Rules and Regulations of Vigyan Prasar

1. SHORT TITLE

These Rules and Regulations may be called "Rules of the Society for Vigyan Prasar".

2. DEFINITIONS/INTERPRETATION

In these rules unless the context otherwise requires:

(a) "The Society" or "Centre" means the Centre for "Vigyan Prasar".

(b) "The Central Govt" shall mean the administrative Ministry of the Govt. of India concerned with Science & Technology.

(c) "The Governing Body" shall mean the Governing Body/General Body of the Society.

(d) "The Director" shall mean the Director of the Society.

(e) "The Secretary" shall mean the Secretary of the Society appointed in accordance with the bye-laws of the Society.

(f) "The President" means the President of the Society.

(g) "Year" means the period of twelve months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.

Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

MEMBERS OF THE SOCIETY

3. The Society shall consist of all members of the Governing Body set up under clause 22 of these Rules and such other persons who may be nominated by the Govt. of India.

4. The Society shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.

5. The Society shall function notwithstanding any vacancy in its body and no act or proceeding of the Society shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.
AUTHORITIES AND OFFICERS OF THE SOCIETY

6. The following shall be the authorities and officers of the Society:

(i) The Governing Body/General Body

(ii) Such other authorities and officers as may be constituted/appointed as such by the Governing Body.

7. The Minister of Science & Technology or his nominee shall be the President of the Society if he/she accepts the office, or the Chairman of the Governing Body shall be the President of the Society and Secretary DST shall be the Chairman of Governing Body.

8. The appointment to the post of the Director of the Society, who shall be a distinguished scientist or an eminent person, shall be made by invitation by the Governing Body, with the approval of the President. He shall be the principal executive officer of the Society. Until such time as a full-time Director of the Vigyan Prasar is appointed in accordance with rules and bye-laws, the Governing Body may appoint a distinguished person as Honorary Director and the person so appointed shall have full powers, functions and status of the Director in accordance with these Rules. The tenure of appointment will be decided in each case.

9. The Society shall establish and maintain its own office, laboratories, workshops, facilities etc. Appointment to various posts under the Society shall be made in accordance with rules framed for the purpose by the Governing Body.

PROCEEDINGS OF THE SOCIETY

10. An Annual General Meeting of the Society shall be held at such time, date and place as may be determined by the President. At such Annual General Meeting, the Governing Body shall submit Annual Report and Audited Accounts of the Society, together with the Auditor's Report thereon.

11. The President may convene a Special General Meeting of the Society whenever he/she thinks fit, or on the written requisition of not less than five members of the Society, expressing the object of the proposed meeting.

12. Any requisition so made by the members of the Society shall express the object of the meeting proposed to be called & shall be left at the address of the Secretary or posted to him.

13. At all special general meetings no subject other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
14. Excepting as otherwise provided under these Rules, all meetings of the Society shall be called by notice under the signature of the Director, Secretary or President.

15. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting. The period of notice may be reduced at the discretion of the President, if the circumstance so warrants.

16. The accidental omission to give notice to or the non-receipt by any member shall not invalidate the proceedings at the meeting.

17. The President of the Society shall preside at all meetings of the Society. If he is not present at any meeting or in his absence, the Chairman of the Governing Body shall preside at that meeting. In case the Chairman of the Governing Body is also not present, in his absence, then a member shall be elected from amongst those present to be the Chairman.

18. No business shall be discussed at a meeting of the Society, whilst the chair is vacant except the election of a Chairman.

19. Five members of the Society present in person shall form a quorum at every meeting of the Society.

20. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.

21. Each member of the Society shall have one vote. In case of an equality of votes, the Chairman shall have a casting vote.

THE GOVERNING BODY

22. The affairs of the Society shall be managed, administered, directed and controlled subject to the Rules, Bye-laws and orders of the Society, by the Governing Body. The Governing Body for the purpose of Act XXI of 1860 shall consist of the following:
(a) Chairman Secretary/DST
(b) Member Jt.Secy. & Financial Adv., DST
(c) to
(l) Upto a maximum of ten members to be nominated by the Chairman of the Governing Body to be approved by the President of the Society
(m) Director (to be approved as per No.8 on page-7)

23. Unless his/her membership of the Governing Body is terminated as provided in Rule 23 and subject to provisions of Rule 25 each member of the Governing Body shall relinquish his/her membership on the expiry of three years from the date on which he/she becomes a member of the Governing Body, but he/she shall be eligible for reappointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the out-going member.

24. A member of the Governing Body shall cease to be a member on the happening of any of the following events:

(a) If she/he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude or her/his employer refuses to grant her/him permission to serve on the Governing Body, or she/he goes abroad for a continuous period exceeding one year.

(b) If she/he does not attend three consecutive meetings of the Governing Body.

25. Whenever a member desires to resign from the membership of the Governing Body, she/he shall forward a letter containing his/her resignation addressed to the Director and his/her resignation shall take effect only on its acceptance by the President.

26. Whenever a person holds the membership of the Governing Body by virtue of an office held by him/her ex-officio, his/her membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his/her successor to that office.

27. The members of the Governing Body shall not be entitled to any remuneration from the Society excepting the full-time Director of the Society. The non-official members of the Governing Body or any Committee appointed by it shall be paid by the Society such travelling and daily allowances and honorarium as may be provided for in the Bye-laws.
28. A person holding the membership of the Governing Body by virtue of an office held by him/her (ex-officio) shall normally attend the Governing Body Meetings him/herself in person but in exceptional circumstances shall have the right to nominate a representative to act on his/her behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part in the proceedings of that meeting but not to vote thereat.

29. A minimum of two meetings of the Governing Body shall be held in each year. The meetings may also be convened as and when needed at the instance of President/Chairman, Governing Body/Director.

FUNCTIONS AND POWERS OF THE GOVERNING BODY

30. The Governing Body shall generally carry out and pursue the objects of the Society as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.

31. The Governing Body shall exercise all powers of the Society subject, however, to such limitations as the Govt. of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Govt. of India.

32. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provisions of these Rules and Byelaws, to:

(i) consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the Governing Body may think fit;

(ii) create and abolish posts;

(iii) appoint various scientific, technical, administrative & other officers, and staff of the society, fix their remuneration and define their duties;

(iv) enter into arrangements with the Govt. of India and with the State Govts and other public or private organisations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions provided that such terms and conditions, if any, shall not be contrary to or inconsistent or in conflict with the objects of the Society: provided, for any such arrangement with foreign and/or international agencies or organisations, prior approval of the Govt. of India shall be obtained;

(v) take over, acquire by purchase, gifts, exchange, lease or hire or otherwise, from Govt. of India, the State Govts. and other public or private bodies or individuals,
institutions, libraries, laboratories, museums, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society: provided for any such activity involving a foreign and/or international agency or organisation, the prior approval of the Govt. of India shall be obtained;

(vi) appoint committees and sub-committees for such purposes and with such powers and for such periods and on such terms as it may deem fit and dissolve any of them;

(vii) delegate such administrative and financial powers as it may think proper to the Chairman, the Director and such other officers of the Society, as may be considered necessary; and

(viii) to frame, amend or repeal bye-laws for the administration and management of the affairs of the Society and in particular to provide for the following matters:

(a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit.

(b) procedure for recruitment of officers and establishment in the service of the Society.

(c) terms and tenure of appointments, emoluments allowances, rules of discipline and other conditions of services of the establishments of the Society.

(d) terms and conditions governing the grant of scholarships, fellowships, stipends, and grants-in-aid for research schemes and projects not inconsistent with the objects of the Society.

(e) such other matters as may be necessary for the administration of the affairs and funds of the Society.

PROCEEDINGS OF THE GOVERNING BODY

33. Every meeting of the Governing Body shall be presided over by the Chairman and, in his absence, a member chosen from amongst themselves by members present, to provide for the occasion.

34. Five members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.
35. Not less than 15 days clear notice of every meeting shall be given to each member of the Governing Body. However, the period of notice may be reduced at the discretion of the Chairman if, circumstance so warrant. Accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting. **THE NOTICE OF THE MEETING SHALL BE SIGNED BY THE REGISTRAR**

36. Normally one meeting of the Governing Body shall be held in each quarter of the year.

37. For the purposes of the last rule, each year shall be deemed to commence on the 1st day of April & terminate on the 31st day of March of the following calendar year.

38. The Chairman may himself call or by a requisition in writing signed by him may require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition the Secretary shall forthwith call such a meeting.

39. Four members of the Governing Body may by a requisition in writing signed by them require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall forthwith call such a meeting in consultation with the Chairman.

40. Each member of the Governing Body shall have one vote & if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman shall have a casting vote.

41. Any business which it may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated amongst all its members and any such resolution so circulated and approved by the majority of the members signing, shall be as effectual and binding as if such a resolution had been passed at the meeting of the Governing Body provided that at least five members of the Governing Body have accorded their approval to the resolution.

42. In case of a difference of opinion amongst the members of the Governing Body on a question of sufficient importance, the opinion of the majority shall prevail. The Chairman may, however, refer any question, which in his opinion, is of sufficient importance for the decision of the Govt. of India. The decision of the Govt. of India shall be binding on the Society and its Governing Body.

**FUNCTIONS AND POWERS OF THE CHAIRMAN**

43. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.

44. The Chairman may, in writing, delegate such of his powers as he may think necessary, to the Director.
FUNCTIONS AND POWERS OF THE DIRECTOR

45. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.

46. He shall, subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and staff of the Society and prescribe their duties and functions.

47. The Director shall coordinate and exercise general supervision over all the activities of the Society.

48. The Director of the Centre shall be the Secretary of the Society. For the purposes of Section 6 of the Societies Registration Act (XXI of 1860) the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

FUNDS OF THE SOCIETY

49. The funds of the Society will consist of the following:
   i) Lumpsum and recurring grant made by the Govt. of India.
   ii) Fees and other charges received by the Society.
   iii) All money received by the Society by way of grants, gifts, donations or other contributions.

50. All funds of the Society shall be paid into the Society's account with Treasuries/Sub-Treasuries including Reserve Bank of India, branches of the State Bank of India and its subsidiaries and in a scheduled/nationalised bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on his behalf by the Chairman.

51. The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations as the Government of India may from time to time impose.
No portion of the income and property of the Society shall be paid or transferred, directly or indirectly by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other person in return for any service rendered to the Society.

ACCOUNTS AND AUDIT

52. The Accounts of the Society shall be audited by such person or persons as may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government of India.

ANNUAL REPORT

53. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared by the Governing Body for the information of the Government of India and the members of Society. This report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society at the Annual General Meeting.

ALTERATION OF RULES

54. The Rules of the Society may be altered at any time on the recommendation of the Governing Body by a Resolution passed by a majority of the members of the Society present at any meeting of the Society.

55. These Rules shall come into force when approved at a meeting by the Society which shall have been duly convened for the purpose.

56. All provisions contained in the Societies' Registration Act 21 xxii of 1860 (Punjab Amendment Act), 1957, as applicable to the Union Territory of Delhi shall apply to this Society including Section 4, 6, 12, 12A and 13 and 14.

57. Submission of Annual Lists as per section 4 of the Societies' Registration Act xxii of 1860.

Once in every year a list of members of the Governing Body shall be filed with the Registrar of Societies as required under Section 4 of the Societies' Registration Act xxii of 1860.
58. Legal proceedings as per section 6 of Societies Registration Act, xxi of 1860. The Society may sue or be sued in the name of the President/Secretary as per provision laid down under section 6 of the Societies' Registration Act xxi of 1860.

59. Amendment as per section 12 and 12A of Societies' Registration Act, xxi of 1860:

Any kind of amendment in the constitution of the society shall be made as per section 12 and 12A of Societies' Registration Act, xxi of 1860.

60. Dissolution: The society if necessary, can be dissolved as per the provisions laid down under section 13 and 14 of the Societies' Registration Act xxi of 1860.

61. Essential Certificate:

"Certified that this is the correct copy of the Rules and Regulations of the Society".

Sd/-
(B.K. CHATURVEDI)
JOINT SECRETARY &
FINANCIAL ADVISER
D.S:T.

Sd/-
(NARENDER K. SEHGAL)
DIRECTOR (NCSTC)
D.S.T.

Sd/-
(Y.S. RAJAN)
ADVISER (TIFAC)
D.S.T.