

Center for Basic Sciences

(Bye-Laws & Rules)



PT. RAVISHANKAR SHUKLA UNIVERSITY
RAIPUR, CHHATTISGARH

CBS Bye-Laws

1.	<p>Short title and definition: Short title:</p> <ol style="list-style-type: none"> 1. These Bye-Laws of the Center for Basic Sciences shall be called the "Bye-Laws" 2. "CBS / Center" means the Center for Basic Sciences (CBS), Raipur and its offices, classrooms and laboratories 3. "Rules" means the Rules of CBS 4. "Council" means the Governing Council of CBS 5. "Chairperson" shall mean Chairperson of the Governing Council of CBS 6. "Co-chairperson" shall mean Co-chairperson of the Governing Council of CBS 7. "Director" means the Director of CBS 8. "Board-Chair" means Chairperson of the Academic Board 9. "Academic Board/Board" shall mean a body of eminent scientist nominated by the Governing Council 10. "School" shall mean a constituent academic unit of the Centre unless this term is repugnant to the context thereof 11. "Faculty" means a person appointed as an academic staff and engaged in teaching and/or research as approved by the Governing Council 12. "Registrar" means Registrar of CBS (Registrar, Pt. Ravishankar Shukla University) 	Short title and definition
2.	<p>Academic session of the Centre:</p> <ol style="list-style-type: none"> 1. The academic session of the Center shall normally be for two semesters every academic year, as decided by the Academic Board of the Center as constituted under the Rules of CBS 2. The Academic Board will specify the dates of commencement and termination of the academic programs provided Chairperson of the Academic Board may recommend to suspend the operation of that sub-section in abnormal circumstances. 	Academic sessions
3.	<p>Terms and conditions of the service of the personnel of the Center: Categories of staff: Except in case of employees paid from sponsored projects and contingencies, the personnel of the Center shall be classified as follows:</p> <ol style="list-style-type: none"> 1. Academic staff which term shall include Director, and all members of the teaching and research staff, as approved by the Council 2. Scientific & Technical personnel which term shall include engineers, scientific officers, library staff, technical and maintenance staff and other members engaged in activities that are technical and/or scientific in nature. 3. Administrative staff shall include Registrar appointed under the Rules of CBS, and all members engaged in activities that are administrative, auxiliary, secretarial in nature 4. Auxiliary staff shall include those in charge of guest houses, hostels, canteens, cosmetic maintenance, parks and gardens, transport, security and other personnel engaged in work of a similar nature, including cooks, watchmen, firemen, Driver etc. 	Terms and conditions of service
4.	<p>The scale of pay attached to each post, minimum qualification and other requirements for the post and recruitment norms for each post shall be framed by the Director and these shall be ratified by the Governing Council.</p>	

<p>5.</p>	<p>Appointments: The Center shall have regular as well as contract Staff, in both Academic and Non-academic categories.</p> <ol style="list-style-type: none"> 1. Faculty – The Council in consultation with the Academic Board shall formulate such rules and procedures as may be necessary to ensure that highest standards are maintained in the recruitment of personnel to academic positions. 2. All other staff – for appointments to all positions other than Faculty, , there shall be a national advertisement which specifies the post, service conditions, educational qualifications and experience and other relevant details. 3. Appointing Authority – The Council shall be the appointing authority in case of all academic staff and Registrar, except the post of Director; for the Director, the Governing Council shall be the Appointing Authority with the approval of the Government of Chhattisgarh. The Director will be the appointing authority for all other personnel of the Centre. He/she may delegate this responsibility to such other official or officials as deemed necessary, with the prior approval of the Council. 4. Promotions: The Center will formulate a transparent promotion policy based purely on merit for all categories of staff. 5. While making appointments and promotions, the Center shall make necessary provision for the reservation of posts in accordance with the policy adopted by the Government of Chhattisgarh as applicable to Pt. Ravishankar Shukla University. 6. Selection Committees – The Selection Committees as well as Screening Committees for all posts will be constituted by the Director. The Director may, at his discretion, request external members also to be members of the Selection Committee. 7. For the post of Registrar and other non-academic posts equivalent to Group A officers of the Government of Chhattisgarh, Director, CBS will be the Chairperson of the Selection Committee and the Committee shall have at least 2 external members. 8. For other posts, Director or an official authorized by him may constitute a Selection Committee 9. When a post is to be filled by invitation, the Chairperson of the Governing Council may form an ad-hoc committee, on a case to case basis. 10. Director may constitute a Selection Committee for the posts which are to be filled on contract basis. 11. The Director or the Chairperson of the Selection Committee may appoint a Screening Committee consisting of members of the Centre to screen applications to check whether the applicants meet the norms specified in the advertisement and have provided all relevant details about themselves. The Screening Committee will recommend to the Chairperson of the Committee the list of applicants who meet the requirements and may be called for a personal interview and/or written test as prescribed. The Screening Committee’s recommendation will be placed before the Selection Committee and the same shall form a part of the selection process. 12. No act or proceedings of the Selection Committee shall be called into question on the ground merely of absence of any member or members of the Selection Committee. 	
-----------	---	--

6.	<p>Terms of appointment: Every employee shall, before taking up his/her employment, be medically examined and be certified fit for service by a qualified medical officer appointed by the Center.</p>	
7.	<p>Agreement: Every employee of the Center shall accept in writing terms and conditions of his/her appointment before joining the Center and shall make a declaration of loyalty to the Center in writing.</p>	
8.	<p>Pay and Allowances: CBS having the grand-in-aid status from Govt. of Chhattisgarh, every employee will draw monthly allowances at the rate applicable to the similarly placed employees of the Govt. of Chhattisgarh. However, the Council which has members from the University and Govt. of Chhattisgarh can alter this at any future time.</p>	
9.	<p>Obedience to Rules and Bye-laws, etc.: During the period of his/her service, every employee shall observe, obey and abide by the Rules and Bye-Laws and orders of the Center framed from time to time by the Council/Director</p>	
10.	<p>Specific Work: Every employee shall perform such duties as may be entrusted to him/her and shall to the best of his/her ability, carry out the lawful directions of the Council, of the Director or of any other person to whose authority he/she may be subject, according to the Rules, Bye-Laws and orders of the Center. Such duties may also be entrusted to places other than the headquarters.</p>	
11.	<p>Work Report: Every regular employee of the Center, other than the Director, will submit annual confidential report regarding the work done by him/her during the year to the Director or to an authority nominated by the Director for each type of employees.</p>	
12.	<p>Whole-time Service: An employee shall devote his/her whole time to the service of the Center and shall not take part in political activities without the prior permission of the Governing Council in the case of Director, or of the Director in the case of others, engage, directly or indirectly in any trade, business or occupation or enter into any remunerative commitment, or absent himself/herself from duty without prior approval of the competent authority except in the case of accident or sickness certified by a competent medical authority. Members of the staff shall not stand for election to local bodies, state or central legislatures. However, members can stand for election of professional bodies relevant to their professional expertise. Members shall not accept nomination to any company Board and other such authorities without the prior permission of the Governing Council in the case of Director, and of the Director in the case of others.</p>	
13.	<p>Probation and Superannuation: Subject to the provisions of the Rules and Bye-Laws in force from time to time, all appointments to the academic posts under the Center except to the post of Director shall ordinarily be made for a period of five years (including the probation period of one year) in the first instance, after which the appointee, if confirmed, by a review shall continue to hold office till the last day of the month in which he/she attains the age of superannuation, which shall be 65 years, provided that the Council may extend the service of the employee till the age of 65 years. For all other staff, the appointee, if confirmed after the probationary period, ordinarily of one year duration, shall continue till the age of superannuation which shall be 60 years, provided that the Council may extend the service by a maximum of two years. The age of superannuation for the Director shall be 65 years.</p>	

14.	The appointing authority shall have the power to extend the period of probation of an employee of the Center by one year provided that the intimation of such extension shall be communicated to the employee before completion of the period of probation. At the end of probation period, whether original or extended, if the service of the employee has not been terminated, he/she will be deemed to have been confirmed in the post for which the appointment was made.	
15.	Termination during probation: The appointing authority shall have the power to terminate the services of an employee in accordance with procedures as prescribed from time to time. Such procedures shall be authenticated by the Governing Council of CBS.	
16.	An employee who is on probation may discontinue employment with the Center by giving a notice of one month provided that if the employee is an academic staff, he/she will be required to give a notice period of a minimum of 90 days. No employee will be permitted to resign his/her appointment while on leave.	
17.	The Council shall have the power to terminate the service of any member of the staff on grounds of retrenchment by giving the person concerned three months' notice in writing or on payment of three months of salary in lieu thereof.	
18.	Termination of service: The appointing authority shall have the power to terminate the services of any member of the staff by giving three months' notice or on payment of three months' salary in lieu thereof, if on medical grounds, certified by a medical authority nominated by the Governing Council his/her retention in service is considered undesirable by the appointing authority.	
19.	An employee of the Center who has been confirmed in service, may discontinue his employment by giving the appointing authority three months' notice provided that the appointing authority may reduce this period. Resignations shall be effective only on acceptance by the competent authority in CBS. Acceptance of resignation shall be conveyed to the employee concerned in writing by an official of CBS duly authorized to do so.	
20.	Compulsory retirement: Notwithstanding anything contained in the Rules and Bye-Laws, the Governing Council shall have the power to retire any employee, in public interest, by giving him/her three months' notice or pay salary and allowances in lieu of the notice period, after he/she has attained the age of 55 years.	
21.	Voluntary Retirement: At any time after an employee has completed twenty years of qualifying service, he/she may opt to voluntarily retire from the service of the Center under terms that are applicable in similar cases for the employees of the Government of India. An employee may also opt to prematurely retire from the services of the Center under terms applicable in such cases for the employees of the Government of Chhattisgarh.	
22.	Discipline: The authority which appoints a member of the staff of the Center may punish him/her for the misconduct or for breach of the terms and conditions of his/her appointment. Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be followed by the disciplinary authority in the matter of disciplinary proceedings.	

23.	<p>Suspension : The appointing authority may place an employee of the Center under suspension - :</p> <ol style="list-style-type: none"> 1. Where a disciplinary proceeding against the employee is contemplated or pending, 2. Where a case against the employee in respect of a criminal offence is under investigation or trial: provided that where an employee is detained in custody for a period exceeding forty eight hours, whether in connection with a criminal offence or under any law in force providing for such preventive detention, such employee shall be deemed to have been placed under suspension with effect from the date on which he/she was so detained. 3. During the period of suspension the employee will be entitled to draw a subsistence allowance as applicable to an employee of the Government of Chhattisgarh 	
24.	<p>Penalties : The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff :</p> <ol style="list-style-type: none"> a. Minor penalties including but limiting to: <ol style="list-style-type: none"> 1. Censure 2. Withholding promotion 3. Recovery of any pecuniary loss caused to the Centre by negligence or breach of orders 4. Reduction to lower stage in the scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting pension 5. Withholding of increments of pay b. Major penalties including but not limiting to: <ol style="list-style-type: none"> 1. Reduction to a lower stage in the scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of pay. 2. Reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion to the scale of pay, grade, post or service from which the employee was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post of service, as applicable to employees of the Government of Chhattisgarh. 3. Compulsory retirement 4. Suspension from service which shall not be a disqualification for future employment under the Center. 5. Dismissal from service which shall ordinarily be a disqualification for future employment under the Center. 	
25.	<p>Minor Penalties: No order imposing on any employee any of the penalties specified above shall be passed by any authority subordinate to that by which the employee was appointed and unless the employee concerned has been given an opportunity to make a representation to the Appointing Authority.</p>	

26.	<p>Major Penalties: No order imposing on any employee any of the major penalties specified above shall be passed by any authority subordinate to that by which the employee was appointed and except after an enquiry has been held and the employee concerned has been given reasonable opportunity of showing cause against the action proposed to be taken with regard to him/her.</p>	
27.	<p>Notwithstanding the provisions as mentioned above, it shall not be necessary to follow the procedures mentioned therein in the following cases: Where an employee is dismissed or reduced in rank on the grounds of conduct which has led to his conviction on a criminal charge. Where the authority empowered to dismiss or remove the person or reduce him/her in rank is satisfied that for reasons to be recorded in writing, it is not practicable to give that person an opportunity of showing cause.</p>	
28.	<p>Appeals: An employee aggrieved by any order imposing minor or major penalty shall be entitled to an appeal to the Council. In cases where the order imposing penalty has been made by the Council, the aggrieved employee may prefer a representation for revision and reconsideration to the Council itself. Orders passed on such appeal or revision shall be final. No appeal under this sub-section shall be entertained unless it is submitted within 30 days from the date on which the appellant receives a copy of the order appealed against provided that the Appellate authority may entertain the appeal after the expiry of the said period but not beyond 45 days, if it is satisfied that the appellant has sufficient cause for not submitting appeal in time.</p>	
29.	<p>Leave and vacation: The employees of the Center except those who are on contract for a period of less than two years shall be entitled to leave as per rules subject to the condition that leave cannot be claimed as a matter of right and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the same.</p>	
30.	<p>Authority empowered to sanction leave:</p> <ol style="list-style-type: none"> a. Applications of leave for Director shall be addressed to the Chairperson of the Council by the Director and to the Director by the other members of the staff. b. Leave may be sanctioned by Director or by an officer to whom power to sanction leave has been delegated by the Director. c. The Chairperson may sanction leave to the Director. The Director may avail himself/herself of casual leave on his/her own authority. 	
31.	<p>Except as otherwise provided in this Schedule, any kind of leave under these provisions, other than the casual leave, may be granted in combination with or in continuation of another kind of leave other than the casual leave, subject to a limit on the aggregate period of absence as may be prescribed in such cases. Casual leave cannot be combined with any other kind of leave.</p>	

32.	<p>Types of leave: Except for some types of leave restricted to the academic staff only, as mentioned explicitly below, the following kinds of leave will be admissible to all members of the staff:</p> <ol style="list-style-type: none"> a. Casual leave b. Special casual leave c. Deputation leave d. Half pay leave e. Commuted leave f. Earned leave, with different rules for crediting number of days of earned leave per year for academic staff who are entitled to vacation, Non-academic staff members shall be entitled to 30 days of earned leave per year. g. Extra-ordinary leave h. Maternity leave i. Paternity leave j. Child care leave k. Leave not due l. Study leave m. Sabbatical leave – for academic staff only <p>The Center may form such other rules and types of leave as may be necessary provided that such amendments shall come into effect only after approval by the Governing Council.</p>	
33.	For all forms of leave specified in the Bye-laws, excepting for study leave and sabbatical leave, the corresponding rules of the Government of Chhattisgarh shall be applicable.	
34.	Accumulation of earned leave and half-pay leave: The maximum number of days for which earned leave or half pay leave can be accumulated will be as per corresponding rules for the employment of the Government of Chhattisgarh.	
35.	Encashment of earned leave/half pay leave: encashment of unutilized earned leave and half pay leave will be available at the time of superannuation as per the corresponding provisions for the Government of Chhattisgarh employees.	
36.	Vacation for Academic Staff: All academic staff members of the Center will be eligible for vacation for a maximum period of 60 days in a year during the vacation period to be decided by the Centre every year. The term "year" for this purpose will mean a calendar year.	
37.	Crediting of Earned Leave Account Due to Unutilized Vacation by Academic Staff : Half of unutilized vacation during an academic year will be credited (with the Director's approval) as "earned leave" for the academic staff on the first day of the next academic year. Other than this accrued earned leave, an academic staff will not be eligible for any additional "earned leave".	

38.	<p>Study Leave : Members of academic staff going for study within or outside India will be eligible for study leave during which they may receive emoluments as applicable for "Half-pay" leave provided that the period of such leave will not be counted towards half-Pay leave or any other form of leave admissible to the staff member. The duration of study leave will be for such periods as the Council may determine on case to case basis. The total period of study leave will be restricted to the maximum of two years during the entire career of the academic staff member in the Center. Meritorious non-academic staff may be considered for study leave in special cases by the Council.</p>	
39.	<p>Deputation Leave : Deputation leave can be granted to academic and scientific members for attending conferences, workshops, training, meetings etc.</p>	
40.	<p>Sabbatical Leave : Sabbatical leave may be granted to a member of academic staff for one or more of the following objectives , viz.,</p> <ol style="list-style-type: none"> a. to conduct research or to teach at an Institution in India or abroad, b. to write text books, monographs or other books, c. any other purpose for the academic development of the staff as may be determined by the Director and decided on case to case basis <p>The grant of sabbatical leave will be subject to the following conditions :</p> <ol style="list-style-type: none"> a. The grant of sabbatical leave shall not exceed maximum one year at a time including vacations if any, but the Director may grant, in special cases, any other leave up to a maximum of additional 120 days which the staff member might have earned during his service at the Center. b. On the average, an academic staff member can take no more than one year of sabbatical leave for 6 years of service at the Centre. The sabbatical leave can be taken in parts, but it has to coincide with the period of one full academic semester. c. Members of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules of the Center d. A member of the staff shall not undertake during the period of sabbatical leave, any regular appointment under any organization in India or abroad. He/she shall, however, be free to receive for a fixed period of sabbatical leave a scholarship, a fellowship or any other honorarium from the other organization, in addition to the salary and allowances that may be paid to him by the Center e. If the staff member, during his/her sabbatical, joins any other Government organization, with the approval of the Appointing Authority, he/she will not be eligible to receive a "salary" from such employer, though he/she may receive consolidated honorarium during such employment. 	
41.	<p>Travelling and Daily Allowances: The employees of the Center, while traveling on Center's work, will be eligible to receive such traveling and daily allowances as may be prescribed by the Council from time to time.</p>	
42.	<p>Leave Travel Concession: Employees and their dependants will be entitled to avail Leave Travel Concession as per rules applicable to the employee of Government of Chhattisgarh having similar pay scales.</p>	
43.	<p>Other Allowances for Academic Staff: Members of the academic staff will be eligible to receive book allowances and reimbursement of membership of professional bodies as may be approved by the Council.</p>	

44.	Provident Fund/Pension Scheme: A Contributory Provident Fund/Pension Scheme shall be constituted, maintained and administered for the employees of the Centre in accordance with provision and scheme to be framed by the Council, consistent with the Schemes of the Government of Chhattisgarh. All regular employees will compulsorily join such a scheme.	
45.	Medical Facilities: A compulsory Contributory Medical Scheme shall be constituted, maintained and administered for the employees and their dependants in accordance with provisions to be framed by the Governing Council with the approval of the Government of Chhattisgarh.	
46.	Residential Accommodation: The Center may provide residential accommodation to an employee of the Centre depending on his/her scale of pay, need for the Center and availability of such accommodation. Employees who opt to avail of residential accommodation shall not be eligible for house rent allowance and shall be required to pay prescribed license fee and other charges as applicable to the employees of the Government of Chhattisgarh.	
47.	<p>Distinguished Visiting Professor, Professor Emeritus, Senior Scientist, Visiting Faculty and Adjunct Faculty</p> <p>A. The Governing Council, on the recommendation of Director, may appoint Distinguished Visiting Professor of the Center. Such Professorships will be conferred on eminent scholars in recognition of their distinguished contribution to knowledge in subjects in which the Center is interested or on persons who have rendered eminent service to the Center. Distinguished Professors shall enjoy such privileges as may be decided by the Governing Council</p> <p>B. The Council, on recommendation of the Academic Board, may designate a retired academic of the Center or from other academic institutions, as Professor Emeritus/Senior Scientist. Such Professors/ Senior scientist shall enjoy privileges as may be decided by the Governing Council.</p> <p>C. Scientists and academic staff from other institutions may be appointed to serve the Center as Visiting/Adjunct Faculty. Such appointments may be made either to fill in a gap in the Center's faculty expertise in areas of interest to the Center or to complement teaching and research programmes of the Center. Visiting/Adjunct faculty will be expected to spend a part of their time at the Centre and will be paid an honorarium and transport allowance for their services. They will be accorded such privileges and facilities as may be decided by Director.</p>	
48.	<p>Interpretation: The decision of the Governing Council on all questions related to the interpretation of these Bye-Laws will be final.</p>	

CBS Rules

These Rules may be called the rules of the Center for Basic Sciences

Short title

The Center for Basic Sciences (a constituent of Pt. Ravishankar Shukla University), a Registered Society under 'Society Registration Act, 1860' shall be hereinafter referred to as CBS or the Center, which expression shall, unless repugnant to the context thereof, include its successors and assigns

Name of the association

The address of CBS shall be: Center for Basic Sciences, Pt. Ravishankar Shukla University, Raipur 492010 and shall be designated as the Head Quarter of the Center.

Address of CBS jurisdiction

The area of operation of CBS will be the Republic of India

Definitions:

1. In these Rules, unless the context otherwise requires, the Center or CBS shall mean the Center for Basic Sciences
2. Chairperson shall mean Chairperson of the Governing Council as mentioned in Section 10 of these Rules.
3. Council shall mean Governing Council of CBS as mentioned in Section 10 of these Rules.
4. Director shall mean Director of CBS
5. Academic Board/Board shall mean a body of eminent scientists nominated by the Governing Council
6. Board-Chair shall mean Chairperson of the Academic Board
7. Registrar shall mean Registrar of CBS (Registrar, Pt. Ravishankar Shukla University)
8. Faculty or Academic Staff shall mean and include all persons employed by CBS who are engaged in teaching and/or research activities at CBS
9. Society shall mean the Center for Basic Sciences registered under the Societies Registration Act 1860

Definitions

Words referring to the singular number shall include the plurals and vice versa

5. CBS shall aim to become a brand institution in which high-quality undergraduate training is imparted in a post-graduate research environment. The primary objective of CBS is to enrich the existing University system with active involvement of proximate premier national Centers and Laboratories. This would allow access to a pool of quality teachers, instructors and laboratory facilities with a view to significantly enhance the quality of undergraduate education in pure and applied sciences in an integrated manner for the graduate, post-graduate and doctoral degrees. In particular, the Center shall aim to partially satisfy the inevitably increasing demand for highly qualified, motivated and talented young students to embark on careers in research and development in various science and technology areas of relevance to the country in general and the Department of Atomic Energy, in particular, and to attract such young students to the frontiers of exciting research in pure and applied sciences.

6. The Center shall perform the following functions:

1. Impart high quality training and education involving undergraduate, post graduate and doctoral programs in basic and applied sciences, technology and science education by adapting to the best global practices in this regard. The chosen fields of study and research will include branches of sciences relevant to the aims of the Government of India in the field of atomic energy, and other scientific departments of the Government of India;
2. Liaise with the Pt. Ravishankar Shukla University, Raipur to strengthen teaching and research activity within the University system, and to this end, devise methodology to fulfill this mandate;
3. To proactively forge strong and symbiotic relationships with colleges, universities, research centers, industries especially those that are engaged in high-technology areas, and to nurture young scientists showing exceptional talent in their chosen field;
4. To hold examinations, award degrees and other academic titles and distinctions;
5. To construct and maintain buildings, alter, amend, modify and/or renovate properties occupied by it;
6. To create hostels, residential blocks, lecture rooms, auditoria and maintain the same;
7. To supervise, control and regulate the discipline of students enrolled in the Center;
8. To make arrangements for the promotion of health, welfare and social and cultural activities of its students, faculty and other members associated with it;
9. To create academic and other posts with the approval of the Governing Council;
10. To frame Bye-laws supplemental to these Rules and to modify, add or rescind such Bye-Laws;
11. To receive gifts, donations or benefaction from the Government of India or State governments or any other agencies
12. To transfer moveable or immovable properties from testators, donors or transferors, as the case may be, with the prior approval of the Council;
13. To cooperate with other institutions either in India or in any part of the world that has objects wholly or partially consistent with the objectives of the Center;
14. To promote exchange of teachers, researchers and students between the Center and Pt. Ravishankar Shukla University Raipur and other institutions of similar nature;
15. To institute prizes, awards, fellowships, scholarship etc, to further objectives of the Center;
16. To do all such other acts, deeds and things as may be necessary that is incidental or conducive to the attainment of any or all objectives of the Center.

7. General Body of CBS:

The General Body of the Society shall comprise of the following members:

- a. Vice Chancellor, Pt. Ravishankar Shukla University Raipur, Chairman (ex-officio)
- b. Secretary, Higher Education Department, Government of Chhattisgarh (ex-officio)
- c. A former VC, member nominated by the Vice Chancellor, Pt. Ravishankar Shukla University Raipur
- d. A former Secretary, DAE; nominated by Secretary, DAE, Member
- e. Director, TIFR, Member (ex-officio)
- f. Director, BARC, Member (ex-officio)
- g. Jt. Secretary (R&D), DAE , Member (ex-officio)
- h. Finance Controller, Pt. Ravishankar Shukla University Raipur , Member(ex-officio)
- i. Director, CBS, Member (ex-officio)

8. Authorities of CBS:

The following shall be the authorities of the Center:

Governing Council

Academic Board with advisory functions

Director

Registrar

Finance Committee

Building & Works Committee

Such other Committee or Committees as may be appointed by Director from time to time by way of Office Orders and Standing Orders, etc from time to time

9. Administration and Management of CBS

The Center will be an autonomous, constituent unit of Pt. Ravishankar Shukla University Raipur with full financial support from Government of Chhattisgarh, Department of Atomic Energy, Government of India, and will, at all times, have its headquarters within the Campus of Pt. Ravishankar Shukla University Raipur. Subject to these Rules and such other rules as may be framed from time to time hereafter, the administration of the Center shall be vested in the Governing Council.

10. Composition of the Governing Council of CBS

The Governing Council shall comprise the following persons:

- j. Vice Chancellor, Pt. Ravishankar Shukla University Raipur, Chairman (ex-officio)
- k. Secretary, Higher Education Department, Government of Chhattisgarh (ex-officio)
- l. A former VC, member nominated by the Vice Chancellor, Pt. Ravishankar Shukla University Raipur
- m. A former secretary, DAE; member nominated by Secretary, DAE
- n. Director, Bhabha Atomic Research Centre, Member (ex-officio)
- o. Director, TIFR, Member (ex-officio)
- p. Jt. Secretary (R&D), DAE, Member (ex-officio)
- q. Finance Controller, Pt. Ravishankar Shukla University Raipur
- r. Director, CBS, Member (ex-officio)

Registrar, CBS, shall be the non-member Secretary to the Council

The members are appointed by designation, and they cannot delegate their powers to any other official to act as a member of the Council for any period of time.

- 11.** If a vacancy in the office of a member of the Council has occurred, the continuing members shall act as if no vacancy has occurred, and no act or proceedings of the Council shall be deemed to be invalid merely by reason of a vacancy in the Council or a defect in the appointment of a person acting as a member.

- 12. The Governing Council shall be the executive body of the Center to :**
- a) Oversee the administration and management of the Center;
 - b) Accord all statutory approvals as are required, make statutory decisions on behalf of the Center under these Rules;
 - c) Act as the apex body of the Centre and issue such instructions/orders as are necessary for the smooth functioning of the Center;
 - d) Frame such rules or cause such rules to be framed as necessary for the smooth functioning of the Center;
 - e) Take decisions on matters of policy on behalf of the Center which shall override any earlier decisions
 - f) Appoint Deputy Director, Deans, and such other officials as deemed fit and necessary for the smooth functioning of the Center;
 - g) Ratify appointments of all academic staff and the Registrar of the Center;
 - h) Consider and pass resolutions of the annual report of the Center and on the annual accounts, budget estimates, audit reports for such follow-up;
 - i) Approve academic programmes and courses of study and admission of students under well-defined policies for merit-based selection on all India basis, in close consultation with the Academic Board;
 - j) Make recommendations to the Govt. of India for the creation /abolition of posts in the Center;
 - k) Form Committees comprising such eminent academicians and/or scientists as it deems fit for the academic review of the Center periodically;
 - l) Fix duties and functions of Director, Deans and the Registrar of the Center;
 - m) Review suspension, discipline and dismissal of officials of the Center above the rank of Registrar;
 - n) Review decisions of the Academic Board;
 - o) Execute contracts and other legal documents on behalf of the Center either directly or through such other official or officials as it may appoint from time to time;
 - p) Establish and maintain provident fund and other funds for the benefit of the staff members of the Center;
 - q) Conduct and defend legal proceedings;
 - r) Accept grants and donations from Government agencies, public sector undertaking, corporate entities and private individuals provided that such donations do not have any onerous conditions attached to them;
 - s) Frame new Rules and Bye laws, or amend existing Rules as may be necessary from time to time for the smooth functioning of the Center, PROVIDED further that any such new Rule or Bye law shall, to the extent that it is inconsistent with these rules, shall be null and void, and PROVIDED further any such Rule regarding financial matters relating to provident fund, pension, medical aid etc shall be referred to Higher Education Department, Government of Chhattisgarh for approval/ratification and shall come into force only in such amended form as approved by the Government of Chhattisgarh.

13. Meetings of the Council:

- a) The Governing Council shall meet not less than three times in a calendar year. Meetings of the Council shall be convened by the Chairperson either on his own initiative or at the request of the Director of the Center or by a written request received by Director by a minimum of 4 members of the Council.
- b) The meetings shall ordinarily be held in the UTD campus (PRSU) of the Center unless Chairperson directs otherwise owing to extra ordinary circumstances.
- c) A notice regarding every meeting shall be sent by Registrar of the Center at least 2 weeks before the date of the meeting. The notice shall state the date, place and time of the meeting.
- d) A minimum of 7 members shall constitute quorum of the meeting. All decisions will be arrived at by a simple majority. In case of a tie, the Chairperson shall have a casting vote.
- e) If there is no quorum at the expiration of half an hour after the scheduled time, the meeting shall be adjourned to such other time and place as the Chairperson may decide, PROVIDED that if there is no quorum at such rescheduled meeting, the members present on that occasion shall form the quorum.
- f) The Chairperson of the Council shall preside over all the meetings of the Center.
- g) Notwithstanding anything contained above, the Chairperson may, at short notice, call for an extraordinary meeting of the Council to consider urgent/special issues.
- h) Agenda and notes as appropriate should be circulated by the Registrar at least 7 days before the scheduled date of the meeting. The Chairperson may allow additional items to be tabled at the meeting at his/her discretion.
- i) The Registrar shall keep the minutes of the meeting of the Council and send a copy of the draft minutes as authorized by the Chairperson to the address of every member of the Council. The minutes, together with changes suggested by member(s) shall be placed for confirmation at the next meeting of the Council. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book. Relevant portions of the minutes shall be sent to appropriate University and Higher Education Department, Government of Chhattisgarh for necessary action.
- j) When a vacancy occurs in the office of any member of the Council for whatever reason, the Registrar shall, as soon as possible, notify the vacancy to the authority concerned requesting it to nominate a member to fill the vacancy.
- k) The ruling of the Chairperson in regard to all questions of procedure shall be final.
- l) The Council may appoint ad-hoc or Standing Committees consisting of its own members or of other persons or both to either advise or to report to it on such matters as it might consider appropriate. These committees may be assigned such powers and duties by the Council as are in accordance with the Rules of the Center.
- m) All orders of the Council shall be authenticated by the signature of the Registrar or by such other official as authorized by the Council.

14. Sitting Fee and Allowances:

Members of the Council will be entitled to sitting fees as may be approved by the Council provided they are not employees of the Government of India or Government of Chhattisgarh or Pt. Ravishankar Shukla University, Raipur. All members will be entitled to reimbursement of travel and accommodation

15. Composition of the Academic Board:

- i. Chairperson of the Academic Board (Board-Chair) shall be an academician of eminence appointed by the Governing Council. Such a person may either be a Regular or an Emeritus Faculty of CBS
- ii. Director, CBS, shall be the ex-officio Co-Chairperson of the Board
- iii. There shall be a minimum of 5 persons, excluding employees of the Center, nominated by the Governing Council

Such other member or members as may be necessary in the opinion of the Council

The Registrar shall be the non-member Secretary to the Academic Board and shall be the custodian of all documents, admission and academic records of the students of CBS and also of CBS itself.

16. The Academic Board shall act as the apex body for all matters related to teaching, research, student related matters, examination etc. of the Center. The power of the Academic Board shall include, but is not limited to:

1. Act as the academic guardian of the Center to ensure that the highest standards of teaching and research are carried out with the aim to make the Centre a brand institution of national importance.
2. Recommend names of academic staff to the University for recognition as Ph. D. guides.
3. Recommendation of new programmes;
4. Approve syllabi, course and fees;
5. Fix duration of academic semester, examination dates, declaration of results;
6. Recommend to the Council a transparent merit-based policy for selection of students on all India basis for admission to the Center;
7. Recommend award of degrees, diplomas, certificates and such other awards for meritorious performance in the field of sciences.
8. Formulate disciplinary rules and other rules for smooth conduct of academic programmes leading to award of degrees;
9. Constitute such other Committee or Committees as may be necessary for advancing the objectives and purpose of the Academic Board;
10. Make periodic review of the academic programmes of the Center and recommend changes and improvements as may be necessary;
11. Formulate rules regarding stipend, scholarships, medals and other prizes;
12. Make recommendations to the Council regarding the creation/abolition of posts of academic staff;
13. Periodic Academic Audit of the Center.

17. Meetings of the Academic Board:

1. The Academic Board shall meet at least three times in a calendar year, but may meet on more occasions, if necessary.
2. The Registrar shall intimate all members of the Academic Board at least 2 weeks prior to the date of meeting regarding the venue, date and time of the meeting.
3. The Registrar shall send the agenda papers and relevant notes to all the members at least 7 days before the meeting.
4. The ruling of the Chairperson of the Academic Board in regard to all academic questions of procedure shall be final.
5. The minutes of the meeting of the Academic Board shall be kept by the Registrar and circulated to all members provided that any such minute shall not be circulated if the Academic Board considers such circulation prejudicial to the interests of the Center. The minutes, along with any amendments, if suggested, shall be placed for confirmation at the next meeting of the Academic Board. In case an urgent action is required on any of the decision of the Academic Board, the Board-chair shall be authorized to take necessary action
6. The minutes of the meetings of the Academic Board shall be sent to the Governing Council, DAE and the University authorities for necessary action.

Meetings of the Academic Board

18. Appointment of Director, CBS:

The Director will be an outstanding scientist/technologist with a broad vision for management of a Center of excellence. He/she will be at the same rank as Director NISER/IISER, another DAE funded organization with a similar mandate of teaching and research. The appointment of Director of the Center shall always be by invitation of the Governing Council. The tenure of appointment of Director for the first term will be five years or the age of superannuation whichever is earlier. Age permitting, any person appointed once as Director will however be eligible for appointment for additional period.

Appointment of Director

19. Powers of Director:

The Director shall be the chief academic, administrative, and executive head of the Center and will be responsible for its proper administration, subject to these Rules. He/she shall be responsible for maintaining proper discipline and very high academic standards at the Center in teaching and research activities. The Director shall exercise such powers and perform such functions as assigned by the Governing Council

Powers of Director

20. Delegation of powers:

The Director may delegate any of his/her powers and duties to any member of the staff of the Center with the approval of the Governing Council.

Delegation of powers

21. Appointment of Officiating Director

Notwithstanding anything contained in these Rules, the Governing Council may appoint a person to officiate as Director in the absence of the Director for whatever reasons. Every such appointment shall not exceed a period of one year. An officiating Director may discharge only such functions as are assigned to him/her by the Council.

Officiating or
Temporary Director

22. Finance & Accounts:

The financial year of the Centre will be from the first day of April to the last date of March in the following year.

The Registrar will be responsible for the accounts of the Center. He/she will be assisted by such other officials as may be directed by the Registrar or Director.

All funds received on behalf of the Center's account shall be placed in a current account or a term deposit account with a scheduled bank in the name of the Center.

The Center may operate multiple bank accounts for different purposes.

Payments made by the Center exceeding a sum to be fixed from time to time by the Director shall be made by cheques. All cheques shall be signed by at least two officials of the Center duly authorized to do so by the Director.

The Registrar will maintain such amounts as cash balance as may be determined by the Director for the smooth running of day to day activities.

The budget estimates for the following financial year and the revised estimates for the current financial year shall be prepared by the Director or by the Dean or by an official duly authorized by the Director, with assistance from the Finance Committee.

Finance & Accounts

23. The Finance Committee:

The Finance Committee of the Center shall consist of the following persons:

1. Director, shall be the ex-officio Chairperson of the Committee
2. Jt. Secretary (R&D), Department of Atomic Energy
3. Jt. Secretary (F), Department of Atomic Energy
4. Finance Controller of Pt. Ravishankar Shukla University Raipur
5. Registrar shall be the Member-Secretary of the Finance Committee.

Finance Committee
Members

24. Functions of the Finance Committee:

The Finance Committee shall:

Examine and scrutinize the annual budget of the Center and make recommendations to the Council;

Give its views and make its recommendations to the Council either on its own initiative or on being referred to by the Council on any financial question affecting the Center, including questions related to annual audit reports.

The Finance Committee shall meet at least once in a calendar year, but may meet more often if requested to do so by the Director, CBS.

Functions of the Finance
Committee

25. The copy of the report of the Finance Committee shall be placed before the Governing Council for reporting and approval.

26. Building & Works Committee:

The Building & Works Committee (“B & W Committee”) of the Center shall consist of not less than five members. The Committee will be constituted by the Governing Council and shall have the following as its members:

1. Director, ex-officio shall act as Chairperson of the Committee
 2. Two officials of the Directorate of Construction, Estate and Management (DCSEM)
 3. Two members nominated by the Governing Council
- Registrar, CBS, shall be the non-member Secretary of the B&W Committee.

27. Functions of the B&W Committee:

The B&W Committee shall perform the following functions and shall have the following powers:

1. It shall be responsible, under the direction of the Council, for construction of all major capital works, after securing from the Council the necessary administrative and financial sanction.
2. It shall have powers to give the necessary administrative approval for works pertaining to maintenance and repairs.
3. It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
4. It shall be responsible for making technical scrutiny, as may be considered necessary.
5. It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works, wherever necessary.
6. In emergency cases, Chairperson of the Committee may exercise the powers of the Committee and he/she shall report such cases to the Committee and to the Governing Council at their next respective meetings and to Pt. Ravishankar Shukla University Raipur and DAE.

28. Meetings of the B&W Committee:

The Committee shall meet as often as necessary, but not less than twice a year. Three members shall form a quorum for a meeting of the Committee. The provision of these Rules regarding notices of meetings, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Governing Council, shall be followed in connection with the meetings of the B&W Committee. A copy of the Minutes of the Committee shall be sent to the Council for ratification.

29. Appointment of staff members:

Appointment of all academic faculty and that of the Registrar shall be made by the Governing Council, on the recommendation of a duly constituted Selection Committee in each, as per relevant Rules.

B&W Committee

Functions of the B&W Committee

Meetings of the B&W Committee

Appointments

- 30. Tenure of appointment of academic staff:**
All members of academic faculty will be appointed initially for a period of five years, with the first year being on probation. Continuing appointments may be considered for permanent post after a review by a Committee constituted for the purpose. They shall abide by the Rules of CBS, as amended from time to time
- 31. Appointment of Registrar:**
The appointment of Registrar shall be made by the Governing Council on the recommendation of a duly constituted Selection Committee. Such a committee shall, at all times, be chaired by Director, CBS.
- 32. Appointment of other employees:**
All scientific, technical, administrative and other personnel will be appointed by the Director on the recommendation of duly constituted Committees, as per Rules.
- 33. Properties and funds vested in the Society**
The properties and funds of the Center shall consist of
1. Recurring and non-recurring grants made by the Government of India;
 2. Other grants, fees, corpus funds, donations and gifts (periodical or otherwise) received from any other Government, Public Sector Undertakings, corporate entities or individual donors;
 3. The income from property, investments and fees;
 4. Income from royalty on patents, Intellectual Property Rights and consultancy;
 5. All machinery, plant, equipment and instruments (whether laboratory, workshop or otherwise), books, journals, furniture, furnishings and fixtures and other assets belonging to the Center;
 6. All other assets of the Center.
- 34. Sanction of expenditure:**
All expenditure within the budget grant shall be approved and sanctioned by the Governing Council or Director, or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make re-appropriations, subject to the following conditions:
Re-appropriations to augment the provision under the head "Salaries, Allowances and Provident Fund Contributions" shall require the prior approval of the Council;
No re-appropriations shall be made from the head of Capital Expenditure to the head of Revenue Expenditure;
Re-appropriations within the heads of capital expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Council.
- 35. Annual Report:**
The Council shall submit a report on the working of the Center annually to the Department of Atomic Energy and to the University of Mumbai. Such report shall contain particulars regarding the working of the Center during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Center during the said year.

Academic Staff

Registrar

Other appointments

Property of the Centre

Sanction of expenditure

Annual Report

36. Matters not provided in the Rules:

For matters which are not explicitly covered under these rules, the rules and practices of the Government of India shall be applicable.

37. Interpretation:

The decision of the Council on all questions related to the interpretation of these Rules shall be final.

38. Amendments of Rules:

Amendments and additions to these Rules may be made by a resolution of the Governing Council.

39. Dissolution of the Society:

In the unlikely event of dissolution of CBS all immovable property, including permanent structures, buildings, outhouses, guest houses etc. shall revert to the custody of PRSU.