



Rules And Regulations

National Institute of Secondary Steel Technology

**RULES AND REGULATIONS
OF
NATIONAL INSTITUTE OF SECONDARY STEEL
TECHNOLOGY**

DEFINITIONS:

1. In the Rules and Regulations, unless the context otherwise requires:
 - (a) 'Act' shall mean the Societies Registration Act, 1860 including its amendment made from time to time as also rules, regulations framed there under.
 - (b) 'Board' shall mean the Board of Governors of the Society.
 - (c) 'Chairman' shall mean the Chairman of the Board.
 - (d) 'Council' shall mean the Academic Council of the institute.
 - (e) 'Director' shall mean the Director of the institute.
 - (f) 'Institute' shall mean the National institute of Secondary Steel Technology.
 - (g) 'Secretary' shall mean the Secretary of the Society or such other person who has been entrusted with the powers, functions and duties of Secretary.
 - (h) 'Society' shall mean the National institute of Secondary Steel Technology Society (NISSTS).

2.0 AUTHORITIES OF THE INSTITUTE:

The authorities of the institute shall be;

- 2.1 A Board of Governors.

2.2 Academic Council.

2.3 Committee of Management (COM).

2.4 Such other authorities as may be decided and declared by the Board to be the authorities of the institute.

3.0 MEMBERS OF THE SOCIETY:

3.1 The Society shall for the time being, consist of the following members:

Shri D. K. Ghosh
Iron & Steel Controller
Government of India
234/4, Acharya Jagadish Bose Road
Calcutta- 700 020

Dr. Gokul Mukherjee
Technical Consultant
Steel Authority of India limited
Ispat Bhavan, Lodi Road, New Delhi 110003

Dr. M.L. Kapoor
Professor of Extractive Metallurgy
University of Roorkee, Roorkee 247 672

Shri Raghubir Singh
Deputy Director
Proposed National Institute of Secondary Steel Technology
301, Aurobindo Place, Hauz Khas
New Delhi- 110 016

Shri B.K. Dutta
Industrial Adviser
Iron & Steel Controller, Government of India
234/4, Acharya Jagadish Bose Road
Calcutta- 700 020

Shri M. Gopal Rao
Executive Secretary
Joint Plant Committee
'Vasundhara'; (8-10 Floors)
2/7, Sarat Bose Road, Calcutta-700 020

Shri Kishan Lal
Regional Iron & Steel Controller
Government of India
301 Aurobindo Place,
Hauz Khas,
New Delhi-110 016

Dr. Pronab Sen
Chief Economist
Economic Research Unit
Joint Plant Committee
305, Aurobindo Place,
Hauz Khas,
New Delhi-110 016

- 3.2 If a member of the Society shall change his address, he shall notify his new address to the Society within a reasonable period, failing which, his address as recorded on the rolls of the members, shall be deemed to be his address.

3.3 **ADMISSION, EXPULSION, SUSPENSION, RESIGNATION:**

3.3.1 **ADMISSION**

The Board shall, subject to the provision of Section 15 of the Act, be empowered to admit any person, firm, body, corporate, institute, society, association, organization etc., whether governmental or otherwise as member of the Society.

3.3.2 **EXPULSION**

The Board shall be empowered to expel any member of the Society, which member, in the opinion of the Board, have

at any point of time done anything which has/may, tend to or is likely to affect, adversely or otherwise in any manner the reputation, image propriety, working, management, administration, etc, of the Society/Institute, after giving such member a reasonable opportunity of being heard.

3.3.3 SUSPENSION

The Board shall be empowered at any time in its sole discretion and for such period (s) as it may deem fit not exceeding two years at a time to suspend any member (s) if the Board is of the opinion that such member has done or is about to do or is likely to do anything which may, in the opinion of the Board, be not conducive to the interests/activities/ objectives of the Institute/ Society. The said opinion of the Board shall be final and binding.

3.3.3.1 The Board may revoke such suspension at any time before the expiry of the order of suspension or may extend its order of suspension at least 10 days before its expiry.

3.3.4 RESIGNATION

Any member may at any time resign from its membership by submitting, through proper channel, his/its resignation in writing to the Board. Such resignation shall be effective from the date of its acceptance by the Board.

3.3.4 The resolution(s) in respect of admission, expulsion, suspension and resignation shall be ratified in the following meeting of the Board.

4.0 BOARD OF GOVERNORS:

The general superintendence, directions and control of the affairs of the Society/ Institute and its/their, income and property shall be vested in the Board.

4.1 The Board shall consist of the following members:

- 4.1.1 Chairman: Joint Secretary, Government of India, Ministry of Steel, ex-officio.
- 4.1.2 One eminent person from the field of steel technology based in Delhi/Noida/Gurgaon.
- 4.1.3 One representative of a nationally important Institute of Technology/ Recognized Engineering College.
- 4.1.4 One Representative of a major research and development organization in public/private sector in steel technology.
- 4.1.5.1 Deputy Secretary, Ministry of Steel, ex-officio.
- 4.1.5.2 Industrial Advisor/Additional Industrial Advisor/any other member nominated by Ministry of Steel, ex-officio.
- 4.1.6 One representative of All India Steel Re-rollers Association (AISRA).
- 4.1.7 One representative of All India Induction Furnace Association (AIIFA).
- 4.1.8 One Representative of Steel Furnace Association of India (SFAI).
- 4.1.9 One Representative of Sponge Iron Manufacturers Association (SIMA).
- 4.1.10 The Director for the time being, of the Institute and in his absence the Deputy Director, Ex-officio.
- 4.1.11 The Executive Secretary, for the time being, of Joint Plant Committee, ex-officio.
- 4.1.12 Deleted vide item 2A of 72nd Board Meeting held on 18.11.2015.
- 4.1.13 Any other person/representative of any Institute, Association, Committee, Organization etc. as the Board

may, for the time being, co-opt in accordance with clause 4.10 hereof.

- 4.2 The decision of the Board as to which association, federation/organization, if there are more than one such association etc. representing the same category/class of persons mentioned above, should be represented on the Board, shall be final. In the event of any association, organization or federation etc. already represented on the Board breaking up for any reason whatsoever, any such breaking results in two or more factions claiming representation of such class or category, the decision of the Board as to which faction should be represented on the Board shall be final and binding.
- 4.3 The term of office of Chairman shall be the duration for which he holds the post of Joint Secretary, Ministry of Steel, Government of India.
- 4.4 Deleted vide item 2A of 72nd Board Meeting held on 18.11.2015.
- 4.5 The term of office of any other member of the Board shall be three years from the date of his nomination.
- 4.6 The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is a member.
- 4.7 Any casual or other vacancy in the Board may be filled by the appointment or nomination of a member therein by the chairman and the member so appointed or nominated to fill such vacancy shall hold office for the remainder of the term of the member in whose place he has been appointed or nominated. The aforesaid appointment/nomination of a member and his continuation shall be subject to ratification by the Board.
- 4.8 The Board shall be entitled to function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination, whether initial or otherwise of any of its members; and no act or proceeding of the Board/Society shall be deemed invalid or called in question merely by reason of the existence of

any vacancy therein or of any defect in the appointment or nomination, initial or otherwise, of any of its members.

- 4.9 A member of the Board (other than ex-officio member) may resign office by a letter sent through proper channel, if applicable, addressed to the Chairman. Such resignation shall take effect only from the date of its acceptance by the Chairman.
- 4.10 The Board may co-opt a member or members other than those mentioned in clause 4.1 of the Rules and Regulations on temporary or permanent basis. However, such member or members shall have no right to vote, unless otherwise decided by the Board.
- 4.11 A member of the Board shall cease to be such member, if he, dies or resigns his membership and the resignation is accepted by the Chairman or becomes of unsound mind or, becomes insolvent or, is convicted of a criminal offence involving moral turpitude or, his membership is withdrawn by the sponsoring organization.

5.0 FUNCTIONING OF THE BOARD:

- 5.1 The Board shall ordinarily meet once in every three months.
- 5.2 Meetings of the Board shall be convened by the Chairman either on his own initiative or at the request of the Director.
 - 5.2.1 The Chairman shall, on a requisition signed by not less than four members of the Board convene the meeting of the Board.
- 5.3 For every meeting of the Board, fifteen days' notice shall be given to its members. Accidental omission to give notice or non-receipt of notice of any meeting of the Board by any member shall not invalidate the proceedings at that meeting.
- 5.4 The notice may be delivered either by hand or sent by registered post at the address of each member recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the

time at which notice would be delivered in the ordinary course of post.

- 5.5 Agenda of a meeting shall be circulated by the Secretary to the members at least seven days before the meeting.
- 5.6 The Chairman may call a special meeting of the Board at Shorter notice to consider emergent special issues. The Chairman may in his sole discretion call the requisitioned meeting(s) also at a short notice. In either case i.e. special meeting(s) or requisitioned meeting(s), the Chairman may reduce the 15 days' notice period to such period as he may deem fit and notice of such meeting(s) may be given by any/all modes/forms of communication.
- 5.7 Notice of motion for inclusion of any item on the agenda already circulated or otherwise, by any member(s) must reach the Secretary at least three days before the meeting. The Chairman may, however, permit inclusion of any item for which due notice has not been received.
- 5.8 QUORUM FOR MEETING
 - 5.8.1 Five members of the Board, shall constitute a quorum for any meeting of the Board.
 - 5.8.2 If a meeting is adjourned for want of quorum, it shall be adjourned for half-an hour from the time appointed at the end of which the meeting shall start, the members present forming the quorum.
- 5.9 The Chairman, if present, shall preside at every meeting of the Board. In his absence, the members present, shall elect one from amongst themselves to preside at the meeting.
- 5.10 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 5.11 All questions considered and resolutions passed at the meetings of the Board, shall, be decided by a majority of the votes of the

members present including the Chairman. If the votes be equally divided, the Chairman shall have a second or casting vote.

- 5.12 Any resolution, except such as are placed before the meeting of the Board, may be adopted by circulation among all its members. Any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution has been so passed at a meeting of the Board.
- 5.13 The minutes of the proceedings of a meeting of the Board shall be drawn up by the Secretary and circulated to all members of the Board. The minutes along with an amendment suggested if any, shall be placed for confirmation at the next meeting of the Board.
- 5.14 All orders and decisions of the Board shall be authenticated by the signature of the Secretary or any other person authorized by the Board in this behalf.
- 5.15 If a member of the Board fails to attend three consecutive regular meetings without leave of absence from the Board, he shall cease to be a member of the Board.

6.0 POWERS AND FUNCTIONS OF THE BOARD:

Subject to the provisions of the Memorandum of Association, and unless otherwise provided herein, the Board shall have full powers and authority to do all acts, matters, things and deeds as the Society is empowered to do as also which may be necessary or expedient for the purpose of attainment of objects of the Society and administration, management thereof and without, in any manner, derogating from the generality of their powers, in particular the following:

- 6.1 take decisions on questions of policy relating to the administration, management and working of the Institute.
- 6.2 prepare guidelines and approve detailed plans and programmes for the establishment of the Institute and to carry on its administration and management after such establishment.

- 6.3 institute and impart courses of study at the Institute.
- 6.4 make or modify and approve organizational structure of the Institute.
- 6.5 institute, appoint, suspend, dismiss, expel persons to academic, administrative as well as other posts etc. in the Institute.
- 6.6 make, adopt, amend, vary or rescind from time to time Rules and Regulations and Bye-laws for the regulation of, and for any purposes connected with the management and administration of the affairs of the Society/Institute and for the furtherance of its objects.
- 6.7 make, adopt, amend, vary or rescind from time to time Rules, Regulations and Bye-laws for the conduct of business by the Board and the Committees appointed by it and for delegation of its powers.
- 6.8 receive grants and contributions and to have custody of all the funds of the Institute/Society.
- 6.9 borrow or raise money from any/all sources, which may be required for the purpose of the Society/Institute including that upon bonds, debentures, secure their repayment by other securities of the Society or by creation of mortgage, charge etc. on the property belonging to the Society/ Institute.
- 6.10 consider and approve annual report and balance sheet, and the budget estimates of the Institute for each financial year along with development plans.
- 6.11 look after and manage the properties of the Society and to spend moneys required for that purpose.
- 6.12 negotiate, enter into and make contracts, deeds etc. of the Society.
- 6.13 sue and defend all legal proceedings on behalf of the Society.

- 6.14 supervise the working of the Academic Council, Committee of Management and any other Committee or Sub-Committee appointed by it from time to time.
- 6.15 appoint such Committees as it considers necessary or the exercise of its powers and the performance of its duties.
- 6.16 fill all reports, lists, documents and information with the Registrar of Societies which are required to be filed under the Societies Registration Act, 1860.
- 6.17 Exercise all such other powers and perform all such other duties as may be required for the achievement of the objectives of the Society.
- 6.18 guide the activities of the Institute such that it maintains primacy in its chosen fields and does not deviate from the pursuit of excellence.
- 6.19 review the report of Council, COM and all other committees, if any etc.
- 6.20 entrust, if it so deems fit, the powers, functions and duties of the Secretary to any other officer of the Society/Institute, in its sole discretion.
- 6.21 delegate any/all its powers/functions to the Director and/or to any other officer of the Society/Institute, as it may deem fit from time to time.

7.0 ACADEMIC COUNCIL :

Academic Council shall be responsible for the maintenance of standards of institution, education and examination in the Institute and shall exercise such other powers and purposes, such other duties as may be conferred or imposed upon it by the Board Rules and Regulations.

7.1 Members of the Academic Council shall be following persons:

- 7.1.1 The Director, ex-officio, shall be the Chairman of the Academic Council.
- 7.1.2 The Deputy Director, ex-officio. He shall also be the Member-Secretary.
- 7.1.3 One Representative of the Indian Standards Institution.
- 7.1.4 One Representative of Research & Development Centre for Iron and Steel, Steel Authority of India Limited.
- 7.1.5 One Representative of an Indian Institute of Technology/Recognized Engineering College.
- 7.1.6 Heads, for the time being, of all academic departments of the Institute.
- 7.1.7 All Professors of all departments of the Institute.

7.2 FUNCTIONING OF THE ACADEMIC COUNCIL:

- 7.2.1 The Council shall meet as often as is necessary but not less than three times during a calendar year.
- 7.2.2 Meeting of the Council shall be convened by the Chairman of the Council either on his own initiative or on the request of the Deputy Director.
 - 7.2.2.1 The Chairman shall, on a requisition signed by not less than 25% of the members of the Council, convene a meeting(s) of the Council.
- 7.2.3 For every meeting of the Council, 15 days' notice shall normally be given to its members. Accidental omission to give notice or non-receipt of notice of any meeting of the Council by any member shall not invalidate the proceedings of that meeting.
- 7.2.4 The Chairman of the Council may call a special meeting of the Council at a shorter notice as and when deemed

necessary or desirable by him. In this case, the Chairman may reduce the 15 days' notice period to such period as he may deem fit and notice of such meeting(s) may be given by any/all modes/forms of communication.

- 7.2.5 The notice may be delivered either by hand or sent by registered post at the address of each member as recorded in the office of the Council and is so sent shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- 7.2.6 One-third of the total number of members of the Council shall form a quorum for a meeting of the Council. If a meeting is adjourned for want of quorum, it shall be adjourned for half-an-hour from the time appointed, at the end of which the meeting shall start, the members present forming the quorum.
- 7.2.7 The Director, if present, shall preside over every meeting of the Council. In his absence, the Deputy Director shall preside and in the absence of both, the members shall elect one amongst themselves to preside over the meeting.
- 7.2.8 A written notice of every meeting, together with the agenda, shall be drawn up and circulated by the Deputy Director to the members of the Council at least a week before the meeting. The Chairman of the meeting may permit inclusion of any item for which due notice could not be given.
- 7.2.9 The ruling of the Chairman of the meeting in regard to all questions of procedure shall be final.
- 7.2.10 All questions considered and resolutions passed at the meeting of the Council shall be decided by a majority of votes of the members present and voting, including the Chairman. If the votes be equally divided, the Chairman of the meeting shall have a second or a casting vote.

7.2.11 Any resolution, except such as are placed before the meeting of the Council, may be adopted by circulation among all its members. Any resolution so circulated, and adopted by a majority of the members who have signified their approval or disapproval, shall be as effective and binding as if such resolution had been so passed at a meeting of the Council.

7.2.12 A record of proceedings of a meeting of the Council shall be drawn up by the Director and circulated to all members of the Council at their recorded addresses, provided that the record of proceedings in respect of a matter or matters may not be circulated if the Chairman and/or the Director considers such circulation prejudicial to the interest of the Institute/Society. The minutes, along with the amendments suggested, if any, shall be placed for confirmation at the next meeting of the Council. A copy of the confirmed minutes shall be sent to the Board.

7.2.13 All orders and decisions and resolutions of the Council shall be authenticated by the signature of the Director or any other person authorised by the Council in this behalf.

7.2.14 If a member of the Council fails to attend three consecutive meetings of the Council without leave of absence from the Council, he/it shall cease to be a member of the Council.

7.2.15 All members of the Council from within the Institute who are not on leave or on outside/outstation duty shall endeavour to attend the meeting except as otherwise permitted by the Director.

7.3 POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL
shall include but not to be limited to, to:

7.3.1 frame, review, and/or revise curricula and syllabi for the course of studies for the various academic departments and other activities of the Institute.

- 7.3.2 formulate, review and/or revise norms and criteria for the conduct of examination, appointment of examiners, moderators, tabulators and the like,
- 7.3.3 appoint committee(s) and/or officers to declare the results of the examination and to make recommendations to the Board regarding conferment and/or grant of degrees, diplomas and other academic distinctions or titles.
- 7.3.4 formulate, review and/or revise norms and criteria for selection and appointment of academic staff of the Institute.
- 7.3.5 prescribe rules, regulations and standards for the admission of pupils to various courses of study in the Institute.
- 7.3.6 lay down standard to be demonstrated before the award of certificates of competence in respect of course offered by the Institute.
- 7.3.7 institute and award fellowships, scholarships, prizes and medals.
- 7.3.8 appoint committee(s) from amongst the members of the Academic Council, other teachers of the Institute and experts from outside, to advise on such specific academic matters as may be referred to it/them.
- 7.3.9 review periodically the activities of the academic and technical departments and take appropriate action.
- 7.3.10 promote research within the Institute and get reports on such research from the persons engaged thereon.
- 7.3.11 make recommendations to the Board with regard to the creation of posts on the academic and technical staff and the abolition thereof and the emoluments and duties attached to such posts.

7.3.12 cooperate with any other educational, industrial, training or any other organization in the areas of education, research training, studies and the like in the fields of steel, secondary steel technology and other subjects dealt with at the Institute.

7.3.13 consider and carry out any academic assignment given to it by the Board within the scope of the objects of the Society.

8.0 COMMITTEE OF MANAGEMENT (COM) shall be responsible for the general management and administration of the affairs of the Institute others than those of academic nature spelt out in clause 7.

8.1 The following shall be members of the committee of Management:

8.1.1 The Director, ex-officio shall be the Chairman of COM.

8.1.2 The Deputy Director, ex-officio.

8.1.3 The Registrar/Administrative Officer, (the term 'Administrative Officer', wherever it occurs in these regulations, stands for the officer who acts as the principal officer in overall charge of general administration, irrespective of the designation he may have) of the Institute. He shall be the Member-Secretary of COM.

8.1.4 All Heads of Departments and also all immediately preceding Heads of Departments. If any one/or more of the latter have resigned or otherwise vacated their office then such Professor(s) of that Department as may be decided by the Director.

8.1.5 Chief Librarian.

8.1.6 Hostel Warden.

8.1.7 Any other person, as the Director may, from time to time, co-opt on temporary or permanent basis. However, such member or members shall have no right to vote.

8.2 FUNCTIONING OF COMMITTEE OF MANAGEMENT (COM) :

- 8.2.1 The COM shall meet as often as necessary but not less than once in every two months.
- 8.2.2 A written notice of every meeting together with the agenda shall be circulated by the Secretary of COM to its members at least 3 working days in advance.
- 8.2.3 All members of COM who are not on leave or on outside/outstation duty shall attend the meeting, except as otherwise permitted by the Director. Absence of a member or members from the meeting of COM for whatever reasons notwithstanding the aforesaid shall not invalidate any proceedings and/or the decisions/resolutions of COM.
- 8.2.4 The Director, if present, shall preside over the meeting and in his absence, the Deputy Director shall preside and in the absence of both, the senior most head of the Department present shall preside over the meeting.
- 8.2.5 Five members of COM shall constitute a quorum for the meeting of COM.
- 8.2.6 If a meeting is adjourned for want of quorum, it shall be adjourned for half-an-hour from the time appointed, at the end of which the meeting shall start, the members present forming the quorum.
- 8.2.7 The Director may, in his discretion, call emergent meeting(s) of COM at a shorter notice to consider urgent issues.
- 8.2.8 All questions considered and resolutions passed at the meeting of COM shall be decided by a majority of votes by the members present and voting, including the Director. If the votes be equally divided, the Director shall have a second or casting vote.

8.2.9 Records of the proceedings of the meeting shall be drawn up by the Secretary of COM and circulated to all members. A copy of the confirmed minutes (confirmation to take place in the next meeting of the COM) shall be sent to the Board.

8.2.10 All orders and decisions of the COM shall be authenticated by the signatures of the Director or any other person authorised by him in this behalf.

8.3 **POWERS AND FUNCTIONS OF THE COMMITTEE OF MANAGEMENT** shall include, but not be limited to, to:

8.3.1 prepare and execute detailed plans and programmes for the establishment of the Institute on the basis of guidelines and place approved by the Board.

8.3.2 carry on administration and management of the Institute within the framework of Rules and Regulations.

8.3.3 prepare and maintain accounts and other relevant records and prepare annual statement of accounts, balance sheet, income and expenditure account of the Society in such forms and manner as may be prescribed by the Board subject to applicable laws.

8.3.4 get the books and statement(s) of accounts audited by such auditors as may be appointed by the Board. All expenses incurred in connection therewith shall be payable by the Society.

8.3.5 prepare development plans every year for submission to the Board alongwith the budget estimates and review the status of the on going plans/projects.

8.3.6 supervise the boarding, lodging and other facilities and amenities, health, discipline and well-being of pupil staff and other connected with the activities of the Institute.

8.3.7 devise and conduct extra-curricular activities in the Institute for the staff and students.

- 8.3.8 to promote healthy interaction of various activities of the Institute with similar other institutes and with representative bodies of the surrounding areas.
- 8.3.9 propose modifications, additions or rescinding of Rules or Regulations or Bye-laws of the Society if so warranted.
- 8.3.10 maintain the properties and assets of the Society.
- 8.3.11 delegate any/all the powers/functions to such of its members, Director and/or any other officer of the Institute as it may deem fit from time to time.
- 8.3.12 consider and carry out any/all assignment(s) other than that of purely academic nature but related to the objects of the Society as directed/delegated to it by the Board.
- 9.0 The Society may alter or extend or abridge any purpose or purposes for which the Society is formed subject to the provisions of the Section 12 of Societies Registration Act, 1860.
- 10.0 The Society may alter or extend or abridge its Rules and Regulations by a resolution passed by a majority of three-fifths of the members present and voting at any General Meeting of the Society which shall have been convened for the purpose after giving due notice of such resolution to the members of the Society.
- 11.0 The members of the Society, governors and/or any member of any committee shall not be entitled to any remuneration whatsoever from the Society or the Institute in his/its such capacity as such member and/or governor. However, such member and/or governor shall be paid by the Society/Institute such travelling, daily and other allowances in respect of or connected with the duties as such member/governor as may be provided in and in accordance with the Bye-laws of the Society. In the event of any special assignment or activity being assigned to such member/governor he/it shall be paid such remuneration/fee/allowances etc. as may be decided by the Board from time to time.

- 12.0 The Board may by way of resolution delegate to the Chairman, Director and/or other officers and/or staff of the Board such of its powers for the conduct of the affairs of the Board as it may consider necessary or desirable.
- 13.0 In cases of emergency, to be recorded in writing, the Chairman shall exercise the powers of the Board, and the action/decision taken shall be submitted by him for ratification of the Board at its next meeting.

14.0 DIRECTOR :

- 14.1 The Director of the Institute shall be appointed by the Board for a period of five years at a time. Such Director shall be entitled to re-appointment, for one or more terms of three years each at a time, to be decided by the Board.
- 14.2 The Director shall be principal executive officer of the Institute and the head of its academic, administration and financial activities and business. He shall inter alia.
- 14.2.1 be responsible for and look after all the affairs of the Institute subject to control and directions of the Board.
- 14.2.2 be the custodian of the records and all other property of the Society/Institute.
- 14.2.3 represent the Institute in all its activities whether academic, administrative or financial.
- 14.2.4 conduct all official correspondence on behalf of the Society/Institute.
- 14.2.5 receive on behalf of the Institute/Society and pay/disburse any/all monies/funds of the Institute as may be required or deemed fit from time to time.
- 14.2.6 be responsible for appointment, suspension, expulsion, dismissal and other matters related to such posts, jobs,

works, assignments, engagements etc. and such limits as may be laid down by the Board from time to time.

- 14.2.7 fix, on the recommendations of the Selection Committee, the pay scales, emoluments, allowances, fees, payments and all other related matters including various benefits and concessions like house rent allowance, medical reimbursement allowances etc. in respect of such posts, jobs, works, assignments, engagements etc. and within such limits as may be laid down by the Board from time to time.
- 14.2.8 subject to the budgetary provisions and availability of funds, send/allocate pupils, members of the staff and/or other persons for training and/or for courses of instruction in India or abroad subject to such further terms and conditions as may be laid down by the Board from time to time.
- 14.2.9 employ, engage, take on hire, procure services of consultants, technicians, workmen and such other person(s) as may be deemed fit and/or necessary for the, purpose of running administering, managing the Institute on such terms and conditions as may be deemed fit by him.
- 14.2.10 to create, continue and/or discontinue subject to budgetary allocation and availability of funds, temporary posts, subject to ratification by the Chairman, for not more than two years duration on approved scales of pay provided that no such posts etc. shall be created by him which the Director is not an appointing authority.
- 14.2.11 re-appropriate funds with respect to various items constituting the recurring budget within such limits and for each such items as may be laid down by the Board from time to time provided that such re-appropriation will not involve any liability for future years. Every such re-appropriation shall, as soon as possible, be reported to the Board.

- 14.2.12 write off or otherwise allow, discharge any/all liability, whether financial or otherwise, on the part of any person, firm or body corporate, as also all irrecoverable value of stores lost, damaged or otherwise rendered unserviceable due to normal wear and tear in the manner and within the limits as may be laid down by the Board from time to time.
- 14.2.13 to take any/all appropriate steps, action etc. as he may deem fit, if any pupil, worker, officer etc. commits any act of indiscipline, in any manner or, any other act which is not conducive to the proper and smooth running of the activities and administration of the Institute whether connected with the activities of the Institute or otherwise and no such action shall be called in question at any time.
- 14.2.14 to take any/all appropriate steps, action etc. as he may deem fit, in cases of any/all student unrest, labour unrest and problems/issues relating thereto.
- 14.2.15 constitute, continue and/or discontinue such Committee(s) for such activities and purposes as may be deemed fit and necessary by him from time to time.
- 14.2.16 to sign, execute, prepare, cause to be prepared, file, register any/all papers, contracts, documents, agreements, deeds for and on behalf of the Institute involving such items and/within such financial and or other limits as may be laid down by the Board from time to time, provided that the Director shall not be personally liable or responsible in respect of any such transactions.
- 14.2.17 delegate any/all his powers, functions, responsibilities, duties of routine nature to any one or more person(s) as may be deemed fit by the Director.
- 14.2.18 delegate any/all his powers, functions, responsibilities, duties except those mentioned in clause 14.2.17 above, to the Deputy Director, and in his absence to the Senior most professor of the Institute, in the event of his absence, on tour or leave.

14.3 In the event of the Chairman of the Board not being available to act as Chairman for any reason whatsoever like his absence from the District, State or the country, illness etc. the Director shall act as such in the capacity of the Chairman, until the Chairman is again available to act in his respective capacity.

14.4 Notwithstanding anything contained in these rules and regulations/bye-laws of the Society or elsewhere, the Director shall have all such powers and authority as may be deemed necessary or conducive to smooth and proper functioning/running of the activities/business of the Institute. The Board may, if it deems fit, expressly specify some powers which may be exercised by the Director pursuant to this clause, subject to ratification by the Board at its next meeting.

15.0 SECRETARY:

The Secretary shall be appointed by the Director and shall be responsible for all secretarial and such other works, functions, duties, etc. as may be delegated to him by the Director. He shall, inter alia.

15.1 be the ex-officio Secretary of the Society and of the Board.

15.2 shall keep or cause to be kept proper records and minutes and the proceedings of the society of the Board.

15.3 shall do everything to give effect to the resolutions etc. passed by the Society/Board or any other committee etc. of the Society/Board.

15.4 shall do all other acts/things and deeds as may be entrusted to him or delegated to him by the Board/Director as the case may be and shall be responsible generally to the Director and in respect of the functions delegated to him by the Board, to the Board unless otherwise directed.

16.0 The bank accounts(s) of the Society shall be maintained in the name of the Society and shall be operated upon jointly by any two or the following office bearers:

- 16.1 Director of the Institute.
- 16.2 Registrar/Administrative Officer of the Institute.
- 16.3 Accounts Officer of the Institute.
- 16.4 Any of the officers of the Institute as may be duly empowered, in this behalf, by the Director.
- 17.0 The financial year of the Society shall commence on the first day of April every year and end on last day of March the following year.
- 18.0 The Board shall provide a seal and provide for its safe custody and the seal shall be affixed on all papers, documents, instruments etc. of the Board and one member of the Board shall sign every such paper, document, instrument etc. which shall be countersigned by the Secretary or by some other person appointed by the Board in this behalf.
- 19.0 We, the following Members of the Board of Governors, certify that the Rules and Regulations of the Society given above are correct copy thereof:

Witness:

- | | | |
|----|----|--------------|
| | 1. | D.K. Ghosh |
| 1. | 2. | B.K. Dutta |
| 2. | 3. | M. Gopal Rao |



NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY

(Established by Ministry of Steel, Govt of India)

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