

**BYELAWS
OF
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**

1. DEFINITIONS

In these rules, unless there is anything repugnant to the subject or context, the following terminology and the associated meanings are used.

- (a) **'Administrative Ministry'** means a Ministry or a Department of Government of India as notified from time to time under which administrative control the Society functions.
- (b) **'Society' or 'C-MET'** means the Centre for Materials for Electronics Technology and includes its laboratories at various locations.
- (c) **'Council'** means the Governing Council of the Society.
- (d) **'Chairman'** means the Chairman of the Council/ Committee of the Society.
- (e) **'Committee'** means the Executive Committee of the Society.
- (f) **'Executive Director'** means the Chief Executive of the Society.
- (g) **'Registrar'** means the Registrar of the Society.
- (h) **'Chief Finance Officer'** means Chief Finance Officer/Senior Finance Officer or any **other officer responsible for financial functions of the Society.**
- (i) **'Competent Authority'** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Centre.
- (j) **'Appointing Authority'** in relation to any post means the authority competent to make appointment to that post.
- (k) **'Director'** means Head of the Laboratory of C-MET. The term also means 'Executive Director', if there is no regular Director/Director (Acting) in a Laboratory.

2. RESIDUARY CONDITIONS OF SERVICE

Any matter relating to the conditions of service of the employees for which no provision is made in these rules shall be regulated by the Government of India rules and regulation as applicable to its employees till the time the Council of the Society may take a decision in this connection and an amendment in this respect has been brought about.

3. POWER TO RELAX

Notwithstanding anything contained in these rules, the Council of the Society may relax any of the provisions of these rules. Relaxation should, however, be in very exceptional and rare circumstances.

4. COUNCIL MEETINGS AND PROCEDURES

- 4.1 **Meetings** : Meetings of the Council shall be held at least once in a year. An extraordinary meeting may also be convened at any time by the Chairman, or on a written request of at least one third of the members of the Council.

- 4.2 **Place of Meeting** : Meetings of the Council shall be held at the Headquarters of the Society unless the Chairman otherwise directs.
- 4.3 **Notice of a Meeting**: Notice of a meeting shall be given to the members at least fifteen days before the day of the meeting. In case of an extraordinary meeting, at least seven days notice shall be given. Notice should clearly contain the place of the Meeting; day and hour of the meeting and the statement of business to be conducted. While counting the period of notice, the date of the meeting and the date of the Notice have to be excluded.
- 4.4 **Quorum and Procedure**: 1/3rd of the total membership of the Council shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairman shall have a second or casting vote. In the case of issues such as change of Name of the Society; change in aims and objectives of the Society; amalgamation and division of the Society; dissolution of the Society etc., two third majority is required. For this purpose the total membership shall be the number of the members for the time being in the Council.
- 4.5 **Adjourned Meeting**: If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairman may fix. No quorum shall be necessary for such an adjourned meeting.
- 4.6 **Chairman of the Meeting**: The Chairman of the Council shall preside over all meetings of the Council. In the absence of the Chairman, the Vice-Chairman of the Council shall preside over the meeting. If both Chairman and Vice-Chairman are absent, such member elected from amongst those present, other than the Executive Director and nominated members, shall preside over the meeting.
- 4.7 **Nature of Business of the Meetings**: The Council shall meet to consider the reports about the activities of the Society (Annual Plans and programmes, Annual Budget, Annual Accounts etc.) forwarded by the Committee, to determine policy for the guidance of the Committee, to consider and pass the detailed Annual Budget Estimate as well as revised Estimate, Annual Accounts etc. submitted by the Committee with recommendation of the Committee and to consider such matters as may be brought before the Council with the permission of the Chairman.
- 4.8 **Minutes** : The Registrar shall keep the minutes of the meetings of the Council, and send a copy of the minutes of every such meeting, as early as possible (preferably within a fortnight) to the address of every member indicating the authority to take action on each decision.
- 4.9 **Vacancy** : When a vacancy occurs in the office of the nominated members of the Council through death, resignation, or for any other reason, such vacancy shall be filled by a person nominated by the concerned nominating authorities.
- 4.10 **Vacancy not to affect Proceedings** : If any vacancy in the office of a member of the Council has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Council shall be deemed to be invalid merely by reason of a vacancy or of a defect in the

appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the Council.

5. GENERAL BODY OF THE SOCIETY

- 5.1. General Body shall mean all the members of the Governing Council of the Society and the Registrar of the Society. Chairman of the Council will be Chairman of the General Body. Any subsequent addition/admission of the members to the Society would be decided by the Council.
- 5.2. **Meeting and Nature of Business:** The General Body shall meet at least once a year to consider and adopt the Annual Report and Audited Statement of Accounts. This meeting will be called as Annual General Meeting of the General Body provided, however, that no separate meeting should be required as long as the General Body is confined to members of the Governing Council only and the Council is meeting for the same purpose.

6. COMMITTEE MEETINGS AND PROCEDURES

- 6.1. **Meetings :** Meetings of the Committee shall be held at least four times a year. Special meetings of the Committee, if necessary, shall be convened by the Chairman or at the written request of at least one third of the members of the Committee.
- 6.2. **Place of meeting :** Meetings of the Committee shall be held at the Headquarters of the Society unless the Chairman otherwise directs.
- 6.3. **Notice of a meeting:** Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 6.4. **Quorum and Procedure:** 1/3rd of the total membership of the Committee shall form the quorum and all issues shall be decided by consensus of the members present.
- 6.5. **Adjourned meeting:** If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a time and/or date as the Chairman may fix. No quorum shall be necessary for such an adjourned meeting.
- 6.6. **Chairman of the meeting:** The Chairman of the Committee shall preside over all meetings of the Committee.
- 6.7. **Nature of business of the meetings:** The Committee shall meet to monitor and review the activities of the Society and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such matters as may be brought before the Committee with the permission of the Chairman.
- 6.8. **Minutes :** The Registrar shall keep the minutes of the meetings of the Committee, and send a copy of the minutes of every such meeting, as early as possible to the address of every member indicating the authority to take action on each decision.

- 6.9. **Vacancy** : When a vacancy occurs in the office of the co-opted members of the Committee through death, resignation, or for any other reason, such vacancy shall be filled by a person nominated by the Chairman of the Council of the Society.
- 6.10. **Vacancy not to affect proceedings** : If any vacancy in the office of a member of the Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the Committee.

7. **BUSINESS BY CIRCULATION OF PAPERS**

The Council/Committee may dispose off urgent matters by circulation of papers in such cases where the decision cannot wait for formal convening of the meeting. However, the decision taken shall be vetted in its next meeting.

8. **POWERS, FUNCTIONS AND DUTIES OF THE COUNCIL**

The Council shall be the apex policy making body of the Society, for the fulfillment of the aims and objectives set forth for the Society within the parameters of policy framework prescribed by the Administrative Ministry.

9. **POWERS, FUNCTIONS AND DUTIES OF THE COMMITTEE**

- 9.1 Subject to the overall control of the Council, and within the powers delegated, the Committee shall perform the following functions:
- 9.1.1 To monitor and review periodically the activities of the Society and to make remedial measures, as deemed fit, to meet the aims and objects of the Society.
- 9.1.2 To consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Society and forward the same with its recommendations to the Council.
- 9.1.3 To recommend to the Council any reappropriation to augment provisions under the heads other than "Salaries, Allowances and Provident Fund Contributions".
- 9.1.4 To consider and submit for approval of the Council / Government, where necessary, the proposals for alteration, addition and modification to the Byelaw made under the rules of the Society.
- 9.1.5 To propose from time to time alteration and modifications to the Rules and Regulations to meet the aims and objects of the Society for approval of Council / Government, where necessary.
- 9.1.6 To approve foreign travels of all staff except the Chief Executive of the Society and Directors.

- 9.1.7 To recommend sub-delegation of powers, functions and duties to any member of the Society for approval by the Council.
- 9.1.8 To approve functional designations to staff at various levels.
- 9.1.9 To propose additions, alterations and modifications to the Byelaws or any related matter for consideration and approval of the Council / Government.
- 9.1.10 To appoint, from time to time, subcommittees from amongst its members and/or staff of the Society and assign specific responsibilities.
- 9.1.11 To Recommend suitable grant of moneys or other assistance to other R&D Societies, Universities or Industries for carrying out research, development, and investigation subject to the provision in the budget for consideration and approval of the Council.
- 9.1.12 To recommend grant of fellowships, scholarships, awards or other monetary assistance, on such terms and conditions as it may prescribe, to such persons as it may select for carrying out any research, investigation and study on a subject in which the Society is interested.
- 9.1.13 Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Society.
- 9.1.14 To exercise powers delegated to the Committee with the approval of the administrative ministry.
- 9.2 To review reports submitted by the Executive Director in respect of the following:
 - 9.2.1 Progress on projects undertaken by the Society unit wise
 - 9.2.2 Details of new projects undertaken / likely to be obtained
 - 9.2.3 Details of projects completed
 - 9.2.4 Statement of tours undertaken by the Director.
 - 9.2.5 Visit by VIPs / dignitaries to the Laboratories of the Society
 - 9.2.6 Details on air travel by non-entitled staff
 - 9.2.7 Details on manpower strength including research staff viz., sanctioned, filled, vacant and number of persons on short-term contract.
 - 9.2.8 Details of papers published by staff of the Society in national and international publications
 - 9.2.9 Details of patents applied / received / held
 - 9.2.10 Details of pending court cases.
- 9.3 **Finance & Accounts Committee**

The Executive Committee shall also be the Finance & Accounts Committee of the Society and the powers of the Committee shall in particular be as under: -

- 9.3.1 To scrutinize and recommend to the Governing Council, the Budget Estimates/Revised Estimates of the Society.
- 9.3.2 To recommend reappropriation of funds from one head to another head of account within its overall approved outlay for that year;
- 9.3.3 To recommend write-off losses;
- 9.3.4 To recommend disposal of surplus/obsolete items as per the prescribed procedure;
- 9.3.5 To prescribe the Heads of Account to be adopted by the Society both for its revenue and capital expenditure;
- 9.3.6 To advise the Society from time to time in various financial matters;
- 9.3.7 To financially appraise the projects costing above Rs.50 lakhs;
- 9.3.8 To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council / General Body for Adoption;
- 9.3.9 To recommend to Governing Council/General Body for appointment of Auditor and payment of fee;
- 9.3.10 Any other item to be specifically allotted to this Committee by the Governing Council of the Society from time to time.

10. SPECIAL POWERS OF THE CHAIRMAN

The Chairman of the Council/Committee may, in emergent cases or under special circumstances exercise the powers of the Council/Committee, in consultation with one or more members of the Council/Committee. The decision shall be vetted in the next meeting of the Council/Committee.

11. VOTING POWERS

Each member of the Council shall have one vote. Where there is no unanimity, decision shall be taken by a majority vote of the members present and voting. Chairman shall have a casting vote wherever there is a tie.

12. DISAGREEMENT

In the event of disagreement between the Chairman of the Council and the Finance Member of the Council on any financial matters beyond the delegated powers of the Administrative Ministry, the matter may be referred to the Administrative Ministry and the Ministry of Finance, if considered necessary, for a decision.

13. STEERING COMMITTEE (SC) MEETINGS AND PROCEDURES

- 13.1 **Meetings** : Meetings of the SC shall be held at least three times in a year. Special meetings of the SC, if necessary, shall be convened by the Executive Director with the permission of the Chairman.
- 13.2 **Place of meeting** : One Meeting each of the SC in a year shall be held at each laboratory of the Society unless the Chairman otherwise directs. The Special meetings shall be held at Head Quarters.
- 13.3 **Notice of a meeting**: Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 13.4 **Quorum** : The quorum of meetings shall be four.
- 13.5 **Chairman of the meeting**: The Chairman of the SC shall preside over all meetings of the SC. In the absence of the Chairman such member elected from amongst those present, other than the Executive Director and the nominated experts, shall preside over the meeting.
- 13.6 **Nature of business of the meetings**: To review the Scientific activities of the Society, to provide a thrust, suggest new areas of research and orient programmes in the desired direction. The SC would also exercise critical judgment of the activities of the Society and give directions for international scientific collaboration and Research schemes.
- 13.7 **Minutes**: The Executive Director shall nominate an officer of the Society who shall coordinate the activities of the SC and who shall also keep the minutes of the meetings of the SC and send a copy of the minutes of every such meeting, as early as possible to the address of every member.
- 13.8 **Vacancy** : When a vacancy occurs in the office of the nominated members of the Committee through death, resignation, or for any other reason, such vacancy shall be filled by a person nominated by the Chairman of the SC.
- 13.9 **Vacancy not to affect proceedings** : If any vacancy in the office of a member of the SC has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the SC shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the SC.
- 13.10 **Functions of the Steering Committee**:
- 13.10.1 To evaluate technologies in the areas of Electronic Materials and their processing to obtain materials, devices, sub-systems or systems for Advanced Information Technology, Electronics and related fields.
- 13.10.2 To assess the capabilities and facilities for research and development in the units of the Society.
- 13.10.3 To provide directions for R&D and augmentation of performance.
- 13.10.4 To evaluate and assess the Human Resource Development needs and the role of the Society.

- 13.10.5 To consider and recommend specific R&D projects proposed by the Laboratories of C-MET meeting the overall objectives of the Society.
- 13.10.6 To provide guidelines for Annual Action Plan of the constituent Laboratories of the Society.
- 13.10.7 To propose and recommend long term R&D vision for the Society.
- 13.10.8 To provide guidelines for interaction with Industry, users and academic Institutions.
- 13.10.9 To review achievements with reference to tasks undertaken during the year and progress made in relation to achieving long-term objectives and the quality of output of the Society and to identify the bottlenecks if any and make suggestions for their removal.
- 13.10.10 To suggest distinguished teachers / experts / specialists in various fields from other universities or institutions of higher learning to be invited so as to obtain the services of talented personnel in other institutions by the Society.
- 13.10.11 To approve long term or specific short term agreement for academic exchange programme with such departments of other universities and other institutions of higher learning, as may be necessary under which the scholars of the two institutions may collaborate in research, participate in teaching and other academic pursuits as may be decided from time to time.
- 13.10.12 To substantially strengthen enabling mechanisms that relate to technology development, evaluation, absorption and up gradation from concept to utilization.
- 13.10.13 To establish an Intellectual Property Rights (IPR) regime which maximizes the incentives for the generation and protection of intellectual property by all types of inventors. The regime would also provide a strong, supportive and comprehensive policy environment for speedy and effective domestic commercialization of such inventions so as to be maximal in the public interest.
- 13.10.14 To institute new mechanisms to facilitate the return of scientists and technologists of Indian origin to India, as also their networking, to contribute to Indian Science and technology.
- 13.10.15 To ensure our legislation with regard to Patents, Copyrights and other forms of Intellectual Property that maximum incentives are provided for individual inventors, and to our scientific and technological community, to undertake large scale and rapid commercialization, at home and abroad.

14. FINANCES AND ACCOUNTS

- 14.1 **Properties and Funds vested in the Council:** The properties and funds of the Society vested in the Council shall consist of:
 - 14.1.1 Grants-in-aid released by the Government of India,

- 14.1.2 Other grants, donations and gifts (periodical or otherwise).
- 14.1.3 The income from properties and funds vested in the Council and fees, subscriptions and other annual receipts.
- 14.1.4 All movable and immovable assets such as machinery, plant, equipment, computer hardware and software and instruments (whether laboratory, workshop or otherwise), books and journals, furniture, fixtures and land, buildings belonging to the Society.
- 14.1.5 Remuneration received through sponsored projects, consultancy, design, development, technology transfer, contracts etc.
- 14.2 **Acceptance of Donations etc :** The Council may accept donations; gifts and subscriptions for specific purposes provided no onerous conditions are attached to them. Donations by agencies abroad shall require prior approval of the government.
- 14.3 All moneys received for or on behalf of the Society, shall be deposited in a bank account or fixed deposit account with a public financial institution within the guidelines issued by the Government.
- 14.4 **Assets/Borrowings:** The Society may purchase/acquire or lease or sell or dispose off movable or immovable assets and also make borrowings or draw short/long term loans or temporary overdrafts/advances for acquiring assets/properties or carrying out activities.
- 14.5 **Payments:** Payments by or on behalf of the Society exceeding Rs.10,000/- shall be made by cheque. All cheques shall ordinarily be signed by the Finance Officer and countersigned by the Chief Finance Officer or by any other officer duly empowered by the Executive Director of the Society over the limit prescribed by the Executive Committee.
- 14.6 **Endorsements:** All bills for payment shall bear an endorsement "Passed for Payment" and the endorsement shall be signed by the Executive Director of the Society or by an officer to whom the power has been delegated by the Executive Director of the Society.
- 14.7 **Permanent & Temporary Advances:** Permanent and temporary advances for cash payments shall be kept by any officer of the Society as authorized by the Executive Director of the Society or by an officer to whom the power has been delegated.
- 14.8 **Budget:** The Society shall prepare or cause to prepare, in such form and at such time each year as may be prescribed, budget estimates in respect of the ensuing financial year and submit the same to the Council for its consideration and approval.
- 14.9 **Accounts & Audits**

- 14.9.1 The Society shall maintain such books of accounts and other books in relation to its accounts in such form and in such manner as may be prescribed. The Chief Finance Officer shall be responsible for the accounts of the Society.
- 14.9.2 The financial year of the Society shall be from 1st April each year to 31st March of the subsequent year.
- 14.9.3 The accounts of the Society shall be audited by such auditors as approved by the Council/General Body from the approved list of auditors of the Comptroller and Auditor General of India.

15. DUTIES AND FUNCTIONS OF OFFICERS OF THE SOCIETY

15.1 Duties and Responsibilities of the Executive Director:

- 15.1.1 The Executive Director shall be the Chief Executive of the Society.
- 15.1.2 **Business of the Society:** It shall be the duty of the Executive Director to carry on the work of the Society under the direction of the Council/Committee in accordance with the Rules & Regulations and Byelaws for the administration and management of the Society. In case of an emergency, he may take such actions as may be necessary and get such decisions ratified by the Council/Committee.
- 15.1.3 **Direction and control of the Staff:** All members of the staff of the Society shall be under the general control of the Executive Director, who may issue Standing orders/office orders on various subjects, as necessary, from time to time.
- 15.1.4 **Annual Report:** The Executive Director shall submit the Annual Report of the Society to the Council/General Body in time each year.

15.2 Duties and Responsibilities of the Directors/Heads of Laboratories:

- 15.2.1 The Directors are the executive heads of the respective Laboratories and be accountable for its performance and will function under the overall directions and guidance of the Executive Director and within the Rules of the Society.

15.3 Duties and Responsibilities of Registrar

- 15.3.1 **Secretarial Work:** The Registrar shall act as Non-member Secretary to the Council and the Member Secretary to the Committee.
- 15.3.2 **Work under the general control of the Executive Director:** In all matters concerning the Society he shall act under the general control and orders of the Executive Director.
- 15.3.3 **Correspondence:** The Registrar shall be in charge of correspondence relating to the Society, subject to the instructions of the Executive Director.
- 15.3.4 **Office Management :** The Registrar will be in charge of the administration of the Society and discharge responsibilities under the overall supervision of the