

RULES AND REGULATIONS



RULES AND REGULATIONS
Of
“Society for Applied Microwave Electronics Engineering & Research”

1. Short Title

These Rules and Regulations may be called the Rules of Society for Applied Microwave Electronics Engineering & Research (SAMEER), the Autonomous Scientific Society of DIT (ASSD).

2. Definitions

In these Rules, unless the context otherwise requires:

- a. The “Society” means Society for Applied Microwave Electronics Engineering & Research (SAMEER).
- b. The “Council” means the Governing Council of the Society.
- c. The “ Executive Committee” means the Executive Committee of the Society
- d. The “Research Advisory Committee (RAC) means the Research Advisory Committee of the Society.
- e. The “ Finance & Accounts Committee” means the Finance & Accounts Committee of the Society.
- f. The “Director ” means the Chief Executive of the Society.
- e. The “Registrar” means Registrar of the Society.
- f. The “Year” means the period of twelve calendar months beginning from the first day of April and ending on the thirty-first day of March of the subsequent year.

3. Administration and Management

- 3.1. Subject to these Rules and such Rules as may hereinafter be made from time to time, the administration and management of the Society shall vest in the Council, which will be assisted by:
 - 3.1.1. The Executive Committee shall deal with the administrative management of the Society under the overall guidance of the Governing Council.
 - 3.1.2. The Research Advisory Committee (RAC), shall deal with periodic review, monitoring of the activities of the Society and to take remedial measures, as deemed fit, to meet the aims and objects of the Society subject to the overall control and guidance of the Council.

3.1.3. The Finance & Accounts Committee shall deal with the financial management of the Society under the overall guidance of the Governing Council.

4. The Council

The Council shall consists of not less than six and not more than thirteen members to be constituted as under:

- i. The Minister, CIT, Government of India
- ii. The Secretary to the Government of India, Department of Information Technology, Ministry of Communications and Information Technology, Government of India, New Delhi
- iii. Additional Secretary, Department of Information Technology, Ministry of Communications and Information Technology, Government of India
- iv. Joint Secretary & Financial Advisor, Department of Information Technology, Ministry of Communications and Information Technology, Government of India.
- v. Group Coordinator, Department of Information Technology, Ministry of Communications and Information Technology, Government of India
- vi. Joint Secretary (Societies), Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India.
- vii. Director, Indian Institute of Technology Bombay, Mumbai
- viii. Three Eminent Scientists/Technologist from user Departments (Defence, Space and Atomic Energy etc)
- ix. Two Professionals from Industry
- x. Director, SAMEER

The members at serial nos. viii & ix shall be nominated with the approval of the Chairman of the Council. The Council may invite any functionary of the Society to the meeting where considered necessary.

5. Chairman of the Council

The Minister, MCIT, Government of India will be the Chairman of the Council.

6. Vice- Chairman of the Council

The Secretary to the Govt. of India, Department of Information Technology, Ministry of Communications & Information Technology, Government of India will be the Vice-Chairman of the Council.

7. Secretary to the Council.

Registrar appointed under Rule 20 shall be the non-member Secretary to the Council.

8. The Executive Committee

The Executive Committee shall consist of not less than 8 and not more than 12 members as follows:

- (a) Director, SAMEER shall be the Chairman of the Executive Committee. The other members are as follows:
- (b) Joint Secretary & Financial Advisor, Department of Information Technology, New Delhi or his representative (not below the rank of Director in DIT)
- (c) One representative from the Technical Division of Dept. of Information Technology (not below the rank of Director in DIT)
- (d) Two representative from Academic Institution (not below the rank of Reader)
- (e) One representative from Industry
- (f) Two Associate/Programme Directors from SAMEER
- (g) Centre-in-Charges at Chennai and Kolkatta
- (h) Registrar, SAMEER shall be the Member Secretary.

Committee may invite any functionary of the Society to the meeting where considered necessary.

9. Research Advisory Committee

Research Advisory Committee (RAC) shall consist of not more than 10 members from academia, User departments and representative of administrative department. The RAC shall also have most outstanding and distinguished professionals in the area of specialization of the Society. The composition of the Committee is as follows:

- (a) Chief Executive of the Society : Chairman
- (b) Two senior faculty from Academic Institution : Member
in the areas of RF/Microwave Electronics, and
Antenna/Communications.
- (c) Three eminent Scientists from : Member
Defence/Space/Atomic Energy Departments
- (d) A representative from Technical Division, DIT : Member
(not below the rank of Sr. Director)
- (e) One Programme Director each from Mumbai, : Member
Kolkata & Chennai Centres

Programme Director nominated from the Mumbai Centre will be member secretary to the RAC.

10. Finance & Accounts Committee

The Finance & Accounts Committee shall consist of the following:

- (a) Director shall be the Chairman of the Finance & Accounts Committee. The other members are as follows:
- (b) Joint Secretary & Financial Advisor, Dept. of Information Technology or his representative.
- (c) Joint Secretary (Societies Division) Dept. of Information Technology or his representative.
- (d) Registrar, SAMEER
- (e) Chief Finance Officer/Head (Finance & Accounts) SAMEER shall be the Member Secretary.

10. Officers and Employees of the Society

Subject to the provisions of these Rules, the staff of the Society will consist of:

- (i) Director
- (iv) Registrar
- (v) Scientific Staff
- (vi) Technical and Technical Support Staff
- (vi) Administrative and Auxiliary Staff

11. Council to be the Apex Body of the Society

The Council shall be the Apex policy-making body of the Society. Subject to the provisions of these Rules, the Council shall conduct the Administration and Management of the Society.

12. Executive Committee to be the Executive Body of the Society

The Executive Committee shall be the executive arm of the Governing Council and shall develop policies for consideration and approval of the Council as per the objectives of the Society detailed in Memorandum of Association, and formulate strategies and methodology for executing Council decisions.

13. Research Advisory Committee

Research Advisory Committee shall be responsible for planning, analysis and coordination of research and development and other activities in the thrust areas as well as sponsored activities of the Society and will be the technical arm of the Governing Council.

14. Finance & Accounts Committee:

The Finance & Accounts Committee shall be the financial arm of the Governing Council and shall develop policies for consideration and approval of the Council as per the objectives of the Society detailed in Memorandum of Association.

15. Duration of the Membership of the Council/Executive Committee/Research Advisory Committee/Finance & Accounts Committee.

Where a person becomes a member of the Council/Executive Committee/Research Advisory Committee/Finance & Accounts Committee by reason of the office or appointment he holds, his membership of the Council/Executive Committee/Research Advisory Committee/ Finance & Accounts Committee shall terminate when he ceases to hold that office or appointment. Other members shall continue to hold office unless the member resigns or the authority, which nominated them, terminates their membership earlier, which they will have power to do. The administrative Ministry shall reconstitute the Governing Council as and when it is considered necessary and shall in any case review the membership once every two years.

If a vacancy in the office of a Member of the Council, Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Council shall be deemed invalid merely by reason of a vacancy in the Council or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meeting of the Council/ Committee.

16. Bye-laws

16.1. The Council may frame Bye-Laws from time to time not inconsistent with these Rules for the general administration and management of the Society, and may in particular provide for the following:

- (a) Conduct of business and the procedure to be adopted at meetings of the Council, Committee and Board and the quorum for such meetings;
- (b) Finances and accounts of the Society;
- (c) Term and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Society including conduct rules with the approval of the administrative ministry.
- (d) Powers, functions and duties of the Chief Executive of the Society and other officers and employees of the Society;
- (e) Execution of contracts and other instruments on behalf of the Society;
- (f) Establishment and maintenance of pension, provident fund or other funds for the benefit of the officers and employees or for the purposes of the Society;
- (g) Conduct and defence of legal proceedings and the manner of signing pleadings; and
- (h) Such other matters as may be necessary for the administration and management of the Society.

16.2. The Bye-laws framed under these Rules will be broadly patterned on the guidelines provided by the administrative ministry. The Council shall have the power to make amendments to these Rules and Bye-laws with approval of the administrative ministry.

16.3. Bye-laws framed by the Council in pursuance of Rule 16 as above shall continue to be in force until they are superseded by bye-laws framed by the Council in pursuance of these Rules.

17. Appointment of Director in the scale of pay Rs 18400-500-22400

The appointment of the Director in the scale of pay Rs 18400-500-22400 shall be made by the Council with the approval of the Government. The appointment shall be made by invitation by the Chairman of the Council. It shall be open for the Chairman of the Council whether the posts are to be filled in by open advertisement. Subject to the provisions of Rule 18, the Director shall normally hold office for a period not exceeding five years of time. Their emoluments, allowances and other conditions of service shall be fixed by the Council.

18. Appointments of officiating or temporary Chief Executive

In the absence of the Chief Executive appointed under Rule 17, the Chairman, Governing Council may make a temporary / officiating arrangements with the approval of the Government. Every such appointment under this Rule shall be for a period not exceeding one year at a time. An officiating or a temporary Chief Executive shall discharge only such of the duties and functions vested in the Chief Executive as may from time to time be sanctioned by the Chairman, GC who may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or temporary Chief Executive.

19. Powers of Delegation of the Director

The Director shall be the Chief Executive of the society and shall manage the affairs of the Society in conformance to the authority and powers vested in him.

20. Tenure of appointment of employees of the Society

Notwithstanding anything contained in Rule 17, the regular employees of the Society shall superannuate at the age of 60 years or the age that may be decided by the Government. Employees of the Society with proven merit and outstanding performance whose meritorious services have been recognized, may be considered for re-employment on lump sum remuneration up to the age of 62 years. Meritorious scientists could be re-employed up to the age of 65 years, in succession of 2 years at a time, subject to guidelines issued by the Government from time to time.

21. Recruitment and Promotion Policy

The Council may frame 'Recruitment Rules & Career Progression Policy' from time to time. Such Recruitment Rules & Career Progression Policy will come into force after approval by the Administrative Ministry. These Recruitment Rules & Career Progression Policy will govern recruitment, selection and promotion of Scientific, Technical, Administrative and support staff on regular role of SAMEER.

22. Appointment of Registrar

The appointment of the Registrar shall be made by the Chairman, Governing Council on the recommendation of the Chief Executive and reported to the Council.

23. Legal Action

The Registrar may sue or be sued in the name of the Society in all legal proceedings. Where the Centres are distantly located, legal proceedings on matters specific to a unit, Programme Director of the Centre may sue or be sued in the name of the Society.

24. Seal of the Society

The Registrar is authorised to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Chief Executive. The custody of the Seal would be with the Registrar. Similarly the Programme Director of the Centres shall execute all documents and contracts on behalf of Centres.

25. Budget and Accounts

- 25.1** The Society shall get the approval of the Council for the Annual Budget of the subsequent year and forward copies thereof to the Government of India at the appropriate time.
- 25.2** Money forming part of the funds of the Society vested in the council shall be deposited in the name of the Society in an approved Bank or Banks, which shall be, nationalized Banks.
- 25.3** All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objects as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of the society or to any person or persons claiming through one or more of the members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- 25.4** The accounts of the Society shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949(XXXVIII of 1949) recommended by the Comptroller and Auditor General of India and approved by the Council for this purpose.

26. Annual Report

The Council shall submit a Report on the working of the Society annually to the Department of Information Technology, Government of India. Such Report shall contain particulars regarding the work of the Society during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Society during the said year.

27. Alteration of Rules

These Rules may be altered, added to and modified by the Council as and when necessary, with the approval of the administrative ministry and the Rules (so altered, added to and modified) shall operate from such date as shall be notified.

28. Change of Name and objectives of the Society

The name of the and objectives of the Society may be changed by the Council as and when necessary, with the approval of the administrative ministry and the change in name, so altered and modified shall operate from such date as shall be notified. The change in the name of the Society shall not affect any rights or obligations of the Society or render defective any legal proceedings by or against the Society and any legal proceedings, which might have been continued or commenced by or against it by its new name.

29. Amalgamation and Division of the Society

The Council shall be competent to amalgamate the Society with any other Society either wholly or partially for better utilization of the resources of the Society and the change shall operate from such date as shall be notified. Similarly the Government may order division or amalgamation of the Society after giving the Society opportunity to represent against such proposal.

30. Dissolution of the Society

The Society may be dissolved in accordance with the provisions of Section 13 of the Societies Registration Act (Act No. XXI of 1860) after obtaining the previous consent of the administrative ministry in that behalf.

If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall revert to the Department of Information Technology, Government of India.

A list of persons who are members of the Council within the meaning of section 2 (b) will be maintained.

CERTIFIED that this is a true copy of the Rules and Regulations of the Society as amended in the meeting of the reconstituted Governing Council of the Society.

S. N0	Full Name	Address	Occupation	Signature
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Chief Executive of the Society

Joint Secretary (Societies),
Administrative Ministry

Concerned Group Coordinator
Administrative Ministry

I certify the aforesaid signatures

Gazetted Officer