

- 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.


राधा जयसिंहा / RADHA JAISIMHA
निबंधक / REGISTRAR
सेन्टर फॉर मेटिरियल्स फॉर इलेक्ट्रॉनिक्स टेक्नोलॉजी (सी.मेट.)
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
Ministry of Electronics & Information Technology (Mety), Govt. of India
Panchwati, Dr. Homi Bhabha Road, Pune - 411 008, INDIA

- 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**


 राधा जयसिंहा / RADHA JAISIMHA
 निबंधक / REGISTRAR
 सेन्टर फॉर मेटिरियल्स फॉर इलेक्ट्रॉनिक्स टेक्नोलॉजी (सी-मेट)
 CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
 Ministry of Electronics & Information Technology (MeitY), Govt. of India
 Panchwati, Dr. Homi Bhabha Road, Pune - 411 008, INDIA

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


राधा जयसिंहा / RADHA JAISMHA
निबंधक / REGISTRAR
सेन्टर फॉर मेटिरियल्स फॉर इलेक्ट्रॉनिक्स टेक्नोलॉजी (सी-मेट)
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
Ministry of Electronics & Information Technology (MeitY), Govt. of India
Panchwati, Dr. Homi Bhabha Road, Pune - 411 008, INDIA