



**Memorandum of Association
and
Rules of the
Omeo Kumar Das Institute of Social
Change and Development**

(Sponsored by Government of Assam and
Indian Council of Social Science Research, New Delhi)

(As amended in the Special Meeting of the Governing Body of the Institute held on August 22, 2014; subsequently ratified by the Government of Assam vide letter No. PDP/161/2012/227 dated December 20, 2014 and the ICSSR vide letter F.No.15-22/2013/RIC dated December 15, 2015)

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GUWAHATI
ASSAM

MEMORANDUM OF ASSOCIATION
OF
Omeo Kumar Das Institute of Social Change and Development
GUWAHATI

1. Name of the Society shall be “Omeo Kumar Das Institute of Social Change and Development” (hereinafter referred to briefly as the ‘Institute’)
2. The registered office of the Institute shall be at Guwahati in the State of Assam.

3. AIMS AND OBJECTS :

The aims and objects for which the Institute is established are:

- (1) to undertake, aid, promote and coordinate research on problems and processes of social transformation and development of Assam and other States of North Eastern Region and to contribute to the formulation of strategies and programmes for speedier regional development;
- (2) to provide academic and professional guidance to agencies, institutions and scholars engaged in research in social sciences and development;
- (3) to offer, on request, advisory and consultancy services to the Government of India, the Government of Assam and other State Governments of the North Eastern Region, universities, colleges, and other educational institutions and organizations in business, industry or trade;
- (4) to act as a clearing house of ideas and information on research in social sciences with special emphasis on the problems of Assam and other States of the North-Eastern region;
- (5) to document and disseminate information on culture and socio-economic life of the region;
- (6) to collaborate with other agencies, institutions and organizations, including universities, colleges, Institutes of Management and other institutions in India and abroad in such a manner as may be necessary for the promotion of the objectives of the Institute;

- (7) to offer fellowships and scholarships in furtherance of research in social sciences;
 - (8) to provide programmes of advanced training to teachers in universities and colleges with a view to improving the quality of teaching and research in social sciences and conduct training programmes for government officials in development;
 - (9) to develop close working relations in teaching and research in development and social sciences with universities and colleges especially with those in Assam and in the North Eastern Region;
 - (10) to prepare, print and publish reports, monographs, journals, papers and books in furtherance of the objectives of the Institute;
 - (11) generally to undertake all such activities and programmes as may assist in promoting research in development and social sciences in Assam and other States of the North Eastern Region.
4. In furtherance of the objectives mentioned in para 3, the Institute may :
- (1) accept donations, gifts, grants-in-aid, endowments, movable or immovable properties of any kind from the Government of India, the State Government of Assam, State Governments of North Eastern Region and the North Eastern Council and other agencies on such terms as the Governing Body of the Institute may, in their discretion, consider fit and proper;
 - (2) receive, sell, charge, hire, mortgage or manage properties, movable or immovable in furtherance of the objectives of the Institute;
 - (3) invest funds of the Institute in such a manner as the Governing Body may consider for the safety and benefit of the Institute and to convert or change such investments if required, by the Governing Body;
 - (4) borrow money from the Government agencies, banks and other institutional sources for the purpose of the Institute;
 - (5) do all other activities that are incidental to or necessary for management and control of the Institute; and
 - (6) draw, make, accept, endorse, discount and negotiate with Government of India and others promissory notes, bills of exchange, cheques and other negotiable instruments.

5. The names, addresses and occupations of the first members of the Governing Body of the Institute are given below :

Sl. No.	Name, Address and Occupation	Status
1.	Shri S. Kabilan Commissioner & Secretary Finance Department Government of Assam	Member (Ex-officio)
2.	Dr. Debo Prasad Barooah Vice-Chancellor, Gauhati University	Member (Ex-officio)
3.	Dr. P. C. Goswami IFCI Professor Department of Commerce, Gauhati University	Member
4.	Shri Bhaskar Barua Spl. Commissioner & Spl. Secretary Planning and Development Department Government of Assam	Member (Ex-officio)
5.	Professor Iqbal Narain Member-Secretary Indian Council of Social Science Research 35, Ferozshah Road New Delhi – 110 001	Member
6.	Professor Amiya K. Bagchi Director Centre for Studies in Social Sciences 10, Lake Terrace Calcutta 700 029	Member
7.	Dr. T. K. Majumdar Executive Director Indian Council of Social Science Research 35, Ferozshah Road New Delhi – 110 001	Member

6. We, the several persons, whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act, 1860 (Act XXI of 1860) this twenty eighth day of March, 1989 at Guwahati.

Sl. No.	Name, address and Occupation	Signatures	Attesting Officer
1.	S. Kabilan Commissioner & Secretary Finance Department, Government of Assam		
2.	Dr. Debo Prasad Barooah, Vice-Chancellor Gauhati University		
3.	Dr. P. C. Goswami, IFCI Professor Department of Commerce Gauhti University		
4.	Shri Bhaskar Barua Spl. Commissioner & Spl. Secretary Planning and Development Department Government of Assam		
5.	Professor Iqbal Narain Indian Council of Social Science Research 35, Ferozeshah Road New Delhi – 110016		
6.	Professor Amiya K. Bagchi Centre for Studies in Social Sciences 10, Lake Terrace Calcutta – 700029		
7.	Dr. T. K. Majumdar Executive Director Indian Council of Social Science Research 35, Ferozshah Road New Delhi – 110 001		

RULES OF

Omeo Kumar Das Institute of Social Change and Development

GUWAHATI

1. Short Title :

The rules may be called ‘The Rules of the Omeo Kumar Das Institute for Social Change and Development, Guwahati, 1989 (as Amended in 2014)’

2. Definitions :

In these Rules, unless there is anything repugnant in the context or subject:

- (a) ‘Institute’ means the Omeo Kumar Das Institute of Social Change and Development, Guwahati
- (b) ‘Governing Body’ means the Governing Body constituted under Rule 5.
- (c) ‘Bye-Laws’ means bye-laws framed under Rule 22.
- (d) ‘Chairperson’ means the Chairperson of the Governing Body elected under Rule 14.
- (e) ‘Director’ means the Director of the Institute appointed under Rule 15.
- (f) Registrar/Administrative Officer means the Registrar/Administrative Officer of the Institute appointed under Rule 16.
- (g) ‘Research Advisory Committee’ means the Research Advisory Committee of the Institute constituted under Rule 12.
- (h) ‘Administrative and Finance Committee’ means the Administrative and Finance Committee of the Institute constituted under Rule 13.
- (i) ‘Faculty’ means the Faculty of the Institute constituted under Rule 17.
- (j) ‘Act’ means the Societies Registration Act, 1860 (Act XXI of 1860).

3. Authorities of the Institute :

The following shall be the Authorities of the Institute:

- (1) The Governing Body

(2) The Research Advisory Committee

(3) The Administrative and Finance Committee

(4) Such other Authorities as may be constituted by the Governing Body to give effect to the provision of Memorandum of Association and these rules.

4. Officers of the Institute :

The following shall be officers of the Institute:

(1) Chairperson

(2) Director

(3) Registrar/Administrative Officer

(4) Such other officers as may be appointed by the Governing Body to give effect to the provisions of the Memorandum of Association and these rules.

5. Governing Body :

(a) The Governing Body of the Institute shall consist of the following:

- | | |
|---|----------------------------------|
| (1) Chairperson of the Institute | Chairperson |
| (2) Director of the Institute | Member Secretary
(Ex-officio) |
| (3-4) 2 Social Scientists nominated by the State Government of Assam | Member |
| (5-6) 2 Social Scientists nominated by the Indian Council of Social Science Research | Member |
| (7) One Social Scientist nominated by The University Grants Commission | Member |
| (8) Vice-Chancellor of the Gauhati University | Member |
| (9) One Vice-Chancellor of other Universities of the State by rotation | Member |
| (10) One Vice-Chancellor of the Universities of the North Eastern Region (other than Assam) by rotation | Member |

- | | | |
|---------|--|------------------------|
| (11-12) | The Commissioner/Secretary to the Department
Of Planning and Development and Commissioner/
Secretary to the Department of Finance, Govt.
of Assam | Member
(Ex-officio) |
| (13) | Secretary to the North Eastern Council | Member
(Ex-officio) |
| (14-15) | Two Professors of the Institute by rotation | Member |
| (16) | One representative of other academic staff
elected by faculty | Member |

- (b) The Governing Body shall elect a Chairperson who shall hold office for a period of three years. He/she may be elected for a second term. However, it may be extended for a third term if the interest of the Institute so demands and a resolution to that effect is passed by the Governing Body supported by at least two-thirds of its members.

In case of vacancy in the office of the Chairman of the Governing Body by reason of resignation or otherwise, the Governing Body will elect a Chairman who shall hold office for a period of three years.

- (c) Where a person becomes a member of the Governing Body by reason of the office or appointment he holds, his membership of the Governing Body shall cease when he does not hold that office or appointment and his successor to that office shall be deemed to have become the member.
- (d) The term of the members other than Ex-officio members shall be three years but they may be reappointed/renominated for another term of three years. No member other than Ex-officio members can be reappointed/renominated for more than two consecutive terms.
- (e) A vacancy in membership of the Governing Body will arise due to resignation or death of any member or on his becoming of unsound mind, insolvent or being convicted of a criminal offence involving moral turpitude.
- (f) A casual vacancy in the office of any member of the Governing Body arising on account of any of the reasons stated in the sub-clause (e) above may be filled for the residual term by the Chairperson in consultation with the remaining members of the Governing Body for the remaining period.

6. Powers of the Governing Body

- (a) Subject to the provisions of the Memorandum of Association and Rules, the Governing Body shall have all the executive powers of management of

the Institute. In the administration of the affairs of the Institute, the Research Advisory Committee and the Administrative and Finance Committee will assist the Governing Body in the manner and in the area specified in these Rules. The Governing Body will be responsible for overall management of the Institute and decide upon the broad policies and programmes for attainment of the objectives of the Institute outlined in the Memorandum of Association ;

- (b) It will exercise control over the Research Advisory Committee and the Administrative and Finance Committee and lay down guidelines consistent with the objectives of the Institute, the Rules and the Byelaws ;
- (c) Without prejudice to the generality of the foregoing provisions and objects of the Institute, the Governing Body shall have the following rights and powers :

- (i) All properties, movable, immovable or of any other kind shall stand vested in the Governing Body ;
- (ii) to acquire by gift, purchase, exchange, lease, or otherwise, lands, buildings, or other immovable properties together with all rights appertaining to them ;
- (iii) to construct and maintain buildings including right to alter or improve them and equip them suitably ;
- (iv) to manage properties of the Institute ;
- (v) to accept the management of any fund or endowment in which the Institute is interested ;
- (vi) to raise fund for the Institute by gifts, donations, or otherwise;
- (vii) to borrow money if necessary from the Government agencies, banks and other institutional sources for the purpose of the Institute ;
- (viii) to receive moneys, securities, instruments, and/or any other movable property for and on behalf the Institute ;
- (ix) to enter into agreements for and on behalf of the Institute ;
- (x) to sue and defend all legal proceedings on behalf of the Institute ;

- (xi) to institute a provident fund for the benefit of the employees of the Institute and manage the provident fund ;
- (xii) to grant receipt, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through the authorized officers of the Institute ;
- (xiii) to prepare, sign and execute all such documents and instruments, as may be necessary or proper, for carrying on the management of the property or affairs of the Institute ;
- (xiv) to invest the moneys and funds of the Institute through the authorized officers of the Institute in such securities or in such manner as may be expedient and to sell or transfer such investments ;
- (xv) to provide fellowships, scholarships, or other monetary assistance on such terms and conditions as it may prescribe, to such persons as it may select for the carrying on any research, investigation or study in a subject in which the Institute is interested ;
- (xvi) to manage, sell, transfer, or otherwise dispose of any property movable or immovable of the Institute ;
- (xvii) to assign from time to time such functions and duties and delegate such powers, as it may deem fit, to the Research Advisory Committee and the Administrative and Finance Committee or to the Director or to the Sub-Committees consisting of such members as the Governing Body may deem fit ;
- (xviii) to appoint all categories of academic, administrative, and other staff required for the Institute in the prescribed scales of pay and to define their powers and duties. The Governing Body may fix appropriate remuneration for individuals in the prescribed scales of pay on the merits of each case ;
- (xix) The Governing Body shall constitute Selection Committees for the recruitment of the academic staff as hereunder :

(a) Selection of subsequent Director as per the rule 15 (iii)

(b) Selection of Professor

(i) Chairman of the Governing Body	Chairperson
(ii) Director	Member
(iii) One member of the Governing Body	Member
(iv) Three experts	Member

(c) Selection of other faculty member

(i) Director	Chairperson
(ii) One member of the Governing Body	Member
(iii) One Professor from the Faculty	Member
(iv) Two experts	Member

(xx) to prescribe the powers, functions and duties of the Chairperson, Director and the Registrar/Administrative Officer;

(xxi) to perform all such acts and assume all such responsibilities as may be necessary for the proper management of the properties and the affairs of the Institute;

(xxii) to appoint an auditor or auditors for auditing the accounts of the Institute and to report thereon;

(xxiii) to frame byelaws regarding matters concerning the working of the Institute which are not repugnant to these Rules;

(xxiv) generally to undertake such activities as it may consider necessary or expedient for the purpose of carrying out the objects of the Institute.

7. The Governing Body may, by resolution, appoint Committees or Sub-committees, consisting of its members, for such purposes and with such powers as it may think proper. It may also, by resolution, appoint advisory committees, expert panels, working or study groups consisting of persons who need not necessarily be members of the Governing Body or the Institute with such advisory functions as the Governing Body may think proper. The Governing Body may also dissolve any of the Committees or sub-committees or advisory committees or expert panels or working or study groups set up by it.

8. The Governing Body shall file with Registrar of Societies an annual return of the Members of the Governing Body.

9. The Members of the Governing Body or any Committee appointed by the Institute or the Governing Body shall not be entitled to any remuneration from the Institute or the Governing Body but non-official members of the Institute, the Governing Body or any Committee appointed by either of them shall be paid by the Institute such travelling and daily allowances as may be provided for in the Bye-laws to be made in this behalf in respect of any journeys undertaken by them for attending the meetings of the Institute, Governing Body or the Committee or in connection with any other business of the Institute, the Governing Body or the Committee as the case may be. Travelling and daily allowances in respect of the officials for the journeys undertaken by them for similar purposes shall be borne by the Institute if not borne by their parent organizations.

10. Proceedings of the Governing Body

(i) Presiding Authority of Meetings of the Governing Body

Every meeting of the Governing Body shall be presided over by the Chairperson. If the Chairperson is not present at any meeting, the Director shall be the Chairperson of the meeting. If there shall be no Chairperson or Director present at any meeting, the Members of the Governing Body present shall choose one of their own members to be the Chairman of the Meeting.

(ii) Quorum

One third of the Members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body if not otherwise specified in the MoA.

(iii) If at a meeting, the quorum is not attended within 15 minutes of the time for commencement of the meeting, the same shall stand adjourned to the same day next week at the same place. At such adjourned meeting, the members present shall be competent to transact the business of the meeting irrespective of whether the quorum is attended or not.

(iv) Notice of Meeting of Governing Body

Not less than seven days' notice of every meeting of the Governing Body shall be given to each member of the Governing Body. A meeting may, however, be called at shorter notice (a) if the Members of the Governing Body unanimously agree to waive the objection or (b) if the Chairperson thinks there is an emergency.

(v) Convening Governing Body Meeting

The meeting of the Governing Body shall be convened by Member-Secretary at least once in six months, so however, that not more than six months elapse between any two meetings.

(vi) Issues to be decided by Majority Vote

All issues at a meeting of the Governing Body shall be decided by a majority of votes if not otherwise specified in the MoA and in case of an equality of votes, the Chairman may exercise a casting vote.

(vii) A declaration by the Chairperson that a resolution has been carried or lost and an entry to that effect in the books of proceedings of the Institute shall be conclusive evidence of that fact.

(viii) Nature of Business

The Annual General Meeting of the Governing Body shall consider and pass the Annual Report of the Institute and its accounts for the preceding year, sanction the programme and Budget Estimates of the subsequent year, appoint Auditors of the Institute and fix their remuneration and transact such other business as may be stated in the notice for the meeting. The Governing Body shall determine the general policy of the Institute and pass its budget. Approval of the Governing Body shall be necessary for all categories of positions except project staff.

(ix) Business by Circulation

Any business which it may be necessary for the Governing Body to transact (except such as may be placed before its Annual Meeting) may be transacted by circulation among all its members and any resolution so circulated and approved by two-thirds of the members signing the circular shall be as effectual and binding as if such resolutions had been passed at a meeting of the Governing Body.

(x) Minutes Book

Proceedings of all meetings of the Governing Body shall be duly recorded in the Minutes Book leather bound to be maintained by the Registrar and shall be open during office hours for inspection by members of the Governing Body.

11. The Governing Body shall function notwithstanding any vacancy and no act or proceedings of the Governing Body shall be invalidated merely by reasons of the

existence of a vacancy or vacancies among its members or any lacuna in the appointment or election of any of its members.

12. The Research Advisory Committee

(a) The Research Advisory Committee shall consist of the following:

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|--|------------------|
| (1) Chairperson of the Governing Body | Chairperson |
| (2) Director of Institute | Member Secretary |
| (3) One Vice-Chancellor represented in the Governing Body | Member |
| (4) Three Social Scientists nominated by the Governing Body – two of whom should preferably be from the Governing Body | Member |
| (5) All Professors of the Institute | Member |

(b) The Chairperson will preside in all the meetings of the Research Advisory Committee

(c) The Director of the Institute will be the Member-Secretary.

(d) It will meet at least once a year.

(e) Term of office of the members shall be 3 years.

(f) One third of the members will form a quorum. In the absence of quorum, the meeting shall be adjourned by at least seven days, and at the adjourned meeting the business to be transacted shall be discussed in the usual manner even without a quorum.

(g) Seven days' notice of the meeting of the Research Advisory Committee stating the date, hour and nature of business to be transacted shall be given to each of the members.

(h) Without prejudice to the inherent powers and overall control of the Governing Body, the Research Advisory Committee will exercise powers, formulate proposals and initiate action on the following:

- (i) to select from time to time areas in which investigation, studies, researches, teaching, seminars, conferences etc. may be conducted by the Institute ;

- (ii) to correspond with foreign scholars, institutions and organizations and to co-ordinate with them in matters relating to the work of the Institute;
- (iii) to appoint, if it deems fit, delegates to represent the Institute to conferences in India and abroad ;
- (iv) to hold lectures, seminars and to arrange for studies, investigations, researches and conferences in such subjects and in such manner as it may deem fit from time to time ;
- (v) to publish and to finance publication of studies, journals, books monographs, reports and /or other literature and to sell or arrange for their sale as it may deem fit from time to time ;
- (vi) to arrange documentation of such materials, in educational, scientific, cultural and allied fields as it may deem fit from time to time ;
- (vii) to institute and maintain a library ;
- (viii) to purchase all such articles and materials as may be needed for the pursuit of studies and research in the Institute ;
- (ix) to appoint from time to time sub-committees including, if need be, persons other than the members of the Governing Body and the Administrative and Finance Committee and to assign and/or delegate there-unto such powers, duties and functions as it may deem fit;
- (x) to advise on the annual academic programme of the Institute;
- (xi) to suggest new areas of research and other new areas of research and academic activities of the institute;
- (xii) to suggest appropriate ways of dissemination of research findings and publications of the institute;
- (xiii) to deliberate on and make suggestions on other academic matters;
- (xiv) to perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the Governing Body.

13. The Administrative and Finance Committee

(a) The Administrative and Finance Committee will consist of the following:

- (1) The Director

- (2) The Secretary to the Government of Assam in the Planning and Development Department
 - (3) The Secretary to the Government of Assam in the Finance Department.
 - (4) Two members of the Governing Body nominated by the Chairperson
 - (5) One representative nominated by the Indian Council of Social Science Research
 - (6) Registrar/Administrative Officer
- (b) The Chairperson of the Administrative and Finance Committee shall be nominated by the Governing Body with the Director of the Institute as the Co-chairperson and the Registrar/Administrative Officer as its Member-Secretary.
 - (c) The Administrative and Finance Committee will be under the overall control of the Governing Body and without prejudice to the inherent powers of the Governing Body, will exercise powers delegated to it under the provisions of these rules and specific instructions from the Governing Body, will be concerned with the administrative and financial management of the Institute.
 - (d) The Administrative and Finance Committee, subject to over-all control of Governing Body will exercise powers, formulate proposals and initiate action on the items enumerated at rule 6 (c) (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x), (xi), (xii), (xiii), (xiv), (xv), (xvi), (xxi), (xxii) and any other subject assigned to it by the Governing Body, provided that such delegation will not preclude the Governing Body of formulae proposals and initiate action suo motto.
 - (e) To raise fund, obtain grants-in-aid, fees from members in accordance with and consistent with these Rules and render proper accounts.
 - (f) It will be custodian of the funds of the Society.
 - (g) It will prepare a budget in such form and at such time, each year as may be prescribed in respect of the financial year and the ensuing year showing the estimated receipts and expenditure and forward the same to the Governing Body for its consideration and approval.
 - (h) The budget, as approved by the Governing Body, shall be operated upon by the Administrative and Finance Committee
 - (i) The Administrative and Finance Committee shall cause to be maintained such books of accounts and other books in relation to its accounts, in such form and

in such manner as may in consultation with Auditors of the Institute, as prescribed.

- (j) The Administrative and Finance Committee shall, as soon as may be after closing its annual accounts, prepare a statement of accounts in such form as the Governing Body may, in consultation with the Auditors of the Institute, determine.
- (k) It will meet at least once in three months.
- (l) Three members will form a quorum with at least one representative of the State Government of Assam.
- (m) Term of the members of the Committee shall be three years.
- (n) When a matter of urgent nature requiring immediate action cannot be immediately dealt with by any officer or authority of the Institute empowered under these rules, the Director may take such action as he may deem fit, but all such action shall be put up before the members of the Administrative and Finance Committee for ratification within one month of such action and the decision of the Administrative and Finance Committee in this regard shall be final.

14. Chairperson

- i) The Chairperson shall be a distinguished social scientist of public eminence. He/she shall work in an honorary capacity and shall have a term of three years, which may be extended by a maximum of two more terms as prescribed under Rule 5(b).
- ii) As per provision of rule 5 (b) the Chairperson shall be elected by the Governing Body at its first meeting constituted under the provisions of Rule 5 and the first Chairperson will be appointed by the mutual consultation between the Indian Council of Social Science Research and the State Government of Assam;
- iii) The Chairperson shall preside over all meetings of the Governing Body and the Research Advisory Committee;
- iv) In case of emergency, the Chairperson shall have authority to act on behalf of the Governing Body and to exercise any or all of their powers;

Provided that all such actions shall be immediately reported to all members of the Governing Body and also to the next meeting which shall be held within one month of such act.

15. Director

- (i) The Director of the Institute shall be an eminent social scientist with considerable research and administrative experience and should be in a position to provide necessary leadership and attract competent faculty.
- (ii) The upper age limit for the post of Director shall be the age of superannuation. In the case of the first Director, he/she may be continued till he/she completes the full term.
- (iii) The Governing Body shall constitute a Search Committee/Selection Committee with Chairperson of the Governing Body as the Chairperson, two eminent Social Scientists, one nominee from government of Assam and one nominee from ICSSR to recommend a panel from which the Governing Body will appoint the Director. The Director will have a term of three years and may be reappointed for another term of three years or till he/she reaches the age of superannuation, whichever is earlier.
- (iv) The other terms and conditions of service of the Director shall be determined by the Governing Body.
- (v) The Director of the Institute shall be a whole time officer and shall be the principal Executive and Academic officer of the Institute.
- (vi) His powers, duties and responsibilities shall be as defined in the Byelaws. He shall function under the broad general direction and guidance of the Chairperson of the Institute.
- (vii) The first Director will be appointed on the recommendation of a 'Search Committee' headed by the Chairperson of the Indian Council of Social Science Research or his nominee and consisting of a representative nominated by the State Government of Assam and three experts as members to be agreed by mutual consultation.
- (viii) He shall be responsible for the administration of the affairs of the Institute subject to the control of the Governing Body.
- (ix) He shall also represent the Institute in business and legal transactions, shall receive on behalf of the Institute and disburse all funds of the Institute and shall sign all necessary documents on behalf of the Institute subject to the Rules and directions, if any, of the Governing Body.
- (x) All suits instituted by or on behalf of the Institute shall be instituted in the name of the Director and in all suits brought against the Institute; the Director shall represent the Institute.

16. Registrar/Administrative Officer

- i. The Registrar/Administrative Officer shall be a whole time officer of the Institute and shall be appointed by the Governing Body on the recommendations of the Selection Committee constituted in the manner laid down in the Byelaws.
- ii. The Registrar/Administrative Officer shall be the Secretary of the Administrative and Finance Committee.
- iii. He shall, in the aforesaid capacity, collect and place before the Administrative and Finance Committee all such information as may be necessary for the transaction of business, carry on all correspondence in connection with the work of the Administrative and Finance Committee and maintain its minutes.
- iv. The Registrar/Administrative Officer shall be responsible for the due custody of the records and common seal of the Institute.
- v. Subject to control of the Director, the Registrar shall be responsible for the administration of the Institute with a view to ensuring its smooth functioning.
- vi. He shall perform such other functions as might be delegated to him by the Governing Body and any other authorities of the Institute.
- vii. The scale of pay, other emoluments and allowances etc. shall be such as may be determined by the Governing Body consistent with the Byelaws.

17. Faculty

- i. The Faculty of the Institute shall consist of all Professors, Honorary Professors, Associate Professors, Assistant Professors/Fellows and Visiting Faculty
- ii. The appointment of all Faculty positions i.e. Professors, Associate Professors, Assistant Professors shall be made in accordance with the procedure laid down by the Governing Body.
- iii. The Director shall be the Chairperson of the Faculty. The Faculty shall elect one of the members as the Member-Secretary for a term of one year.
- iv. The Faculty shall meet at least once in a month.

- v. The Faculty shall advise the Director in respect of the academic and administrative functioning of the Institute. In particular the Faculty shall:
- a) Provide inputs for finalization of new research proposals, and to discuss the finding of the studies completed
 - b) Review the progress of research activities at the Institute every month;
 - c) Assist the Director in the recruitment of staff in the Institute;
 - d) To consider and recommend names of academics to be invited as Honorary Professors, Visiting Professors and Fellows and to discuss and decide on the proposal for inviting visitors/Visiting faculty and any new activity including seminar, workshop, conference etc.
 - e) Review the progress of the supporting research staff; and
 - f) Advise the Director, as and when required by him, in performing all other functions relating to the administration and development of the Institute.
 - g) Minutes of the Faculty Meeting shall be duly maintained by the Member Secretary

18. Funds

- (i) The funds of the Institute shall consist of:
- (a) Grants-in-aid from the Government of Assam
 - (b) Grants-in-aid from the Indian Council of Social Science Research
 - (c) Contributions from the North Eastern Council
 - (d) Project grant received from different agencies
 - (e) Donations, contributions, endowment fund and other receipts
- (ii) The funds of the Institute shall be deposited in the State Bank of India or any Scheduled Bank. All funds shall be paid into the account of the Institute with the Bank and shall not be withdrawn except upon a cheque signed by the Finance Officer or any such officer/officers of the Institute as may be duly empowered in this behalf by the Governing Body / The Administrative and Finance Committee and countersigned by the Director of the Institute.

- (iii) The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association.

19. Budget

- (i) As already provided in rule 13 (f) and (g), the Administrative and Finance Committee will be responsible for preparation of the Annual Budget in the manner prescribed therein.
- (ii) The financial year for the purpose of the Annual Budget of the Institute shall be from the 1st April of each year to the 31st March of the following year.

20. Accounts and Audit

- (i) The accounts of the Institute shall cause to be maintained in such manner and form in consultation with the auditors as provided in rule 13 (i).
- (ii) The Institute shall, as soon as may be, after closing its annual accounts prepare a statement of accounts in such manner as the Governing Body/The Administrative and Finance Committee may, in consultation with the Auditors of the Institute, determine as provided in rule 13 (i).
- (iii) The account of the Institute shall be audited by such auditors as the Governing Body/Administrative and Finance Committee may appoint
- (v) The annual accounts of the Institute with the audit report thereon shall be laid before the Administrative and Finance Committee for recommendation to the Governing Body for approval
- (vi) The audit report with the recommendations of the Administrative and Finance Committee shall be placed before the Governing Body for its approval
- (v) The Indian Council of Social Science Research and the Government of Assam shall have the right to carry out a test audit of the accounts of the Institute through any person appointed by them in this behalf and such person shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices or institution of the Centre.

21. Annual Report

The Institute shall publish an Annual Report on its working which shall also include a statement of Audited Accounts and the Report of the auditor.

22. Bye-Laws

The Governing Body shall have the power to frame Bye-Laws not inconsistent with the Memorandum of Association and these Rules. The Governing Body may also amend any of the Bye-Laws.

23. Review of the Affairs of Institute

The Indian Council of Social Science Research and the State Government of Assam, after mutual consultation, may appoint one or more persons to review the working and progress of the Institute from time to time and to hold enquiries into the affairs thereof and to report thereon in such a manner as may be considered necessary. The Indian Council of Social Science Research and the State Government of Assam, after mutual consultation, may also, upon receipt of such review and report, offer such advice and guidance as they consider necessary in respect of any matter dealt within the reviews and reports. Such recommendations shall be placed before the Governing Body for consideration.

24. Removal of Difficulties

If at any time a difficulty arises in the functioning of the Institute because of any lacunae in the Memorandum of Association or in the Rules, or the failure in any of their provisions to operate, the Indian Council of Social Science Research and the State Government of Assam shall have authority to give directions to resolve the difficulty and such directions shall be binding on the Institute, its authorities and officers.

25. Amendment of Rules

Subject to the provisions of the Societies Registration Act, 1860 (Act XXI of 1860), the Institute may amend, add to, or delete any of these Rules by a resolution passed at a special meeting of the Governing Body duly convened for the purpose, and supported by three-fifth of its members. Such amendment shall take effect only after they have received the approval of the Indian Council of Social Science Research, the Government of India and the State Government of Assam.

26. The Institute shall sue and be sued in the name of the director.

27. Register of Members

The Institute shall maintain a Register of all members of the Governing Body, the Administrative and Finance Committee and the Research Advisory

Committee, in such form as may be prescribed in the Bye-laws and it shall be open to inspection, during office hours, by all members of the Governing Body, the Administrative and Finance Committee, the Research Advisory Committee and all the employees of the Institute.

28. Seal

The Institute shall have a common seal of such make and design as the Governing Body shall determine.

29. Dissolution

- (a) Subject to provisions of the Societies Registration Act 1860 (Act XXI of 1860) and subject to the approval of the Indian Council of Social Science Research, the Government of India and State Government of Assam, the Institute may be dissolved by a resolution passed at a general meeting of the Governing Body, duly convened for the purpose, and supported by three-fifths of the total number of its members.
- (b) On dissolution, all assets and liabilities of the Institute shall vest in the ICSSR and shall be divided between it and the State Government of Assam in such manner as the Indian Council of Social Science Research may direct after consultation with the State Government of Assam.

Certified to be the correct copy of the rules of the Omeo Kumar Das Institute of Social Change and Development, Guwahati.

Sl.No.	Name & Address	Attesting Officer
1.	Shri S. Kabilan Commissioner & Secretary Finance Department Government of Assam	
2.	Dr. Debo Prasad Barooah Vice-Chancellor, Gauhati University	
3.	Dr. P. C. Goswami IFCI Professor Department of Commerce, Gauhati University	
4.	Shri Bhaskar Barua Special Commissioner & Special Secretary Planning and Development Department Government of Assam	
5.	Professor Iqbal Narain Member-Secretary Indian Council of Social Science Research 35 Feqozeshah Road New Delhi – 110 001	
6.	Professor Amiya K. Bagchi Director Centre for Studies in Social Science 10, Lake Terrace Calcutta 700 029	
7.	Dr. T. K. Majumdar Executive Director Indian Council of Social Science Research 35, Ferozshah Road New Delhi 110 001	

March 28, 1989
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