

WESTERN REGIONAL INSTRUMENTATION CENTRE, MUMBAI

University of Mumbai (Vidyanagari),

Kalina, Santacruz (East),

Mumbai – 400 098.

RULES AND REGULATIONS

RULES AND REGULATIONS OF THE
WESTERN REGIONAL INSTRUMENTATION CENTRE, MUMBAI

1. **SHORT TITLE** : These Rules and Regulations of the Western Regional Instrumentation Centre, Mumbai shall be called the “Rules”.
2. **INTERPRETATION** : Unless there is anything contrary in the subject to context-
 - (1) ‘Act’ means the Indian Societies Registration Act, 1860.
 - (2) ‘Centre’ means the Western Regional Instrumentation Centre, Mumbai.
 - (3) ‘Council’ means the Governing Council.
 - (4) ‘Director’ means the Director of the Centre.
 - (5) ‘Year’ means the period of twelve calendar months beginning from the first day of April and ending on the thirty first day of March.
3. **ADMINISTRATION AND MANAGEMENT** : Subject to these rules and such rules as may hereafter be made from time to time, the administration and management of the Centre shall vest in the Council.
4. **GOVERNING COUNCIL** :
 - 4.1.1 **CONSTITUTION OF THE COUNCIL** :
 - (i) The Council shall consist of :
 1. The Vice Chancellor, University of Mumbai
 2. The Registrar, University of Mumbai
 3. The Director, University Department of Chemical Technology, University of Mumbai
 4. The Director, Tata Institute of Fundamental Research, Mumbai
 5. The Director, Western Regional Instrumentation Centre, Mumbai
 6. The Chairman, Atomic Energy Commission, Mumbai
 7. A nominee of the University Grants Commission, New Delhi
 8. An Industrialist to be nominated by the University of Mumbai
 - 4.1.2 The Council shall co-opt not more than three experts of national stature in the field of Instrumentation to the Council.

- 4.1.3 The nominated or coopted members of the Council shall hold the office for the term of two years and shall be eligible for renomination or cooption for one more term only.
- 4.2 **CHAIRMAN OF THE COUNCIL** : The Council shall elect its own Chairman from among its members other than the Director.
- 4.3 **SECRETARY TO THE COUNCIL** : The Director appointed under Rule 7.1.1 shall be ex-officio Secretary to the Council. He shall act as the Recorder to the Centre and shall have charge of all documents relating to the Centre.
- 4.4 **VACANCIES** : When a vacancy occurs in the office of a member of the Council other than the Director through death, resignation or for any other reason, such vacancy shall be filled by the authority which nominated or co-opted such member.
- 4.5 **VACANCY NOT TO AFFECT PROCEEDINGS** : If a vacancy in the office of a member of the Council 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.
- 4.6 **COUNCIL TO BE EXECUTIVE BODY OF THE CENTRE** : The Council shall be the Executive body of the Centre and subject to the provisions of these Rules the Council shall conduct the administration and management of the Centre.
5. **POWERS OF THE COUNCIL** : For the purpose of implementing the aims and objects as aforesaid the Council shall have power to frame rules & bye-laws as under :
- (i) The Council may frame bye-laws from time to time not inconsistent with these Rules for the general administration and management of the Centre and may in particular provide for the following matters :
- a. conduct of business and the procedure to be adopted at meetings of the Council and the quorum for such meetings;
 - b. date of commencement and duration of the sessions of the Centre;
 - c. finances and accounts of the Centre;
 - d. payment and amount of fees to be levied;
 - e. term and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Centre;
 - f. duties and functions of the Director and other officers and employees of the Centre;

- g. rules regarding discipline, suspension and dismissal of the officers and employees of the Centre;
- h. courses of study and research in the Centre;
- i. Award of certificates, diplomas, and the title of Fellow or Associate, 'whether honorary or endowed;
- j. Admission of students to the Centre;
- k. Execution of contracts and other instruments on behalf of the Centre;
- l. Establishment and maintenance of pension, provident or other funds for the benefit of the officers and employees or for the purposes of the Centre;
- m. Conduct and defence of legal proceedings and the manner of signing pleadings and
- n. Purchase, lease or otherwise acquisition, holding, exchange of property moveable or immovable, required for the purpose of, or conveniently used in connection with the furtherance of the objects of the Centre and sale, management, demise, lease, rental, mortgage, exchange, surrender or disposal of the same.
- o. Acceptance of borrowing or raising moneys with or without security or on the security of a mortgage, charge or hypothecation or pledge overall or any of the immovable or movable properties of the Centre in such a manner as the Centre may think fit, and collection of hire, consultancy charge, subscriptions and donations for the purpose of the Centre.
- p. Investment of moneys of the Centre in such a manner as may be determined by the Centre, from time to time and reinvest the returns in furthering the objects of the society.
- q. Construction and maintenance of buildings and laboratories, extension, improvement, repairs of the same and provision and equipping of the same with light, water, drainage, furniture fittings, instruments, apparatus and appliances and all other necessities for the use of the society.
- r. Loans, scholarships, freeships, prizes and monetary assistance to trainees.
- s. Conduct and supervision, conditionally or otherwise, of the management of institutions devoted to instrumentation.

- t. Payments out of the assets of the Society, all costs, charges and expenses incidental to the formation and incorporation of the Society and to the promotion, management and conduct of the Centre's business and its objects.
 - u. Such other matters as may be necessary for the administration of the Centre.
- (ii) Bye-laws framed by the Council in pursuance of Rule 5 of the Rules for the administration and management of the Centre as in force on the date of registration of the Centre as a registered society shall continue in force till they are superseded by bye-laws framed by the Council in pursuance of this Rule.

6. COUNCIL MEETINGS AND PROCEDURES

- 6.1 MEETINGS : Meetings of the Council shall be held ordinarily four times a year. An extraordinary meeting shall be convened on the written requisition of at least two members of the Council.
- 6.2 PLACE OF MEETING : Meetings of the Council shall be held at the Centre unless the Chairman otherwise directs.
- 6.3 NOTICE OF A MEETING : Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.
- 6.4 QUORUM AND PROCEDURE : Five members shall form a quorum and all questions shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairman shall have a second or casting vote.
- 6.5 ADJOURNED MEETING : If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a date as the Chairman may fix. No quorum shall be necessary for a meeting adjourned for want of a quorum.
- 6.6 CHAIRMAN OF THE MEETING : The Chairman of the Council shall preside at all meetings of the Council. In the absence of the Chairman, the members present shall elect one from among themselves to preside at the meeting.
- 6.7 MINUTES : The Registrar / Secretary shall keep the minutes of meeting of the Council and send a copy of the minutes of every such meeting, as early as possible to the address of every member.
- 6.8 VACANCY : When a vacancy occurs in the office of a member of the Council through death, resignation or any other cause, the Secretary / Registrar shall, as soon as possible, notify the vacancy to the authority concerned, requesting it to nominate a member to fill the vacancy.

- 6.9 **ADVISORY COMMITTEES** : The Council may appoint advisory committees consisting of its own members or of other persons or both to report to it upon any matter concerning the Centre.
- 6.10 **COMMITTEES OF THE COUNCIL** : The Council may appoint Committees from amongst its own members or the staff of the Centre or both and may assign to such committees such powers and duties as are in acceptance with the Rules and Bye-laws.
7. **OFFICERS AND EMPLOYEES** : Subject to the provision of these Rules, the staff of the Centre will consist of :
1. Director,
 2. Deputy Directors,
 3. Professors, Principal Scientific Officer (P.S.O.),
 4. other members of the academic staff,
 5. Registrar and
 6. such other officers and employees as may be considered necessary for the work of the Centre.

7.1.1 **DIRECTOR**

APPOINTMENT OF DIRECTOR :

- (i) The appointment of the Director shall be made by invitation by the Council.
- (ii) His emoluments, allowances and other conditions of service shall be fixed by the Council.
- (iii) Rule 7.1.1.(i) shall not affect the appointment and other conditions of service of the Director of the Centre in position on the date of registration of the Centre as a Society.

7.1.2 **Powers of Delegation of the Director** : The Director may delegate some of his powers, functions and duties to any member of the staff of the Centre with the approval of the Council.

7.1.3 **Appointments of officiating Director or temporary director** :

Notwithstanding anything contained in Rule 7.1.1 the Council may appoint a person to officiate as Director in the absence of the Director appointed under Rule 7.1.1. The Council may also make a temporary appointment of director in a vacancy of the office of Director. Every appointment under this Rule shall be

for a period not exceeding one year at a time. An officiating Director of a temporary Director shall discharge only such of the duties and functions vested in the Director as may from time to time be sanctioned by the Council and the Council may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or temporary Director.

7.2 DEPUTY DIRECTOR

APPOINTMENT OF DEPUTY DIRECTORS : Subject to the provisions of Rule 7.4 the Council may appoint Deputy Directors from the Professors for a period normally not exceeding five years at a time. Their emoluments, allowances and other conditions of service shall be fixed by the Council. They shall discharge such duties and functions of the Director as may be assigned to them by the Director.

7.3 PROFESSORS AND OTHER OFFICERS

APPOINTMENT OF PROFESSORS AND OTHER OFFICERS : Subject to the provisions of Rule 7.4 the appointment of members of the academic staff of the rank of Associate Professors, Reader/Senior Scientific Officer and above shall be made by the Council on the recommendation of the Director, who shall appoint a committee for the purpose. In the case of Professors the appointment shall be by invitations.

7.4 TENURE OF APPOINTMENTS OF ACADEMIC STAFF AND OFFICERS

Notwithstanding anything contained in Rules 7.1.1, 7.2 and 7.3 the Council may offer continuing appointments up to the age of sixty years the selected members of the academic staff and officers who have rendered meritorious service to the Centre for a minimum period of 5 years.

7.5 REGISTRAR

APPOINTMENT OF REGISTRAR : The appointment of the Registrar shall be made by the Council on recommendation of the Director.

7.6 OTHER EMPLOYEES

APPOINTMENT OF OTHER EMPLOYEES :

- i. Members of the academic staff below the rank of Reader/Senior Scientific Officer, members of the administrative staff below the rank of Registrar and members of the medical and maintenance staff shall be appointed by the Director or by an officer to whom the power has been delegated by him under Rule 7.1.2 on recommendation of a committee constituted by him.
- ii. Rule 7.6 (i) shall not affect the appointments of the employees of the Centre in position on the date of the registration of the Centre as a society.

8. FINANCE AND ACCOUNTS

8.1 PROPERTIES AND FUNDS VESTED IN THE COUNCIL :

The properties and funds of the Centre vested in the Council shall consist of :

- a. Recurring grants made by the University Grants Commission, the Government of India, the Government of Maharashtra and other bodies.
- b. Other grants, donations and gifts (periodical or otherwise) including those intended to form the corpus of the property and funds of or held for the benefit of the Centre.
- c. The income from properties and funds vested in the Council, fees, subscriptions and other annual receipts.
- d. All machinery, plant, equipment and instruments (whether laboratory, workshop or otherwise), books and journals, furniture and fixtures belonging to the Centre.

8.2 ACCEPTANCE OF DONATIONS ETC. :

The Council may accept donations, gifts and subscriptions for specific purposes provided no onerous conditions are attached to them.

8.3 BUDGET AND ACCOUNTS :

- a. The Council shall frame the Annual Budget before the end of March and forward copies thereof to the University of Bombay and the University Grants Commission, New Delhi for approval of the appropriate authorities.
- b. Moneys forming part of the funds of the Centre vested in the Council shall be deposited in the names of the members of the Council and under the control of the Council in an approved Bank or Banks which shall be nationalized banks as defined in the Reserve Bank of India Act, 1934 (II of 1934).
- c. The accounts of the Centre shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949 (XXXVIII of 1949) to be appointed by the Council in consultation with the Comptroller and Auditor General of India.

8.4 ACCOUNTS : The Registrar shall be responsible for the accounts of the Centre.

8.5 RECEIPTS : All moneys receive for or on behalf of the Centre shall be placed in a current or fixed deposit account with a nationalized bank in the name of the Centre.

8.6 PAYMENTS : Payments by or on behalf of the Centre exceeding Rs.500/- shall ordinarily be made by cheque. All cheques shall be signed by the Accountant and countersigned by the Registrar or in the Registrar's absence by the Director or a member of the Council and in the Accountant's absence, signed by the Registrar and countersigned by the Director or a member of the Council.

9. LEGAL PROCEEDINGS FOR THE CENTRE :

9.1 The Director shall appoint Advocate, Attorneys or other Lawyers, as the case may be, and authorize any officer of the Centre to sign Vakalatnamas, Warrant of Attorney, pleadings petitions and applications and institute suits or proceedings in Courts of Law to protect the interests of the Centre.

9.2 The Director shall institute, prosecute, conduct, withdraw or abandon any legal or arbitration proceedings by or against the Centre and also to compound, allow time for payment or satisfaction of any debts, dues and any claims or demands by or against the Centre.

10. EXECUTION OF CONTRACTS ON BEHALF OF THE CENTRE

10.1 CONTRACTS WITH DIRECTOR : All contracts between the Centre and the Director shall be signed by the Chairman or any other person authorized by the Council for the purpose.

10.2 CONTRACT WITH OTHERS : All other contracts by or on behalf of the Centre shall be signed by the Director or by an Officer of the Centre empowered by him.

11. ANNUAL REPORT : The Council shall submit a report for information on working of the Centre annually to the University of Bombay and the University Grants Commission , New Delhi. Such report shall contain particulars regarding the work of the Centre during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Centre during the said year.

12. ALTERATION OF RULES : These Rules may from time to time be amended, added to and modified by the Council in accordance with the provision of Ss. 12 and 12A of the Act.

13. LIST OF MEMBERS : A list of members shall be maintained as provided under Rule 15 of the Societies Registration (Maharashtra) Rules 1971 in form of Schedule VI To the said Rules in respect of such members within the meaning of section 15 of the Societies Registration Act 1860.

14. DISSOLUTION : The Governing Council may recommend dissolution of the Society to the Trustees. The Trustees may decide to dissolve the Society as per Section 13 and

Section 14 of the Societies Registration act 1860 and in the event of such dissolution, properties and the assets of the Centre along with the function shall be transferred to such other similar institutions or bodies, having similar objectives.

Certified that this is a true copy of the Rules and Regulations of the Western Regional Instrumentation Centre, Bombay.

NAME

SIGNATURE

- | | | |
|----|--------------------------------|------|
| 1. | PRIN. RAM JOSHI | Sd/- |
| 2. | PROF. GAJANAN MAHADEO RAJARSHI | Sd/- |
| 3. | DR. ARVIND VISHNU PATANKAR | Sd/- |

WESTERN REGIONAL INSTRUMENTATION CENTRE, BOMBAY

University Campus, Vidyanagari,
Kalina, Santacruz (East)
Bombay – 400 098.

BYE - LAWS

B Y E - L A W S

Under Rule 5 of the Rules for the Administration and Management of the Western Regional Instrumentation Centre, Bombay

I. SESSION OF THE CENTRE

- 1.1 The academical year or the session of the Centre shall be for such period as may be fixed by the Council from time to time with three terms – Monsoon Term, Middle Term, and Spring Term ; covering a total period of not less than six months. The dates for the commencement and termination of each term shall be fixed by the Director before the beginning of the academical year.
- 1.2 The vacation periods of the Centre shall be three -- October Vacation, Winter Vacation and Summer Vacation – covering a total period of not more than six months.
- 1.3 No holidays will be observed during term time except Sundays and such special days as may be fixed by the Director. All such special days will be termed Centre holidays and notified at the beginning of each calendar year.

II. FINANCES AND ACCOUNTS

- 2.1 **ENDORSEMENT** : All bills for payment shall bear an endorsement “Passed for Payment” and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.
- 2.2 **PERMANENT ADVANCE** : A permanent advance of a sum* to be fixed from time to time by the Council may be kept by the Registrar for cash payments.

*Fixed at Rs.5,000/- at present.

- 2.3 **BUDGET ESTIMATES** : The budget Estimates for ensuing year shall normally be considered in November and finalized before March by the Council. The budget will show under various heads :
 - i. The actual expenditure of the preceding year,
 - ii. The Budget Estimate for the current year,
 - iii. The actual expenditure up to the end of September in the current year, and
 - iv. The Budget Estimate for the ensuing year.

III. TERMS AND CONDITIONS OF SERVICE OF THE STAFF OF THE CENTRE

Note : The employees of the Centre, other than the Director, are divided into five categories :

1. Academic Staff, which term includes Professors, Readers, Associate Professors, Principal Scientific Officers, Senior Scientific Officers, Scientific Officers, Fellows, Research Fellows, Research Associates, Research Assistants and other members of the staff doing academic work.
2. Administrative Staff, which term includes Deputy Director (Administration), Registrar, Executive Officer, Librarian, Establishment Officer, Chief Accountant, Purchase Superintendent, Chief Storekeeper, Personal Assistant, Stenographers, Clerks and other members of the staff doing administrative work.
3. Medical Staff, which term includes, Doctors, Dentist, Nurses and other members of the staff doing medical work.
4. Technical Staff, which term includes Workshop Engineers, Technical Officers, Workshop Superintendents, Foremen, Scientific Assistants, Glass Blowers, Mechanics, Electricians and other members of the staff doing technical work.
5. Maintenance Staff, which term includes Attendants, Cleaners, Drivers, Gardeners, Messengers, Watchmen and other members of the staff doing general maintenance work.

3.1 TERMS OF APPOINTMENT :

- 3.1.1 Certificate of Physical Fitness : Every employee shall, prior to taking up his appointment, be medically examined and be certified fit for service by a medical officer nominated by the Director. He shall undergo an annual medical examination so long as he continues in the service of the Centre.
- 3.1.2 Agreement : Every employee of the Centre in a grade with a starting salary of Rs. 250/- per month or more shall accent in writing the terms and conditions of his appointment before joining the Centre and again before taking up each subsequent appointment.
- 3.1.3 Salary : Every employee shall be paid the salary fixed for his post, every month, so long as he remains in the service of the Centre and satisfactorily performs his duties
- 3.1.4 Obedience to Rules and Regulations : During the period of his services every employee shall observe, obey and abide by the Rules

of the Centre and the Bye-Laws made from time to time by the Council and all Standing Orders passed by the Director under Bye-Law 4.1.2 below.

- 3.1.5 Provident Fund Benefit : During the continuance of this service an employee shall contribute to the Provident Fund, If called upon to do so, in accordance with the rules framed in that behalf by the Council from time to time.
- 3.1.6 Specific Work : 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 person to whose authority he may be subject, according to the Rules and Bye-Laws of the Centre and the Standing Orders of the Director.
- 3.1.7 Whole Time Service : An employee shall devote his whole time to the service of the Centre and shall not take active part in politics, without the previous permission of the Council in the case of the Director or of the Director in the case of others, engage, directly or indirectly, in any trade, business or occupation or enter on any remunerative commitment, or absent himself from duty except in the case of accident or sickness certified by a competent medical authority. 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.
- 3.1.8 Vacations : The Director and all members of the academic staff shall be entitled to 60 days' vacation a year during vacation periods, Members of the academic staff shall take their vacation at times fixed with the concurrence of the Director or a member of the academic staff to whom the power has been delegated by the Director. All members of the academic staff are expected to carry on their work during the remainder of the vacation periods and may do so at places other than the Centre with the consent of the Director or a member of the academic staff to whom the power has been delegated by the Director. Members of the non-academic staff will not entitled to vacations.
- 3.1.9 Compensatory Vacation : Notwithstanding anything in Bye-Law 3.1.8 the Director, or a member of the academic staff to whom the power has been delegated by the Director, may, for urgent work, detain a member of the academic staff during any portion or the whole of a vacation period and the member so detained shall then be entitled to compensatory vacation during the following term or vacation period sufficient to make up the vacation to which he is entitled under Bye-Law 3.1.8.

- 3.1.10 Detention on Sundays and Centre's Holidays : The Director or a member of the Staff to whom the power has been delegated by the Director, may, for urgent work, detain any member of the staff on Sundays and Centre's Holidays and grant compensatory holidays and grant compensatory holidays.
- 3.1.11 Leave : Employees will be granted leave in accordance with the leave rules framed by the Council from time to time.
- 3.1.12 Discipline : The authority which appoints a member of the staff of the Centre may suspend, discharge, dismiss, or otherwise punish him for the misconduct or for breach of the terms and conditions of his appointment.
- 3.1.13 Order of Discharge or Dismissal : No order of discharge or dismissal shall be passed under the preceding Bye-Law unless the specific charges on which such order is to be passed, are framed against the person in writing and given to he said person, so that he shall have reasonable opportunity of showing cause why the proposed action should not be taken against him, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements of this Bye-Law may be waived if the facts, on the basis of which action is to be taken, have been established in a Court of Law, or where the person has absconded, or where it is for any other reason impracticable to communicate with him. In every case where all or any of the requirements of this Bye-Law are waived, the reasons for so doing shall be recorded in writing.
- 3.1.14 Appeals : An employee who has been discharged or dismissed shall have a right of appeal against any order passed by the appointing authority to the authority to which the appointing authority is immediately subordinate, hereinafter referred to as "appellate authority" vide "Schedule" to these Bye-Laws. Every appeal shall comply with the following requirements:
- a. It shall be written in English, or if not written in English, it shall be accompanied by a translation in English and shall be signed,
 - b. It shall be couched in concise, polite and respectful language, and be free from irrelevant matter,
 - c. It shall contain all material statements and arguments relied on and shall be complete in itself,
 - d. It shall specify the relief desired,

- e. It shall be submitted to the authority which made the order appealed against within a period of three months from the date on which the appellant receives a copy of the order appealed against provided further that a copy of the appeal may be submitted direct to the appellate authority,
- f. It shall not be addressed to the Registrar, Deputy Directors, Director or to any member of the Council by name, and any such action shall be deemed a breach of discipline.

3.1.15 Consideration of Appeals : In the case an appeal against an order of discharge or dismissal, the appellate authority shall consider

- a. Whether the procedure prescribed in the preceding Bye-Laws has been complied with and if not, whether such non-compliance has resulted in a miscarriage of justice,
- b. Whether the findings are justified, and
- c. Whether the penalty imposed is excessive, adequate or inadequate,

And pass orders

- i. Setting aside, reducing , confirming or enhancing the penalty, or
- ii. Remitting the case to the appointing authority or to any other authority with such direction as it may deem fit in the circumstances of the case ;

Provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

3.1.16 Implementation of orders in appeal : The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

3.1.17 Orders made by the Council not appealable : Notwithstanding anything contained in these Bye-Laws, no appeal shall lie against any order made by the Council.

3.1.18 Council's power to review : Notwithstanding anything contained in Bye-Laws 3.1.13 to 3.1.17, the Council may, on its own motion or otherwise, after calling for the records of the case, review any order which is made or appealable under these Bye-Laws and :

- a. Confirm, modify or set aside the order;

- b. Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- c. Remit the case to the appointing authority which made the order or to any other authority directing such further action or enquiry as it considers proper in the circumstances of the case, or
- d. Pass any such other orders as it deems fit;

Provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

3.1.19 Review of orders in disciplinary cases : The authority before which an appeal against an order imposing any of the penalties specified in Bye-Law 3.1.12 lies, may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit, as if the employee has preferred an appeal against such an order provided that no action under this Bye-Law shall be initiated more than six months after the date of the order to be reviewed.

3.1.20 Pay and allowances on acquittal : If a member of the staff of the Centre has been discharged or dismissed and the charges are not proved against him, the appellate authority may grant to him for the period of absence from duty

- a. If he is fully exonerated, the full pay to which he would have been entitled if he had not been discharged, dismissed and by an order to be separately recorded, any allowance of which he was in receipt prior to his discharge or dismissal, or
- b. If not fully exonerated, such proportion of such pay and allowance as the appellate authority may prescribe.

The period of absence from duty will be treated as period spent on duty in case (a) it will not be treated as period spent on duty in case (b) unless the appellate authority directs to the contrary.

3.2 TERMS OF APPOINTMENT :

3.2.1 Period of Service : A member of the academic staff shall be appointed normally on probation of one year. On the satisfactory completion of this period of service, he may be offered a continuing appointment. All members of the non-academic staff shall be appointed on probation for a period normally not exceeding one year after which the appointment may be continued till the date of

superannuation – 58 years.

3.2.2 Extension : A member of the non-academic staff may be granted extensions after superannuation up to the age of 63 in special circumstances, if the Council is satisfied that the member is competent and fit in all respects to render further service; provided that the period of extension shall not exceed two years at a time.

3.2.3 Termination of Service :

3.2.3.1 Academic Staff : Except in the cases of application of Bye-Law 3.1.12, service of any member of the academic staff shall be terminated by either party giving to the other not less than six months notice in writing to terminate it on the last day of a term, except during the period of probation when the period of notice shall be as specified in the letter of appointment.

3.2.3.2 Non-Academic Staff : The service of any member of the non-academic staff shall be terminated by either party giving to the other a period of notice not less than that specified in the letter of appointment. Such period of notice shall not be less than one month except during the period of probation.

3.2.3.3 Curtailment of Period of Notice : Notwithstanding anything contained in 3.2.3.1 and 3.2.3.2,

a. The service of any member of the staff may be terminated by giving a shorter notice than that specified in paragraphs 3.2.3.1 or 3.2.3.2 on payment of his pay plus allowances for the period by which such notice falls short of the periods specified,

b. The appointing authority or the authority to whom the power has been delegated, may accept a shorter period of notice from a member of the staff in special circumstances.

3.2.3.4 Leave on Termination of Service : Earned Leave on full pay may be counted the period of notice required under By-Laws 3.2.3.1 and 3.2.3.2 and for any part not so utilized pay and allowances may be paid at the discretion of the Director or a member of the staff to whom the power has been delegated by the Director.

3.3 Emoluments and Allowances :

The council shall fix the scales of pay and allowances of the staff of the Centre from time to time.

IV. DUTIES AND FUNCTIONS OF OFFICERS OF THE CENTRES

4.1 DUTIES OF THE DIRECTOR :

4.1.1 Business of the Centre : It shall be the duty of the Director to carry on the work of the Centre under the control of the Council in accordance with the Rules and Bye-Laws for the administration and management of the Centre. In case of an emergency, he may take such action as may be necessary and report it to the Council.

4.1.2 Direction and Control of the Staff : All members of the staff of the Centre shall be under the general control of the Director who may issue Standing Orders from time to time.

4.1.3 Sanction of Expenditure : All expenditure within the budget grant shall be approved and sanctioned by the Director or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make re-appropriation subject to the following conditions :

- i. Re-appropriation to augment the provision under the head “Salaries, Allowances and Provident Fund Contributions” shall require the prior consent of the Council.
- ii. No reappropriations shall be made from the head of Capital Expenditure to the head of Revenue Expenditure.
- iii. Reappropriation within the heads of Capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Council.

4.1.4 Supervision of Work : The Director shall exercise general supervision over the programme of work and the research projects of the Centre.

4.1.5 Co-ordination of Work : The Director may call for the general plan of work of individual or group of Academic members at the beginning of each year and at any other time he may consider necessary and co-ordinate the work of the various Schools in the Centre.

4.1.6 Appointment of Committees : The Director may appoint Committees consisting of from amongst the staff members of the Centre or of other individuals or both to report to him upon any matter concerning administration and programmes of the Centre.

4.1.7 Annual Report : The Director shall submit the Annual Report of the Centre to the Council by the end of June each year.

4.2 DUTIES OF THE DEPUTY DIRECTORS :

A Deputy Director shall discharge such duties and functions of the Director as may be assigned to him by the Director.

- 4.3 DUTIES OF PROFESSORS, READERS, P.S.O., S.S.O., S.O. :
- 4.3.1 Supervision : Professors, Readers, P.S.O., S.S.O. and S.O. shall supervise and direct the work in their respective subjects under the general direction of the Director.
- 4.3.2 Periodical Reports : Every Professor, Reader, Principal Scientific Officer and Senior Scientific Officer shall submit periodical reports on his work. There shall not be less than one such report in the course of each academical year.
- 4.3.3 Seminars, Lectures : Every Professor, Reader, P.S.O. and S.S.O. shall hold or take part in seminars, besides giving lectures, guide research workers attached to him.
- 4.3.4 Sanction of Work : Every Professor, Reader, P.S.O. and S.S.O. shall submit to the Director, from time to time or when called upon to do so, his research programme and that of the members of the staff and students working with him.
- 4.3.5 Sanction of Work : All new schemes of research to be conducted at the Centre which may involve any expenditure shall be submitted to the director for sanction.
- 4.4 DUTIES OF THE LIBRARIAN :
- 4.4.1 Responsibility for Custody of the Library : The Librarian shall be responsible for the custody of books, manuscripts, periodicals etc. belongings to the Library and shall maintain a complete register and index.
- 4.4.2 Library Rules : The Rules for the management of the Library shall be framed from time to time as may be found necessary by a Library Committee Appointed by the Director to be responsible for the proper functioning of the Library.
- 4.4.3 Annual Report : The Librarian shall prepare by the end of March every year, a report on the working of the Library for submission to the Library for submission to the Director by the Library Committee.
- 4.4.4 Correspondence : The Librarian shall be responsible for purchasing books approved by the Library Committee, copies of the correspondence being sent to the Registrar for information.
- 4.4.5 Stock-Taking : The Librarian shall take stock every year of all the books in the Library. The Library Committee may sign personnel to check the report.
- 4.5 DUTIES OF THE REGISTRAR
- 4.5.1 Work Under the General Control of the Director : In all the matters concerning the Centre, he shall not under the general control and

orders of the Director.

- 4.5.2 Correspondence : The Registrar shall be in charge of correspondence relating to the Centre, subject to the instructions of the Director.
- 4.5.3 Office Management : The Registrar will be in charge of the administrative staff and the general maintenance staff of the Centre.
- 4.5.4 Maintenance of the Premises : The Registrar will look after the maintenance and upkeep of the premises and the property of the Centre.
- 4.5.5 Annual Budget Estimates : He shall prepare the Annual Budget Estimate for the Director, for submission to the Council.

V. PROFESSORS EMERITUS, TEMPORARY MEMBERS

- 5.1 Professors Emeritus : The Council may, on the recommendation of the Director, designate of Professor, who has retired from the Centre after an unbroken period of at least twenty years of service or has rendered eminent service to the Centre prior to his retirement, as Emeritus Professor. Emeritus Professors shall enjoy such privileges as may be decided by the Council from time to time.
- 5.2 Temporary Members : Scholars may be invited or admitted to the Centre as Temporary Member for participating in the work of the Centre. Temporary Member may be paid such honoraria as may be decided by the Director from time to time.

VI. ADMISSION TO THE CENTRE

- 6.1 Applications : Applications for admission to the Centre shall be made to the Registrar on a prescribed form signed by the applicant.
- 6.2 Admission : A student shall be admitted normally after consideration of his application by the Director.

VII. OTHER MATTERS FOR THE ADMINISTRATION AND MANAGEMENT OF THE CENTRE :

- 7.1 Travel Allowances : Allowances for members of the Council and of the staff of the Centre and of other individuals for travel in connection with the business of the Centre shall be paid in accordance with the rules framed by the Council for that purpose from time to time.
- 7.2 Attendance at Scientific Conferences :
 - 7.2.1 Members of the Academic staff may be allowed to attend scientific

conferences and congresses and may be deputed for specialized training or for the work of the Centre at the discretion of the Council in the case of the Director and of the Director, or a member of the staff to whom the power has been delegated by the Director, in the case of others.

7.2.2 Members of the staff, when deputed by the Centre under Bye-Law 10.2.1, shall be eligible for deputation and travelling allowances as laid down by the Council from time to time. In addition, the members so deputed shall be entitled to draw salary and dearness allowance, and be eligible for house rent and city compensatory allowances provided their dependants continue to stay in Bombay.

7.3 Contribution to Scientific Periodicals : Contributions to scientific journals resulting from work carried on in the Centre by members of the staff of the Centre shall contain the Centre's name. A copy of every such contribution shall be sent to the Director as soon as it is published. No contribution which may relate to classified or confidential material shall be made without the prior approval of the Director.

7.4 Extra Mural Lectures : Members of the academic staff may accept invitations to give courses of lectures in their field of work to universities or learned societies, provided such lectures do not interfere with their work at the Centre and provided further that the prior permission of the Director or a member of the staff to whom the power has been delegated by the Director has been obtained.

7.5 Examinerships: Members of the academic staff may if invited to do so and with the prior approval of the director or a member of the staff authorized by him, accept examinerships for post-graduate degree.

Certified that this is a true copy of the Bye-Laws of the Western Regional Instrumentation Centre, Bombay.

<u>NAME</u>	<u>SIGNATURE</u>
1. PRIN. RAM JOSHI	Sd/-
2. PROF. GAJANAN MAHADEO RAJARSHI	Sd/-
3. DR. ARVIND VISHNU PATANKAR	Sd/-

SCHEDULE TO BYE-LAW 3.1.14

Sr. No.	Description of Posts	Appointing Authority	Authority Competent To Impose Penalties	Appellate Authority
1.	Director, Deputy Directors, Professors, Readers, P.S.O., S.S.O., Registrar, Executive Officer.	Council	Council	
2.	All other members of the academic staff including Fellows, Research Fellows, Junior Research Associates, Research Assistants, Research Students and Librarian, Deputy Librarian, Establishment Officer, Chief Accountant, Purchase Superintendent, Chief Store-Keeper, Personal Assistants to Director, Physicians, Dentist.	Director	Director	Director
3.	All other members of the administrative, medical and	Director or by delegation	Director or by delegation Deputy	Council or by delegation

	<p>technical staff including Scientific Assistants.</p>	<p>Deputy Director Administration or Registrar.</p> <p>Director or by delegation Deputy Director, Administration or Registrar</p>	<p>Director, Administration or Registrar</p> <p>Director or by delegation Deputy Director, Administration Registrar or Executive Officer</p>	<p>Director or Deputy Director, Administration.</p> <p>Director or by delegation Deputy Director, Administration.</p>
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WESTERN REGIONAL INSTRUMENTATION CENTRE,
BOMBAY

(Institution of the University of Bombay under the provision of section 4(4) of the Bombay
University Act, 1974)

Vidyanagari, Kalina, Santacruz (East), Bombay – 400 098.

MEMORANDUM OF ASSOCIATION
RULES AND REGULATIONS
&
BYE-LAWS



UNIVERSITY OF BOMBAY

WESTERN REGIONAL INSTRUMENTATION CENTRE, BOMBAY

University Campus (Vidyanagari),

Kalina, Santacruz (East),

Bombay 400 098.

MEMORANDUM OF ASSOCIATION

(Approved by Executive Council at the meeting held on 30.08.1980)

SOCIETY REGISTERED UNDER THE SOCIETIES REGISTRATION ACT 1860

MEMORANDUM OF ASSOCIATION

- I. The Name of the Society shall be : WESTERN REGIONAL
INSTURMENTATION CENTRE,
BOMBAY.
- II. The Registered Office of the Society shall be situated at the address as under:

VIDYANAGARI, KALINA, SANTACAURZ (EAST), BOMBAY – 400 098.
- III. OBJECTS : The objects for which the Society, hereinafter called the ‘Centre’, is established are :
 1. a) to encourage and promote, the development and progress of Instrumentation towards advancement of self reliance in the field of science and technology of Instrumentation through scientific research and development, education and social commercial and industrial application and wider utilization of instrumentation.
 - b) to advance interdisciplinary co-operation between scientists, technologists, engineers, administrators and commercial entrepreneurs in academic institutions, Central and State Government and Industrial, Commercial and Research and Development Organizations for the growth of science and technology of instrumentation and allied subjects.
 - c) to disseminate knowledge on all aspects of instrumentation and allied subjects for development of their specialized branch of science and technology.
 - d) to undertake, aid, promote and co-ordinate research in all branches of instrumentation for the benefit of users and manufacturers of instrumentation.
 - e) to help in the improvement of standards of equipment, methods and implementation practices in the field of instrumentation.
 - f) To provide support for hardware and software development of consultancy basis.
 - g) To undertake, aid, promote and co-ordinate dispersal of instruments and their knowhow for the benefit of users and manufacturers.

2. In furtherance of the above objects, the Centre may engage in the following activities :
 - i. Provide for training in courses leading to degrees, diplomas and certificates in Instrumentation and related subjects;
 - ii. Provide for training in instrumentation and related subjects to persons from Universities, Colleges, Industries, Institutions and Bodies and Associations connected with Instrumentation and individuals in such a way as to equip them to practice the science and technology of instrumentation in which they have been trained or in appropriate cases to instruct other in the field of Instrumentation;
 - iii. award Diplomas, Certificates and other distinctions to candidate trained and to prescribe standards of proficiency before the award of such diplomas, Certifications and other distinctions;
 - iv. assist, institute and carry out research, development and design programmes on instrumentation and allied subjects contribute to the improvement of technology;
 - v. assist Universities, Institutions, Industries and other bodies in servicing maintaining of Instruments;
 - vi. co-operate and collaborate with research laboratories and other learned and professional organizations to bring the recent development in instrumentation within the reach of educational, industrial and commercial organizations;
 - vii. held or join any other Association, Organization or Society having aims and objects similar to the objects of the society either in part or whole;
 - viii. award fellowships, scholarships, stipend and other concessions to deserving individuals for promoting the field of instrumentation;
 - ix. organize study programmes, lectures, symposia, conferences, exhibitions and similar promotional activities;
 - x. build up library and build up a collection of books, periodicals and papers, films and other audiovisual aids and to arrange for their distribution;
 - xi. provide documentation facilities such as up-to-date technical information, produce resource material for training, research and development and provide information on the latest developments in instrumentation to Universities, Industries

and other organization;

- xii. undertake, aid, promote publications on instrumentation;
- xiii. setup advisory and consultancy services;
- xiv. make available facilities of the Centre to organizations and individuals interested in instrumentation.

IV. The income and property of the Centre, from whatever sources derived shall be applied solely for the attainment of or towards the promotion of the objects of the Centre, as herein contained and for payment of remuneration and allowances etc. to the employees of the Centre or to any member thereof or other persons in return for any service actually rendered to the Centre for payment of interest on money borrowed from any sources or the payment of reasonable and proper rent for premises rented by the Centre.

V. Full names, addresses, designations and occupations of the Members of the Governing Council to whom by the Rules and Regulations of the Society the management of its affairs is entrusted :

Sr.No	Name & Address	Designation	Occupation	Remarks
1.	Ram Joshi University of Bombay, Fort, Bombay 400 032.	Vice- Chancellor	Teacher	Post by perpetuity
2.	Gajanan Mahadeo Rajarshi, University of Bombay, Fort, Bombay 400 032.	Registrar	Teacher	Post by perpetuity
3.	Erach Hormasjee Daruwalla, University Department of Chemical Technology, Matunga, Bombay 400 019.	Director	Teacher	Post by perpetuity
4.	Badanaval Venkatasubba Sreekantan, Tata Institute of Fundamental Research, Homi Bhabha Road, Bombay 400 005.	Director	Teacher	Post by perpetuity
5.	Arvind Vishnu Patankar Western Regional Instrumentation Centre, Kalina, Bombay 400 098.	Director	Teacher	Post by perpetuity

6.	Homi Nussarwanji Sethna Atomic Energy Commission, Old Yatch Club, Chhatrapati Shivaji Maharaj Marg, Bombay 400 039.	Chairman	Scientist	Post by perpetuity
7.	M. Ramakrishna Rao, Regional Instrumentation Centre, Indian Institute of Science, Bangalore.	Chairman	Scientist	Nominee of the University Grants Commission
8.	Shantilal K. Somaiya Somaiya Organics India Ltd. Bombay 400 001.	Director	Industrialist	Nominee of the University Grants Commission

We, the undersigned being desirous of forming into an Association to be registered under the Societies Registration Act, 1860, have subscribed our names and addresses to this memorandum :

	NAME	ADDRESS	SIGNATURE
1.	PRIN. RAM JOSHI	University of Bombay, Fort, Bombay 400 032.	Sd/-
2.	PROF. GAJANAN MAHADEO RAJARSHI	University of Bombay, Fort, Bombay 400 032.	Sd/-
3.	DR. Erach Hormasjee Daruwalla,	University Department of Chemical Technology, Matunga, Bombay 400 019.	Sd/-
4.	DR. BADANAVAL VENKATASUBBA SREEKANTAN	Tata Institute of Fundamental Research, Homi Bhabha Road, Bombay 400 005.	Sd/-
5.	DR. ARVIND VISHNU PATANKAR	Western Regional Instrumentation Centre, Kalina, Bombay 400 098.	Sd/-
6.	DR. HOMI NUSSARWANJI SETHNA	Atomic Energy Commission, Old Yatch Club, Chhatrapati Shivaji Maharaj Marg, Bombay 400 039.	Sd/-

7.	PROF. M. RAMAKRISHNA RAO	Regional Instrumentation Centre, Indian Institute of Science, Bangalore.	Sd/-
8.	DR. SHANTILAL K. SOMAIYA	Somaiya Organics India Ltd. Bombay 400 001.	Sd/-