



**MEMORANDUM OF ASSOCIATION
&
RULES AND REGULATIONS
OF
MAULANA ABUL KALAM AZAD
INSTITUTE OF ASIAN STUDIES**

Certificate of Registration of Societies

West Bengal Act XXVI of 1961

No.S/72328 of 1992 – 1993

I hereby certify that Maulana Abul Kalam Azad Institute of Asian Studies has this day been registered under the West Bengal Societies Registration Act,1961.

Given under my hand at Calcutta this Fourth day of January One Thousand Nine Hundred and Ninety Three.

Sd/- S.K.Ghose

*Registrar of Firms, Society &
Non-Trading Corporations,
West Bengal*

MEMORANDUM OF ASSOCIATION
OF
MAULANA ABUL KALAM AZAD
INSTITUTE OF ASIAN STUDIES

1. The name of the Society shall be: Maulana Abul Kalam Azad Institute of Asian Studies, hereinafter referred to as the Institute.
2. The Office of the Institute shall be situated at Raj Bhawan, Calcutta.
3. The objects for which the Society is established are :-
 - i) a) to be a Centre for research and learning with focus
(a) on social, cultural, economic and political administrative developments in Asia from the middle of the nineteenth century onwards, with special emphasis on their links with India, and (b) on the life and works of Maulana Abul Kalam Azad;
 - b) to establish and maintain a library of books, pamphlets, newspapers, periodicals, microfilm still photographs, motion pictures, sound recording and other materials having a bearing on the secular traditions of Modern India with special reference to social, cultural and political movements and events from the middle of 19th century onwards;
 - c) to establish and maintain a personalia Museum at the former residence of Maulana Azad in Calcutta. The Museum would highlight the life and works of Maulana Abul Kalam Azad as a distinguished national leader and thinker;
 - d) to make available to the public in a suitable place the collections of papers and library sources for study and research;
 - e) to organise, undertake, conduct, encourage and promote study and research in the field of secularism and universal brotherhood and the life and works of Maulana Azad;
 - f) to sponsor or commission studies, based on original research, or translation or compilation and, for this purpose, to pay honorarium or remuneration or royalty, or to make payments for the acquisition of copyright of works already published;
 - g) to undertake and to promote publication of books, monographs, periodicals and papers incorporating the results of the studies and research carried out at the Institutes' premises and/or any other place as the Institute may decide;
 - h) to foster academic contacts within India as well as in other countries through exchange of personnel and research materials;
 - i) to collaborate with institutions engaged in similar activities in India and abroad with a view to further the aims and objects of the Institute;
 - j) to institute and award fellowships, scholarships and monetary assistance in accordance with the rules and bye-laws;
 - k) to undertake all such activities as are incidentally necessary or conducive to the attainment of all or any of the above mentioned objects.

- ii) to create and institute administrative, ministerial, technical, research and such other posts as may be necessary and to make appointments thereto in accordance with the Rules and Regulations of the Society subject to any directions that may be issued by the Central Government from time to time;
 - iii) to obtain or accept grants, subscription, donations, gifts, requests from Governments, Corporations, Trusts or any persons for the purposes of the Society;
 - iv) to draw, make accept, endorse and discount cheques, notes, or other negotiable instruments and, for this purpose, to sign, execute and deliver such assurances and deeds as may be necessary for the purpose of the Institute;
 - v)
 - a) to acquire, hold and dispose of property in any manner whatsoever for the purposes of the Institute, provided that the prior approval of Central Government is obtained in the case of acquisition or disposal of immovable property;
 - b) to deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the functions of the Institute;
 - c) to borrow and raise moneys, with the prior approval of the Central Government, with or without security or on the security of any Mortgage Charge or Hypothecation of pledge over all or any of the immovable properties belonging to the Institute or in any other manner whatsoever for the purpose of the Institute;
 - d) to build, construct and maintain houses, hostels, or other buildings and alter, extend, improve, repair, enlarge, or modify the same with light, water, drainage, furniture, fittings, instruments, apparatuses, and appliances and other things for the use to which such buildings are to be put or held in connection with objects of the Institute;
 - e) to construct or otherwise acquire, lay-out, repair, extend, alter, enlarge, improve and use any land, park and any other immovable property belonging to or held by the Institute;
 - vi) to appoint committees or sub-committees as it may be deemed fit to carry out the objects of the institute;
 - vii) to delegate any or all its powers to the Executive Council or to any of the Committees or Sub Committees constituted by it;
 - viii) to do all such lawful acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the Institute as a Centre of Study and Research;
4.
 - a) The studies and research programmes conducted by the Institute shall be open to persons of either sex and of whatever race, religion, creed, caste or class and no test or conditions shall be imposed as to religious belief or professions in admitting or appointing members, scholars, workers or in any other connection whatsoever; and,
 - b) no benefaction shall be accepted by the Institute which, in its opinion, involves conditions or Obligations opposed to the spirit and objects of the Institute;
5. The Central Government may appoint one or more persons to review the work and progress of the Institute and to hold enquiries into the affairs thereof and to report thereof, in such manner as the Central

Government may stipulate. Upon receipt of any such report, and after obtaining the comments of the Executive Council, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the said directions should be binding on the Institute or the Society as the case may be.

6. The Central Government may issue such directions to the Society or the Institute as it may consider necessary for the furtherance of the objects of the Institute and for ensuring their proper and effective functioning, and the Institute or the Society, as the case may be, shall carry out such directions.
7. The income and property of the Institute howsoever derived, shall be applied towards the promotion of objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as the Central Government may, from time to time, impose. No part of the income and property of the Institute shall be paid or transferred directly or indirectly, by way of dividends, bonus or otherwise, howsoever, by way of profit, to the persons who are, or at any time have been, members of the Institute or the Executive Council or to any of them or to any persons claiming through them or to any of them, provided that nothing herein contained shall prevent the payment, in good faith, or remuneration to any members thereof or other persons in return for any services rendered to the Institute or for travelling allowances, halting, or other similar charges.
8. The names, addresses and occupations of the first members of the Executive Council of the Institute to whom by the rules and regulations of the Society the management of its affairs is entrusted are:-

Sf. No.	Name and address	Description
1.	Prof. S.Nurul Hasan Governor of West Bengal, Calcutta	Chairman
2.	Shri Bhaskar Ghose Secretary to the Government of India, Department of Culture, Ministry of Human Resource Development, New Delhi	Member
3.	Shri. Sudeep Banerjee Financial Adviser, Ministry of Human Resource Development New Delhi	Member
4.	Prof. Ravindra Kumar Director, Nehru Memorial Museum & Library, Teen Murti House, New Delhi	Member
5.	Shri. Dilip Bhattacharya Secretary to the Government of West Bengal Secretary Department to Higher Education , Calcutta	Member
6.	Prof. J.K Roy University of Calcutta, Calcutta	Member
7.	Prof. Surajit Sinha Santiniketan, Dist. Birbhum West Bengal	Member

9. We, the several persons whose names, addresses and occupations are hereunto described, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum and set our several and respective hands hereunto and form ourselves into a Society under the West Bengal Societies Registration Act, 1961 this day.

Sl.no.	Name	Signature	Address	Occupation
1.	Prof. S. Nurul Hasan	Sd/-	Raj Bhavan, Calcutta	Governor of West Bengal
2.	Shri. Bhaskar Ghose	Sd/-	Department of Culture, of Ministry of Human Resource Development, Shastri Bhawan, New Delhi	Secretary to the Govt. India
3.	Shri S.V Giri	Sd/-	Department of Education, Of Human Resource Development, Shastri Bhawan, New Delhi	Secretary to the Govt. India
4.	Shri Sudip Banerjee	Sd/-	Ministry of Human Resource Development, New Delhi	Financial Adviser
5.	Prof. Ravinder Kumar	Sd/-	Nehru Memorial Museum & Library. Teen Murti House, New Delhi	Director
6.	Shri. Dilip Bhattacharya	Sd/-	Department of Higher Education, Govt. of West Bengal, Calcutta	Secretary to the Govt. of West Bengal
7.	Prof. J.K Ray	Sd/-	Department of History University of Calcutta	Professor

Witness to the above Signature:

Sd/-

Signature	(D. SENGUPTA)
Address	Deptt. Of Culture Ministry of Human Resource Development, Govt. of India, New Delhi
Occupation	Deputy Secretary

**RULES AND REGULATIONS
OF
MAULANAABUL KALAM AZAD
INSTITUTE OF ASIAN STUDIES**

1. Short Title

These Rules and Regulations may be called "Rules of Maulana Abul Kalam Azad Institute of Asian Studies".

2. Definitions

In these Rules, unless the context otherwise requires:

- (i) "The Society" means the Maulana Abul Kalam Azad Institute of Asian Studies.
- (ii) "The Institute" shall mean the Maulana Abul Kalam Azad Institute of Asian Studies.
- (iii) The "President" shall mean the President of the Society; "Vice President" shall mean the Vice-President of the Society.
- (iv) The "Executive Council" shall mean the body which is constituted as such under Rules 17 as the Executive Council of the Institute.
- (v) The "Director" shall mean the Director of the said Institute who is also the Executive Head and Secretary of the Institute.

MEMBERS OF THE SOCIETY

3. (a) The Society shall consist of the following members:

- (i) The Governor of West Bengal who shall be the President.
 - (ii) Secretary, Department of Culture, Govt. of India, or his representative.
 - (iii) Secretary, Department of Education, Govt. of India, or his representative. Financial Adviser, Department of Culture, Ministry of Human Resource Development, Govt. of India (representative of the Ministry of Finance).
 - (iv) Financial Advisor, Department of Culture, Ministry of Human Resource Development, Govt of India (representative of the Ministry of Finance.)
 - (v-vii) A representative each of ICCR, ICHR and ICSSR.
 - (viii-xxii) 15 eminent persons, professors, educationists, and representatives of learned bodies to be nominated by Department of Culture, Ministry of Human Resource Development, Govt. of India.
 - (xxiii-xxix) 7 scholars and other knowledgeable persons to be nominated by Department of culture, Ministry of Human Resource Development, Govt. of India
 - (xxx-xxxiv) 5 persons (Vice-Chancellor of Calcutta University, Secretary Department of Higher Education, West Bengal, a representative of Asiatic Society and three scholars) to be nominated by the Government of West Bengal.
 - (xxxv) Director of the Society (Member Secretary).
- (b) The Vice-President of the Society shall be nominated by the Central Government from amongst the members of the Society.

ROLL OF MEMBERS

4. The Society shall keep a Roll of Members and every member of the society shall sign the Roll and state therein his name, occupation and address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the Roll as aforesaid.
5. If a member of the Society changes his address, he shall notify his new address to the Director who shall thereupon enter his new address in the Roll of Members. But if he fails to notify his new address, the address in the Roll of Members shall be deemed to be his address.

DURATION OF MEMBERSHIP

- 6 (a) Where a person becomes a member of the Society by reason of the office or appointment he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment. Other members shall hold office for five years unless the authority which nominated them terminates their membership earlier, which it will have power to do.
 - (b) Should any member of the Society; other than the one who is appointed as such under Rule 3(0.), (vii) and (viii), be prevented or unable otherwise from attending any meeting of the society, or any of its bodies or committees, he shall be at liberty to appoint and authorize a proxy to take his place at that meeting of the Society and such proxy shall have all the rights and privileges of a member of the Society including the right to speak and vote at that meeting.
7. All outgoing members shall be eligible for reappointment.
8. A member of the Society shall cease to be such member if-
 - (a) he/she resigns, becomes of unsound mind, becomes insolvent or be convicted of an offence involving moral turpitude; or
 - (b) he/she does not attend three consecutive meetings of the Society without obtaining leave of absence from the President; or
 - (c) if he/she, other than the Director, accepts a full-time appointment in the Society.
9. (a) A resignation of membership of the Society shall be tendered to the Director and shall not take effect until it has been accepted on behalf of the Society by the President or the Vice-President. Any vacancy in the membership of Society caused by any of the reasons mentioned above may be filled up by the authority appointing such members and the person appointed in the vacancy shall hold office only upto the date upto which the member in whose place he/she is appointed would have held office if it had not been vacated as aforesaid.
 - (b) The President/Vice-President may resign his office by a letter addressed to the Central Government And his resignation shall take effect from the date it is accepted by the Government. In case of such an eventuality, the Central Government may nominate President/Vice-President on ad- hoc basis.

10. The Society shall function notwithstanding any vacancy and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceeding of the Society shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of its members.

POWER AND FUNCTIONS OF THE SOCIETY

11. (i) To maintain a fund to which shall be credited:
- (a) all moneys provided by the Central Government;
 - (b) all fees and other charges received by the Society;
 - (c) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - (d) all moneys received by the Society in any other manner or from any other source.
- (ii) to deposit all moneys credited to the fund in such banks or to invest in such a manner as the Society may, with the approval of the Central Government decide;
- (iii) . to pay out the funds belonging to the Institute or out of any particular part of such funds, the expenses incurred by the Institute from time to time including all expenses incidental to the formation of the Institute and management and administration of any of the foregoing objects including all rents, rates, taxes, outgoings and the salaries of the employees;
- (a) to give pensions, gratuities or charitable aid to the staff and other employees of the Institute or to their wives, children or other dependents;
 - (b) to make payments towards insurance and to create and contribute to provident & benefit funds for the benefit of any person employed by the Institute or the wives, children or other relatives or dependents of such persons.

MEETING

12. (i) The Annual General Meeting of the Society shall be held at such time, date and place as may be determined by the President.
- (ii) The President may convene a special meeting of the Society whenever he thinks fit, provided that President shall call a meeting of the Society upon a written requisition of not less than ten members specifying the object for which the meeting is to be called.
- (iii) The power of the President under this rule may, in his absence, be discharged by the Vice-President.
- 13 Except as otherwise provided in these Rules, all meeting of the Society shall be called by notice under the signature of the Member Secretary.

14. 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 twenty- one clear days before the day appointed for the meeting. Provided that the President may, for reasons to be recorded, call a special meeting on such shorter notice as he may think fit.
15. (i) If the President is not present at any meeting of the Society, the Vice-President shall preside over the said meeting .
(ii) In the absence of the President and the Vice-President, every meeting of the Society shall be presided over by a member chosen by the members present on the occasion.
16. Twelve members of the Society present in person or by proxy as provided in Rules 6(b) above shall form a quorum at every meeting of the Society.
17. All disputed questions at meeting of the Society shall be determined by vote. Every member of the Society, including the member presiding, shall have one vote and, in the event of equality of votes on any question to be determined by the Society, the member presiding shall have an additional or casting vote. In the event of disagreement between representatives of the Ministry of Finance and the President of the Society on the Financial matters beyond the delegated powers of the Department of Culture, the matter may be referred to the Minister of the administrative Ministry concerned and the Finance Minister for a decision.

EXECUTIVE COUNCIL

- 18.(a) The property, movable and immovable, belonging to the Society, the income thereof and the general superintendence, direction, control and administration of the affairs of the Society shall be vested in the Executive Council of the Society which shall have full power and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of Society including, without prejudice to the generality of the foregoing, the power to acquire and dispose of property, the power to raise loans with or without security, to advance money and to make appointments subject to any limitations that may have been imposed by or under the Memorandum of Association and Rules and Regulations of the Society.
- (b) The Executive Council of the Society shall consist of the following:
 - A. Chairman (nominated by the Department of Culture, Govt. of India)
 - B. Secretary, Department of Culture, Govt. of India, or his nominee.
 - C. Financial Adviser, Department of Culture, Ministry of Human Resource Development, Govt. of India.
 - D. A representative of the Government of West Bengal.
 - E. 4 scholars to be nominated by the Government of India.
 - F. 2 scholars to be nominated by the Government of West Bengal.
 - G. Director of the Society (Member Secretary).

- (c) The Chairman and Vice-Chairman of the Executive Council shall be nominated by the Department of Culture, Ministry of Human Resource Development, Govt. of India, from among the members of the Executive Council, provided that the first Chairman of the Executive Council would be the Governor of West Bengal for a period of 5 years.
 - (c) The first Director will be appointed by the Department of Culture, Ministry of Human Resource Development, Government of India for five years on such terms and conditions as the Central Government may decide. Until a Director is appointed, one of the signatory members, as nominated by the Chairman, shall act as Member Secretary of the Society.
19. Subject as hereinafter provided, the term, of office of the members of the Executive Council, including the First Executive Council, shall be five years at a time. If a person becomes a member of the Executive Council by reason of the office or appointment he holds. his membership of the Executive Council shall terminate when he ceases to hold that office or appointment.
20. A member of the Executive Council shall cease to be such member if:
- (a) he/she, resigns, becomes of unsound mind, becomes insolvent or be convicted of an offence involving turpitude; or
 - (b) he/she does not attend three consecutive meetings of the Executive Council without obtaining leave of absence from the Chairman or Vice-Chairman; or
 - (c) being a member of the Society, ceases to be a member thereof.
21. A resignation of membership of the Executive Council shall be tendered to the Director and shall not take effect until it has been accepted, on behalf of the Society, by the Chairman.
22. Any vacancy in the membership of the Executive Council may be filled up by the authority appointing such members and the person appointed in the vacancy shall hold office only up to the date up to which the member in whose place he is appointed would have held office if it had not been vacated as aforesaid.
23. The Executive Council shall function notwithstanding that any person who is entitled to be a member by virtue of his office is not invited as a member of the Executive Council for the time being and notwithstanding any other vacancy in its body whether by the non-appointment by the authority entitled to make the appointment or otherwise, and no act or proceeding of the Executive Council shall be invalid merely by reason of the happening of any of the above mentioned events or of any defects in the appointment of any of its members.
24. Every meeting of the Executive Council shall be presided over by the Chairman or, in his absence, by the Vice-Chairman and, in the absence of both the Chairman and the Vice-Chairman, by a member chosen by the members present at the meeting to preside for the occasion.
25. Four members of the Executive Council present in person shall constitute a quorum at any meeting of Executive Council.
26. Not less than ten clear days' notice of every meeting of the Executive Council shall be given to each member thereof provided that the Chairman, and in his absence, the Vice- Chairman, may for reasons to be recorded, call a meeting on such shorter notice as he may think fit.

27. Every notice calling a meeting of the Executive Council shall state the date, time and place at which such meeting will be held and shall, except as otherwise provided in these Rules, be under the signature of the Director.
28. The Executive Council shall hold at least three meeting in a year and not more than six months shall elapse between any two meetings of the Council.
29. (i) Each member of the Executive Council, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be decided by the Executive Council, the Chairman shall, in addition, have a casting vote.
(ii) Subject as mentioned herein, in case of a difference of opinion amongst the members of the Executive Council, the opinion of the majority shall prevail.
30. Any business which it may be necessary for the Executive Council to perform, may be carried out by circulation of the draft resolution amongst all the members and any resolution so circulated and approved by a majority of the members by affixing their signatures thereto shall be as effectual and binding as if such resolution had been passed at a meeting of the Executive Council.
31. The Chairman may refer any question, which in his opinion, is of sufficient importance to justify such a reference, for the decision of the Central Govt. and such decision shall be binding on the Society and its Executive Council.

BYE-LAWS

32. (i) The Executive Council shall have power to make and frame bye-laws not inconsistent with the Memorandum of Association and Rules and Regulations of the Society and to alter, amend and rescind the same from time to time for the proper administration and management of the affairs of the Society;
(ii) Without prejudice to the generality of the foregoing provision, such bye-laws may provide for the following matters:
 - (a) the preparation and sanction of budget estimates, the sanctioning of expenditure; making and execution of contracts, the investment of the funds of the society and the sale or alternation of such investment, and account and audit;
 - (b) powers, functions and conduct of business by Advisory Boards or Committees standing and otherwise Sub- Committees, as may be constituted from time to time, and the term of office of their members;
 - (c) procedure for appointment of the officers and the staff of the Society;
 - (d) the terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Society;
 - (e) terms and conditions governing scholarships, and fellowships, research schemes and projects;
 - (f) such other matters as may be necessary for the furtherance of the objectives and the proper administration of the affairs of the Society;
33. Subject to these Rules and Regulations and the general directives issued by the Central Govt. regarding creation of posts, the Executive Council shall have the power;
 - a) to create posts the maximum of the scale of pay of which does not exceed Rs. 4,5001- p.m. and also for adoption of pay scales, allowances and revision of pay scales of posts as are available for Central Govt. employees Provided that if a post is to be created in a pay scale

above the level referred to above, and /or for adoption of pay scales, allowances and revisions there of which are not available to Central Government employees, prior approval of the Central Government is necessary.

- b) to appoint all categories of officers and staff for conducting the affairs of the Society, to fix the amount of their remuneration subject to budget provisions, and to define their duties.

34. The Executive Council may delegate to the Director or any of its members and/or any other officer of the Society such administrative and financial powers and impose such duties as it deems proper and also prescribe limitations within which the said powers and duties are to be exercised or discharged.

Provided that the delegation of powers shall not be available for:

- (i) creation of posts:
- (ii) re-appropriation of funds exceeding 10% of the original budget provision for either of the primary units of appropriation or such head from which funds are being re- appropriated or to which the funds are to be re-appropriated, whichever is less

35. The accidental omission to give notice of any meeting of the Society or the Executive Council or the non-receipt of a notice by any person entitled to receive such notice shall not invalidate the proceedings of that meeting.

POWERS OF THE CHAIRMAN OF THE EXECUTIVE COUNCIL

36. The Executive Council, may, by resolution, delegate to its Chairman such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairman under the powers so delegated shall be reported for information at the next meeting of the Executive Council,

37. The Chairman may, in writing, delegate such of his powers as may be necessary to any of the other members of the Executive Council or any other officers of Society.

FUNCTIONS AND POWERS OF THE DIRECTOR

38. The Director of the Institute shall be appointed by the Executive Council with prior approval of the Central Government, on such terms and conditions as may be approved by the Central Government, provided that the first Director shall be appointed by the Central Government for such period and on such terms and conditions as the Central Government may deem fit and proper.

39. Pending appointment of the Director, as outlined in para 38, on a regular basis, the Department of Culture; Government of India, may appoint a Director on ad-hoc basis on such terms and conditions as deemed fit.

40. Subject to any directions that may be given by the Executive Council, the Director shall be the Principal Executive Officer of the Institute. He shall be responsible for the proper administration of the affairs of the Society and the Institute thereof under the direction and guidance of the Chairman of the Executive Council and for the preparation of accounts and budget of the Society. Provided that the Director may, with the concurrence of the Executive Council, delegate any of his powers and functions to any other officer or authority appointed or established under these Rules.

41. (a) The Director shall look after the Society under the direction of the Executive Council and shall convene, whenever necessary, meetings of the Society and of any committee or sub-committee thereof.
- (b) The Director shall keep, or cause to be kept, proper records and minutes of the proceedings of the General Meetings of the Society and of the Executive Council and send copies thereof to the Central Government. The Director will do everything necessary to give effect to the resolutions passed by the General Meetings of the Society as also to those passed by the Executive Council, any committee or sub-committee thereof. The Director shall keep or cause to be kept, all records of the Society at its office or at any other place to be determined by the Executive Council.
- (c) The Director shall, or any member of the Executive Council, if so authorised by a resolution passed in that behalf by the Executive Council, may execute all contracts, deeds and other instruments on behalf of the Society and members of the Executive Council.
- d) For the purpose of Section 19 of the West Bengal Societies Registration Act, 1961 (26 of 1961), the Director shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Director of Society.
42. The Director shall, in all matters under his charge, have the powers and duties assigned to him in these Rules and Regulations and the bye-laws that may be framed or such powers and duties as may be delegated to him by the Society or the Executive Council.
43. The Director shall prescribe the duties of all officers and staff of the Society and the Institute and shall exercise such supervision and disciplinary control as may be necessary subject to these Rules and Bye-laws that may be framed.
44. It shall be the duty of the Director, to coordinate and exercise general supervision over all researches, and other activities under the Society.

FINANCIAL ADVISER

45. The Financial Adviser, Department of Culture, Ministry of Human Resource Development Government of India, would be the Adviser of the Society.
46. Matters concerning the financial aspect of the affairs of the Society shall be referred to the Financial Adviser for advice.

FINANCE COMMITTEE

47. The Executive Council shall appoint a Finance Committee, consisting of five members, of which Financial Adviser and the Director shall be ex-officio members. The Financial Adviser shall be Chairman of the Finance Committee.
48. (a) The Finance Committee shall have the following duties:
- (i) to scrutinise and advise the Executive Council on any matter which has financial implications;
 - (ii) to advise the Executive Council regarding proposals for creation of posts; including

up gradation of posts, pay-revision, etc.

- (iii) to scrutinise the accounts and budget estimates of the Society and to make recommendations to the Executive Council;
- (iv) to consider and make recommendations to the Executive Council on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Council.
- (v) to scrutinise re-appropriation statements and audit notes and make recommendations thereon to the Executive Council.
- (vi) to review the finance of the Society from time to time and have concurrent audit conducted wherever necessary;
- (vii) to give advice and make recommendations to the Executive Council on any other financial questions affecting the affairs of the Society; and
- (viii) to fix limits for recurring and non-recurring expenditure for the year.

(b) No expenditure other than what has been provided for in the budget shall be incurred by the Society without the prior approval of the Finance Committee.

ACCOUNTS AND AUDIT

49. (i) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance sheet, in such form as may be prescribed by the Central Government.
- (ii) The Account of the Society shall be audited annually in such manner as the Central Government may direct and any expenditure incurred in connection with the audit of the accounts of the Society shall be payable by the Society.
- (iii) The books of accounts of the Society shall be subject to inspection by the Central and State Government, if necessary.

ANNUAL REPORT

50. Annual report of the working of the Society shall be prepared by the Executive Council for the information of the Central Government and of the members of the Society. A draft of the annual report and the yearly accounts of the Society shall be placed before the Society at the Annual General Meeting for its consideration and approval.
51. The Annual Report and the Audit Report shall be forwarded every year, within the prescribed period, to the Government of India so as to enable it to place them before the Houses of Parliament.

AMMENDMENTS OF RULES AND REGULATIONS

52. Subject to the provisions of the West Bengal Societies Registration Act, 1961 , the Society may alter or extend the purposes for which it is established, with the previous concurrence of the Central Government.
53. The Rules and Regulations and Bye-laws of the Society may be altered at any time with the sanction of the Central Government by a resolution passed by majority of the members of the Society present at any meeting of the Society duly convened and held for the purpose.

54. The Society may be dissolved in accordance with the provisions of Section 24 of the West Bengal Societies Registration Act, 1961 after obtaining the previous consent of the Central Government in that behalf.
55. If upon the dissolution of the Society, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine, by majority of the votes of the members present personally or by proxy at the time of dissolution of the Society, that such property shall be given to the Central Government to be utilized for any of the purposes referred to in Section 4 of the West Bengal Societies Registration Act, 1961.
56. We, the following members of the Executive Council, certify that the above is a correct copy of the Rules and Regulations of the Society:

Sl. No	Name	Designation	Signature
1.	Prof. S.Nurul Hasan	Chairman	Sd/-
2.	Shri Bhaskar Ghose	Member	Sd/-
3.	Shri. S. Banerjee	Member	Sd/-
4.	Prof. Ravindra Kumar	Member	Sd/-
5.	Shri.Dilip Bhattacharya	Member	Sd/-
6.	Prof. J.K Roy	Member	Sd/-
7.	Prof. Surajit Sinha	Member	Sd/-
