

MEMORANDUM
OF
ASSOCIATION

AND
RULES
[REVISED VERSION]

INFORMATION AND LIBRARY NETWORK CENTRE
Gandhinagar

AN AUTONOMOUS INTER UNIVERSITY CENTRE OF
UNIVERSITY GRANTS COMMISSION

New Delhi
December, 1998

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MEMORANDUM OF ASSOCIATION

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2. Registered Office of the Society
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Memorandum of Association

1. Name of the Society:

The name of the Society, established by the University Grants Commission under Section 12 (CCC) of the Act No.3 of 1956 and Regulations (establishment and maintenance of institutions) 1985, shall be "Information and Library Network Centre" hereinafter called "the Centre".

2. Registered Office of the Society :

The Registered Office of the Society shall be at Ahmedabad. However the Jurisdiction of the Centre shall be the entire country, with a provision of collaboration with other countries.

3. The objectives and functions for which the Centre is established are :

- (a) To promote and establish communication facilities to improve capability in information transfer and access, that provide support to scholarship, learning, research and academic pursuit through cooperation and involvement of agencies concerned;
- (b) To establish INFORMATION AND LIBRARY NETWORK "INFLIBNET" - a computer communication network for linking libraries and information centres in universities, deemed to be universities, colleges, UGC information centres, institutions of national importance and R&D institutions, etc. avoiding duplication of efforts.
 - (i) to promote and implement computerisation of operations and services in the libraries and information centres of the country, following a uniform standard;

- (ii) to evolve standards and uniform guidelines in techniques, methods, procedures, computer hardware and software, services and promote their adoption in actual practice by all libraries, in order to facilitate pooling, sharing and exchange of information towards optimal use of resources and facilities;
- (iii) to evolve a national network interconnecting various libraries and information centres in the country and to improve capability in information handling and service;
- (iv) to provide reliable access to document collection of libraries by creating on-line union catalogue of serials, theses/ dissertations, books, monographs and non-book materials (manuscripts, audio-visuals, computer data, multimedia, etc.) in various libraries in India;
- (v) to provide access to bibliographic information sources with citations, abstracts, etc. through indigenously created databases of the Sectoral Information Centres of NISSAT, UGC Information Centres, City Networks and such others and by establishing gateways for on-line accessing of national and international databases held by national and international information networks and centres respectively;
- (vi) to develop new methods and techniques for archival of valuable information available as manuscripts and information documents in different Indian languages, in the form of digital images using high density storage media;
- (vii) to optimise information resource utilization through shared cataloguing, inter-library loan service, cata-

logue production, collection development and thus avoiding duplication in acquisition to the extent possible;

- (viii) to enable the users dispersed all over the country, irrespective of location and distance, to have access to information regarding serials, theses/dissertations, books, monographs and non-book materials by locating the sources wherefrom available and to obtain it through the facilities of INFLIBNET and union catalogue of documents;
 - (ix) to create databases of projects, institutions, specialists, etc. for providing on-line information service;
 - (x) to encourage co-operation among libraries, documentation centres and information centres in the country, so that the resources can be pooled for the benefit of helping the weaker resource centres by stronger ones; and
 - (xi) to train and develop human resources in the field of computerised library operations and networking to establish, manage and sustain INFLIBNET.
- (c) To facilitate academic communication amongst scientists, engineers, social scientists, academics, faculties, researchers and students through electronic mail, file transfer, computer/audio/video conferencing, etc;
 - (d) To undertake system design and studies in the field of communications, computer networking, information handling and data management;
 - (e) To establish appropriate control and monitoring system for the communication network and organise maintenance;

- (f) To collaborate with institutions, libraries, information centres and other organisations in India and abroad in the field relevant to the objectives of the Centre;
- (g) To promote R&D and develop necessary facilities and create technical positions for realising the objectives of the Centre;
- (h) To generate revenue by providing consultancies and information services; and
- (i) To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.

4. The first members of the Council of INFLIBNET Centre shall be:

| Sl. No. | Name | Address | Occupation | Designation In Society |
|---------|---------------------|---------------------------------|---------------------------------|------------------------|
| 1. | Prof. A.S. Desai | U.G.C. New Delhi | Chairperson U.G.C. | President |
| 2. | Prof. N.C. Mathur | U.G.C. New Delhi | Vice Chairperson U.G.C. | Ex-Officio Member |
| 3. | Prof. S.K. Khanna | AICTE New Delhi | Chairman AICTE | Ex-Officio Member |
| 4. | Dr. R. A. Mashelkar | CSIR New Delhi | Director General CSIR | Ex-Officio Member |
| 5. | ---- | ICSSR New Delhi | Chairperson ICSSR | Ex-Officio Member |
| 6. | Dr. D. N. Banerjee | National Library Calcutta | Director National Library | Ex-Officio Member |

| | | | | |
|----|-----------------------|--------------------------------------|--|---------------------|
| 7. | Prof. Goverdhan Mehta | Hyderabad University Hyderabad | Vice Chancellor Hyderabad University | Nominated Member |
| 8. | Prof. M. A. Gopinath | DRTC Banglore | Head DRTC | Nominated Member |
| 9. | Prof. N. Balakrishnan | NCSI/IISC Banglore | Chairman NCSI | Nominated Member |

10- Governing Board

21 Members

5. The Governing Board of the Centre shall be the Body to be the Governing Board under the Rules and Regulations of the said Centre and the first members of the Governing Board shall be:

| Sl. No. | Name | Address | Age | Occupation in Society | Designation |
|---------|-------------------------|--------------------------------------|-----|--|----------------------|
| 1. | Prof. Yash Pal | AICTE, I.P. Estate, New Delhi. | 69 | National Research Professor | Chairman |
| 2. | Dr. S. P. Gupta | U.G.C. New Delhi | 59 | Secretary U.G.C. | Ex-Officio Member |
| 3. | Prof. Chandrakant Mehta | Guj. Uni. Ahmedabad | 56 | Vice Chancellor Guj. Univ. | Ex-Officio Member |
| 4. | Prof. J. P. Gupta | AICTE, I.P. Estate New Delhi | | Member Secretary A.I.C.T.E. | Ex-Officio Member |
| 5. | Prof. Y. K. Alagh | J.N.U. New Delhi | 57 | Vice Chancellor Jawaharlal Nehru Univ. | Nominated Member |

| | | | | |
|-----|-------------------------|---|--|---------------------|
| 6. | Dr. Vasant Gowarikar | Poona Uni. 63 Pune-411007 | Vice Chancellor Poona Univ. | Nominated Member |
| 7. | Shri P. P. Kafe | 9, Vihanj 55 Vihanj Appt., Off. 15th Lane Prabhat Road, Erandavan, Pune-411004 | Scientist | Nominated Member |
| 8. | Prof. J. V. Narlikar | IUCAA 57 Pune | Direcor IUCAA | Nominated Member |
| 9. | Ms. Harsha Parekh | SNDT 53 Women's Mumbai | Professor & University, Librarian, SNDT, Women's Univ. | Nominated Member |
| 10. | Prof. Ramlal Parikh | Guj.Vid 68 Ahmedabad | Vice Chancellor Gujarat Vidyapith | Nominated Member |
| 11. | Prof. T. Viswanathan | 14, Satsang 50 Vihar Marg, New Delhi | Director, INSDOC | Nominated Member |
| 12. | Pramod Kumar | INFLIBNET 55 Centre, Ahmedabad | Director INFLIBNET Centre | Member Secretary |

The other members of the Governing Board as provided in the Rules and Regulations of the Centre will be nominated later.

6. We, the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association do hereby subscribe our names to the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act 1860.

| Sl. No. | Name | Occupation and address | Signature |
|---------|------------------------|---|-----------|
| 1. | Prof.(Miss) A.S. Desai | Chairperson U.G.C. New Delhi-110002 | Sd/- |
| 2. | Prof. N. C. Mathur | Vice Chairman U.G.C. New Delhi-110002 | Sd/- |
| 3. | Dr. S.P. Gupta | Secretary U.G.C. New Delhi-110002 | Sd/- |
| 4. | Prof. Yash Pal | National Research Professor, A.I.C.T.E., I.P. Estate, New Delhi-110002 | Sd/- |
| 5. | Prof. T. Viswanathan | Director INSDOC 14, Satsang Vihar Marg, New Delhi-110067 | Sd/- |
| 6. | Prof. Ramlal Parikh | Vice Chancellor Gujarat Vidyapith Ahmedabad-380014 | Sd/- |
| 7. | Shri Pramod Kumar | Director INFLIBNET Centre Ahmedabad-380009 | Sd/- |

The above incumbents have signed in my presence and I know their signatures.

Signature : Sd/-

Full Name : Dr.P.S.Rajput

Address : Joint Secretary, University Grants Commission,
New Delhi 110 002.

Certified that there is no such other Society named 'INFLIBNET' and also not registered under Societies Registration Act, 1860 to the best of our knowledge and belief.

| | | |
|-----------------------|--|-------------------------------|
| Sd/- | Sd/- | Sd/- |
| Chairperson | Vice Chairperson | Director |
| Commission, New Delhi | University Grants Commission, New Delhi | INFLIBNET Centre Ahmedabad |

Rules of the Information and Library Network Centre

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Rules of the Information and Library Network Centre

1. These Rules may be called "The Rules of Information and Library Network Centre".
2. The Registered Office of the Society shall be at Ahmedabad in the State of Gujarat.
3. **Interpretation :**
 - (1). In these Rules unless the context otherwise requires -
 - (a) "The Centre" shall mean the Information and Library Network Centre.
 - (b) "The Society" shall mean the Information and Library Network Centre Society.
 - (c) "The University Grants Commission" shall mean the Commission to look after university education appointed by Government of India or its successors under Act-III of 1956.
 - (d) "The Central Government" shall mean the Administrative Ministry concerned with the Human Resource Development (Education) in the Government of India.
 - (e) "The Council" shall mean the Council of the Centre.
 - (f) "The Governing Board" shall mean the Governing Board of the Centre.
 - (g) "The President" shall mean the President of the Council.
 - (h) "The Chairperson" shall mean the Chairperson of the Governing Board of the Centre.
 - (i) "The Director" shall mean the Director of the Centre appointed under the rules.

(j) "The Secretary" shall mean the Secretary of the Council and the Governing Board appointed under the rules.

(k) "The Finance Committee" shall mean the Finance Committee of the Centre.

2. Words imparting the singular number shall include the plural number and vice versa.

4. Membership of the Centre

4.1 Membership of the Centre

(a) The Centre shall consist of all the Members of the Council set up under the rules.

(b) The Centre shall maintain a register of members giving their names and addresses and the same shall be open to inspection by the members. Every member of the Council shall sign the register.

(c) A member of the Centre shall cease to be a member : (i) on death (ii) on resignation (iii) upon being declared insolvent or of unsound mind (iv) on conviction of criminal offence involving moral turpitude, and (v) on his/her failure to attend three consecutive meetings of the Council.

(d) Resignation from the membership of the Council shall be tendered to the President and will take effect from the date of acceptance.

(e) The Centre shall function notwithstanding any vacancy in its Board and no act or proceedings of the Centre shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

The members, other than the members of the Governing Board or the ex-officio members, will be nominated by the Chairperson of the UGC. The nominated members shall have a term of three

years. Nominees of the members are not permitted to attend the Council meetings.

The Chairperson of the University Grants Commission shall be the President of the Council. The Council shall hold an annual meeting at such time, date and place as may be determined by the President, or in his/her absence, the Vice-Chairperson of the UGC, or, in the absence of both, the Senior-most member of the Council. The annual Report of the Society, and the audited statement of accounts together with the Auditor's report thereon would be considered at the Annual meeting.

4.2 Membership of users of INFLIBNET Programme

(a) INFLIBNET being a cooperative programme for sharing of academic information and resources, any academic and R&D institution can participate in this programme by committing its resources.

(b) Libraries and information/resource centres of any academic and R&D institution can become a member of INFLIBNET.

(c) INFLIBNET will have two types of members:
(i) Full Members, (ii) Associate Members.

(d) INFLIBNET Centre will have a set of terms and conditions for any institution to become 'full' or an 'associate' member of INFLIBNET and be eligible to take advantage of facilities and services provided by INFLIBNET by signing a Memorandum Of Understanding (MOU).

(e) The participating universities, deemed to be universities and other institutions supported by UGC will become Full Members of INFLIBNET if they sign a MOU with the Centre. A full member will, in addition, be eligible to receive financial assistance from the Centre/UGC for establishment of facilities.

- (f) Non-university, academic and R&D institutions can become Associate Members of INFLIBNET by signing a MOU with the Centre. Associate members will be eligible to draw upon the centralised facilities of the Centre like access to various databases, E-mail and other academic services. However, establishment of the facilities in their institutions and libraries for participation in the programme will be the responsibility of the associate members through their own funding. Technical advice, if required, will be provided by the Centre.
- (g) If a member fails to adhere to the set terms and conditions, the Centre shall have the right to disassociate such an institution from the membership of INFLIBNET.

5. Authorities and Officers of the Centre

The following shall be the authorities and officers of the Centre.

- (i) The Council
- (ii) The Governing Board
- (iii) The Finance Committee
- (iv) The President
- (v) The Chairperson
- (vi) The Director
- (vii) Such other authorities and officers as may be constituted/appointed by the Governing Board.

6. Council

- (1) The membership of the Council of Information and Library Network Centre shall be as follows:

Ex-officio :

- (i) Chairperson, UGC - President
- (ii) Vice-Chairperson, UGC

- (iii) Chairperson, AICTE
- (iv) Director General, CSIR
- (v) Chairperson, ICSSR
- (vi) Director, National Library
- (vii) Director, INFLIBNET Centre - Member Secretary

Nominated :

- (viii) One Vice-Chancellor of a university to be nominated by Chairperson, UGC.
- (ix) One eminent library scientist to be nominated by Chairperson, UGC.
- (x) One expert in the field of Information Technology to be nominated by Chairperson, UGC.
and
- (xi-xxi) Members of Governing Board

The nominated members will have a term of three years.

(2) President :

- (a) The President shall preside over the meeting of the Council.
- (b) Meeting of the Council shall be called by the Member Secretary under the direction of the President, and in case of a vacancy of the President, the Vice-Chairperson of the UGC, or in case both positions are vacant by the Senior most member of the Council.
- (c) The President may convene a special meeting of the Council as he/she thinks fit or direct the Member Secretary to call a meeting.
- (d) The President shall have a right of second or casting vote, in case of tie of votes whether or not he/she has previously voted on the question.

- (e) The President shall perform such other duties as may be specified by rules.

(3) Secretary:

- (a) The Director of the Centre shall be the Member Secretary of the Council.
- (b) Under directions of the President, meeting of the Council shall be called by the Member Secretary.
- (c) Under directions of the President, the Member Secretary shall call a special meeting of the Council.
- (d) The Secretary of the Council shall issue notices of all meetings of the Society.
- (e) The Secretary of the Council shall perform such functions and other duties as provided in the Rules, and as may be decided by a resolution of the Council.

7. Meetings

The Council shall hold an Annual Meeting at such time, date, and place as may be determined by the President to consider inter alia the Annual Report of the Society and the Audited Statements of Accounts together with Auditor's Report thereon.

8. Requisitioned Meetings

The Secretary shall, in consultation with the President, also call a meeting of the Council on the requisition given to him/her in writing by any four members of the Council specifying the purpose for which the meeting is desired to be held.

- 9. At such Requisitioned Meetings, no matter other than that stated in the notice for the meeting, shall be discussed.

10. Notice of Meetings

- (i) The President or the Secretary of the Council, under the directions of the President, shall issue notices of all meetings of the Society to the members of the Council giving ten clear days before the appointed date for such meeting. The notice will specify the agenda, time and place of the meeting. The notice will be served personally or by post Under Certificate of Posting.
- (ii) If the notice is served by post Under Certificate of Posting, non-receipt of the notice by any member shall not invalidate the proceedings of meetings.

11. Quorum

- (a) One-third of the members of the Council present shall form a quorum at any meeting of the Council.
- (b) If there is no quorum, the meeting shall be adjourned and the same shall be held after half an hour and at such adjourned meeting no quorum shall be necessary. However at such adjourned meeting no other business shall be transacted except business mentioned in its agenda.

12. Resolution by Majority

- (a) Every resolution or question submitted to any meeting of the Council shall be decided by a majority of the members present at such meeting and voting on the question. Each member shall have the right to give one vote but in the event of an equality of votes, the President of such meeting shall have a second or casting vote, whether or not he/she has previously voted on the question.
- (b) In case of a difference of opinion amongst the members of the Council on a question of sufficient importance, the opinion of the majority shall prevail. The ruling of the President in regard to all questions of procedures shall be final.

13. Resolution by Circulation

Any business which it may be necessary for the Council to perform may be performed by a resolution in writing circulated among all its members. Any such resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Council, provided that at least five members of the Council have recorded their approval to the resolution.

14. Minutes Book

1. The Secretary shall maintain a minutes book for recording the proceedings of the Council in which shall appear :
 - (a) a clear report of the proceedings of each meeting of the Council;
 - (b) a copy of each agenda item on which a decision has been arrived at.
2. The minutes of the Meeting shall be read and confirmed at the next meeting and signed by the President of such next meeting.
3. In case of difference of opinion, at the time of confirmation of the proceedings of a previous meeting, the minutes shall be confirmed in accordance with the decision of the majority of the members present at such previous meeting and if the members are equally divided in their opinion, the President of the meeting shall give his/her casting vote, even if he/she has previously cast his/her vote.

15. The Governing Board

- (a) The affairs of the Centre shall be managed, administered, directed and controlled as per Rules and Bye-laws, by the Governing Board. The Bye-laws shall be framed from time to time by the Governing Board, Circulated to the members of the Council and then sent to the UGC for concurrence. The Governing Board of the Centre for the

purpose of Act XXI of 1860 shall consist of the following members :-

- (i) Chairperson, Governing Board shall be appointed by the President of the Council, as per the procedure given in rule 37.

Ex-Officio :

- (ii) Vice-Chairperson, UGC
- (iii) Secretary, UGC
- (iv) Vice Chancellor, Local University
- (v) A nominee of AICTE
- (vi) Director of INFLIBNET Centre - Member Secretary

Nominated :

- (vii) to (ix) Three Vice-Chancellors of universities (Central, State & Deemed) to be nominated by Chairperson, UGC.
- (x) One eminent librarian to be nominated by Chairperson, UGC.
- (xi) & (xii) Two experts in the fields of computers/ communication to be nominated by Chairperson, UGC.
- (xiii) One of the Directors of IUCs to be nominated by Chairperson, UGC.

16. Terms of membership of the Governing Board

A member of the Governing Board shall cease to be a member in case he/she :

- (i) resigns (to be effective from the date of acceptance by the Council/Governing Board);
- (ii) dies;
- (iii) is declared of unsound mind;

- (iv) is declared insolvent;
- (v) is convicted of criminal offence involving moral turpitude;
- (vi) is not permitted by his/her employer to serve on the Council/Governing Board;
- (vii) fails to attend three consecutive meetings without obtaining previous permission of President/ Chairperson;
- (viii) proceeds abroad for a continuous period exceeding six months without leave of the competent authority as provided under law;
- (ix) leaves India for purpose of residing abroad;
- (x) becomes, in opinion of the Council/Governing Board, unfit or physically incapable to act or accepts a position which is inconsistent with his/her position as a member;

17. Tenure of Nominated Member

The first Council and Governing Board shall be nominated by the Chairperson, UGC. The following shall be the procedure for re-nomination of members of the first Council and Governing Board.

- (i) 1/3rd of the members, to be decided by the Chairperson, UGC would have the term of office for one year only and they would be re-nominated for a second term.
- (ii) In the second year, one half of the remaining members (i.e. excluding 1/3rd of the total members who are re-nominated for a second term), to be decided by the Chairperson, UGC, would complete the term of office and they shall be re-nominated for the second term. The remaining 1/3rd of the total members would retire at the completion of the first term.

The term of office of the nominated members shall be three years and 1/3rd of them would retire at the end of their term. No nominated member shall have more than two consecutive terms.

18. Tenure of Ex-Officio Member

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

19. Members not to receive any remuneration

The members of the Council and Governing Board shall not be entitled to any remuneration from the Centre excepting the full-time Director of the Centre. The non-official members of the Council or Governing Board or any Committee appointed by it, shall be paid by the Centre, such travelling and daily allowances and honorarium as may be provided for in the Bye-laws.

20. Members by name to attend meeting

A person holding the membership of the Council and Governing Board by name shall attend the Council and Governing Board meetings himself/herself.

21. Steering Committee for INFLIBNET to cease to exist

The Steering Committee for INFLIBNET Programme ceases to exist from the day of the first meeting of the Governing Board and the Centre will no longer function as a constituent of the Governing Board of IUCAA.

FUNCTIONS AND POWERS OF THE GOVERNING BOARD

- 22. The Governing Board shall generally carry out and pursue the objects of the Centre, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Centre shall, for this purpose, vest in the Governing Board.
- 23. The Governing Board shall exercise all the powers of the Centre, subject nevertheless to such limitations as the University Grants Commission may from time to time impose in respect of the expenditure from the funds of the Centre.

24. In particular and without prejudice to the generality of the foregoing provisions, the Governing Board shall have the power, subject to the provisions of these rules to :

- (i) Manage, administer and review the affairs of the Centre and to conduct all administrative affairs of the Centre not otherwise provided for;
- (ii) Consider the annual and supplementary budgets placed before it from time to time, and pass them with such modifications as the Governing Board may think fit and forward them to the University Grants Commission for approval;
- (iii) Create and abolish posts, the emolument structures of various posts, i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified scale subject to the approval of the University Grants Commission.
- (iv) Appoint various scientific, technical, administrative and other officers and staff of the Centre for those posts for which the Governing Board is the appointing authority, to fix their remuneration, terms and conditions of service, to enforce discipline and to impose penalty in accordance with the rules and the bye-laws. If action is to be taken in an emergency, the Director can take necessary action and subsequently report to the Governing Board ;
- (v) Enter into arrangements with the Central Government and with the State Governments and other public or private organisations or individuals within the country and abroad for securing and accepting grant-in-aid, endowments, donations or gifts to the Centre, 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 objects of the Centre, provided, for any such arrangement with foreign and/or international agencies or organisations the prior approval of the Central Government through UGC shall be obtained;

(vi) Take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from Central Government, the State Governments, foreign and international agencies and bodies 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 objects of the Centre, provided for any such activity involving a foreign and/or an international agency or organisation, the prior approval of the Central Government through UGC shall be obtained; *

(vii) Appoint any Committee or Sub-Committee 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;

(viii) Delegate such administrative and financial powers as it may think proper to the Director and such other officers of the Centre as may be considered necessary; and to frame, amend or repeal Bye-laws, for the administration and management of the following matters except 24(viii)(c) which requires the approval of the Council and concurrence of the UGC:

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

(b) Procedure for recruitment of officers, scientists and other staff in the service of the Centre.

(c) Terms and tenures of appointments, pay scales, emoluments, allowances for the officers and staff of the Centre.

(d) Terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objects of the Centre.

- (e) Such other matters as may be necessary for the administration of the affairs and funds of the Centre.
- (ix) Entertain, adjudicate upon or redress grievances of the employees of the Centre who may feel aggrieved; and
- (x) Transfer or accept transfers of any movable and immovable property on behalf of the centre with the concurrence of the UGC.
- (xi) The Governing Board will appoint the following committees as per procedure provided in the rules.
 1. Finance Committee
 2. User's Committee

25. Finance Committee

The Finance Committee will consist of the following members :-

- (i) Chairperson, Governing Board - Chairperson
- (ii) Secretary, UGC
- (iii) Financial Advisor, UGC
- (iv) Bureau Head of the Plan Budget Section, UGC
- (v) One member of Governing Board nominated by the Chairperson, Governing Board
- (vi) Director of the Centre
- (vii) One senior professional staff of the Centre to be nominated by the Governing Board
- (viii) Administrative/Accounts Officer of the Centre - Non-member Secretary

The nominated member shall have a term of three years and can be renominated for another term.

- 26. The Finance Committee will meet at least once a year. It shall make recommendations to the Governing Board on;

- (a) Budget proposals of the Centre.
- (b) Scrutiny of the Audited Accounts and reply to the annual Audited Report.
- (c) Approval of sanctioned and additional positions.
- (d) Any other matter on which the Governing Board seeks its recommendations.

The minutes of the Finance Committee, after approval by the Governing Board, shall be forwarded to the UGC for examination, approval and release of grants.

The Meeting to consider the revised estimates and the budget for the following year should be convened in August and the statement should reach the UGC by August 31st.

One-Third of the members present shall form a quorum at any meeting of the Finance Committee. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted. In the absence of the Chairperson, the Director will act as the protem. Chairperson in a Finance Committee meeting.

27. Proceedings of the Governing Board

Meetings of the Governing Board shall be presided over by the Chairperson. In the absence of the Chairperson, the members present shall elect one of themselves to act as Chairperson of the meeting.

28. Meetings

The Governing Board shall hold at least two meetings in a year. In each meeting, the members will discuss all important matters concerning the Centre including the budget and other related issues.

29. For the purpose of rule 28, each year shall be deemed to commence on the 1st Day of April and terminate on the 31st Day of March of the following calendar year.

30. Requisitioned Meeting

Four members of the Governing Board may requisition in writing duly signed by them, require the Secretary to call a meeting of the Governing Board at any time and on receipt of such a requisition the Secretary shall forthwith call such a meeting in consultation with the Chairperson.

31. The Chairperson may himself/herself call or by a requisition in writing signed by him/her, may require the Secretary to forthwith call such a meeting.

32. Notice of Meeting

(a) Notice in writing of every Governing Board Meeting shall be delivered or sent through post, Under Certificate of Posting to each member, at least ten clear days before the date of meeting. In event the Governing Board framing any Rule prescribing some other mode of giving notice, the notice shall be given in accordance with the said Rule.

(b) If the notice is served by post Under Certificate of Posting, non-receipt of the notice by any member shall not invalidate the proceedings of the meeting.

33. Quorum

One-third of the members present shall form the quorum at any meeting of the Governing Board. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However at such an adjourned meeting no other business, except that mentioned in its agenda, shall be transacted.

34. Resolution by Majority

(a) Every resolution or question submitted to the meeting shall be decided by a majority of the members present at such meeting and voting on the question. Each member shall have right to give one vote but in the event of an equality of votes the Chairperson of such meeting shall have a second or casting vote, whether or not he/she has previously voted on the question.

(b) In case of difference of opinion amongst the members of the Governing Board on a question of sufficient importance, the opinion of the majority shall prevail. The ruling of the Chairperson in regard to all questions of procedure shall be final.

35. Minutes Book

(1) The Secretary shall maintain separate Minutes Book for recording the Proceeding of the General Body meetings.

(2) The minutes of the Meeting shall be read over at the next meeting and when confirmed the said minutes shall be signed by the Chairperson of such next meeting.

(3) In case of difference of opinion, at the time of confirmation of the proceedings of a previous meeting, the minutes shall be confirmed in accordance with the decision of the majority of the members present at such previous meeting and if the members are equally divided in their opinion, the Chairperson of the Meeting shall give his/her casting vote, even if he/she has previously cast his/her vote.

36. Resolution by Circulation

Any business which it may be necessary for the Governing Board to perform may be performed by a resolution in writing circulated among all its members. Any such resolution so

circulated and approved by a majority of the members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Board, provided that at least four members of the Governing Board have recorded their approval to the resolution.

37. Chairperson of the Governing Board

The Chairperson of the Governing Board shall be an eminent academician in the areas of relevance to the Centre, nominated by the President of the Council. The president shall constitute a Search Committee Consisting of three eminent academicians which will submit a panel of three names. The President shall make the Nomination of the Chairperson of the Governing Board from the names submitted by the Search Committee. Besides the experts in the concerned field, the Search Committee may consult the Centre and the Vice-Chancellors. The tenure of the Chairperson shall normally be three years which may further be extended by another term of three years.

38. Functions and Powers of the Chairperson

- (i) The Chairperson will preside over the meetings of the Governing Board.
- (ii) The Chairperson shall perform such other duties as may be specified by rules.
- (iii) The Chairperson, may, with the approval of the Governing Board, delegate such of his/her powers as may be considered necessary, to the Director.

39. Director

- (a) The Director will be executive authority of the Centre and shall have all powers needed for the administration of the Centre and shall be responsible for proper administration and control over funds of the Centre. He/she will provide leadership on all aspects of the Centre's functioning.

- (b) The Director will be vested with such executive powers as may be necessary or incidental for the purpose of proper administration, subject to the rules and the Bye-laws.
- (c) The Director will be appointed by the President of the Council on the recommendations of a Search Committee. The President of the Council will constitute the Search Committee with at least three eminent academicians out of which one member will be the Chairperson the Governing Board.
- (d) The term of appointment will be for five years and the term can be renewed for a further period of five years or till he/she attains the age of sixty-five whichever is earlier.
- (e) The terms and conditions of his/her employment will be fixed by the Governing Board and in general will be the same as those of the Vice-Chancellors of Central Universities.
- (f) When the Director has to leave station for short periods, the routine duties will be performed by the Joint Director. In case there is no Joint Director, the senior most officer will perform the routine duties.
- (g) When the Director's office is vacant or when the Director is on long leave exceeding two months, the Chairperson of the Governing Board may appoint an Acting Director (for a period not exceeding six months at a time), with the approval of the President.
- (h) The Director shall, subject to the provisions of the Rules and the Bye-laws and decisions of the Governing Board, exercise general supervision and disciplinary control over the officers and the staff of the Centre and prescribe their duties and functions.
- (i) The Director shall coordinate and exercise academic leadership and administrative supervision of all the activities of the Centre.

- (j) The Director of the Centre shall act as the Secretary of the Council and Governing Board.
- (k) The Director of the Centre shall act as the Secretary of the Society. For the purpose of Section 6 of the Societies Registration Act 1860, as applicable in State of Gujarat, 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.

40. Staff

- (i) The services of present staff and funds shall stand automatically transferred to the Centre from the day the Centre is registered under the Societies Registration Act 1860 and the Rules are approved by the University Grants Commission and the first meeting of the Governing Board takes place, whichever is later.
- (ii) The Governing Board shall have power to prescribe procedure for recruitment of officers and other employees.
- (iii) The Governing Board shall have power to provide for such benefactions, insurance, provident fund, pension, gratuity, etc. as may be deemed fit for the benefit of technical, administrative and other staff of the Centre in such manner and subject to such conditions as may be prescribed in the rules framed by Government of India from time to time for such staff working in similar organizations/departments/ laboratories of the Government of India.
- (iv) The Governing Board shall determine the number, qualifications, scales of pay, and terms and conditions of service of technical, administrative and other posts and fix emoluments and other terms and conditions of service of the employees of the Centre, as prescribed in the rules with concurrence of UGC.

41. Funds of the Centre

The funds of the Centre will consist of the following:

- (i) Plan and Non-plan grants provided by the University Grants Commission.
- (ii) All money received by the Centre by way of grants, donations or other contributions and revenues.
- (iii) Fees and other charges received by the Centre.
- (iv) Miscellaneous receipts

42. Funds to be paid to Centre's Account

All funds of the Centre shall be paid into the Centre's account with treasuries/sub-treasuries including the Reserve Bank of India, branches of the State Bank of India and its subsidiaries or in a scheduled/nationalised bank and shall not be withdrawn except on cheque signed and countersigned by such officers as may be duly empowered by the Governing Board.

43. Application of Income of the Property

The income and property of the Centre, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the University Grants Commission to such limitations as UGC may impose. No income or portion of the income and property of the Centre shall be paid or transferred, directly or indirectly 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 Centre or to any of them or to any persons claiming through them provided that nothing herein contained shall prevent the payment in good faith or remuneration of any member thereof or other persons in return for any service rendered to the Centre.

44. Assets and Funds to vest in the Governing Board

The powers for the creation/utilisation/disposal of assets and funds of the Centre shall vest in the Governing Board, with prior approval of the UGC.

45. Accounts and Audit

The Accounts of the Centre shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act 1949 (XXXVII-1949) to be appointed by the Governing Board. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and presentation for audit shall be prescribed by the Bye-laws to be framed by the Governing Board and approved by UGC.

46. Annual Report

An Annual Report of the Centre, and of all work undertaken during the year, shall be prepared by the Centre and submitted to the Governing Board and Council for approval and then forwarded to the University Grants Commission for information. The report and the audited accounts of the Centre along with the auditor report thereon shall be placed before the Council.

47. Power to appoint Sub-Committee

The Governing Board may by resolution appoint such Sub-Committee as it may think fit and may delegate to it such powers and duties as it may specify in the resolution and the Committee or such Sub-Committee may associate with itself, generally or for any particular purpose, in such manner as may be determined by its resolutions, any person who is not a member, but whose assistance or advice it may desire. The person associated as aforesaid shall have the right to take part in the discussion in the meeting of the Committee or the Sub-Committee, as the case may be, relevant for that purpose, but he/she shall not have the right to vote in any meeting thereof.

48. Power to deal with Properties

Subject to law, the Governing Board shall have power to acquire by gifts, purchase, exchange, lease, hire or otherwise any property movable and/or immovable and to construct, improve, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying on the actions of the Centre.

49. Power to draw Negotiable Instruments

The Governing Board shall have for the purpose of the Centre, power to draw and accept and make and endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques and other negotiable instruments.

50. Power to receive monetary assistance

Subject to law, the Society can receive monetary assistance from foreign sources including international organizations for training programmes, research, development of facilities and other activities with permission of the University Grants Commission/Central Government.

51. Power to take over the present INFLIBNET Programme

The Governing Board shall have power to take over the present INFLIBNET Programme establishment under IUCAA at Ahmedabad together with its assets and funds and to administer, manage and develop it.

52. Delegation of Power

The Governing Board shall have power, subject to law to delegate such of its powers as it may deem fit to any Authority or Officer of the Centre.

53. Maintenance of Fund

The Governing Board shall maintain a Fund to which shall be credited funds received from the University Grants Commis-

sion and other sources and deposit them in nationalised banks and invest the surplus in term deposits as prescribed in rules.

54. Utilization of Income

All the incomes, earnings, movable/immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever by virtue of his/her membership.

55. Alteration of Memorandum of Association

- (a) Subject to the provisions of the Societies Registration Act, and with the prior approval of the UGC, the Rules and Bye-Laws of the Centre may be altered at any time by the Governing Board/Council by a resolution passed by at least three-fourths majority of the members present at any meeting.

Any resolution on proposed changes in Rules/Bye-laws approved in a Governing Board meeting should be circulated to the Council members for passing by a majority of members, and then to UGC for concurrence.

- (b) With prior approval of the UGC, the Society may alter or extend the purpose for which it is established or be amalgamated either wholly or partially with any other society by following the undermentioned procedure :-
- (i) The Governing Board shall convene a Special General Meeting of the Members of the Society, according to these Rules for the consideration of the said proposition.

- (ii) The Governing Board shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
- (iii) Such report shall be delivered or sent by post to every member of the Society ten clear days previous to the said Special General Meeting.
- (iv) Such proposition shall be deemed to have been agreed to if not less than three-fifths of the members of the Society cast their votes in its favour either in person or by proxy at the said Special General Meeting, and
- (v) Such proposition shall be confirmed by the votes of three-fifths of members of the Society present at the Second Special General Meeting convened by the Governing Board at an interval of one month after the former meeting.

- (c) The Society, may, with the prior approval of the UGC, change its name by a resolution passed by a majority of the members of the Society at any meeting of the Society convened for the purpose.
- (d) Any number not less than three-fifths of the members of the Society may determine, with prior approval of the UGC, that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon. If, on the winding up or 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 or any of them, but shall be dealt with in such manner as the UGC may determine.

56. Inspection by University Grants Commission

The UGC shall have the right to cause an inspection or enquiry, by person or persons as it may direct, of the Centre, its building, laboratories, equipment and its working including administration and finance, as for the Central Universities by the

an enquiry if required and to submit a report. After obtaining the views of the Governing Board, the UGC may take such action and issue directions as it considers necessary on any matter dealt in the report.

57. Review by University Grants Commission

UGC will appoint a Review Committee every five years to review the work done by the organisation (INFLIBNET) in reference to its objectives. On the basis of such review, UGC may require INFLIBNET organisation to take such actions as UGC may direct.

58. Provisions of Societies Registration Act 1860 to apply

All provisions contained in the Societies Registration Act as applicable to the Gujarat State shall apply to this Society.

59. Essential Certificate

We, the following members of the Governing Board, do hereby certify that this is the true copy of the Rules and Regulations of the Information and Library Network Centre.

Sd/-

Chairperson

Governing Board

INFLIBNET Centre

Ahmedabad

Sd/-

Secretary

University Grants

Commission

New Delhi

Sd/-

Director

INFLIBNET Centre

Ahmedabad