- 2.2 The representatives of the Indian Universities on the Court shall be elected by the Association of Indian Universities from among its members.
- 2.3 The Court shall meet at the Institute at least once during a year.

### **3. Council**

- 3.1 The term of office of the members of the Council shall be four years from the commencement of the year in which the Council is constituted; provided that a member of the Council who has been nominated as a representative of any of the bodies or organisations mentioned in sub-clauses (e), (f), (g), (h), and (i) of Clause 9.1 of the Scheme shall cease to be member of the Council if within the above said period of four years he ceases to be a member of the body or organization concerned.
- 3.1.1 Provided further that the nominees of the Lok Sabha shall cease to be members of the Council if within the said period of four years the House is dissolved or its term expires or the members concerned cease to be members of the Lok Sabha. The Nominee of the Rajya Sabha shall cease to be member of the Council if within the said period of four years he ceases to be a member of the Rajya Sabha.
- 3.2 The two representatives of the Court on the Council of the Institute shall be elected from among the members of the Court in accordance with the procedure laid down in the Bye-laws.
- 3.3 The Council shall ordinarily meet four times during a year.

### **4. Finance Committee**

- 4.1 The term of office of the members of the Finance Committee shall be four years from the commencement of the year in which the Committee is constituted.
- 4.2 The Finance committee shall ordinarily meet four times during a year.

### **5. Board of Management**

- 5.1 The term of office of the members of the Board of Management shall be four years from the commencement of the year in which the Board is constituted.
- 5.2 The Board of Management shall meet at least once every quarter.

5.3 The Board of Management shall render an account of its management to the Council once every year.

## **6. Board of Trustees**

6.1 The members of the Board of Trustees shall continue to hold office until such time as the person or authority nominating them replaces them by other members.

## **7. Buildings and Works Committee**

7.1 The Council shall appoint a Buildings and Works Committee which shall exercise such powers and perform such functions as may be laid down in the Bye-laws.

## **8. Rules of Business**

8.1 The authorities of the Institute shall have the power to frame rules for the conduct of their business subject to the approval of the Council.

## **9. Vacancies in Membership of Authorities**

9.1 When a vacancy occurs in the office of a member of any of the authorities of the Institute through death, resignation or for any other reason before the expiry of the term of his office, the person or authority by whom the original nomination was made may appoint another person to hold office for the unexpired period of the term.

## **10. Eligibility for Re-nomination**

10.1 Every member of any of the authorities of the Institute shall be eligible for re-nomination on the expiry of the period of his nomination.

## **11. Faculties**

11.1 The number and character of the Faculties in the Institute shall be such as the Bye-laws may provide.

11.2 The Faculties shall comprise of:

- (a) Members of the staff holding the rank of an Assistant Professor and above; and

- (b) Not more than five other members of the staff for their special knowledge, appointed by the Chairman of the Council after consulting the Director, for a period of two years at a time.

**12. Constitution of Selection of Committees for Appointments**

12.1 The appointment of the Director shall be made by invitation by the Council with the prior approval of the Visitor. For this purpose, the Council shall constitute a Selection Committee consisting of:

Chairman of the Council (ex-officio)	Chairman
Two persons nominated by the Visitor	Members
Two persons nominated by the Council	Members
Registrar (ex-officio)	Secretary

The Selection Committee will submit to the Council the names of persons considered suitable for the purpose.

12.2 The appointment of an Associate Director shall be made by the Council, either by invitation or on the recommendation of a Selection Committee constituted by it for the purpose.

12.3 Appointments to posts in the following cadres shall be made by the Council on the recommendation of the Selection Committee constituted as under:

- (a) Professor, Chief Scientific Officer and other posts in this category in comparable scales of pay:

Chairman of the Council (ex-officio)	Chairman
An expert nominated by the Visitor	Member
Two persons, at least one of whom shall be an expert, nominated by the Council	Members
One expert nominated by the Senate	Member
Director (ex-officio)	Member
<b>Associate Director (ex-officio)</b>	<b>Member</b>
Registrar (ex-officio)	Secretary

(b) Assistant Professor, Lecturer, Principal Research Scientist, Senior Scientific Officer, Scientific Officer and other posts in this category in comparable scales of pay

Director (ex-officio) or his nominee	Chairman
Associate Director (ex-officio)	Member
Two persons, at least one of whom shall be an expert, nominated by the Council	Members
One expert nominated by the Senate	Member
Chairman of the Department/Section	Member
Registrar (ex-officio)	Secretary

(c) Registrar and Financial Controller

Chairman of the Council (ex-officio)	Chairman
Director (ex-officio)	Member
Associate Director (ex-officio)	Member
A nominee of the Govt. of India	Member
A nominee of the Council	Member
A member of the staff of the Institute nominated by the Director	Secretary

(cc) Other posts in the same category as Registrar & Financial Controller as may be decided by the Director

Chairman of the Council (ex-officio)	Chairman
Director (ex-officio)	Member
Associate Director (ex-officio)	Member
A nominee of the Govt. of India	Member
A nominee of the Council	Member
Registrar (ex-officio)	Secretary

(d) Librarian, Deputy Librarian and Assistant Librarian

Director (ex-officio) or his nominee	Chairman
Associate Director (ex-officio)	Member
Two experts, one each to be nominated by the Council and the Senate, who shall not be members of the staff of the Institute	Members
Two Professors nominated by the Council	Members
Registrar (ex-officio)	Secretary



In the case of recruitment to the posts of Deputy Librarian and Assistant Librarian, the Librarian will also be a member of the Committee.

- (e) Deputy Registrar, Assistant Registrar, Deputy Financial Controller, Accounts Officer, Engineer (Works & Maintenance), Engineer (Elect.), Senior Purchase Officer, Purchase Officer and Stores Officer and posts in comparable scales of pay as may be decided by the Director.

Director (ex-officio) or his nominee	Chairman
Associate Director (ex-officio)	Member
Two nominees of the Council	Members
Registrar (ex-officio)	Secretary

*12.3(a) to (e) to be approved by Visitor*

In the case of recruitment to the posts of Deputy Financial Controller and Accounts Officer as also any posts in comparable scales of pay the incumbents of which work under the control of the Financial Controller, the Financial Controller will also be a member of the Committee.

- (f) Any posts other than those mentioned above and other than those for which powers of appointment have been given to the Director:

Ad Hoc Committee to be appointed by the Council in each case.

- 12.4 All posts at the Institute shall be filled either by invitation or by promotion, or by open advertisements as may be decided by the Council on the recommendation of the Director.
- 12.5 Appointments to posts for which powers have been given to the Director shall be made by him in accordance with the Bye-laws.
- 12.6 The procedure for the work of the selection committees and ad hoc committees shall be as laid down in the Bye-laws.

- 12.7 The selection or ad hoc committees appointed under the foregoing Regulations shall continue to function until the appointments to the respective posts are made or until they are superseded by fresh selection or ad hoc committees appointed by the Council.

### **Temporary Appointments**

- 12.8 Notwithstanding anything contained in these Regulations, the Council may make temporary appointments for periods not exceeding five years. The Council shall lay down the procedure for making temporary appointments for a period not exceeding one year. When the duration of such appointments exceeds one year, they shall be made by the Council on the recommendation of the selection committees appointed by it for the purpose.

### **Appointments to Posts in addition to the Sanctioned Cadre:**

- 12.9 Notwithstanding anything contained in these Regulations, the Council may make appointments to posts in addition to the sanctioned cadre on such terms and conditions as it may decide in each case.
- 12.10 Notwithstanding anything contained in these Regulations, specialists and scholars may be invited by the Director to participate in the work of the Institute for specified periods on such honoraria as may be fixed by the Council.

## **13. Terms and Conditions of Service**

### **Certificate of Physical Fitness:**

- 13.1 Every employee shall, prior to his taking up his appointment at the Institute, be medically examined and certified as fit for service by the Chief Medical Officer /Medical Officer of the Institute or a medical officer of such status as may be prescribed by the Council from time to time.

*(13.1 amendment to be approved by Visitor)*

### **Date from which Appointment Takes Effect:**

- 13.2 All appointments shall take effect from the date on which the appointee reports himself for duty at the Institute.

**Tenure of Appointments:**

13.3 It shall be open to the appointing authorities to offer appointments under one of the following alternatives:

(a) On contract for a period up to five years in the first instance, which shall include a period of probation of one year in cases of both teaching and non-teaching staff; or

(b) In the case of teaching staff, a continuing appointment with a probationary period of two years till the close of the academic year in which the appointee attains the age of sixty five years; and

in the case of non-teaching staff excluding Registrar/Financial Controller/Librarian, a continuing appointment with a probationary period of two years till the end of the month in which the appointee attains the age of sixty years.

In the case of Registrar/Financial Controller/ Librarian, a continuing appointment with a probationary period of two years till the end of the month in which the appointee attains the age of sixty two years.

It shall be open to the appointing authority to extend the period of probation of a member of the staff from time to time or permit waiver, if it considers it necessary.

13.4 Appointments on contract under Clause (a) of Regulation 13.3 may, at the option of the appointing authority, be renewed for a further period, not exceeding five years. At the end of the initial period of contract or at the end of the extended period of contract, if it is decided to continue the appointment, the appointee shall be offered an option either to continue on contract for a further period, not exceeding five years each time or continued appointment till the age of superannuation, as may be applicable to teaching and non-teaching staff.

13.5 All appointments shall be terminable on a notice in writing on either side without assigning any reasons. The duration of the period of notice shall be:

(a) During the period of probation                          one month

(b) After the period of probation:  
    For teaching Staff    Not less than six months terminating on the last day of a term

    For those other than Teaching Staff:                  Six months

**13.6 Retirement on Medical Grounds:**

Notwithstanding anything contained in the foregoing Regulations, the Council may retire a member of the staff on 3 months notice from the service of the Institute for permanent physical or mental disability incapacitating him for further service, if so certified by the Consulting Medical Officer of the Institute or a medical officer of such status as prescribed by the Council from time to time. The decision of the Council in this regard shall be final and binding on the member of staff concerned. The Council may pay such member of staff 3 months' pay and allowances in lieu of notice.

**Voluntary Retirement:**

- 13.6.A At any time after a staff member has completed 20 years of qualifying service, he may, by giving notice of not less than three months in writing to the Institute, retire from service.

**Contract of Service:**

- 13.7 Every member of the staff of the Institute appointed by the Council or appointed to any post, the minimum of the pay scale attached to which is not less than Rs. 5500/- or to such other posts as may be approved by the Council from time to time, shall sign a contract of service in the prescribed form accepting in writing the terms and conditions of appointment, before joining duty or before the expiry of 30 days of his joining duty. He shall also sign similar contracts of service before taking up each subsequent appointment. *(to be deleted subject approval of Visitor)*

**Whole-time Service:**

- 13.8 An employee shall devote his whole time and attention to the service of the Institute .  
*(amendment to be approved by Visitor)*

13.9 Members of the staff shall not stand for election or accept nomination to any local body or university authority without the previous permission of the Council in the case of the Director, and of the Director in the case of others. *(to be deleted subject approval of Visitor)*

**Performance of Duties:**

13.8 Every employee shall perform such duties as may be entrusted to him and shall, to the best of his ability, carry out the lawful directions of the Council, of the Director or of any other authority, body or person to whose authority he may be subject, according to the rules laid down at the institute. He shall conform to such rules governing conduct and the performance of his duties as may be framed by the Council from time to time.

**14. Extension of Service**

14.1 Extension of service for the Director, including extension beyond the date of retirement on superannuation, may be granted by the Council with the previous approval of the Visitor.

14.2 Extension of service for all other members of the staff may be granted:

- a) by the appointing authority if the extension does not extend beyond the date of retirement on superannuation; or
- b) by the Council if the extension extends beyond the date of retirement on superannuation

14.3 In exceptional cases, extension of service beyond the date of retirement on superannuation may be granted only if it is in the interest of the Institute and shall be for one year to three years at a time and shall always be subject to the member of the staff being certified as physically fit by the Chief Medical Officer/ Medical Officer of the Institute or a medical practitioner of the status of a Civil Surgeon or District Medical Officer, provided that no such extension shall be granted beyond five years after superannuation  
*(amendment to be approved by Visitor)*

**15. Provident Fund, Pension and Gratuity Benefits**

15.1 The Council shall constitute schemes providing benefits like provident fund, gratuity, pension, etc. to employees of the Institute.

The Council shall frame rules for these schemes and may from time to time, add to, amend, alter or vary the same. The rules shall, among other things, lay down (a) the employees or class of employees to whom the schemes are applicable, (b) the rate of subscription payable by the employee and the rate of contributions if any, payable by the Institute to the provident fund, and (c) the scale of gratuity and/or pension payable by the Institute. Every employee eligible to the above benefits shall have an option to be governed by one of the alternative schemes, the option once exercised being final.

## **16. Honorary Fellowship**

16.1 The Honorary Fellowship of the Institute may be conferred by the Council on:

- (a) eminent scholars in recognition of their distinguished contribution to knowledge in the subjects in which the Institute is interested; or
- (b) persons who have rendered eminent service to the Institute; or
- (c) Persons who have made a noteworthy and lasting contribution to the cause of science and industry in India.

16.2 The Honorary Fellows shall enjoy such privileges as may be decided by the Council from time to time.

## **17. Audit**

17.1 The accounts of the Institute shall be audited periodically in such manner as the Visitor may direct. The results of audit shall be communicated by the Auditor to the Council of the Institute who shall submit a copy of the report along with its observations to the Central Ministry concerned with Technical Education. The Auditor shall also forward a copy of the report direct to the Central Ministry concerned with Technical Education.

# BYE-LAWS

## **BYE-LAWS FRAMED PURSUANT TO CLAUSE 22 OF THE SCHEME**

### **1. Definitions**

- 1.1 In these Bye-laws, unless the context otherwise requires:
- (a) "Academic Year" means the period of one year commencing with the opening of the session and ending on the last day of the vacation following.
  - (b) "Session" means the period from the first of August in any year to the thirtieth of April in the year following.
  - (c) "Term" means one of the two periods into which a session is divided with a recess of three weeks between the two periods. The first term shall commence on the first of August and extend till the date of commencement of the recess in December. The second term shall commence on the day after the day following the close of the recess in January and extend till the thirtieth of April.
  - (d) "Vacation" means the period from the first of May to the thirty-first of July.
  - (e) "Year" means the financial year of the Institute beginning on the first of April and ending on the thirty-first of March following.
  - (f) "Regulations" means the Regulations framed pursuant to Clause 21 of the Scheme.
  - (g) "Authorities" means the authorities of the Institute defined in Clause 4 of the Scheme.
  - (h) "Court" means the Court of the Institute constituted under Clause 8.1 of the Scheme.
  - (i) "Council" means the Council of the Institute constituted under Clause 9.1 of the Scheme.



- (j) "Finance Committee" means the Finance Committee of the Institute constituted under Clause 10.1 of the Scheme.
- (k) "Senate" means the Senate of the Institute constituted under Clause 11.1 of the Scheme.
- (l) "Board of Management" means the Board of Management of the Institute constituted under Clause 12.1 of the Scheme.
- (m) "Board of Trustees" means the Board of Trustees of the Institute constituted under Clause 13.1 of the Scheme.
- (n) "Director" means the Director of the Institute.
- (o) "Faculties" means the Faculties of the Institute constituted under Regulation 11 of the Regulations.
- (p) "Associate Director" means the Associate Director of the Institute.
- (q) "Registrar" means the Registrar of the Institute.
- (r) "Financial Controller" means the Financial Controller of the Institute.
- (s) The expression "Professor" includes "Associate Professor".
- (t) The expression "Department" includes Centres, Sections, Laboratories, Units involved in academic activities.

## **2. Court**

- 2.1 The Registrar shall invite the bodies entitled to nominate representatives on the Court to do so within a period of six weeks of the date on which such invitations are issued by him.
- 2.2 The Court shall meet at Bangalore at least once during a year.
- 2.3 First notice of meeting of the Court shall be issued by the Registrar two months before the meeting.

- 2.4 Notices of motions, if any, must reach the Registrar five weeks before the meeting.
- 2.5 Budget proposals as recommended by the Finance Committee and motions, if any, shall be issued by the Registrar one month before the meeting.
- 2.6 Amendments to motions and to the Budget proposals, if any must reach the Registrar fifteen days before the meeting.
- 2.7 The Registrar, shall issue the final agenda, containing motions, amendments there to and amendments to Budget proposals, if any, ten days before the meeting.
- 2.8 No motion of which previous notice has not been given shall be moved unless allowed by a two-thirds majority of the members present. No amendments to any motion shall be moved except with the leave of the House.
- 2.9 When a vacancy occurs in the office of the President of the Court through death, resignation or for any other reason before the expiry of the term of his office, the Chairman of the Council shall act as President of the Court until a President is duly elected at the next meeting of the Court.
- 2.10 In the absence of the President of the Court at any meeting of the Court, a Chairman for the meeting shall be elected by the members of the Court present at the meeting.
- 2.11 Twenty members of the Court shall form a quorum.
- 2.12 All questions shall be decided by a majority of votes of the members present, the President, in the case of an equality of votes, having a second or casting vote.
- 2.13 Extraordinary meetings of the Court may be convened by the President on his own initiative or on the joint recommendation of the Chairman of the Council and the Director or on receipt of a requisition signed by at least twenty members of the Court. While submitting such recommendation or requisition, the Chairman of the Council and the Director or such members, as the case may be, shall forward to the President the draft agenda for such a meeting.

- 2.14 Notice of such an extraordinary meeting shall be given by the Registrar at least one month before the meeting.
- 2.15 The President shall indicate the business to be transacted at such an extraordinary meeting. No amendment except with the leave of the House shall be moved at such a meeting.
- 2.16 The proceedings of the Court shall be laid before the Council at its meeting immediately following and shall also be circulated to the members of the Senate for their information.
- 2.17 The proceedings of the Council relating to Court items shall be circulated to the members of the Court within six weeks from the date of the meeting of the Council at which the proceedings of the Court are considered. Copies of the entire minutes of every meeting of the Council shall be circulated to the members of the Court after their confirmation by the Council.

### **3. Council**

- 3.1 The Registrar shall invite the bodies entitled to nominate representatives on the Council other than the Court to do so within a period of six weeks from the date on which such invitations are issued by him.
- 3.2 The following procedure shall be followed for the election of two representatives of the Court on the Council:
  - 3.2.1 The Registrar shall address each member of the Court by letter inviting him to propose a candidate for nomination to the Council.
  - 3.2.2 Every member of the Court proposing a member of the Court for nomination to the Council shall forward to the Registrar in writing the name and address of any such members together with a statement of his academic or other qualifications. Every nomination paper shall be accompanied by a statement signed by the person proposed signifying his consent to stand for election.

- 3.2.3 The list of members proposed shall be closed twenty-one days after the date of posting the notice referred to in Bye-law 3.2.1.
- 3.2.4 All nominations shall be scrutinized by the Registrar and if after scrutiny the number of members validly nominated is equal to or less than the number of vacancies to be filled, the members so nominated shall be declared duly elected by the Court on the Council. If after scrutiny the number of members nominated is greater than the number of vacancies, the list of members whose nomination papers have been declared as valid shall be published by the Registrar and a copy of the same shall be forwarded to each of the members nominated for election.
- 3.2.5 Any member may withdraw his candidature by notice in writing signed by him and sent by registered post so as to reach the Registrar within ten days of the date of publication of the list of nominations here in before mentioned.
- 3.2.6 The Registrar shall immediately thereafter publish the final list of members validly nominated. If the number of members who are validly nominated and who have not withdrawn their names in the manner and within the time specified does not exceed the number of vacancies to be filled, all such members shall be declared to be duly elected. If the number of members who are validly nominated and who have not withdrawn their names in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded within the manner prescribed herein below.
- 3.2.7 The Registrar shall forward by registered post to each member of the Court:
- (a) voting paper bearing the names and qualifications of all members who have been proposed for nomination as in the final list;
  - (b) a small cover printed "Voting Paper" and
  - (c) a bigger cover on which are printed on the left half "Certificate of Identity" and on the right half the words "To The Registrar, Indian Institute of Science, Bangalore 560 012."

- 3.2.8 Every member shall have as many votes as there are vacancies but shall give only one vote to any one member by putting a cross in the voting paper against the name of the member in whose favour he desires to cast his vote. The member shall enclose the voting paper duly filled in as above, but without his name or signature, in the smaller cover, and enclose this again in the bigger cover, sign the certificate of identity on it, seal it and forward it to the Registrar so as to reach him at the Institute not later than fifteen days after the date of despatch. No voting paper which does not comply with these Bye-laws shall be valid.
- 3.2.9 The envelopes containing the voting papers shall be opened in the presence of the Director and/or Registrar by scrutineers appointed by the Council and the declaration by the scrutineers of the result of the voting shall be final.
- 3.2.10 In the event of two or more members for one and the same vacancy receiving an equal number of votes each, the names of such members shall again be submitted to the members of the Court and a second vote shall be taken in the same manner as the first. If the members for the vacancy receive an equal number of votes each in the second election, the President of the Court shall exercise a casting vote and his vote shall decide the election.
- 3.3 Meetings of the Council, shall ordinarily be held in March, June, September and December.
- 3.4 Extraordinary meetings of the Council may be convened at other times at the request of the Chairman acting on his own initiative or on the initiative of the Director. Such a meeting shall also be convened on a requisition signed by eight members of the Council.
- 3.5 Notice of the meeting together with the agenda papers shall be issued by the Registrar at least sixteen clear days before the meeting.

- 3.6 Additional items, if any, shall be circulated to the members at least eight days before the meeting.
- 3.7 Notwithstanding anything contained above, the Chairman of the Council may allow the inclusion of an item in the agenda for which due notice could not be given and the consideration of which is, in the opinion of the Chairman, urgent and cannot be postponed to the next meeting of the Council.
- 3.8 In the absence of the Chairman of the Council at any meeting of the Council, a Chairman for the meeting shall be elected by the members of the Council present at the meeting.
- 3.9 Eight members of the Council shall form a quorum.
- 3.10 The order of business shall ordinarily be as follows:
- (a) Election of the Chairman of the meeting, if necessary
  - (b) Confirmation of the minutes of the previous meeting;
  - (c) Confirmation of decisions arrived at by circulars;
  - (d) Matters arising out of the minutes of the previous meeting;
  - (e) Any motion for a change in the order of business;
  - (f) Resolutions of the Court and reports from the Finance Committee;
  - (g) Reports from other committees;
  - (h) Report from the Director;
  - (i) Senate business; and
  - (j) Other business.
- 3.10.1 The agenda items shall be grouped and classified under the following head, namely:
- (i) Items for Discussion
  - (ii) Items for Approval
  - (iii) Items for Report

- 3.11 All questions shall be decided by a majority of votes of the members present, the Chairman, in the case of an equality of votes, having a second or casting vote.
- 3.12 The minutes of each meeting of the Council shall be prepared by the Registrar and submitted to the Chairman of the Council, or if he is absent from the meeting, to the Chairman of the meeting, for his approval. On obtaining the approval of the Chairman copies of the minutes shall be delivered or posted to every member within twenty eight days from the date of the meeting.
- 3.13 Proposals relating to matters requiring immediate action may be circulated to members of the Council on the recommendation of the Director and with the approval of the Chairman of the Council.
  - 3.13.1 Should a member of the Council be not in favour of such a proposal, or should he desire that the matter under circulation be discussed at a meeting, it shall be placed before the next meeting of the Council and no action thereon shall be taken in the meantime.
  - 3.13.2 All matters circulated to the Council between meetings and the decisions arrived at shall be reported at the next meeting of the Council for confirmation.

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

- 4.1 The Registrar shall invite the bodies entitled to nominate representatives on the Finance Committee to do so within a period of six weeks of the date on which such invitations are issued by him.
- 4.2 Meetings of the Finance Committee shall ordinarily be held every quarter before the meetings of the Council. The Chairman may, however, convene additional meetings of the Committee to consider any urgent financial matters.

- 4.3 In the absence of the Chairman of the Finance Committee at any meeting of the Finance Committee, a Chairman for the meeting shall be elected by the members of the Finance Committee present.
- 4.4 Four members of the Finance Committee shall form a quorum.
- 4.5 All questions shall be decided by a majority of votes of the members present, the Chairman in the case of an equality of votes, having a second or casting vote.
- 4.6 The Rules regarding notice of meeting, inclusion of items in the agenda and circulation of matters between meetings applicable to meetings of the Council shall, in so far as may be, be followed in connection with the meetings of the Finance Committee also.

## **5. Senate**

- 5.1 At least one meeting of the Senate shall be held in each term. Additional meetings may be convened at any time by the Director on his own initiative or on receipt of a requisition signed by not less than a fourth of the number of members constituting the Senate for the time being. In the absence of the Director at any meeting of the Senate, Director's nominee shall preside over the meeting.
- 5.2 At least one third of the number of members of the Senate for the time being shall form the quorum. If the requisite quorum cannot be formed for half-an-hour after the time fixed for the meeting, the meeting shall be adjourned to a further date, on which day, the members present at the adjourned meeting shall transact the business set down for discussion at the meeting convened for the previous date without regard to the requirement of any quorum. The date and time of the adjourned meeting shall be fixed by the Chairman of the Senate within 10 days of the adjournment.
- 5.3 Proposals relating to matters requiring immediate action may be circulated to members of the Senate with the approval of the Director.



- 5.3.1 Should a member of the Senate be not in favour of such a proposal or should he desire that the matter under circulation be discussed at a meeting it shall be placed before the next meeting of the Senate and no action thereon shall be taken in the meantime.
- 5.3.2 All matters circulated to the Senate between meetings and the decisions arrived at shall be reported at the next meeting of the Senate for confirmation.
- 5.4 The minutes of Council meetings shall be circulated to the members of the Senate for information, after confirmation by the Council.
- 5.4.1 The minutes of the Senate meetings shall be submitted to the Council drawing specific attention to important matters and to the recommendations made for consideration of the Council.
- 5.5 The Senate shall formulate rules and lay down procedures from time to time to implement the provisions of Bye-laws relating to its functions.

## **6. Board of Management**

- 6.1 The Secretary to the Board of Management shall invite the bodies entitled to nominate representatives on the Board to do so within a period of six weeks of the date on which such invitations are issued by him.
- 6.2 Each member of the Board shall be paid a fee of Rs.100/- for every meeting attended by him subject to a maximum of Rs.300/- in any one month.

## **7. Board of Trustees**

- 7.1 The Board of Trustees shall meet at least once in two years. The Chairman for the meeting shall be elected from amongst the members present.
- 7.2 Notice of the meeting together with the agenda papers shall be issued by the Registrar at least sixteen days before the meeting. The minutes of the meeting of the Council relating to matters concerning the Board of Trustees shall be placed before the Board.

- 7.3 At least half the number of members of the Board shall form a quorum.
- 7.4 All questions shall be decided by a majority of votes of the members present. In the case of an equality of votes, the Trustee presiding at the meeting shall have a second or casting vote.
- 7.5 Any business of the Board may be transacted by circulation among its members and any matter so circulated and approved by all the members shall be effectual and binding as if such matter has been passed at a meeting of the Board.
- 7.6 The minutes of the meeting of the Board of Trustees shall be placed before the Council.

## **8. Director**

- 8.1 Subject to the provisions of the Scheme, Regulations and Bye-laws, the Director shall have the following powers:
- (a) To make appointment to any post under Group B & C and to such other posts as the Council may delegate its powers to the Director under Clause 9.4 of the Scheme.
  - (b) To impose penalties on the staff appointed by him.
  - (c) To approve admission of students to the Institute in accordance with the procedures laid down by the Senate.
  - (d) To sanction expenditure within the approved budget and to make re-appropriations as laid down in the Bye-laws.
  - (e) To delegate, with the prior approval of the Council, any of his powers to any officers of the Institute.

The Director may exercise such other powers as may be delegated to him by the Council. The Director may attend any meeting of any of the Faculties or Committees and may address the members. He may also attend the meetings of the bodies declared as authorities under Clause 4 of the Scheme of which he is not a member and may address the members of such Authorities.

8.2 On matters requiring immediate action, the Director shall take such action as he deems necessary, and shall thereafter report the action taken to such authority or body as would have in the ordinary course dealt with the matter.

## **9. Buildings and Works Committee**

9.1 The Buildings and Works Committee shall have the following powers and shall perform the following functions:

- (a) Regulate and monitor the progress of all major capital construction works approved by the Council.
- (b) Give necessary administrative approval for programmes of work and expenditure sanction for minor works and works pertaining to maintenance and repairs and the like within the grants sanctioned for the purpose on the basis of estimates prepared in this regard.
- (c) Cause preparation of estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- (d) Be responsible for making technical scrutiny of construction works as may be considered necessary by it.
- (e) Be responsible for enlistment of suitable contractors for construction works and acceptance of tender where there are departures from normal practice and give directions for departmental works where necessary.
- (f) It shall have the power to settle disputes with the contractors.
- (g) It shall have the authority to delegate powers for sanctioning tenders for original works, minor works and repair works, as considered fit by it, to the officers executing the works; and
- (h) It shall perform such other functions in the matter of construction of buildings and development of lands for the Institute as the Council may entrust to it from time to time.

- 9.2 In an emergency, the Chairman of the Buildings and Works Committee may exercise the powers of the Committee. Such cases shall be reported by him to the Committee at its next meeting.
- 9.3 The Buildings and Works Committee shall meet at least once every quarter preferably prior to the meeting of the Finance Committee.
- 9.4 At least half the number of members of the Buildings and Works Committee shall form a quorum.
- 9.5 The provisions in the Regulations and Bye-laws regarding notices of meetings, inclusion of items in the agenda and confirmation of the minutes, applicable to meetings of the Council shall, so far as may be, be followed in connection with meetings of the Buildings and Works Committee.
- 9.6 The Minutes of each meeting of the Buildings and Works Committee shall be placed before the Finance Committee.

## **10. Faculties**

- 10.1 There shall be two Faculties in the Institute, Science and Engineering. The departments under each Faculty shall be as determined by the Council from time to time. The Director shall nominate Professors, one from each faculty, as Deans to hold office for two years at a time in the order of seniority of service, preference, however, being given to those Professors as had not held this office even once. An officer to be so designated by the Director shall act as the Secretary of the Faculties.
- 10.2 The Faculties shall function as advisory bodies to the Senate and assist the Senate in the discharge of its academic duties. Joint meetings of the Faculties may also be convened for this purpose.

- 10.2.1 Subject to the general supervision and direction of the Senate the duties and functions of each Faculty shall be the following:
- (a) To consider all academic matters pertaining to the Faculty and advise the Senate on them;
  - (b) To appoint from time to time Committees of Experts in different branches of knowledge as may be considered necessary for review of courses and curricula at the Institute and consider the reports and recommendations received in this regard;
  - (c) Each Faculty may appoint ad-hoc or Standing Committees of its own as well as Joint Committees with the other Faculty for consideration or discussion of matters within the cognisance and functions of the Faculties;
  - (d) To consider any matter referred to it by the Senate or by the Director; and
  - (e) Generally to do all such acts as may be necessary or appropriate in the discharge of its functions.
- 10.2.2 Subject to the general supervision and direction of the Senate the joint meeting of the Faculties shall consider the following:
- (a) Matters of common interest to more than one faculty;
  - (b) Specific issues of common interest recommended by the individual faculties;
  - (c) Any matter referred to it by the Senate or by the Director;
  - (d) The Joint meeting of the Faculties may perform such other functions as may be laid down by the Bye-laws and appoint ad-hoc or standing committees as may be necessary.
- 10.3 Each faculty shall meet at least once every term. A meeting of a Faculty shall be convened by the Dean on his own initiative or on the requisition of the Director or on the requisition of not less than a fourth of the members constituting the Faculty for the time being.

- 10.4 The Dean shall preside at meetings of the Faculty. In the absence of the Dean, the senior member of the Faculty present shall preside at the meetings of the Faculty.
- 10.5 Joint meetings of the Faculties shall be convened by the Director at least once a term and shall be presided over by him. In the absence of the Director at any meeting, the Senior of the two Deans of Faculties shall preside over the meeting. The Secretary of the Faculties shall also be the Secretary of the Joint Meetings of the Faculties, and the Committees appointed by it at such meetings.
- 10.6 At least one third of the number of members of the Faculty(ies) present at the Institute on the day of the meeting shall form quorum for such a meeting. If the requisite quorum cannot be formed for half-an-hour after the time fixed for the meeting, the meeting shall be adjourned to a further date, on which day, the members present at the adjourned meeting shall transact the business set down for discussion at the meeting convened for the previous date without regard to the requirement of any quorum. The date and time of the adjourned meeting shall be fixed by the Chairman concerned within 10 days of the adjournment.
- 10.7 In addition to the two Deans of Faculties for Science and Engineering, the Director shall nominate one more Professor as Dean to take care of the Under-Graduate Programme. The Dean (UGP) however will not be a member of the Council.

## **11. Classification of Staff**

- 11.1 The members of the staff of the Institute shall be broadly grouped as under:

### **(a) Teaching Staff**

Director, Associate Director, Members of Staff holding the rank of Lecturer and above such as Lecturer/Assistant Professor/ Associate Professor/Professor, Scientific staff such as Scientific Officer/ Senior Scientific Officer/Principal Research Scientist/Chief Scientific Officer, instructional staff such as Pilot & Flying Instructor and such other staff as may be determined by the Council from time to time.

### **(b) Non-Teaching Staff**

All other categories not covered under teaching staff such as Administrative staff, Medical staff and Technical/Maintenance staff.

- 11.2 The members of the staff shall be classified into groups as follows :

<b>Group</b>	<b>Posts carrying Pay Band with Grade pay range of</b>
GROUP 'A'	PB - 3 & Above with Grade Pay ₹ 5400 & above
GROUP 'B'	PB - 2 with Grade Pay ₹ 4200 to ₹ 5400
GROUP 'C'	PB -1 with Grade Pay ₹ 1800 to ₹ 2800

## **12. Appointments**

- 12.1 The Selection Committee for a post shall meet at Bangalore or at such other place as its Chairman may appoint. It shall get the credentials of all the candidates who have applied to be examined and shall also consider other suitable names suggested, if any, by the members of the committee or brought otherwise to the notice of the committee.
- 12.2 The following shall be the quorum for Selection Committees for various categories of posts:

### **CATEGORY OF POST**

### **QUORUM**

Director

3 members

Professor, Chief Scientific Officer and other posts in this category in comparable scales

4 members (including at least one external expert)

Assistant Professor/Lecturer/ Principal Research Scientist/ Senior Scientific Officer/ Scientific Officer and other posts in this category in comparable scales of pay

3 members (including at least one external expert)

Registrar/Financial Controller and other posts in this category in comparable scales of pay in administration as may be decided by the Director	3 members (including a nominee of the Government of India)
Librarian/Deputy Librarian/Assistant Librarian	3 members (including at least one external expert)
Deputy Registrar/Assistant Registrar/Deputy Financial Controller/Accounts Officer/Engineer (W & M)/Senior Purchase Officer/Purchase Officer/Stores Officer and posts in comparable scales of pay as may be decided by the Director	3 members
Other Posts [under Regulation 12.3(f)}	3 Members

- 12.3 Where the Council has decided that a post/posts be filled by promotion from among the members of the staff, it shall direct whether the post/posts shall be filled (i) on merit alone or (ii) on the basis of seniority-cum-fitness.
- 12.4 The Selection Committee shall scrutinise the list of candidates selected to be called for interview and interview/consider in absentia any or all the candidates as it thinks fit and shall make its recommendation to the appointing authority, the names of the selected candidates being arranged in the order of merit.
- 12.5 It shall be open to the selection committee for a higher post to recommend a person for a lower post if a suitable candidate for the higher post is not available.
- 12.6 The Council shall approve panels of experts for appointment on the selection committees.
- 12.7 Candidates called for interview shall be paid towards their travelling expenses a contribution equivalent to the following:



In cases where the grade pay attached to the post is not less than Rs.6,600/- p.m. - single first class or second class A.C. rail fare each way by the shortest route;

In cases where the grade pay attached to the post is not less than Rs. 4,200/- p.m. - single second class rail fare each way by the shortest route;

and where necessary actual bus fare or fare by ferry boat, etc. for travel between places not connected by rail for both the categories.

- 12.7.1 Council may approve from time to time, such other posts for which contribution towards travelling expenses for attending interview may be granted.
- 12.8 Candidates appointed to posts, the minimum of the grade pay attached to which is not less than Rs.4,200/- p.m. and to such other posts as may be approved by the Council from time to time, upon joining, shall be paid a single fare of the class to which they are entitled, as indicated at 12.7 for joining duty at the Institute, if they are single, or additional such fares if married; provided that in the latter case, the spouse and children (restricted to two) of the candidate accompanies him/her or follows him/her within a period of six months of his/her joining duty at the Institute. Where an appointee entitled to first class fare travels by a class lower than the first, he/she shall be paid the fare of the class by which he/she actually travels.
- 12.8.1 When a candidate accepts appointment for a teaching position, upon joining, he/she shall be paid a contribution as indicated below or the actual expenses, whichever is less, to meet part of the travel/relocation expenses, subject to production of receipts and to conditions as laid down:
- (i) Rs. 2,50,000/- if the candidates joins from countries outside India.
  - (ii) Rs. 1,25,000/- if the candidates joins from other stations within India.
  - (iii) The reimbursement shall be allowed for the travel/relocation expenses of the appointee, spouse and children (restricted to two), within the above permissible limits.

He/she shall also be paid rail fare at the rates indicated at 12.8 above, from the port of disembarkation in India to the Institute, if he/she goes over to the Institute direct for joining duty, or else from his/her place of permanent residence in India to the Institute.

- 12.8.2 When a candidate accepts appointment for Group – “A” position, upon joining, he/she shall be paid a contribution equivalent to Rs. 75,000/- or actual expenses, whichever is less, to meet part of the relocation expenses, subject to production of receipts and an undertaking to serve the Institute for a minimum period of two years.
- 12.9 When a vacancy occurs in any post owing to death, resignation or for any other reason within six months of the incumbent of the post joining duty, the appointing authority may offer the appointment to the next candidate, if any, recommended by the selection committee or the ad hoc committee for the post concerned, on such terms as may have been approved.
- 12.10 It shall be open to the Director to decide whether a particular post for appointment to which powers have been vested with the Director shall be filled by open advertisement or without recourse to advertisement. The Director shall lay down procedures for making such appointments.

### **13. Charge of Additional Duties**

- 13.1 If a member of the staff of the Institute is appointed to hold full charge of one or more posts in addition to his own as a temporary measure, the additional pay which may be granted to him shall not exceed  $\frac{1}{5}$  of his substantive pay in respect of each additional post in addition to his pay.
- 13.2 If a member of the staff of the Institute is appointed to discharge only the current duties of one or more posts in addition to his own as a temporary measure, the additional pay which may be granted to him shall not exceed  $\frac{1}{10}$  of his substantive pay in respect of each additional post in addition to his pay.

### **14. Scientific and Industrial Consultancy**

- 14.1 The Director shall, from time to time, regulate the work relating to scientific and industrial consultancy. For this purpose he may appoint appropriate committees as he may think fit.

- 14.2 A fee shall normally be charged for such consultancy work, which shall include provision for direct and indirect costs and for scientific/technical advice besides provision for purchase of equipment, undertaking travel, acquisition of technical literature and contingency expenses as may be incidental to the consultancy work undertaken. The Director shall, from time to time, lay down guidelines for assessing the cost of such work.
- 14.3 The Director shall nominate members of staff to act as consultants on behalf of the Institute. Where the Director himself acts as a consultant in any project, the permission of the Council shall be obtained. The fee for scientific/technical advice shall be shared in the proportion 2:1 between the consultant(s) and the Institute.

## **15. Industrial Research and Patent Rights**

- 15.1 When any investigation is undertaken at the Institute on behalf of the external bodies or persons, a charge shall be levied which will cover not only the remuneration paid to the staff engaged on such investigations but also the cost of additional equipments used, and compensation for laboratory and workshop facilities, etc., provided for such investigation.
- 15.1.1 A patent for inventions arising out of such investigations may be taken exclusively in the name of the Institute or jointly in the name of the Institute and such external bodies or persons sponsoring the investigation.
- 15.2 All rights in respect of investigations carried out at the Institute and patents obtained thereof, except those referred to in the preceding Bye-law, shall vest in and be the absolute property of the Institute, the Council may transfer by way of sale, exchange, etc., or otherwise deal with the rights of the Institute in any such investigations and patents as it deems fit.
- 15.2.1 All applications for patents in respect of such investigations shall be filed by the Registrar in the name of the Institute.
- 15.3 The worker or workers concerned shall execute an agreement with the Institute assigning all rights in respect of such investigations and patents thereof to the Institute and agreeing to the filing of applications for such patents in the name of the Institute.

15.4 The distribution of the revenue accruing to the Institute out of any patent shall be decided in each case.

15.5 Nothing in this section of the Bye-laws shall, however, apply to investigations carried out in the laboratories of the Institute from the funds made available by the Central/State Governments and other Government agencies or statutory bodies.

## **16. Continuing Education**

16.1 The Director shall, from time to time, regulate the programmes of Continuing Education. For this purpose he may appoint appropriate committees as he may think fit.

16.2 A fee shall normally be charged for offering such programmes, which shall include inter-alia provision for direct and indirect costs. The Director shall from time to time lay down guidelines for charging such fees.

16.3 The Director shall nominate members of the faculty as co-ordinators on behalf of the Institute for various programmes organised. The Director shall, from time to time, also lay down the norms for payment of honoraria to the faculty members participating in the programmes.

## **17. Travelling and Halting Allowances**

17.1 Members of the staff of the Institute shall ordinarily be entitled to travelling and halting allowances according to scales fixed from time to time by the Government of India for its employees.

17.1.1 Such allowances as aforesaid in excess of what are admissible under the Bye-law may be granted by a special Resolution of the Council for good and valid reasons.

## **18. Leave and Vacation**

18.1 Members of the staff of the Institute shall be governed by the leave rules framed by the Council.

- 18.2 The Council shall decide as to the class of employees of the Institute who shall be entitled to vacation. Employees so entitled shall be eligible for pay and allowances at full rates during the period of vacation.
- 18.3 Ordinarily, an employee entitled to vacation shall remain on duty for one month and a half during the vacation. If, however, exigencies of service so require, the Director may decrease or increase up to a maximum of two months the period during which such an employee is to remain on duty during the vacation. In exceptional cases the Director may retain an employee on duty for the entire duration of the vacation.
- 18.4 When an employee of the Institute entitled to vacation is prevented from availing himself of the whole or a portion of the vacation, he shall be eligible for credit of leave in compensation as may be prescribed in the leave rules framed by the Council.
- 18.5 Leave at credit shall not be granted to an employee who resigns his appointment at the Institute either prior to or subsequent to such resignation.

**19. Deputation and Permission to Visit, Work and Study Outside the Institute**

- 19.1 The Director may depute members of staff to any place outside the Institute for the work of the Institute or for any other specified purpose. The Director may also permit members of staff to work outside the Institute for undergoing special training study or for any other specified purpose. The Council shall lay down the terms and conditions in this regard.
- 19.2 The Council may include in such terms and conditions, sanction of special study leave, extraordinary study leave etc., and may permit combination of any kind of leave with vacation.
- 19.3 The Council may, in addition, require in such class of cases as it may consider necessary that the members of the staff concerned shall give an undertaking in writing to serve the Institute on return for such period as it may prescribe.

**20. Residential Accommodation**

20.1 The Director of the Institute will be provided with a free furnished house in the grounds of the Institute, in which he will be required to reside.

The other employees of the Institute may be provided with unfurnished houses in the grounds of the Institute, in which they are required to reside if so desired by the Director. Such employees shall be charged rent at rates prescribed by the Council from time to time as per rules framed for the purpose.

The occupants of the houses shall pay extra for water, electricity and other services made available to them.

20.2 The Council may allot furnished or unfurnished rent free accommodation or levy such fee at concessional rates to any category of staff if it considers necessary to do so in the interest of the Institute.

20.3 An employee on leave or on deputation shall have to vacate the house allotted to him by the Institute, should the Director require it for any purpose. If the family of an employee on leave or on deputation is permitted to occupy the house, he shall pay such rent as the Council may fix, provided that such rent shall not be less than the amount which the employee was paying on the date of his proceeding on leave or deputation.

**21. Conduct Rules**

21.1 The Central Civil Services (Conduct) Rules, 1964 as amended from time to time shall apply *mutatis mutandis* to both the Teaching and Non-Teaching Staff of the Institute.

**22. Disciplinary Rules**

22.1 The Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time shall apply *mutatis mutandis* to both the Teaching and Non-Teaching Staff of the Institute. The Disciplinary Authority, Appellate Authority and Reviewing Authority shall be as follows:

Sl. No.	Definitions/Authorities	As applicable at the Institute
1	Government Servant	Teaching and Non-Teaching Staff of the Institute

2	Government or Union	Indian Institute of Science, Bangalore called "The Institute".
3	Disciplinary Authority	<p>1) Council – For major penalties in respect of Teaching and Group 'A' Non-Teaching Staff appointed by the Council. However, charge sheet may be issued by the Director under his/her own signature, conduct enquiry himself/herself or appoint Inquiring Authority and forward the Report of the Inquiring Authority to the Council for decision on penalty.</p> <p>2) Director – For minor penalties in respect of Teaching and Group 'A' Non-Teaching Staff.</p> <p>3) Director – For major penalties in respect of Group - B, C and D Non-Teaching Staff appointed by the Director. However, charge sheet may be issued by the Registrar under his/her own signature, conduct enquiry himself/herself or appoint Inquiring Authority and forward the Report of the Inquiring Authority to the Director for decision on penalty.</p> <p>4) Registrar – For minor penalties in respect of Group – B, C and D Non-Teaching Staff.</p>
4	Appellate Authority	<p>1) Council – in respect of all cases where the Disciplinary Authority is the Director.</p> <p>2) Director – in respect of all cases where the Disciplinary Authority is the Registrar.</p> <p>3) There shall be no appeal to an order passed by the Council which is final including that of an order passed by the Council imposing penalty of removal from service.</p>
5	Reviewing Authority	Council – In respect of all cases where the Disciplinary Authority is the Council/ Director/ Registrar.
6	Orders in the name of the Visitor, Council and Director	Authenticated by the Registrar

## **23. Budget and Accounts**

### **Budget**

- 23.1 The Chairman of the Departments shall forward their proposals concerning the budget estimates for the following year to the Financial Controller who shall prepare the budget under the guidance of the Director for submission of the same to the Finance Committee, ordinarily at its meeting in September every year, with the observations of the Senate. The Registrar shall circulate the estimates along with the recommendations of the Finance Committee to the members of the Court and the Council. The Council shall as far as possible sanction the budget estimates before the end of March, after taking into consideration the observations of the Court.
- 23.2 Statements of financial proposals for the ensuing year shall include (a) the actuals of the preceding year, (b) the original budget estimate for the current year, (c) the revised budget estimate for the current year and (d) the proposed budget estimate for the ensuing year.
- 23.3 There shall be separate budgets for the recurring and non-recurring accounts.

### **Depreciation Fund**

- 23.4 The Council shall make annual allotments to a depreciation fund to be maintained for the purpose of meeting expenditure for extraordinary repairs and renewals of the buildings and laboratories of the Institute and the replacement of obsolete or unserviceable equipment, apparatus etc.

### **Reappropriations**

- 23.5 The Director shall have the power to make reappropriations subject to the following conditions:
- (a) Reappropriations to augment the provision under the heads "Salaries, Establishment, Provident Fund Contributions and Allowances" shall require the prior consent of the Council.
  - (b) No reappropriations shall be made from a head of non-recurring expenditure to a head of recurring expenditure.



- (c) Reappropriations within the heads of non-recurring expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Council.

### **Accounts**

- 23.6 The Financial Controller shall be responsible for the proper maintenance of accounts of the Institute.
- 23.6.1 An officer nominated by the Director shall be responsible for the separate account maintained for administering the Research Schemes sponsored by various agencies.
- 23.7 Separate Accounts of receipts and expenditure shall be maintained for recurring and non-recurring expenses in such form as may be prescribed by the Council from time to time.
- 23.8 All monies received for administering of the sponsored schemes/projects from outside agencies and incidental thereto shall be paid into the accounts separately opened in the name of the Institute and entitled "Sponsored schemes/projects IISc".
- 23.8.1 All other monies received for and on behalf of the Institute shall be paid into the Main account opened in the name of the Institute.
- 23.9 All payment to staff and students exceeding Rs.500/- and all payments to outside parties shall be made by cheque.
- 23.10 The amount shall be disbursed by the Accounts Officer on proper receipts.
- 23.11 **(A) Main Account of the Institute**

The following persons are authorised to sign cheques drawn on behalf of the Institute in respect of transactions relating to the main account.

#### **Amount**

For amounts up to and including Rs.100,000/-

For amounts in excess of Rs.100,000/- up to and including Rs.2,50,000/-

#### **Authority to sign**

Accounts Officer/ Assistant Registrar (Other than the one passing the bill).

Jointly by two Accounts Officers/Assistant Registrars. In the absence of any of the officers, Deputy Financial Controller/Financial Controller will sign the cheques.

For amounts exceeding Rs.2,50,000/- up to and including Rs.5,00,000/- Jointly by Accounts Officer/ Assistant Registrar and Deputy Financial Controller/ Financial Controller.

For amounts exceeding Rs. 5,00,000 upto and including Rs. 25,00,000 Jointly by Deputy Financial Controller and Financial Controller. In the absence of any of them, the cheques will be signed by one of them who is present along with Registrar.

For amounts exceeding Rs. 25,00,000 Jointly by Financial Controller and Associate Director/ Director

### **(B) Account entitled "Sponsored Schemes & Projects IISc"**

<b>Amount</b>	<b>Shall be signed by</b>
For amounts up to and including Rs.100,000/-	Accounts Officer/ Assistant Registrar (Other than the one passing the bill).
For amounts in excess of Rs.100,000/- and upto & Including Rs. 5,00,000	Jointly by Accounts Officer/ Assistant Registrar and Deputy Financial Controller/ Deputy Registrar/ Registrar.
For amounts exceeding Rs. 5,00,000	Jointly by Deputy Financial Controller/Deputy Registrar and Registrar/ Financial Controller.

### **Internal Audit**

23.12 The Internal Auditor shall be responsible for the continuous and concurrent audit of all the accounts of the Institute.

### **24. Admission of Students**

24.1 The Senate shall lay down the minimum qualifications for admission to the Institute for research and for the courses and also the procedure for selecting students and making admissions.

24.2 Admission of students shall be made by the Director on the recommendation of the Faculty Committees headed by the Deans, following the procedure laid down by the Senate.

24.3 The Senate may prescribe such tests as may be felt necessary to prove a candidate's suitability for admission.

24.4 Before a student is permitted to undertake a course of specialised study or research he may be required to follow such courses of instruction as may be considered necessary by the Senate.

24.5 A student may be required to leave the Institute at any time should the conduct or work of the student not prove satisfactory or should the Director be of the opinion that the student is incapable of taking advantage of the facilities of study and research provided in the Institute.

## **25. Deposits**

25.1 Every student shall be required to maintain a deposit of the amount to be prescribed by the Senate from time to time. The deposit shall be available to meet liabilities and dues of the students to the Institute. The deposit, less deduction for dues, if any, of students will be refunded to them on their leaving the Institute. The Senate shall frame rules for the payment of deposits in instalments, if necessary, and for operation of the deposit.

## **26. Tuition Fee**

26.1 The students admitted to the Institute shall pay tuition fees as may be revised from time to time by the Council.

(For the purpose of this Bye-law, the expression 'student' shall include the following categories if they register for Institute conferments:

- (i) Members of staff working in schemes
- (ii) Fellows working in schemes
- (iii) Research workers in receipt of, Institute, CSIR or UGC or other fellowships.

**27. Rules for Collection, Waiver and Refund of Tuition Fee**

27.1 The Senate shall make rules from time to time regarding the collection, refund or waiver of such fees and may prescribe penalties for failure to pay the fees by the due dates.

27.2 It shall be open to the Director, or any member of the staff authorised by him in this behalf, to sanction refund of tuition fee including the fine for late payment, if any, already paid or to waive collection of tuition fee in deserving cases.

**28. Freeships**

28.1 The Director may from time to time provide freeships to students and the Senate shall prescribe the conditions for award of these.

**29. Limit of Stay for Research Students**

29.1 No person may ordinarily continue to be a research student for a Ph.D. conferment in the Institute for a period longer than five years, or two years for an M.Sc.(Engg) conferment except by special permission of the Director. The Senate shall frame rules for the grant of extension of stay and on the eligibility of students to the scholarship/fellowship/financial support during the period of extension.

**30. Short-term Workers/Short-term Trainees**

30.1 Research workers who possess the minimum qualifications prescribed for admission to the Institute and who are sponsored by universities, institutes or other public or industrial organisations may be permitted to work in the laboratories of the Institute for periods not more than four months at a time by the Director, or any other person authorised by him. No such worker shall, however be permitted to work for two such periods consecutively, except, with the approval of the Director or any other person authorised by him and on the request of the sponsoring organisation.

- 30.2 The Senate may frame rules regarding fees to be charged for such Short-time workers/Short-time trainees for the facilities offered at the Institute. Each such worker shall be required to conform to the rules of discipline in the Institute and to deposit a sum as may be determined by the Senate from time to time. The Director shall have powers to waive the payment of fees or deposit for any category of such workers.
- 30.3 Workers who possess the minimum qualification of a degree of a recognised university or diploma or about ten years of experience in the relevant field who are sponsored by Universities, Institutes or other public or industrial organisations may be permitted to work in the laboratories of the Institute for acquiring specialised training and skills as short term trainees for periods not more than three months at a time. The duration of such training may be extended in deserving cases on requests from sponsoring organisations. The power to admit a Short-time trainee shall be with the Director or any other person authorised by him.

### **31. Fellowships and Scholarships**

- 31.1 The Council shall institute fellowships and scholarships for award to students. The value, number and distribution of such fellowships and scholarships shall be as determined by the Council from time to time. The award of the fellowships and scholarships shall be made by the Director or any other person authorised by him in accordance with rules framed by the Senate.
- 31.2 The award of fellowships and scholarships shall be made for a period not exceeding one year at a time. The total period shall not normally exceed the limits as may be decided from time to time.

Extension of time for completing the work for award of degree shall be made on the guidelines laid down in this regard by the Senate.

- 31.3 The renewal of fellowships and scholarships at the end of each year shall be made by the Director on the basis of satisfactory scholastic performance and conduct. Enhancement of the value of Scholarships and Fellowships at the end of 2 years for students registered for Ph.D. shall be made by the Director as per the guidelines approved by the Senate from time to time.

## **32. Conferments**

- 32.1 The Council shall confer upon persons who have satisfactorily fulfilled the relevant requirements prescribed under the Scheme, Regulations and Bye-laws and the rules for the time being in force in this behalf, the following degrees:

- (i) By Research: (a) Doctor of Philosophy (Ph.D)  
(b) Master of Science in Engineering  
(M.Sc.[Engg])  
(c) Integrated Ph.D
- (ii) By Courses : (a) Master of Engineering(M.E.)  
(b) Master of Technology (M.Tech)  
(c) Master of Design (M.Des)  
(d) Master of Management (M.Mgt.)  
(e) Bachelor of Science (Research) [B.Sc.(Res.)]

The Senate shall lay down the procedures and the minimum requirements for the award of the degrees and conferments by the Council.

## **33. Award of the D.Sc. Degree**

- 33.1 The Council may also confer the degree of Doctor of Science (D.Sc.) on the recommendation of the Senate to persons (a) who hold the Ph.D. degree of the Institute and have made substantial contributions to a scientific or technological field independently or have, in collaboration with junior workers, established a school of research, and (b) who hold the Ph.D. degree of a recognised university or other institution established under a Statute and made substantial contribution at the Institute to a Scientific or technological field independently or by establishing a school of research.

33.2 The following procedure shall be followed for the award of the D.Sc. Degree:

33.2.1 Recommendation of the Senate for the award of D.Sc. degree shall be made by its Chairman, who shall submit along with such recommendation four sets of publications of the person being recommended classified as:

- (i) independent ones;
- (ii) those in which the person recommended is a senior author;
- (iii) those in which the person recommended is a junior author; and
- (iv) contributions of students under his guidance.

A brief summary of the work embodied in all those publications will also be submitted along with the recommendations.

33.2.2 If the Senate decides to proceed with the recommendation, the Chairman of the Senate shall appoint a Board of three referees from outside the Institute who are recognised authorities in the subject of the candidate's work. If the referees after reviewing the work of the candidate unanimously recommends the award of the degree of D.Sc. to the candidate, the Senate may recommend to the Council the award of the degree. The opinion of the referees shall be placed before the Council together with the recommendation of the Senate.

#### **34. Award of the Ph.D. Degree**

34.1 With the prior approval of the Council, the Senate shall lay down from time to time (i) the requirements before submission of the thesis, (ii) the procedure for assessment and evaluation of the thesis by thesis examiners, (iii) the procedures for conduct of the oral examination, (iv) the guidelines for consolidating the reports for consideration of the Senate and (v) conditions and procedures of evaluation for revised and resubmitted thesis, including the guidelines for consolidating the reports on the resubmitted thesis.

34.2 At the end of three years, the Int. Ph.D students will be awarded M.S. degree, provided they have completed the stipulated course programme and project work.

**35. Award of the M.Sc. (Engg.) Degree**

35.1 With the prior approval of the Council, the Senate shall laydown from time to time (i) the requirements before the submission of the thesis, (ii) the procedure for assessment and evaluation of the thesis by thesis examiners, (iii) the procedure for conduct of the oral examination when required, (iv) the guidelines for consolidating the reports for consideration of the Senate and (v) conditions and procedures of evaluation of revised and resubmitted thesis, including the guidelines for consolidating the reports on the resubmitted thesis.

**36. Registration of Members of the Staff**

36.1 Members of the staff of the Institute may be permitted by the Senate to register themselves for the M.Sc.(Engg.) and Ph.D. degrees of the Institute. The Senate shall frame detailed rules governing the registration of members of staff for these degrees.

**37. Fees**

**Fees for Referees/Examiners**

37.1 The fee, as may be revised from time to time by the Council, shall be paid to the examiners from outside the Institute

**Fees Payable by Candidates**

37.2 The fee, as may be revised from time to time by the Council, shall be paid by the candidate at the time of submission of their thesis.

**38. Award of Master's and Bachelor's degrees**

38.1 The Master's degree or the Bachelor's degree may be conferred by the Council on the recommendation of the Senate on persons who have satisfactorily completed the respective courses of study as may be prescribed and shall have passed the prescribed examinations.



### **39. Revocation of a Conferment**

- 39.1 If the Council is satisfied that any person to whom a Certificate or Diploma of the Institute has been granted or on whom the title of Associate, Member or Fellow or any Degree of the Institute has been conferred is guilty of dishonourable conduct, the Council may withdraw the Certificate, Diploma, Associateship, Membership, Fellowship or Degree of the Institute, granted to or conferred on such person. The Certificate, Diploma, Associateship, Membership, Fellowship or Degree of the Institute withdrawn as aforesaid may be restored by the Council if, for reasons to be recorded in writing, it considers desirable to do so.

### **40. Attendance and Discipline**

- 40.1 Students who fail to put in the required number of days of attendance in any term/year shall not be allowed to count the term/year unless otherwise permitted by the Senate for reasons to be recorded in writing.
- 40.2 Students will be required to attend such laboratories and lecture courses as the Senate may prescribe, and not to absent themselves from work without adequate reason. Prior applications for leave of absence specifying clearly the period of such absence shall be made in writing by the student to the Chairman of the department/section concerned. In case the student is residing in the hostel, he shall concurrently take action to intimate the Hon. Warden also.

### **41. General**

- 41.1 Students of the Institute are expected to dress and conduct themselves in a proper manner. Chairmen of departments may make such rules with regard to the dress of student and staff working in the laboratories, workshops or in the neighbourhood, as may be necessary in order to avoid accidents.

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