

राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान

National Institute of Animal Biotechnology

(An Autonomous Institute of the Department of Biotechnology,
Ministry of Science & technology, Government of India)



**Memorandum of Association
and
Rules and Regulations**



No.BT/AI/29020/AI/2013-AI&PSU

April 21, 2014

Subject: Framing of Recruitment Rules and Bye-laws of NIAB, Hyderabad

Sir,

I am directed to forward herewith the Recruitment Rules, Bye-laws as well as Memorandum of Association in respect of NIAB, Hyderabad duly approved by the Hon'ble Minister of Science & Technology and Earth Sciences. The same may be duly published and a copy thereof endorsed to the Department of Biotechnology. You are further requested to upload the same on the website of NIAB, Hyderabad.

Thanking You,

Yours faithfully,

(Kusum Lata Sharma)

Deputy Secretary to the Govt. of India

Tel.No.011-24360490

E-mail: kusum.dbt@nic.in

Prof. Pallu Reddanna,
Director,
National Institute of Animal Biotechnology (NIAB),
D. No. 1-121/1, 4th and 5th Floors,
Axis Clinicals Building,
Opp. to Talkie Town,
Miyapur, Hyderabad,
Andhra Pradesh,
PIN: 500 049



సంఘముల రిజిస్ట్రార్ వారి కార్యాలయము

రంగారెడ్డి జిల్లా

OFFICE OF THE REGISTRAR OF SOCIETIES
RANGA REDDY DISTRICT

Certificate of Registration

రిజిస్ట్రేషన్ ధృవ పత్రము

(201..... లో వ సంఖ్య)

[No.520..... of 201.1.....]

ఆంధ్రప్రదేశ్ సంఘముల రిజిస్ట్రేషన్ చట్టము 2001, (35 చట్టము) క్రింద

నేడు

రిజిస్ట్రార్ అయినది యిందు మూలముగా ధృవపరచడమైనది.

I hereby certify that ..NATIONAL INSTITUTE OF ANIMAL BIOTECHNOLOGY(NIAB),
University of Hyderabad (UoH) Campus, Prof.C.R.Rao Road,Gachibowli,
Hyderabad - 500 046
is this day registered under the Andhra Pradesh Societies Registration Act., 2001 (Act
No. 35 of 2001)

రంగారెడ్డి జిల్లా, ప్రశాంత నగర్ నందు నా సంతకము, మోహరుతో వ సంవత్సరం
..... మాసము తేదిన మంజూరు చేయడమైనది.

Given under my hand and seal at PRASANTH NAGAR, Ranga Reddy District this the
.....25th.....day ofMay..... Two thousand andEleven.....



కార్యాలయపు మొహరు
Officer Seal

R. Reddy
సంఘముల రిజిస్ట్రారు
REGISTRAR OF SOCIETIES
Ranga Reddy Dist.
రంగారెడ్డి జిల్లా
Ranga Reddy Dist.
25/5/11

OBJECTIVES

1	Name of the Society	National Institute of Animal Biotechnology (NIAB)
2	Location of the Office	University of Hyderabad (UoH) Campus, Prof. C. R. Rao Road, Gachibowli, Hyderabad- 500 046
3	The Mission, Vision and objectives for which this Society is established:	<p>3.1 Mission: Development of sustainable and globally competitive livestock based economy through innovative science & technology development and entrepreneurship promotion.</p> <p>3.2 Vision: To demonstrate excellence in science; develop technology and solutions in animal biotechnology leading to eventual commercialization.</p> <p>3.3 Objectives:</p> <ol style="list-style-type: none"> 1. To undertake directed, basic and applied research towards technology and product innovation. Characterization of breeds and selective breeding to enhance productivity; develop technologies for multiplication of elite genotypes. Development of transgenic animals for producing molecules of pharmaceutical value. Enrichment of crop residues into high value products. Development of new generation vaccines, diagnostics and drugs. 2. To develop human resource across the value chain, primarily for translational research, industrial R&D; facilitate introduction of short term advanced training, new courses like MSc/MVSc-PhD and Ph.D. degree with a focus on interdisciplinary science, innovation and the science of manufacturing. 3. To contribute to national policy formulation related to animal biotechnology, animal bio-safety issues and ethical issues. 4. To promote intellectual property protection, business development, technology transfer, and academia-

		<p>industry partnerships.</p> <p>5. To develop collaborative programmes with national and international partners with focus on translational research and product development.</p> <p>6. To provide incubation facilities for entrepreneurs/startup companies.</p> <p>7. To create (i) extramural centers with emphasis on product innovation and translational research (ii) 'not for profit' companies; and (iii) facilitate the creation of 'for profit' companies.</p>
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- 1.** "Certified that the Association is formed with no profit motive"
- 2.** "Certified that the Bearers are not paid from the Association"
- 3.** "Certified that the Association would not engage in agitation to ventilate their grievance"
- 4.** "Certified that the office Bearers signatures are genuine".

RULES AND REGULATIONS

- 1. NAME OF THE SOCIETY** : National Institute of Animal Biotechnology (NIAB)
- 2. LOCATION OF THE OFFICE** : University of Hyderabad (UoH) Campus,
Prof. C. R. Rao Road, Gachibowli,
Hyderabad- 500 046

INTERPRETATION

3. In these rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context:

- a)** The “Institute” shall mean the National Institute of Animal Biotechnology.
- b)** The “Society” shall mean the National Institute of Animal Biotechnology.
- c)** The “Central Government” shall mean the administrative Ministry of the Government of India i.e. Ministry of Science & Technology, Department of Biotechnology (DBT).
- d)** The “Governing Body” shall mean the Governing Body of the Institute.
- e)** The “President” shall mean the President of the Society.
- f)** The “Chairman” shall mean the Chairman of the Governing Body of the Institute.
- g)** The “Director/OSD” shall mean the Director/OSD of the Institute appointed under the rules of the Institute.
- h)** The “Secretary” shall mean the Secretary of the Society appointed in accordance with the Bye-laws of the Society.
- i)** The “year” shall mean the period of 12 calendar months commencing from the first day of April and ending on the 31st day of March of the subsequent year.
- j)** The “DBT” shall mean Department of Biotechnology, Ministry of Science and Technology, GOI, New Delhi.
- k)** The “employee” shall mean a person employed at NIAB.

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

Words importing the masculine gender shall include the feminine gender.

MEMBERS OF THE INSTITUTE

- 4.** The “INSTITUTE” shall consist of all members of the Governing Body set up under Rule 24 of the Rules and Regulations and such other persons who may be nominated by the Government of India.
- 5.** The “INSTITUTE” shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.
- 6.** The “INSTITUTE” shall function notwithstanding any vacancy in its body and no act or proceedings of the INSTITUTE shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

AUTHORITIES AND OFFICERS OF THE INSTITUTE

- 7.** The following shall be the authorities of the INSTITUTE:
- (a) The Institute Governing Body
 - (b) The Institute Director/Officer on Special Duty, and
 - (c) The Group Leaders of different Divisions in the Institute
 - (d) Such other authorities and officers as may be appointed by the Governing Body.
- 8.** The Minister of Science & Technology, Govt. of India, or his nominee shall be the President of the Society. The Secretary of the Department of Biotechnology, Govt. of India or his nominee shall be the Chairman of the Governing Body.
- 9.** The Director of the Institute, who shall be a distinguished scientist, and the Deans/ Group Leaders shall be appointed by the Governing Body, following the procedure laid down by the Central Government and relevant Bye-laws of the Institute. The Director shall be the Principal Executive Officer of the Institute. Until such time a full time Director of the Institute is appointed in accordance with rules and Bye-laws, a distinguished scientist may be appointed as Officer on Special Duty (OSD) and the person so appointed shall have full powers, functions and status as the Director in accordance with these rules.
- 10.** The Society shall establish and maintain its own office, laboratories and workshops. Appointment to various posts under the Institute shall be made in accordance with the Bye-laws framed for the purpose by the Governing Body.

PROCEEDINGS OF THE SOCIETY

- 11.** An Annual General Meetings of the Society shall be held at such time, date & place as may be determined by the President giving not less than fifteen days' clear notice. At such Annual General Meeting, the Secretary shall submit the Annual Report and the Audited Accounts of the society, together with the Auditor's Report thereon. The Annual Report duly passed and adopted by the Society shall be submitted to the Government for placing the same before the Parliament. The quorum of the meeting shall be 50% of the society members.
- 12.** The President may convene a Special General Meeting of the Society, when-ever he/she thinks fit.
- 13.** The President shall convene a Special General Meeting of the Society on the written requisition of not less than seven members of the Society.
- 14.** Any requisition so made by the members of the Society shall express the objectives of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
- 15.** At all the Special General Meetings on subjects other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorized by the President.
- 16.** Excepting as otherwise provided in these rules, all meetings of the Society shall be called by notice under the signature of the Secretary or the President.

17. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.

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

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

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

21. At least 50% of the Society members present in person shall form a quorum at every meeting of the Society.

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

23. Each member of the Society shall have one vote. In case of a tie of votes, the President, Chairman or member presiding over the meeting, as the case may be, shall have the casting vote.

THE GOVERNING BODY

24. The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, Bye-laws and orders of the Governing Body. The Governing Body of the Society will be chaired by the Secretary, DBT or his nominee. The composition of the Governing Body will be as follows:

a)	Secretary, DBT or nominee	- Chairman
b)	Secretary, DARE or Nominee	- Member
c)	Animal Husbandry Commissioner, GOI	- Member
d)	Financial Advisor, DBT	- Member
e)	Sr. Advisor/ Advisor, DBT	- Member
f)	Experts from Various fields(5)	- Member
g)	Industry representatives (3)	- Member
h)	VC, University of Hyderabad	- Member
i)	One of the Deans /Group Leaders (by rotation)	- Member
j)	One faculty nominee of NIAB	- Member
k)	Director of the Institute	- Member Secretary

The nominations of the expert members and industry representatives to the Governing body shall ordinarily be done by the Chairman in accordance with the guidelines framed for this purpose in the NIAB bylaws.

25. Unless his membership of the Governing Body is terminated as provided in Rule 26 and subject to the provisions of Rule 26, each nominated member of the Governing Body shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Body, but he shall be

eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the unexpired portion of the term of the out-going member.

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

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

b. If he does not attend three consecutive meetings of the Governing Body.

27. Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the Chairman.

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

29. The members of the Governing Body shall not be entitled to any remuneration from the Society except the full time Director and Deans/ Group Leaders of the Institute. The members of the Governing Body or any Committee appointed by it may be paid by the Society such traveling and daily allowances and honorarium as may be provided for in the bye-laws.

30. A person holding the membership of the Governing Body by virtue of an office held by him (ex-officio) shall normally attend the Governing Body meetings. In exceptional circumstances, he may nominate a representative on his behalf. However, the nominee will not have any voting right.

31. The Secretary shall attest the signatures of all the members of newly elected Governing Body and will ensure that the said signature of the Governing Body tally with the annual list as filed with the Registrar of Societies before 15 days of the succeeding month in which elections were held.

FUNCTIONS AND POWERS OF THE GOVERNING BODY

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

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

34. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provision of these rules and the bye-laws to:

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

ii. Create and abolish posts in accordance with the relevant Bye-laws of the Institute.

iii. Appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties and terms of employment.

iv. Enter into arrangements with the Government of India and with the State Government and other public or private organizations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Society; provided, for any such arrangement with foreign and/ or international agencies or organizations the prior approval of the Government of India has been obtained.

v. Takeover, acquire by purchase, gifts, exchange, lease or hire or otherwise from Government of India, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Society; provided for any such activity involving a foreign and/ or international agency or organization, the prior approval of the Government of India has been obtained.

vi. Appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them.

vii. Delegate such administrative and financial powers as it may think proper, to the Chairman, the Director, Group Leaders and such other officers of the Society as may be considered necessary; and

viii. To frame, amend or repeal Bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters:-

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

b) Procedure for recruitment of scientists and officers in the service of the Society;

c) Terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society;

d) Terms and conditions governing the grant of scholarships, fellowships, awards and grants-in-aid for research schemes and projects.

e) Such other matters as may be necessary for the administration of the affairs and funds of the society.

PROCEEDINGS OF THE GOVERNING BODY

35. Every meeting of the Governing Body shall be presided over by the Chairman and in his absence, a member chosen from amongst the members present.

36. At least 50% members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.

37. Not less than fifteen days' clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.

38. Normally one meeting of the Governing body shall be held at least once in each half of the year or more frequently, if need arises in the opinion of the Chairman.

39. The decision of the Governing Body shall be taken by consensus of the members present or the majority of the members present and voting.

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

41. Seven members of the Governing Body may, by a requisition in writing signed by them; request the Secretary to call a meeting of the Governing Body and on receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.

42. Each member of the Governing Body shall have one vote, except as provided in Rule 30 and, if there shall be an equality of votes on any question to be decided by the Governing Body, the Chairman or the member presiding over the meeting shall have a casting vote.

43. Any business which may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body.

44. The Chairman may, irrespective of the opinion of the members of the Governing Body, refer any question, which in his opinion is of sufficient importance, for decision to the Government of India. In such an eventuality the decision of the Government of India shall be binding on the Society and its Governing Body.

BYE-LAWS

45. The Governing Body may make Bye-laws and from time to time add to, amend or repeal such Bye-laws. Subject to the provisions of the Memorandum of Association and these Rules, the Bye-laws may provide for the promotion, organization, furtherance and coordination of the scientific, technical and collaborative activities of the Institute as detailed in the Objectives in the

Memorandum of association of the Institute. In particular, the Bye-laws may provide for all or any of the following matters:

- a)** Conduct of business by the Governing Body and the committees constituted by it, the powers and functions of such committees and the terms of office of their membership;
- b)** Travel and daily allowances payable to the Chairman and members of the Governing Body for journeys undertaken by them for attending the meetings of the Body, or of the committees set up by the Body or in connection with any business of the Institute;
- c)** Courses of study and research;
- d)** Fees to be charged for courses of research or other academic programmes of the Institute;
- e)** Terms and conditions of the award of honorary appointments, fellowships, scholarships, medals and prizes;
- f)** Creation, abolition and up-gradation of scientific, technical, administrative and other posts; as per Department of Personnel & Training (DoPT), Government of India guidelines.
- g)** Term and tenure of appointments, leave, vacation and deputation, and such other matters as traveling allowances, disciplinary rules and appeals, term and conditions of service, including probationary period, termination from service, etc.; broadly based on the service rules & other conditions of service in Government of India.
- h)** Constitution of provident fund and other retirement benefit schemes and medical and group insurance schemes for the benefit of the employees of the Institute;
- i)** Delegation of powers, duties and functions of employees of the Institute;
- j)** Finance and Accounts including maintenance of accounts and audit;
- k)** Making and execution of agreements, contracts and other instruments;
- l)** Conduct and defense of legal proceedings and the manner of signing pleadings;
- m)** Procedure for the operation of bank accounts; and
- n)** Such other matters as may be necessary for the administration of the affairs of the Institute.

FUNCTIONS AND POWERS OF THE CHAIRMAN

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

47. The Chairman may, in writing, delegate such of his powers as he may think necessary to the Director.

DIRECTOR:

48. a. The appointment of the Director shall be made by the Governing Body on recommendation of search committee constituted by the Body, following the

procedure laid down by the Central Government and relevant by laws of the institute. The Director of the Institute shall be an eminent scientist or an eminent Senior Professor.

- b.** The tenure of appointment of the Director shall be five years at a time, provided that a Director whose term of appointment is over may be asked by the Governing Body to continue to hold office till a new Director is appointed and assumes charge of his office. On completion of the term, a Director may continue as an Eminent Scientist according to the rules of service and retirement, on approval of Governing Body, in consultation with department of Biotechnology.
- c.** The Director shall be the executive head as well as the academic head of the Institute and shall be in administrative charge of the Institute and its employees.
- d.** It shall be the duty of the Director to see that the provisions of the Memorandum of Association, the Rules and Regulations and the Bye-laws are duly observed and he shall have all the powers necessary for that purpose.
- e.** The Director shall exercise general control over the affairs of the Institute and shall give effect to the decisions of the Governing Body and the Scientific Advisory Committee.
- f.** The Director may delegate powers, functions and duties to any other member(s) of the staff of the Institute with the approval of the Governing Body as deemed necessary for the efficient administration of the Institute and for a proper and effective control over the staff. The powers delegated to the Director by the Governing Body may also be delegated by the Director to others but only with the approval of the Governing Body.
- g.** The Director may constitute committees with such functions as may be assigned to them to assist him.
- h.** All powers relating to the proper maintenance of discipline in the Institute shall be vested in the Director.
- i.** The Director shall have the authority to incur expenditure to such extent and in such a manner as may be prescribed by the Governing Body from time to time.
- j.** Subject to the rules, the Director shall have the power on behalf of the Institute to sanction all expenditure within the approved budget and to make re-appropriations, subject to the conditions prescribed in Rule 67-68.
- k.** The Director shall have the power on behalf of the Institute to negotiate and authorize contracts being entered into in the name of the Institute.
- l.** Subject to the provisions of these Rules and Regulations and the Bye-laws, the Director shall also discharge such functions and exercise such powers as may be delegated to him by the Governing Body.
- m.** If in his opinion an exigency has arisen which requires immediate action to be taken in the interest of the Institute, the Director shall, in consultation with the Chairman, take such action as deemed necessary and shall report the same at the next meeting of the body, if any, which would in the ordinary course have dealt with the matter.

OFFICIATING OF PRO TERM DIRECTOR:

49. Notwithstanding anything contained in Rule 48, the Governing Body may appoint a person to officiate as Director in the Absence of the Director appointed under Rule 48. The Governing Body may also make the appointment of a pro term Director in a vacancy in the office of the Director. An appointment under this rule shall be for a period not exceeding one year at a time. An officiating Director or a pro term Director shall discharge only such of the duties and functions vested in the Director under these Rules or as may be assigned to him from time to time by the Governing Body, and the Governing Body may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or the pro term Director. The emoluments and other terms and conditions of the officiating or the pro term Director shall be as fixed by the Governing Body.

FUNCTIONS AND POWERS OF THE DIRECTOR

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

51. The Director shall, subject to the provisions of these rules and Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions through the respective Group Leaders of the institute.

52. The Director of the Institute shall be the Secretary of the Society. For the purposes of the Societies Registration Act, the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

53. The Director shall be responsible for designing and maintaining the unified integrity of perspective for NIAB, and ensuring that any other centers of the Institute that are established function coordinately in the framework of this perspective. Further, the Director will conduct the administration and financial business of the society and the institute through the 'Apex Committee' (AC) chaired by him and with all the Group Leaders of the institute as members. The AC will prepare the institute budget which shall be submitted to Department of Biotechnology, Govt. of India or other funding sources by the Director. The other major responsibilities of the AC include the constitution of the Technical Advisory Committees and Management committees of the various departments, allocation of budgets to various departments and the general administration of the institute and to develop an ecosystem for creativity and innovation. The broad approach would be one of nurturing and employing collective wisdom in governance and also in identifying new initiatives. Where the departments are developed in partnership with outside agencies, the terms of agreement for governance shall be adhered to, within the overall spirit of collaborative management.

FUNCTIONS AND POWERS OF GROUP LEADERS

54. The NIAB will have four domains as Group I: Research (Animal Genomics, Transgenics and animal biotech products, Reproductive Biotechnology, Animal Health Biotechnology, Animal Nutrition Enrichment); Group II: Human Resource Development; Group III: Bioinformatics; Group IV: Business Development. The Group Leaders will be the heads of the divisions. They will have administrative and financial powers for the day-to-day functioning of their areas within the allocated budget, in consultation with the Apex Committee. The administrative and financial powers of the Group Leader will be as determined by the Governing Body. The Group Leaders will primarily lead their respective domains, nurture scientists in the group and their scientific endeavors, facilitate collaboration with other domains and help develop lateral linkages. The endeavor would be to evolve a non-silo approach to R&D and Management.

ADJUNCT FACULTY:

Eminent, National and International Scientists:

55. Scientists in Animal biotechnology and experts in allied fields working in other organizations, including eminent national and international scientists, may be invited to be associated with the Institute as Adjunct Faculty to participate in its academic or other work. They may lead collaborating groups in their own organizations or lead or be part of a team within the Institute for a short period of a few months to longer periods.

CLASSIFICATION OF STAFF:

56. The members of the staff of the Institute other than the Director shall be classified as follows:

- a) Scientific Staff:** Members of the staff engaged in research work/ academic work, who shall include the Director, Group Leaders and scientists with different designations and classifications (such as Scientist-B,C,D,E,F and G), Visiting Professors/ Visiting scientists, Visiting Fellows, etc., and such other staff as may be included by the Governing Body from time to time in this category;
- b) Technical Staff:** Under this category shall be engineers, technical officer/ Assistants, Business Development Officer, System Administrators, Animal House Managers, Library staff, and other members of supporting staff doing technical work and generally with degrees/ diplomas/training in engineering, science, medicine or allied areas, or technical areas including library science;
- c) Administrative Staff:** Members of staff engaged in the administration of the Institute such as Registrar, Administrative Officer, Finance/ Accounts Officer, Purchase Officer, Stores Officer, Management Assistants, Clerical and such other staff doing administrative work.
- d) Auxiliary Staff:** Staff appointed for Guest House. Canteen, Hostel, Security & Reception, maintenance, etc. and such staff generally assisting or helping in various auxiliary activities of the Institute.

APPOINTMENTS:

- 57** **a.** There shall be Selection Committees for making recommendations to the Governing Body for appointment to the posts of Scientists in the Institute and to such other posts as may be prescribed under the Bye-laws. All selection committees shall be approved by the Chairman, Governing Body. The Governing Body shall have the discretion to invite eminent scientists to serve as faculty members in the Institute without recourse to selection committees for a defined period of time on a contractual/visiting basis. The selection committees for this purpose shall be presided over by a committee appointed by the Director. Offers of appointment up to the level of Scientist-D can be made by the Director and reported to the Governing Body. Offers of appointments at the level of Scientist-E and above will be made by the Director after approval by the Chairman, Governing Body and as per Government norms.
- b.** Subject to these provisions, the composition of the selection committees shall be as laid down in the Bye-laws.
- c.** It shall be open to the appointing authorities to offer appointments either on contract up to five years at a time or on a continuing basis till the attainment of superannuation, which will be sixty years or as per Department of Personnel & Training (DoPT), Government of India guidelines. The appointments may include such probationary periods as may be laid down in the Bye-laws.
- d.** For appointment of scientist up to the level of Scientist-G, the appointing authority shall have the flexibility to (i) select candidates on a 'direct offer' basis without the usual recruitment process to an extent not exceeding 10% of the sanctioned manpower for recruiting exceptional overseas candidates or to compensate for sudden loss of leadership in challenging technical areas and (ii) to recommend to the Governing Body to offer one scale higher than a level of an available post of a candidate of exceptional merit. Based on the recommendation of the selection committee, the Governing Body or the Director, as the case may be, shall have the power (i) to appoint any or all of the candidates selected to existing supernumerary posts immediately or within a period of one year, and (ii) to sanction a higher scale to candidates with exceptional merit. Such appointments will be made in consultation with Department of Biotechnology.
- e.** Notwithstanding anything contained in these Rules, contractual appointments may be made. When the duration of such appointment is for a period not exceeding one year, it shall be made by the Director and reported to the Governing Body. When the duration of such appointment exceeds one year, it shall be made by the Governing Body on the recommendation of a selection committee, in consultation with Department of Biotechnology.
- f.** Any employee of the Institute may resign office by a letter addressed to the Director provided that such resignation shall take effect only from the date on which the same is accepted by the authority competent to make appointment for the time being; provided further that in the case of the Director, the resignation letter shall be addressed to the Chair of the Governing Body. The period of notice, if any, to be given by either side may be provided for in the Bye-laws.
- g.** The Governing Body shall be competent to terminate the services of any employee of the Institute for reasons and in the manner to be provided for in

the Bye-laws, which shall include a reasonable opportunity being given to the employee concerned to explain and to defend himself in the matter.

THE FINANCE COMMITTEE, THE SCIENTIFIC ADVISORY COMMITTEE AND BUILDING COMMITTEE:

58. The administrative, technical and financial management of the Institute will be under the advice of the Governing Body. The Governing Body would conduct periodical review and monitoring of the activities and take remedial measures as deemed fit to meet the aims and objectives of the Institute. The Governing Body would nominate the Finance Committee, the Scientific Advisory Committee and Building Committee. The tenure of these committees will be for three years.

FINANCE COMMITTEE

59. The Finance Committee would consist of the following:

- | | | |
|-----------|--|--------------------|
| a) | Secretary, DBT | - Chairman |
| b) | Financial Advisor, DBT | - Member |
| c) | Experts (2) | - Member |
| d) | Three nominees of Governing Body of NIAB | - Member |
| e) | Advisor, DBT | - Member |
| f) | Director/OSD of the Institute | - Member Secretary |

The Finance Committee will consider important financial matters and make its recommendations to the Governing Body. It should meet at least twice a year or as often as necessary.

The functions of the Finance committee shall be:

- a)** to consider the annual budget estimates and the revised estimates of the Institute and to make recommendations to the Governing Body;
- b)** To consider proposals for new expenditure before they are considered by the Governing Body and to make recommendations to the Governing Body;
- c)** To consider the re-appropriation statement and to make recommendations to the Governing Body;
- d)** To review the finance of the Centre from time to time and to make recommendations to the Governing Body;
- e)** To consider the annual statements of accounts and the audit report thereon and make recommendations to the Governing Body;
- f)** To consider and review the investments of the Centre periodically and make recommendations to the Governing Body;
- g)** To approve financial allocation for intramural or collaborative programmes;
- h)** To tender advice and make recommendations to the Governing Body on any other finance matter affecting the Centre, either on its own initiative or on the initiative of the Director or of the Governing Body.

Meetings of the Finance Committee shall ordinarily be held before every meeting of the Governing Body and on such date and time and at such place as may be fixed by the Chairman of the Committee. The Chairman may, however, convene additional meetings of the Committee to consider any urgent financial matters.

In the absence of the Chairman of the Finance Committee at any meeting of the Committee, a chairman for the meeting shall be elected by the members of the Finance Committee present.

Quorum- Five members shall form a quorum.

As far as possible it shall be the endeavour of the Governing Body to decide all matters by a consensus. However, in case of any difference of opinion on any matter, the same shall be decided by a majority of votes of the members present at a meeting of the Governing Body. In the case of an equality of votes, the Chairman shall have a casting vote.

The minutes of the meeting of the Finance Committee shall be placed before the Governing Body for ratification.

SCIENTIFIC ADVISORY COMMITTEE

60. The Scientific Advisory Committee (SAC) will be constituted by the Governing Body for formulating scientific programmes of the institute, monitoring of the programmes and advising on policy matters relating to research & translational service. The institute will be externally evaluated by a panel set up by the Governing Body, once in 3 years. The composition of SAC will be as follows:

- | | |
|---|--------------------|
| a. Eminent Scientist | - Chairman |
| b. International and national Experts with research excellence (5) | - Member |
| c. Scientist with innovation or with industry background (3) | - Member |
| d. Deputy Director General (AS), ICAR | - Member |
| e. Advisor, DBT | - Member |
| f. Director of the Institute | - Member Secretary |

The Scientific Advisory Committee shall evolve the scientific and technical programs of the Institute, review them periodically and shall take further course of action as would be deemed fit for furthering the scientific and technological research and other functions of the Institute. The recommendations of the Committee would be submitted to the Governing Body for approval. It should meet at least once a year. The tenure of the Committee shall ordinarily be for a period of 3 years, which can be extended or reconstituted by the Governing Body after 3 years.

BUILDING COMMITTEE

61. A Building Committee will be constituted by the Governing Body to advise on construction/infrastructure development work, maintenance work and also provide policy directions in such matters.

The Finance, Scientific Advisory, and Building Committees will be advisory bodies to the Governing Body.

REMOVAL OF THE MEMBERS OF THE VARIOUS BODIES OF THE CENTER:

62. Any member of the Governing Body, the Scientific Advisory Committee or any other body may be removed by a resolution of the Society by a majority of not less than two-thirds of the members present and voting, on the ground that (a) the member has become incapable of performing his duties; and/or (b) the member has been convicted by a court of law of an offence which, in the opinion of the Society, involves moral turpitude and/or acts of omission or commission found to be detrimental to the interest of the Institute.

FUNDS OF THE SOCIETY

63. The funds of the Society will consist of the following:

- i)** Lump sum, recurring, and non-recurring grant made by the Govt. of India.
- ii)** Funds for research projects undertaken from other project funding agencies and industry.
- iii)** All money received by the Society by way of grants, gifts, donations or other contributions.

64. All funds of the Society shall be paid into the Society's account with either in a Government Treasury/ Sub Treasury or Reserve Bank of India, branches of the State Bank of India and its subsidiaries or in a scheduled/ nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on this behalf by the Governing Body.

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

BUDGET ESTIMATES

66. The annual budget of the institute shall be drawn up in a form approved by the Governing Body. It shall be prepared and placed before the Governing Body for approval by such date as may be prescribed by the Governing Body.

APPROPRIATION

67. The funds of the institute shall normally be appropriated for expenditure only on items which have been approved by the Governing Body. However, the funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Governing Body, which shall have full powers to appropriate sums there from to meet the expenditure of the institute.

RE-APPROPRIATION

68. The Director shall have the power to make re-appropriations subject to the following conditions:

(a) Re-appropriations to augment the provisions under the heads Salaries, Establishment, Provident fund contribution/ Retirement benefit and Allowances shall require a prior consent of the Governing Body;

(b) No re-appropriations shall be made from a head of Non-Recurring head expenditure to the head of Recurring head expenditure;

(c) Re-appropriations within the heads of Non-Recurring expenditure to cover expenditure on a new project not included in the budget shall require a prior consent of the Governing Body; and

(d) All re-appropriations made shall be reported to the Governing Body at its subsequent meetings for ratification.

ACCOUNTS AND AUDIT

69. The nature of audit to be applied should be based on financial norms which take into account the intellectual component of research resulting in tangible and intangible benefits and costs thereto.

70. The accounts of the Institute shall be maintained on an up-to-date basis, following established audit norms. The Governing Body may from time to time issue guidelines on the maintenance of funds, management of expenditures and operation and maintenance of accounts. The accounts of the Institute shall be made up to the 31st day of March of each year.

71. The accounts of the Institute shall be audited annually by a Chartered Accountant or a firm of Chartered Accountants.

72. The Comptroller and Auditor General of India shall have the right to demand production of books of accounts, connected vouchers and other documents papers and to inspect the office of the Institute.

ANNUAL REPORT

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

ALTERATION OF RULES/OBJECTIVES

74. The Rules of the Society may be altered at any time on the recommendation of the Governing Body by a resolution passed by a majority (2/3rd) of the members of the Society present at any meeting of the Society.

75. All provisions contained in the Societies Registration Act, XXI of 1860 as applicable to State of Andhra Pradesh, shall apply to this Society.

76. Upon a resolution passed by a majority of the members of the Society, not less than 3/4th of the total members of the Society can determine that the Society shall be dissolved forthwith or on such date as may be agreed upon and confirmed

by 3/4th of the members present at a second special meeting with at least 30 days notice in writing.

77. None of the Objects of the Society shall be amended without the prior approval of the Director of Income Tax (Exemption), Hyderabad.

WINDING UP

78. The Society shall at the same meeting and at the time of passing a resolution dissolving the Society, determine the method to be followed for disposal and settlement of its property and debts. In the event of dissolution, the property and funds of the Society that remain after the satisfaction of all its debts and liability shall not be paid to or distributed among the members of the Society or any of them but shall be given to some other Society with similar aims and objectives which has been recognized by the Income Tax authorities under the provisions of Income Tax Act, provided that such other Society shall be determined by the votes not less than 3/4th of the members present personally at the time of the dissolution or in default thereof by the Principal court of original civil jurisdiction of the district in which the registered office of the Society is situated.

BENEFITS OPEN TO ALL:

79. The benefits of the Society shall be open to all irrespective of caste, creed or religion.

ESSENTIAL CERTIFICATE:

80. “Certified that this is the correct copy of the rules and Regulations of the Society”