



विकास और सामाजिक अध्ययन संस्थान
Institute of Development and Social Studies

MEMORANDUM OF ASSOCIATION

In the matter of the Societies Registration Act, 1860 being an Act of the registration of literary, scientific and charitable societies, and in the matter of the Institute of Development and Social Studies, Uttarakhand:

- I. The name of the Society shall be the INSTITUTE OF DEVELOPMENT AND SOCIAL STUDIES (hereinafter referred to as the Institute).
- II. The permanent registered office of the Institute shall be situated at Kashipur, Dist. Udham Singh Nagar, Uttarakhand 244713 (India).
- III. The objects for which the Institute has been established are:
 1. To conduct, sponsor and aid research in the field of social sciences and associated fields, to cover all aspects of a growing and developing policy, including governance, management, natural resources and organizational problems. Special attention will be paid to comparative analysis, intra-regional, inter-regional and the problems of hilly regions in a developing society. Above all, the accent of the Institute will be on the identification and development of human and natural resources.
 2. To assist the State Government by undertaking systematic studies for assessment of human resources, mobilization of finance, natural resources, identification of factors retarding growth and measures for overcoming them, identification of regional and other inequalities and measures for redressing imbalances, and perspective planning.
 3. To conduct training programs and summer institutes for University and College Teachers to improve their research skills.
 4. To conduct training programs in the policy, governance, management, natural and organizational aspects of social and natural resource management and award certificates and diplomas on the successful completion of their courses by the trainees.
 5. To maintain a documentation and data center in the social sciences, planning, and management, especially with reference to the Uttarakhand State and Shivalik Himalayan region.
 6. To introduce scholarships, fellowships, and awards for teachers, students and research workers for promoting research in social sciences and allied fields.
 7. To appoint distinguished change making researchers as fellows of the Institute.
 8. To publish books, periodicals, and other literature in the field of social science and interdisciplinary fields of research as well as to sponsor and aid such publications.
 9. To organize, sponsor and aid seminars, workshops, study circles, working groups/parties, and conferences for promoting research or utilization of interdisciplinary, and social sciences research.
 10. To conduct postgraduate and undergraduate courses in the social sciences, and allied subjects of multidisciplinary values and high academic standards for a selected group of talented students.
 11. To conduct a doctoral program for various disciplines.
 12. To conduct special postdoctoral programs for selected scholars holding a Ph.D. degree with a record of standard quality of research work published in national/international publications.
 13. To establish fruitful connection between the Institute and other institutions or scholars engaged in social science research and in particular, to establish a cooperative relationship with the imminent institutes of India.
 14. To take all such measures as are within the competence of the Institute for the promotion of research in social sciences.
 15. To perform such other academic functions and undertake such other academic activities as may be approved by the Board of Governors of the Institute.

IV. The names, addresses and occupations of the first members of the Board of Governors of the Institute to whom, under the rules and regulations of the Institute, the management of its affairs is entrusted are given below:

Sl	Name & Address	Position
1	Sri D K Srivastava India Glycols Ltd, A-1 Industrial Area, Bazpur Road, Kashipur, Uttarakhand Tel: 9690022707 E-Mail- dk.srivastava@indiaglycols.com	Chairperson
2	Nominee of the Govt of Uttarakhand	Member
3	Nominee of the ICSSR, New Delhi	Member
4	Nominee of the Indian Institute of Management Kashipur	Member
5	Dr Deepak Paliwal Joint Director (Behavioral Science), Uttarakhand Academy of Administration Ardwell Camp, Mallital, Nainital – 263001 Uttarakhand, India Mob:+91 90128 22820 Email: dipaksociology@gmail.com	Member
6	Dr Atulan Guha Chairprson, Economics Area, Indian Institute of Management Kashipur, Kashipur 244713 (Uttarakhand) India Mob:9824822304 Email: atulan.guha@iimkashipur.ac.in	Member
7	Prof Pampa Mukherjee, Professor, Department of Political Science, Panjab University, Chandigarh, India-160014 Mobile: +9872805494 Email: pmkh17@gmail.com	Member
8	Dr Hiranmoy Roy Department of Economics and International Business, School of Business, University of Petroleum and Energy Studies, Dehradun, Uttarakhand 248007 Mobile: 07895185701 E-mail: h.roy10@gmail.com	Member
9	Dr Arshad Hussain Dept of Law, SSJ Campus, Kumaun University, Mall Road, Dugalkhola, Almora, Uttarakhand 263601 Mob: +91 87914 29669 Email: arshadhussain7@gmail.com	Member
10	Dr Mahendra Babu Kuruva Department of Management, HNB Garhwal Central University, Madhi Chauras, Naur, Uttarakhand 249161 Mob: 8192861960 Email: mahendrababu3687@gmail.com	Member
11	Dr K M Baharul Islam Professor & Dean (Academics) Indian Institute of Management Kashipur, Kashipur 244713 (Uttarakhand) India M: 8392811111 Email: drbahar@gmail.com	Member
12	Dr Rekha Mewafarosh P-01, Prakash City, Bazpur Road, Kashipur Kundeswari, Kashipur 244713 M: +91 99176 32839 Email: drrekha.mewafarosh@gmail.com	Member
13	Prof Zillur Rahman Professor, Department of Management Studies Indian Institute of Technology Roorkee, Roorkee-247667 (India) Mobile No. 9897052333 E Mail: zillur.rahman@ms.iitr.ac.in	
14	Prof Divya Saksena Dean, School of Liberal Arts, IMS Unison University, Dehradun -248009 Phone: 0135- 7155000 ext 205	
15	Sri Akhilesh Singh Butola Res: 14-Bigha, Muni Ki Reti, Near Shishu Mandir School, Rishikesh-249201 M: +91 70550 35333 Email: akhilesh.butola85@gmail.com	Secretary

V. A copy of the Rules of the Institute is filed along with this Memorandum of Association.

VI. The income and the property of the Institute from whatever means derived shall be dispensed with solely for the promotion of the objects as set forth in the Memorandum.



विकास और सामाजिक अध्ययन संस्थान Institute of Development and Social Studies

RULES AND REGULATIONS OF THE SOCIETY

1. Short Title

These Rules may be called the Rules of the Institute of Development and Social Studies.

2. Definition In these Rules, unless the context otherwise requires:

- A. "Chairperson" (hereinafter referred to as the Chairperson of the Board of Governors) shall mean the Chairperson of the Board of Governors appointed under Rule 6.
- B. "Director" shall mean the Director of the Institute appointed under Rule 8.
- C. "Founder Member" shall mean member under Rule 3(II).
- D. "Life Member" shall mean Member under Rule 3 (III).
- E. "Institutional Member" shall mean member under Rule 3 (IV).
- F. "Annual Member" shall mean member under Rule 3(V).
- G. "Board of Governors" shall mean the Board constituted under Rule 9.
- H. "Secretary" shall mean the Secretary appointed under Rule 12.
- I. "Bye-Laws" shall mean the Bye-laws framed under Rule 17.

3. Members of the Institute

- I. The members of the Institute shall be of five Categories:
 - A. Founder Members
 - B. Life Members
 - C. Institutional Members
 - D. Annual Members
 - E. Director of the Institute.
- II. Founder members are persons who enroll themselves as Founder Members on invitation by the Chairperson of the Board of Governors on her/his own initiative or on the suggestion of a Founder Member, and who make a contribution of INR 50,000/-. Before issuing such an invitation, however, the Chairperson shall consult a sub-committee of the Board consisting of three persons, who will act as an Advisory Committee for screening names suggested for founder membership. The concession of paying as above in maximum five installments will be available to those who have been admitted as founder members on or before 31 March 2020. The total number of founder members shall not exceed 50 at any time. The Board of Governors shall have the power to admit new founder members till the number reaches 50 on the proposal of the Chairperson of the Board of Governors. Persons admitted to the founder membership after 31 March 2020 shall pay the contribution of INR 50,000/- of which the minimum of INR 20,000/- on enrollment and the balance within a period of twelve months of the confirmation of membership. Any default in paying contribution within the prescribed period shall automatically terminate membership. Every founder member shall continue to be a member of the Institute for life. In the case of those who have made a portion of payment at any time before 31 March 2020, the time for paying the balance is extended up to 31 March 2022.
- III. Notwithstanding anything contained in clause (II), persons enrolled as members on and after the date: 31 March 2020 shall be called 'Life Members'. The total number of Founder Members and Members shall not exceed 300 at any time. Life Members may be enrolled on invitation by the Chairperson of the Board. The Board shall constitute a Sub Committee of the Board consisting of three members of the Board who will act as an Advisory Committee for screening the names suggested for the Life Membership. The recommendations of the Subcommittee shall be placed before the Board of Governors after whose approval, the Chairperson of the Board of Governors will write to the persons selected to be the life members inviting them to become Life Members. A person admitted to Life Membership shall pay a contribution of INR 25,000/- within six months of the invitation extended to him. In case of default in payment of contribution within the prescribed period, the invitation shall be deemed to have lapsed. Every Life Member shall continue to be a member of the Institute for Life.

IV. Institutional members shall be of the three following categories:

- a) Universities or Institutions of higher education or research institutes, who make a contribution of not less than INR 1,00,000/- in one or more installments but within a period of not more than two years.
- b) NGOs and other charitable trusts who will make a contribution of not less than INR 2,00,000/- in one or more installments but within a period of four years.
- c) Companies, Corporations, Partnerships or Firms engaged in the manufacture, commerce or finance who will make a contribution of not less than INR 5,00,000/- in one or more installments but within a period of five years.

All institutional members shall have a term of 10 years as members and be entitled to attend and vote at the Annual General Meeting or other specially convened meetings of the Institute through their Principal Executive or a Notable Researcher/Scientists nominated for the purpose.

V. Annual Members shall be persons who have made significant contributions in education and research on issues related to social studies and development in India/world and enrolled as such by the Board of Governors on the proposal of the Director. An annual membership fee of INR 1000/- will be payable if admitted to the membership and will be renewable every year on payment of the same membership fee. The Annual Membership fees may be revised by the Board of Governors from time to time.

VI. The Institute shall maintain a Register of Members giving their names, occupations, and addresses. If a member of the Institute shall change her/his address, she/he shall notify her/his new address to the Director who shall thereupon be entering her/ his new address in the Roll of Members. But if she/he fails to notify her/his new address, the address given in the Roll of Members shall be deemed to be her/his address.

VII. Vacancies: Vacancies among Founding / Life members may arise from reasons indicated below: a) death; b) resignation addressed to the Director and accepted by the Chairperson of the Board of Governors.

VIII. Any vacancy in the membership of the Institute caused by any of the reasons mentioned above shall be filled up in accordance with the provisions of these rules.

IX. Where any person is a member of the Institute by reason of the office or appointment she/he holds, membership of the Institute shall terminate when she/he ceases to hold that office of appointment; and in her/his vacancy, her/his successor in office or appointment shall automatically be a member of the Institute. When there is a change of the incumbent holding office as Principal Executive nominated to represent an Institutional member of the Institute, the new incumbent will be eligible to represent the Institutional member for the unexpired period of the term of membership.

4. The Institute and all its committees shall function notwithstanding that any person who is entitled to be a member by reason of her/ his office is not a member of the Institute (or its committees) for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise; and no act or proceeding of the Institute (or its committees) shall be invalidated or called in question merely by reason of the happening of any of the above events or of any defect in the appointment or any irregularities in the election or nomination of any of its members.

5. Authorities of the Institute: The following shall be the authorities of the Institute:

- I. Chairperson, Board of Governors
- II. The Board of Governors
- III. The Director
- IV. The Secretary

6. The first Chairperson of the Board of Governors will be Sri D K Srivastava. The subsequent Chairperson of the Board of Governors shall be elected from among the elected members of the Board of Governors. However, the two staff representatives elected by the Academic Staff of the Institute are not eligible to contest for the Chairperson. But they are eligible to vote when there is an election for Chairperson.

7. The Chairperson of the Board of Governors shall hold office for a period of five years, but shall be eligible for re-election for a further period of three years only.

8. Director

- I. The first Director of the Institute will be appointed by the Board, who is primarily responsible for the creation of the Institute. He will hold the office for a period of 5 years.
- II. The procedure for subsequent appointments of the Director shall be as follows: A Selection Committee shall be constituted by the Chairperson consisting of two nominees of the Board of Governors, other than those who are members of the Board, one of whom shall be designated as the Conveners, and a nominee of the Chairperson. The Selection Committee shall prepare a panel of not less than three persons, along with a detailed report and submit the same to the Chairperson. After considering the report of the Selection Committee and calling for such further information, as she/he may desire, the Chairperson shall make the appointment out of the panel of names submitted. When the panel of names submitted by the Selection Committee gets exhausted, it shall be open to the Chairperson to request the Selection Committee to prepare and submit a fresh panel.
- III. The Director of the Institute shall be appointed for a term of five years or up to her/his reaching the age of 70 years whichever is earlier, but she/he shall be eligible for appointment for a second term subject to the above.
- IV. The Director of the Institute shall be paid a monthly salary equivalent to that of a Vice-Chancellor of a University in Uttarakhand. The other terms and conditions of her/his service shall be as determined by the Board of Governors.
- V. An incumbent Director shall continue in office for up to six months if her/his successor is not selected or joins in time. If the vacancy exceeds six months, BOG shall have the authority to extend the appointment by a further period of six months.

9. Board of Governors

A. The governance of the affairs and finances of the Institute shall be vested in the Board of Governors, who shall consist of not less than 15 members as indicated below:

- I. The Director
- II. A representative of the Government of Uttarakhand (if necessary land for the Institute is provided by the state Government).
- III. A representative of the Indian Council of Social Science Research (ICSSR) (if necessary land for the Institute is provided by the state Government).
- IV. A nominee of the Indian Institute of Management Kashipur (if IIM Kashipur provides knowledge and logistical support to host the institute at least till the permanent infrastructure of the institute is built).
- V. Seven members shall be selected as members of the Board from among Founder and Life and Annual Members on rolls by the Board in accordance with bye-laws to be framed for the purpose by the Board of Governors.
- VI. Two members elected from among the academic staff of the Institute in accordance with bye-laws to be framed for the purpose by the Board of Governors. Academic staff may be on the Board of Governors as members for not exceeding two terms of three years each.
- VII. Two eminent persons co-opted to the Board of Governors, of whom at least one shall be women.

B. Notwithstanding anything contained in sub-rule (A) above, the first Board of Governors consists of the following:

1	Sri D K Srivastava	Chairperson
2	Nominee of the Govt of Uttarakhand	Member
3	Nominee of the ICSSR, New Delhi	Member
4	Nominee of the Indian Institute of Management Kashipur	Member
5	Dr Deepak Paliwal	Member
6	Dr Atulan Guha	Member

7	Prof Pampa Mukherjee	Member
8	Dr Hiranmoy Roy	Member
9	Dr Arshad Hussain	Member
10	Dr Mahendra Babu Kuruva	Member
11	Dr K M Baharul Islam	Member
12	Dr Rekha Mewafarosh	Member
13	Prof Zillur Rahman	Member
14	Prof Divya Saksena	Member
15	Sri Akhilesh Singh Butola	Secretary

C. All members of the Board of Governors other than ex- officio members shall hold office for a period of three years from the date of their election or until the next annual general meeting, whichever is later.

D. Casual vacancies in the Board of Governors shall be filled by nomination by the Board of Governors from amongst the founder/life members or from the same category of representation in which the vacancy arose, and such member or members shall hold office for the unexpired period of the term of the elected members of the Board.

Explanation: Casual vacancy means a vacancy caused by resignation or death of the member.

10. Apart from the power vested in the Board of Governors over the management of the affairs and finances general of the Institute, the Board of Governors shall have the following specific powers:

- 1) To constitute a Finance Committee and such other committees or subcommittees as provided in the bye laws and to delegate to them such powers as the Board of Governors may deem fit.
- 2) To consider the Director's annual report on the working of the Institute and submit the same to the Annual General Body Meeting of the Institute.
- 3) To consider and pass the audited accounts and the annual budget estimates of the Institute presented by the Director and report the same to the Annual General Body Meeting of the Institute.
- 4) To authorize and sanction expenditure of the funds of the Institute.
- 5) To create and maintain academic, research, administrative and other posts in the Institute, fix the amount of their remuneration and define their duties.
- 6) To make appointments to administrative, teaching, research and other staff of the Institute.
- 7) To enter into arrangements with the Government of India, State Governments and other public or private organizations or individuals for furtherance of its objective, for implementation of its programs and for securing and accepting endowments, grants in aid, donations or gifts on mutually agreed terms and conditions, provided that the conditions of such grant in aid, donations or gifts shall not be inconsistent or in conflict with the objectives of the Institute or with the provisions of these Rules.
- 8) To acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes of the Institute and to construct, alter and maintain any building or buildings for the purpose of the Institute.
- 9) To draw, make, accept, endorse, discount and negotiate Government of India and other promissory notes, Bills of exchange, cheques or other negotiable instruments.
- 10) To invest any surplus funds of the Society not needed immediately for research in accordance with the provisions contained in the Income Tax Act, 1961, and the Board of Governors shall have the power to sell or transfer such investments.
- 11) To take over and acquire by purchase, gift or otherwise from Government and other public bodies or private individuals, movable or immovable properties or other funds together with any attendant obligations or engagements not inconsistent with the objects of the Institute.
- 12) To sell, transfer, lease or otherwise dispose of any movable or immovable property of the Institute.
- 13) The Board of Governors shall have the power to make bye-laws for the conduct of the administration or affairs of the Institute. However, such bye-laws shall not be inconsistent with these Rules and the Memorandum of Association.

- 14) The Board of Governors shall be the full and final authority on any matter concerning the governance of the Institute.

11. Functions and Powers of the Director

1. The Director of the Institute shall be the Chief Executive. She/ He shall be responsible for all academic and administrative activities of the Institute. Her/his functions and power shall be as determined by the Bye-laws.
2. The Director shall submit to the Board of Governors before the end of each financial year, a report on the working of the Institute.
3. The Director shall also submit an audited Statement of Accounts for the completed financial year and financial estimates for the coming year.
4. The Director will have powers to open an account or accounts in the name of the Institute in any State Bank Group/ Nationalized Bank as per requirements of the Institute.
5. The Director shall have the power to make temporary or part time appointments to the Institute and determine the terms and conditions of service of such appointments in accordance with the Bye-Laws.
6. The Director shall have such other powers as may be necessary for the proper exercise of her/his function as the Chief Executive of the Institute.

12. Secretary

The Secretary of the Institute shall be appointed by the Director on the recommendations of the duly constituted Selection Committee and such appointment shall be reported to the Board of Governors in accordance with the bye-laws. Her/his powers and functions will be prescribed by the bye-laws.

13. General Meetings

- I. The Annual General Body Meeting of the Institute shall be held once every year at such time, date and place as the Chairperson may decide. At this meeting called the Annual General Body Meeting, the report of the Management of the Institute for the previous year beginning from 1 April and ending 31 March, together with an audited copy of the balance sheet, income and expenditure account and the auditor's report and any other matter that may be placed before it by the Board of Governors shall be taken up for approval.
- II. The first Annual General Body Meeting shall be held by the Institute within 18 months of its registration. The next Annual General Body Meeting of the Institute shall be held within 9 months after the expiry of the year beginning from 1st April and ending on 31 March, in which the first Annual General Body Meeting shall be held; and thereafter the Annual General Body Meeting shall be held within 9 months after the expiry of the year.
- III. A Special General Body Meeting may be convened at any time on the requisition of the Chairperson or the Chairperson of the Board of Governors or on the requisition of not less than one third of the number of members of the Board of Governors, or one tenth of the total number of the members of the Institute entitled to vote who shall state in writing the business for which the meeting is to be convened and the Board of Governors shall, within ten days from the date of the requisition, proceed duly to call a meeting for the consideration of the business stated on a day not later than forty days from the date of receipt of the requisition.
- IV. All meetings shall be called by notices under the signature of the Secretary or any other officer authorized in this behalf by the Director.
- V. Every notice calling a meeting shall state the date, time and place at which such meeting shall be held and shall be communicated in writing to every member at the address mentioned in the Register of members not less than 21 clear days before the date appointed for the Annual General Body Meeting and 15 days for a Special Meeting.
- VI. If a member has no registered address in India and/or has not supplied to the Institute an address within India for giving notice to her/him, a notice of meeting advertised in a newspaper in Kannada and a newspaper in English or any other language circulating in the neighborhood to her/him on the day on which the advertisement appears in the newspaper shall be deemed sufficient for all purposes.

- VII. The Chairperson shall preside at all ordinary or special meetings. In her/his absence, the Vice Chairperson shall preside. In their absence, the Director shall preside. In the absence of all the three, the members present shall elect the Chairperson of the meeting from amongst themselves.
- VIII. One-tenth of the number of Founder Members, Life Members, Honorary Members and Ex-officio Members on rolls shall form the quorum. If there is no quorum at the Meeting, the meeting shall be adjourned for half-an hour and it will then be held even if no quorum is present.
- IX. The procedure to be followed at the meeting shall be laid down in the bye-laws framed by the Board of Governors.

14. Once in every year on or before the fourteenth day after the Annual General Body Meeting of the Institute a list of documents as required under Societies Registration Rules, 1860 shall be filed with the Secretary of Societies, Uttarakhand.

15. The Auditors for auditing the annual accounts of the Institute shall be appointed in the Annual General Body Meeting.

16. Upon the dissolution of the Institute if there shall remain, after liquidation of its debts and liabilities any property whatsoever, the same shall not be paid or distributed among its members but shall be transferred to some other similar Institute.

17. Alteration of Memorandum of Association and Rules and Regulations

- I. Whenever it shall appear to the Board of Governors of the Institute that it is advisable to alter, extend or abridge the objects for which the Institute has been established, as specified in Section 2 of the Uttar Pradesh Societies Registration Rules, 1976, the Board of Governors may submit a proposition to the members of the Institute in a written or printed report, and may convene a Special General Body Meeting for the consideration thereof according to the rules and regulations. No such proposition shall be deemed to have been approved unless such reports have been delivered or sent by registered post to every member of the Institute 21 days previous to the date of the Special General Body Meeting convened by the Board of Governors for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favor of the proposition by members who being entitled so to do, and such votes are not less than three times the number of votes, if any, cast against the resolution by members so entitled and voting and confirmed by a similar majority of votes at a second Special General Body Meeting convened by the Board of Governors after an interval of 30 days after the former meeting.
- II. Whenever it shall appear to the Board of Governors of the Institute a need to amend the name and rules and regulations of the Institute, the Board of Governors may submit the proposal to a Special General Body Meeting convened for the purpose of which notice shall have been delivered or sent by registered post to every member of the Institute 21 days prior to the date of the Special General Body Meeting and the resolution proposing the amendment is passed by the votes cast in favor of the resolution by members who are entitled so to do, and such votes are not less than three times the number of votes, if any, cast against the resolution by members so entitled and voting.
- III. Update the Income Tax Act 1961 as amended from time to time. No amendment involving matters of income tax or exemption thereof shall be carried out without the prior approval of the Commissioner of Income Tax.

18. Meeting of the Board of Governors

- I. The Board of Governors shall meet not less than three times during every calendar year at such time, date and place as the Chairperson may decide. The interval between any two consecutive meetings, shall, however, not be more than six months.
- II. The meetings shall be called by a notice under the signature of the Secretary or any other officer authorized in this behalf by the Chairperson and communicated in writing to each member of the Board of Governors at the address mentioned in the Register of Members not less than 15

days before the date fixed for the Meeting. Provided that the Chairperson may call a meeting of the Board of Governors at such shorter notice as may be expedient.

- III. One third of the number of members on the Board of Governors shall form the quorum. The requirements of quorum shall not, however, apply to adjourned meetings.
- IV. The procedure to be followed at the meetings may be laid down in the bye-laws framed by the Board of Governors.

19. The Board of Governors may dispose of urgent matters by circulating papers, if so desired by the Chairperson. All resolutions and decisions thus made shall be reported at the next meeting of the Board of Governors.
