

**TAMILNADU SCIENCE AND
TECHNOLOGY CENTRE**
CHENNAI – 600 025.

**ARTICLES OF ASSOCIATION
RULES & REGULATIONS AND
THE BYE - LAWS**



Copy of :

GOVERNMENT OF
TAMILNADU

Abstract

Technical Education – Science and Technology Centres in Tamil Nadu Proposals to form an autonomous Society for the Science and Technology Centres in Tamil Nadu under Societies Registration Act – Approved.

Education, Science & Technology Department

G.O.Ms.No.2464

Dated: 8.11.1982

Read :

1. G.O.Ms.No.2, Education, dated 2.1.1982.
2. From the Director of Technical Education, Madras.
Letter No.198/STE/82, dated 5.3.82, 12.5.82 and 1.7.82.

ORDER:

The Government have decided to set up Science and Technology Centres at Madras, Tiruchirappalli, Coimbatore and Tirunelveli. They are primarily intended to develop scientific attitude and thinking in younger generation by encouraging curiosity and questioning processes, critical analysis of social, cultural, technological, scientific and natural environment, to inculcate and ability to identify the problems and works towards an appropriate solution and to collect and disseminate information relating to Science and Technology on demand.

2. The Government constituted a State Level Planning Committee for Science and Technology Museums in Tamil Nadu under the Chairmanship of the Minister for Education, Science and Technology to go into the details of planning and for organising and setting up of the Centres. The State Level Committee at its meeting, held on 10.2.1982 has recommended the formation of an autonomous society for the Science and Technology Centres in Tamil Nadu. The Director of Technical Education has accordingly, submitted proposals to Government to form the autonomous Society to administer and run the Science and Technology Centres in Tamil Nadu. He has also sent the Articles of Association, Rules and Regulations and Bye-Laws of the Society for approval by Government.

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3. After examining the above proposals of the Director of Technical Education the Government approve the formation of an autonomous Society for the Science and Technology Centres in Tamil Nadu in the name and style of **“Tamil Nadu Science and Technology Centres”**. This Society shall be registered under the Tamil Nadu Societies Registration Act, 1975. The Government also approve the Articles of Association, Rules and Regulations and the Bye-Laws of the Society as indicated in Annexure-I. The composition of the Society shall be as shown in the Annexure-II.

4. The Director of Technical Education is requested to take suitable action to register the said Society.

5. This order issues with the concurrence of Finance Department vide its U.O. No.1460/DS(NA)/82, dated 6.11.1982.

(By order of the Governor)

C.Ramdas,
Commissioner & Secretary to Government.

To
The Director of Technical Education
Madras-25.

/ true copy /

EXECUTIVE DIRECTOR.

ANNEXURE - II

1. THE CHAIRMAN	:	Thiru.C.Aranganayagam Hon. Minister for Education Science and Technology Government of Tamilnadu Fort St. George Madras – 600 009.	Chairman
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2. The Vice-Chairman	:	Dr.M.Santappa	Vice-
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(nominated by the State Government		Vice-Chancellor University of Madras Madras-5.	Chairman
3. Administrators	:	Thiru.T.D.Sundar Raj, I.A.S. Commissioner & Secretary to Government, Education, Science and Technology Department, Madras-9.	Member
4. „		Thiru.C.Ramachandran, I.A.S. Commissioner & Secretary to Government, Finance Department Madras – 600 009.	„
5. „		Thiru.K.Sundaramoorthy, I.A.S. Collector of Madras Madras – 600 001.	„
6. „		Thiru.V.Viswanathan, I.A.S. Collector of Tiruchirappalli Tiruchirappalli.	„
7. „		Thiru.P.Baskara Das, I.A.S. Collector of Coimbatore Coimbatore.	„
8. Educationists	:	Dr.V.C.Kulandaiswamy Vice-Chancellor Anna University Madras – 600 025.	„
9. „		Thiru.S.Vaiyapuri Director of Technical Education, Madras-25.	„
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10. Industrialists	:	Thiru.G.R.Govindarajulu Chairman Pioneer Mills, Peelamedu Coimbatore – 641 004.	Member
11. „		Thiru.M.A.Chidambaram SPIC Centre 97 Anna Salai Madras – 600 002.	„
12. „		Tmt.Saroj Goenka Hicks Bungalow Express Estate Madras – 600 002.	„
13. Scientist	:	Dr.S.Krishnaswami Professor, Department of	„

Bio-Chemistry
Madurai Kamaraj University
Madurai-21.

14. Officers of the : Dr.Saroj Ghose „
Science and Director, National Council of
Technology Museums Science Museums
In India. Calcutta.
15. „ Thiru.G.Nagarajan „
Senior Curator
Visveswaraya Industrial and
Technological Museums
Bangalore – 560 001.
16. Member Secretary : Thiru.R.Periyasamy Member-
Special Officer Secretary
Science & Technology
Centres, Madras –25.

/ true copy /

EXECUTIVE DIRECTOR.

ANNEXURE – I

TAMILNADU SCIENCE AND TECHNOLOGY CENTRES, MADRAS - 25

MEMORANDUM OF ASSOCIATION

In this Memorandum, State Government means “The Government of Tamilnadu” in the Department of Education, Science and Technology.

1. The Name of the Society shall be the “Tamilnadu Science and Technology Centres” hereinafter called the “Society”.
2. The registered office of the Society shall be for the time being situated in the premises of the Directorate of Technical Education, Madras-25.
3. The Objects for which the Society is established are :
 - i. To take over from the Government of Tamilnadu all the activities that have been carried out hitherto for the establishment of Science and Technology Centres in Tamilnadu, with all the assets and moneys standing in the name of Science and Technology Centres and to implement all the decisions taken by the State Planning Committee and Technical Committee prior to formation of the Society.
 - ii. To establish and to carry on the administration and management of the three Science and Technology Centres initially at Madras, Coimbatore and Tiruchirappalli and such Centres in various Districts and Taluks of the State of Tamilnadu as may be established from time to time.
 - iii. To take over the administration and management of such Science and Technology Centres with all their assets of any nature and all their liabilities as may be handed over to this Society by the National Council of Science Museums.
 - iv. To design, develop and fabricate science and technology exhibits, prototype demonstration equipments and scientific teaching aids for furtherance of Science Education.

- v. To portray then growth of Science and Technology and their application in Industry and human welfare.
- vi. To popularise Science and Technology among the general public in the urban and rural areas.

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- vii. To supplement the Formal Science Education imparted in the Schools and Colleges.
- viii. To render assistance to Universities, Technical Institutions, Schools and Colleges in Planning Science Centres, model rooms and in training personnel for museum profession.
- ix. To train teachers in the art and craft of improving teaching aids for Science instruction with a view to improve the quality of Science Education in the State.
- x. To collect, restore and preserve important historical objects which are avowed landmarks in the development of Science and Technology.
- xi. To collect and disseminate information in regard to Science and Technology and Industrial Museums and Centres.
 - a. To conduct research in the history of Science and Technology with special reference to Tamilnadu.
- xii. To render assistance to local industries to infuse modern technology and to assist them in organising periodical exhibitions for displaying their industrial products.
- xiii. To popularise Science and Technology in cities, urban and rural areas for the benefit of students, and for the common man by organising exhibitions, seminars, popular lectures, Science camps and various other programmes.
- xiv. To organise training programmes for Science teachers / students / young entrepreneurs / technicians / handicapped / housewives and on specific subject of Science and Technology and Industry.
- xv. To establish and maintain research and reference libraries in pursuance of the objects of the society with reading rooms and to furnish the same with books, reviews, magazines, newspapers and other publications.
- xvi. To publish scientific papers, books and journals devoted to be field of Museology, History and Science and Technology and popularisation of Science.

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- xvii. To enter into agreements with Foreign Scientific Agencies and Science and Technology conducting joint projects, providing technical assistance in the estab
- xviii. To accept grants or money from the Central Government / Government of Tamilnadu and other public bodies, Corporations, Companies or persons for the purposes of the Society.
- xix. To purchase, take on lease, accept as a gift or otherwise acquire any land or building which may be necessary or convenient for the Society.
- xx. To construct or alter any building which may be necessary for the Society.

- xxi. To borrow money from the Government of India, Government of Tamilnadu, Banks or other financial institutions for the purpose of the Society.
- xxii. To employ and pay the required staff for the purpose of the Society and extend all benefits such as Provident Fund, Pension, Death-cum-Retirement Gratuity and Group Insurance and other concessions as applicable to Tamilnadu Government servants from time to time.
- xxiii. To deposit all moneys credited to the fund in such banks or to invest them in such manner as the Society may, with the approval of the State Government decide from time to time.
- xxiv. To draw, make, accept endorse discount and negotiate promisory notes, bill of exchange, cheques or other negotiable instruments.
- xxv. To pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rents, rates, taxes, outgoings and the salaries of the employees.
- xxvi. To maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet.

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- xxvii. To appoint qualified auditors for the audit of accounts of the Society and fix remuneration for them.
 - xxviii. To have the accounts of the Society audited and to forward annually to the State Government the accounts duly certified by the auditors together with the audit report thereon.
 - xxix. To delegate all or any of its power to the governing body, or to the Executive Committee or to any of the Committee or Sub-Committees constituted by the Society or to any one or more members of its bodies or its Officers.
 - xxx. To make rules and bye-laws for the conduct of the affairs of the Science and Technology Centres Society and to add to amend, vary or rescind them from time to time.
 - xxxi. To constitute such committees or sub-committees as it may deem fit.
 - xxxii. To do all other such lawful acts; deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
4. The income and property of the Society, however, derived shall be applied towards the promotion of the objects as set forth in this memorandum of association subject nevertheless in respect of the grants made by the Central or the State Government may from time to time impose. No part of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons, in return for any service rendered to the Society or towards traveling allowances, halting or other similar charges.
 5. If, on the winding up of dissolution of the Society, there shall remain, after the satisfaction all its debts and liabilities any property whatsoever the same shall not be paid to or

distributed among the members of the Society or any of them; but shall be dealt with in such manner as the Government of Tamilnadu may determine.

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6. The Name, address and status of the first members of the Society to whom under the rules and bye-laws of the Society, the Management of its affairs is entrusted are:-

	ADDRESS	STATUS
1. THE CHAIRMAN	: Thiru.C.Aranganayagam Hon. Minister for Education Government of Tamilnadu Madras – 600 009.	CHAIRMAN
2. THE VICE-CHAIRMAN (NOMINATED BY THE STATE GOVERNMENT)	: Dr.M.Santappa Vice-Chancellor University of Madras Madras – 600 005.	Vice- Chairman
3. EDUCATIONISTS	: Dr.V.C.Kulandaiswamy Vice-Chancellor Anna University Madras – 600 025.	Member
4. -do-	Thiru.S.Vaiyapuri Director of Technical Education Madras – 600 025.	Member
5. ADMINISTRATORS	: Thiru.T.D.Sundarraaj, I.A.S. Commissioner and Secretary to Government, Education, Science and Technology Department Fort. St.George, Madras – 600 009.	Member
6. -do-	Thiru.K.J.M.Shetty, I.A.S. Commissioner and Secretary to Government, Finance Department Madras – 600 009.	Member
7. -do-	Collector of Madras Madras – 600 001.	Member
8. -do-	Collector of Tiruchirappalli Tiruchirappalli.	Member
9. -do-	Collector of Coimbatore Coimbatore.	Member

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10. INDUSTRIALISTS	: Thiru.G.R.Govindarajulu Member Chairman
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- Pioneer Mills,
Coimbatore – 641 004.
11. -do-
Member
Centre
Thiru.M.A.Chidambaram
SPIC
- 97 Anna Salai
Madras – 600 002.
12. -do-
Member
Hicks Bungalow
Tmt.Saroj Goenka
- Express Estate
Madras – 600 002.
13. SCIENTIST : Dr.S.Krishnaswamy
Member
Professor, Department of
Bio-Chemistry
Madurai Kamaraj University
Madurai – 625 021.
14. OFFICERS OF : Dr.Saroj Ghose
Member
Director, National Council of
TECHNOLOGY
MUSEUMS IN INDIA.
SCIENCE AND
Science Museums
Calcutta - 19
15. -do-
Thiru.G.Nagarajan
Member
Senior Curator
Visveswaraya Industrial and
Technological Museums
Bangalore – 560 001.
16. MEMBER SECRETARY : Thiru.R.Periyasamy
Member-
Special Officer
Secretary
Science & Technology
Centres, Madras – 600 025.

We, the several persons whose names and addresses are given below having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association, and set our several and respective hands here into and form ourselves into a Society, under Tamilnadu Societies Registration Act 1975, this day of one thousand nine hundred and eighty two.

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SL. NO.	NAME AND ADDRESS AND SIGNATURE OCCUPATION OF MEMBERS WITNESSES.	NAME AND ADDRESS AND OCCUPATION OF
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1.

2.

3.

Signature of Witnesses,

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**RULES AND REGULATIONS OF THE SCIENCE AND TECHNOLOGY CENTRE
TAMILNADU**

1. These rules may be called “The rules of Tamilnadu Science and Technology Centres”.

DEFINITION:

2. In these rules the following words and abbreviations shall have the meaning given therein unless there is anything contrary in the subject or context.
 1. “**Act**” shall mean the Tamilnadu Societies Registration Act of 1975 and shall include the rules / regulations if any framed there under as amended or modified from time to time.
 2. The “**Society**” shall mean the Tamilnadu Science and Technology Centres.
 3. The “**Centres**” shall mean for the present Science and Technology Centres at Madras, Coimbatore and Tiruchirappalli.
 4. “**Central Government**” shall mean the Ministry Department of the Government of India concerned with the National Council of Science Museums, from time to time.
 5. “**State Government**” shall mean the Government of Tamilnadu in the Department of Education, Science and Technology.
 6. “**The Governing Body**” shall mean the Governing body of the Society constituted under Rule 35.
 7. The “**Chairman**” shall mean the Chairman of the Society.
 8. The “**Vice-Chairman**” shall mean the Vice-Chairman of the Society.
 9. The “**Member –Secretary**” shall mean the Member-Secretary of the Society.
 10. The “**Executive Committee**” shall mean anybody which is constituted as such under Rule 52.
 11. The “**Technical Committee**” “**Panel of Experts**” shall mean anybody which is constituted under rule.
 12. The “**Executive Director**” shall mean the Executive Director of the Society appointed under Rule 59.

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13. The “**Head of the Centre**” shall mean either the Director or such other Officer of the Centre as may be appointed by the Society and / or by the Government of Tamilnadu.
 14. Words importing the singular number shall include the plural number and vice-versa.
 15. words importing them masculine gender shall include the feminine gender.
- 3. MEMBERS OF THE SOCIETY.**
- a. The Society shall consist of the following members:

- i. The Minister for Education or the Minister-in-charge of the Department dealing with the Society, who shall be the Chairman.
- ii. An Eminent Person representing Science and Technology nominated by the chairman, who shall be the Vice-Chairman.
- iii. Two Educationalists nominated by the Chairman.
- iv. The Secretary to Government, Department of Education, Science and Technology, Government of Tamilnadu – Ex-Officio.
- v. The Secretary to Government, Finance Department, Government of Tamilnadu – Ex-Officio.
- vi. Collector of Madras District – Ex-Officio.
- vii. Collector of Tiruchirappalli District – Ex-Officio.
- viii. Collector of Coimbatore District – Ex-Officio.
- ix. Three Industrialists nominated by the Chairman.
- x. Two Eminent Scientists nominated by the Chairman.
- xi. Two representatives from the National Council of Science Museums of Government of India, nominated by the Chairman.
- xii. The Executive Director of the Society, who shall be the Ex-Officio Member Secretary.
 - a. The Society may at any time co-opt any other persons as a member of the Society and the member so co-opted shall have all the rights and privileges of a member of the Society.

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10 : ROLL OF MEMBERS:

4. The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his name, designation, occupation and address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member, unless he has signed the roll as afore said.
5. If a member of the Society changes his address and occupation he shall within 30 days from such changes notify his new address and / or occupation to the Secretary of the Society and the entry in the roll will be changed accordingly. In case he fails to do so his address and / or occupation given in the roll of members shall be deemed to be correct for the purpose of the Society. All notices and communications sent to a member in his address as shown in the roll shall be deemed to have been duly served and sent by the society or on its behalf.
6. No person who is an undischarged insolvent or who has been convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of a society or of a body corporate or of any offence involving moral turpitude, shall be entitled to be a member of the society or the governing body or any other committee within the society.

7. DURATION OF MEMBERSHIP :

The term of office of the members of the Society shall be for two years.

8. Unless his membership of the Society is terminated as provided in Rule 10 and subject to the provisions of Rule 9 each member of the Society other than an ex-officio member, shall relinquish his membership on the expiry of the term of two years but he shall be

eligible for re-appointment. In case of a casual vacancy, the person appointed to fill up the vacancy shall hold office for the unexpired portion of the term of the outgoing member.

9. When a person becomes or is appointed or nominated as a member of the society by virtue of an Office held by him, his membership of the Society shall terminate when he ceases to hold that office, and the vacancy so caused shall be filled by his successor to that office.
10. A member of the Society, other than an ex-officio member shall cease to be a member on the happening of any of the following events:
 - a. If he resigns, becomes of unsound mind, becomes insolvent or his convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Society or he goes abroad for a period exceeding six months.
 - b. If he does not attend three consecutive meetings of society without obtaining leave of absence from the Chairman.

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11. Whenever a member desires to resign from the membership of the society he shall forward a letter containing his resignation addressed to the Secretary. His resignation shall take effect from the date on which it is accepted by the Chairman.
12. If a nominee ceases to be a member of the Society as per rule 10(b), his membership may be restored by the Society with the concurrence of the majority of not less than 2/3rds of the strength of members of the society.
13. The society shall function notwithstanding any vacancy in its body and no act / or proceedings of the society shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.
14. The Government may terminate the membership of any member or at one and the same time the membership of all members other than ex-officio members of the Society. Upon such termination, the vacancy shall be filled in, in accordance with the relevant provisions contained in Rule 3.
15. Any vacancy in the membership of the society caused by any of the reasons mentioned in Rule No.10 shall be filled in by nomination appropriately, provided that the vacancy shall not be filled in until moved to do so by the Chairman, provided further nothing in this rule shall apply to any of the ex-officio members.
16. Authorities and Officers of the Society.
The following shall be the authorities and officers of the Society.
 - i. The Chairman
 - ii. The Governing Body
(Subject to the condition laid down in Rule No.35)
 - iii. The Executive Director
 - iv. The Executive Committee
 - v. Directors of Centres.
17. The Society shall establish and maintain its own office, centres, stockyards, workshops and subsidiary units.
18. Appointment to various posts in the society shall be made in accordance with the recruitment rules framed for the purpose by the Society.

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PROCEEDINGS OF THE SOCIETY:

19. An Annual General Body meeting of the society shall be held at such time, date and place, as may be determined by the Chairman. At such Annual General Body meeting, the Annual Report and Audited Accounts of the Society shall be placed.
20. The Chairman may convene a Special General Body Meeting of the Society, whenever he thinks fit.
21. The Chairman shall convene a Special General Body Meeting of the Society on the written requisition of not less than five members of the Society.
22. The requisition so made by the members of the Society shall specify the object of the meeting proposed to be convened and shall be forwarded to the Secretary of the Society.
23. At all Special Meetings no subject other than that stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the Chairman.
24. Excepting as otherwise provided in these rules all Meetings of the society shall be convened by Notice under the signature of the Secretary.
25. Every notice calling a meeting of the society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the society not less than fifteen clear days before the day appointed for the meeting.
26. The accidental omission to give notice to or the non receipt of the notice by any member shall not invalidate the proceedings of the meeting.
27. The notice may be served upon any member of the society either personally or by sending through post in an envelope addressed to such members at the address mentioned in the roll members.
28. Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelop or cover-containing the same is posted and in providing such service it shall be sufficient to prove that the cover containing such notice was appropriately addressed and put into the post office.
29. The Chairman shall preside at all meetings of the Society. In case the Chairman is unable to attend a particular meeting, the Vice-Chairman will preside over that meeting. If both are not present, the members present shall choose one of the member present to be the chairman of the particular meeting.

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30. No business shall be discussed at any meeting of the society whilst the Chair is vacant.
31. One third of the members of the society present in person shall form the quorum at any meeting of the society.
32. All disputed questions at the meetings of the society shall be determined by the majority of the votes of members present and voting.
33. Each member of the society, including the Chairman shall have one vote and, if there shall be an equality of votes on any question to be determined by the Society. The Chairman or member presiding shall have a casting vote.
34. The Executive Director of then Science and Technology Centres, Tamilnadu will function as the Secretary of the Society.

THE GOVERNING BODY:

35. The Governing Body shall be constituted after the establishment of the Science and Technology Centres at Madras, Tiruchirappalli and Coimbatore and after they are declared open to public. Until such time the society shall carry out the functions of the Governing Body given under the succeeding Rule 39 to 41.
36. After the constitution of the Governing Body, the affairs of the Society shall be managed, administered, directed and controlled by the Governing Body subject to the rules, bye-laws and orders of the Society. The Governing Body of the Society shall consist of the following.
- i. The President, who shall be nominated by the Chairman of the Society from amongst Eminent scientists, Technologists and Educationalists.
 - ii. The Chairman of the Three Executive Committee.
 - iii. One Scientists
 - iv. One Industrialist
 - v. The Secretary to Government, Department of Education, Science and Technology, Government of Tamilnadu, Ex-Officio Member.
 - vi. The Secretary to Government, Department of Finance, Government of Tamilnadu, Ex-Officio.
 - vii. Executive Director, Ex-Officio Member Secretary.
- Directors of the Centres under the "Society" shall not, exceeding three in number may be invited to attend the meeting of the Governing Body as co-opted members from time to time.

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37. The membership of the Governing Body shall be regulated in accordance with the provisions of Rules 4 to 15 mutatis mutandis.
38. The members of the society or the Governing Body or of any committee appointed by it shall not be entitled to any remuneration from the Society.
- The members of the Society, Governing Body or any Committee appointed by it shall be paid by the society such traveling and daily allowances at such rates as may be applicable to Government servants in respect of the journey undertaken by them for attending the meetings of the Governing Body or of Committee's set up by the Governing Body in connection with any business of the Society.
- FUNCTIONS AND POWERS OF THE GOVERNING BODY:**
39. The Governing Body shall generally carry out and pursue the objects of the society as set forth in the Memorandum of Association. The management of all the affairs and funds of the society, shall for this purpose, vest in the Governing Body.
40. The Governing Body shall exercise all the powers of the society subject nevertheless to such limitations as the Government may from time to time impose in respect of the expenditure incurred out of grants made by the Government and disposal of any of the properties of the society.
41. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power subject to the provisions of these rules and the bye-laws to:
- i. Consider the annual and supplementary budgets placed before it by the Secretary from time to time and pass them with such modifications as the

Governing Body may think fit subject to the prior concurrence of the Government and also to the approval of the Society in its Annual General Body Meeting.

ii. Develop Science and Technology Centres in the State of Tamilnadu.

iii. Plan the requirements and allocations of financial resources to the Centres.

iv. Provide guidance to the Centres about the thrusts to be provided in their programmes which have relevance to national priorities.

v. With the sanction of the Government of Tamilnadu, frame, amend or repeal Bye-laws for the Administration and management of the affairs of the society and in particular to provide for the following matters.

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- a. Preparation and sanction of budget estimate, entering into and execution of contract, investment of the funds of the society, sale or alterations of such investment.
- b. Terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects consistent with the objects of the society.
- vi. Constitute Executive Committee or local committees for any particular area or institution consisting of persons who need not be the member of the society and delegate to them, such powers as the Governing Body may think proper and lay down rules for the procedure of such committees.
- vii. Constitute committees and sub-committees for such purposes and with such advisory functions as the Government Governing Body may think proper.
- viii. Constitute Advisory Boards or Committees consisting of persons who need not be members of the Society with such advisory functions as the Governing Body may think proper.
- ix. Constitute panel of experts in consultation with the Director of a Centre including those outside the society for periodic external evaluation of the Centre. The Director of the Centre shall be associated with this expert panel.
- x. To define duties for the various scientific, technical, administrative and other officers and staff of the Society.
- xi. Enter into arrangements with the Government of India and through them with foreign and international agencies and organisations, the other State Governments and other public or private organisations or individuals for securing and accepting grant-in-aid, endowments, donations, or gifts to the society on mutually agreed terms and conditions provided that such terms and conditions if any, shall not be contrary, to inconsistent or in conflict with the objects of the society.
- xii. Take over, acquire by purchase, gift exchange lease or hire or otherwise from Government of Tamilnadu and through them from Government of

India and through them from foreign and international agencies and organisations, other State Governments and other public or private bodies or individuals institutions, libraries and laboratories, immovable properties endowments or other funds together with attendant obligations and engagements consistent with the objects of the society.

- xiii. Evaluate the performance of the Tamilnadu Science and Technology Centres, and its constituent units in relation to their objectives.

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PROCEEDINGS OF THE GOVERNING BODY:

42. Every meeting of the Governing Body shall be presided over by its President and in his absence a member chosen from amongst themselves by members present, to preside for the occasion.
43. One third members of the Governing Body present in persons shall constitute a quorum at any meeting of the Governing Body.
44. Not less than 15 days clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body, but in special cases a meeting may be convened at a shorter notice with the approval of the President. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meeting.
45. The Governing Body shall meet as often as may be considered necessary, but not less than twice a year.
46. For the purposes of Rule 45 each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.
47. The Secretary shall convene the meeting of the Governing Body with the approval of the President.
48. Four members of the Governing Body may send requisition in writing signed by them specifying the objects of the meeting, require the Secretary to convene a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall convene such a meeting with the approval of the President.
49. Each member of the Governing Body shall have one vote and if there shall be an equality of votes on any question to be decided by the Governing Body the President shall have a casting vote.
50. Any business which may be necessary for the Governing Body to perform, except such as may be placed before its Annual meeting may be transacted and performed by a resolution in writing circulated among all the members and any such resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that atleast four members of the Governing Body have recorded their approval to the resolution, but subject to always to the succeeding Rule 51.
51. In case of difference of opinion amongst the members of the Governing Body, the opinion of the majority shall prevail. The president may, however, refer any question which in his opinion is of sufficient important for the decision of the society. The decision of the society shall be final.

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EXECUTIVE COMMITTEE OF CENTRES:

52. For each centre, at the time considered appropriate, the Chairman of the Society shall constitute an Executive Committee for the control and general direction center within the frame work of rules and regulations, Bye-laws and directives issued from time to time by the Society / Governing Body.
53. The Executive Committee of the Centres shall consist of the following :
- i. Collector of the concerned District, who shall be the Chairman of the Executive Committee Ex-officio.
 - ii. Two Eminent Scientists nominated by the Chairman of the Society
 - iii. One Educationist.
 - iv. Four Industrialists.
 - v. One representative from the National Council of Science Museums nominated by the Chairman of the Society.
 - vi. Director, Government Museums, Madras-8 Ex-officio.
 - vii. Deputy Secretary to Government of Tamilnadu, Department of Education, Science and Technology Ex-officio.
 - viii. Deputy Secretary to Government of Tamilnadu, Finance Department Ex-officio.
 - ix. Two Senior staff of the respective Science and Technology Centres.
 - x. Executive Director.
 - xi. Director of the respective Science and Technology Centre who shall be the Member-Secretary.
54. Subject to Rule 52 above, the Executive Committee of a Centre shall have such function as may be assigned to it under the Bye-Laws provided that the Society / Governing Body may withdraw any or at one and the same time all or any of the functions of the Executive Committee assigned by it.
55. Each member of the Executive Committee including the Chairman of the Executive Committee shall have one vote. All matters at the Executive Committee Meeting shall be decided by the majority vote. If there will be an equality of votes on any question to be decided by the Executive Committee, the Chairman of the Executive Committee shall in addition have casting vote. The proceedings of the Executive Committee shall be approved by its Chairman.

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SUB-COMMITTEE :

56. The Executive Committee of a Centre may form sub-committee to assist the Executive Committee which may appoint such sub-committees as Finance committee, Programme Committee etc.

FUNCTIONS AND POWERS OF THE CHAIRMAN OF THE SOCIETY:

57. The Chairman shall exercise such powers of Supervision and superintendence over the conduct of the affairs of the Society as may be delegated to him by the Society including formulation of policy to be followed in respect of such affairs.
58. The Chairman may, in exercise of his powers given such directions, as he might think necessary to the President, Governing Body, Executive Director and any other Officer of the Society, who shall implement the same.

FUNCTIONS AND POWERS OF THE EXECUTIVE DIRECTOR:

59. The Executive Director shall be a distinguished Scientist / Technologist and shall be appointed by the Chairman on recommendations of a high power selection committee to be appointed by the Chairman with the approval of the Government. Notwithstanding this rule the First Executive Director of the Society will be the first Special officer, Science and Technology Centres, Tamilnadu.
60. Subject to any order that may be passed by the Government, or by the Chairman in exercise of his powers, and the decisions of the Society / Governing Body, the Executive Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Society / Governing Body and he shall be vested with such executive and administrative powers of the society as may be necessary or incidental for the purpose, subject to these rules and Bye-laws.
61. The Executive Director subject to the provisions of these Rules and Bye-laws and decisions of the Society / Governing Body exercise authority, and disciplinary control over the officers and staff of the society and prescribe their duties and functions. He may delegate specific powers to the Officers of the Society with the approval of the Chairman.
62. The Executive Director shall look after, co-ordinate and administer the activities of the Society and shall report to the Chairman, if necessary.
63. The Executive Director shall be the Principal Executive Officer and Secretary of the Society. He shall have the power to file and defend suits or other legal proceedings on behalf of the society and shall have the power to compromise and settle by reference to arbitration under the Indian Arbitration Act or otherwise any dispute relating to the Society, subject to decision, confirmation and ratification of the Society / Governing Body.

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FUNDS OF THE SOCIETY:

64. Funds of the Society shall consist of the following:
 - i. Lumpsum and recurring grant made by the Government of India.
 - ii. Lumpsum and recurring grant made by the Government of Tamilnadu.
 - iii. Fees and other charges received by the Society.
 - iv. All moneys received by the Society by way of grants, gifts, endowments, donations and other contributions approved by the Society.
65. All funds of the Society shall be paid into the Society account with any one of the Nationalised Banks of India and its branches and shall be operated upon by such officers as may be duly empowered in this behalf by the Society / Governing Body.
66. All properties, movable or immovable, shall be held by and in the name of the Society provided that the Government of Tamilnadu shall have the right to direct the society to use and utilise or deal with any funds or properties including disposal thereof in such manner as it may consider necessary for the purpose of the society. And such direction and directives shall be binding upon the Society.

ACCOUNTS AND AUDIT:

67. The accounts of the society shall be audited by such person or persons as may be nominated by the society. The nature of audit to be made in regard to the form of

accounts and their maintenance and the preservation of the accounts for audit shall be prescribed in the Bye-laws.

ANNUAL REPORT:

68. The Annual Report of the proceedings of the Society and of the work undertaken during the year shall be prepared. The report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the society at the Annual General Body Meeting. A copy of the Annual Report and Annual Audit Report of the Society shall be forwarded to the Government.
69. There shall be at Headquarters of the Society a Financial and Accounts Officer, who will be full-time employee of the society and will be responsible for its control of Finance / Budget, maintenance of accounts and internal audit. The financial and accounts Officer shall assist the Executive Director on all financial matters.

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70. The Society may alter, extend or oblige any purposes for which it is established by following the under mentioned procedures:
- i. The Society shall convene a Special General Body Meeting by giving to all the members of the Society notice of not less than 15 clear days with the draft proposal for amendment.
 - ii. The draft amendment will be considered by the society in the Special General Body Meeting convened for the purpose and the resolutions passed there at will be forward to the Government for its directions.
 - iii. Final Draft amendment based on directions of the Government will be placed before the Special Meeting convened for the purpose, by serving 15 clear days notice to all the members for the Society and confirmed with the majority of 2/3 of the strength of the members of the society.

71. The Society shall :

- a. Prominently display its name outside its office of the place where its business is carried on.
- b. have a seal with its name engraved thereon which shall remain in the custody of the Secretary and
- c. have its name mentioned in all documents executed in its favour or on its behalf.

72. All provisions of the Tamilnadu Societies Registration Act 1975 as extended to the State of Tamilnadu will apply to this society.

CERTIFICATE

We, the members of the Society / Governing Body certify that the above is the correct copy of the Rules of the Society.

Sl. No.	Name	Designation	Signature
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BYE-LAWS

OF

THE TAMILNADU SCIENCE AND TECHNOLOGY

CENTRES

PREPARATION OF BUDGET ESTIMATES:

1. The Budget Estimates for each centre for each financial year shall be prepared by the Directors of Centres and shall be submitted by the Director of the Centre with such explanatory notes and recommendations as may be necessary for consideration at a meeting of the Executive Committee of the concerned Centre to be held not later than 15th July of the proceeding financial year. The Executive Committee of the concerned centre shall consider the budget estimate, offer such comments or suggest such changes as it may consider necessary and appropriate.
2. The Budget estimates of such financial year as considered by the executive committee of each centre, shall be submitted to the Executive Director.
3. The Budget of the Society as a whole for each financial year shall be prepared and placed by the Executive Director for consideration at a meeting of the Governing Body to be held not later than 15th August of the preceeding financial year with explanatory notes and recommendations as may be considered necessary. The Governing Body shall consider the Budget estimate and offer such comments or suggest such change as it may consider necessary and appropriate.
4. Then the Budget estimates of each financial year shall be placed before a meeting of the Society to be held before 15th September of the preceeding financial year. The Society shall approve them.
5. The Budget estimates of each financial year as approved by the Society shall be submitted to the Government not later than 15th October of the preceeding financial year.
6. The Budget estimates of each financial year as approved by the Society and accepted by the Government shall be reviewed and revised estimates prepared at the time of preparation of the budget estimates for the ensuing financial year. The revised estimates shall be similarly approved in the meeting of the Governing Body / The Society along with the budget estimates for the ensuing financial year successively as indicated in the Bye-laws.

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EXPENDITURE SANCTION AND ADMINISTRATIVE POWERS:

7. No expenditure from the Society shall be incurred unless it is approved in the budget.
8. All bills of expenditure incurred by the Society shall be passed for payment by the Executive Director and payments made by means of cheques drawn from the Bank. The Executive Director may delegate these financial powers to the Finance and Accounts Officer.
9. The Executive Director shall issue specific sanction order for the recurring and non-recurring expenditure approved in the budget for the respective centre.
10. The Executive Director will release to each centre such amount as to meet recurring and non-recurring expenditure subject to the provisions in the approved Budget as follows:

RECURRING:

- i. On account advance shall be paid in three installments in April, July and November of every year, based on the expenditure provided in the approved budget.

- ii. Further release of advance for the particular year shall be considered in the month of February to meet such deficit in recurring items of expenditure pending submission of financial accounts.

NON-RECURRING:

- i. On account advance will be released equivalent to 50% of the cost estimate approved in the Budget at the beginning of the financial year subject to availability of funds of the society.
 - ii. Further release of amount will be made as and when the respective centres actually incur the expenditure.
11. The Centre will incur expenditure in respect of recurring and non-recurring items as sanctioned by the Executive Director from the funds released to it as per Bye-laws 10.

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CONTRACTS :

12. Save as otherwise provided in the Rules of the T.S.T.C. all contracts shall be executed on behalf of the Society by an officer or officers of the Society as authorised by the Executive Director and countersigned by such officer or officers as may be appointed by the Executive Director for the purpose provided that in case of the staff recruited by the Society from outside India all contracts in relation thereto shall be executed on behalf of the Society by such persons as may from time to time be nominated for the purpose by the Executive Director.
In processing and execution of contracts, the principles laid down in the general financial rules of the Government of Tamilnadu shall be observed.
13. The Executive Director may finally approve the form and substance of all contracts.
14. The Administrative Officer of the respective centre shall sign and the Finance and Accounts Officer of the Centre shall countersign all contracts and agreements relating to the Centre. In the absence of any of these officers, the Director of the Centre shall nominate the Officer dealing with the subject or any other officer to sign (or) countersign the contract / agreement. The Administrative Officer shall have the power to defend or file suits or other legal proceedings on behalf of the respective centre, subject to reporting such matters to the Executive Director at the earliest.

INVESTMENTS :

15. The funds of the Society may be invested only in such manner as may be prescribed by the Government of Tamilnadu.
16. All investments of the funds of the Society shall be made in the name of the Society. All purchases, sales or alternations of such investments shall be effected on the authority of the Executive Director and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the society funds shall be executed by an Officer authorised by the Executive Director.

BANK ACCOUNTS AND WITHDRAWALS :

17. The Bankers of the Society and its centres shall be any one of the Nationalised Banks of India in respective places. All the moneys with the exception of the permanent advance and the moneys deposited in the fixed deposit or invested in accordance with such rules or Bye-laws as may be laid down for the purchase shall be deposited in the Society and in such name of its centres account in the Bank and shall not be withdrawn except on cheques signed by such officers as may be duly empowered in this behalf by the

Executive Director and countersigned by an officer authorised by the Executive Director in this behalf. Cheque books will remain in the personal custody of an officer of the Society authorised by the Executive Director in this behalf.

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MAINTENANCE OF ACCOUNTS :

18. The Accounts of the Society shall be maintained by the Finance and Accounts Officer of the Society in accordance with the normal commercial principles of double entry book-keeping and all the necessary accounts, documents and books shall be maintained in accordance with common commercial practice.

AUDIT:

19. i. The Accounts of the Society shall be got audited annually by auditors to be appointed by the Governing Body.
- ii. The accounts of the Society shall also be opened to scrutiny by Government auditors.

SUBMISSION OF AUDITED ACCOUNTS TO THE SOCIETY :

20. The Audited accounts of the Society for each financial year together with the auditor's report thereon shall be placed by the Executive Director before the Society. The said accounts and documents duly approved by the Society shall be submitted to the Government of Tamilnadu.

EXECUTIVE COMMITTEE :

21. The Executive Committee of the Centre shall be constituted as laid down in Rule No.53.
22. The Directors of the Centres shall be the Member Secretary of the Committee.
23. The terms of Office of the members of the Committee excepting ex-officio members shall be two years.
24. Any casual vacancy in the Executive Committee shall be filled by the Chairman of the Society for the unexpired period of the term.
25. The functions of the Executive Committee shall be
 - a. to formulate and approve developmental plan in consonance with set goals and priorities and guidelines indicated by the T.S.T.C.,
 - b. to frame the annual budget and estimates of centre and to regulate the expenditure.

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- c. Within the framework of rules and regulations laid down by the T.S.T.C. from time to time to prepare schemes / projects of sponsored research work, filling of applications for patents processes for commercial utilisation, development work in co-operation and collaboration with industrial firms, museums, educational institutions and other organisations institutional consultancy, preparation of techno-economic feasibility reports, deputing of personnel for assignments in outside organisations, deputation of staff, institutional awards and prizes, distribution of premia and royalties.
26. The Chairman of the Executive Committee shall preside at all its meetings. In the absence of the Chairman the members present shall elect a member of the Executive Committee to preside at the meeting.

27. One third members of the Executive Committee present in person shall constitute a quorum for the meeting.
28. Meeting of the Executive Committee shall ordinarily be held thrice a year.
29. A Special meeting shall be convened if not less than half the member or members of the Executive Committee make a request to that effect.
30. Fifteen clear days notice for every meeting of the Executive committee shall be given to each member.
31. Each member of the Executive Committee including the Chairman shall have one vote. All matters at the Executive Committee meeting shall be decided by the majority view. If there will be equal number of vote on any question to be decided by the Executive Committee, the Chairman shall have a casting vote.

POWERS OF THE EXECUTIVE COMMITTEE:

32. The Executive Committee shall have the following powers and such other powers as may be delegated to it by the Governing Body from time to time.
 - i. to write off irrecoverable losses of stores and moneys up to Rs.3,000/- in each provided that
 - a. The loss is not due to theft, fraud or neglect.
 - b. It does not disclose a defect of system or serious negligence on the part of any staff of the T.S.T.C. which might call for disciplinary action requiring the orders of the higher authority.

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- ii. to sanction expenditure on symposia / seminars / technical conference up to Rs.3,000/-.
 - iii. to appoint sub-committee as provided under Rule 56.
33. Internal evaluation shall be undertaken by the Director of the Centre and his colleagues during the course of the project work and presented to the Executive Committee; to watch the rate of progress and performance to devise methods to control costs and to arrive at the decision to continue or to give additional support. All evaluation reports shall be scrutinised by the Committee.

FUNDS OF THE CENTRE:

34. All grants, moneys, donations etc. shall be deposited in the name of the centre in any one of the Nationalised Banks of the India and it will be operated by the Director of the Centre with joint signature of the Finance and Accounts Officer.
35. All bills of expenditure shall be passed for payment by the Director of the Centre and the passed bills settled by means of cheques.

POWERS AND DUTIES OF DIRECTOR OF CENTRE :

36. He is responsible for the day-to-day administration of the Centre
37. He will operate the Bank Accounts standing on the name of the Society.
38. He will prepare budget estimate for both recurring and non-recurring items every year and place it before the Executive Committee.
39. He will pass all bills of expenditure for payment incurred under recurring and non-recurring items as per approved budget and sanction of the Executive Director.
40. He will convene the Meeting of the Executive Committee as provided in Rule 52.

41. He shall supervise, exercise authority and disciplinary control over the officers and staff of the Centre and prescribe their duties and functions. He will exercise overall control over the affairs of the Centre like sanction of leaves, sanction of annual increments etc.

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FINANCE AND ACCOUNTS OFFICER :

42. He will operate the Bank Accounts under the joint signature of the Director of the Centre.
43. He will maintain proper accounts of the Centre as per procedure laid down in Bye-laws.
44. He will maintain Register of Assets of the Centre.
45. He will arrange for physical verification of equipments every year.
46. He will see that the expenditure is limited to the budget provision.
47. Purchases will be made in accordance with the prescribed purchase procedures as per Government of Tamilnadu rules.
48. Purchase will be made subject to the availability of funds.
49. Sufficient reasons for not passing the lowest tender should be recorded.
50. Purchase in each individual cases within the budget up to Rs.10,000/- will be made by the respective Centres.
51. Purchase in each individual cases within the budget up to Rs.10,000/- will be centralized and it will be made by the Executive Director.
52. Purchase in each individual cases within the budget beyond Rs.5,000/- made by the Centre should obtain administrative sanction from the Executive Director at the earliest.

CREATION OF POSTS AND APPOINTMENTS:

53. Subject to the availability of funds in the approved budget estimates power of creation of posts shall be vested with the society with the recommendation of the Executive Committee.

For the purpose of appointment, the officers and staff of the Society shall be grouped in the following categories.

- i. Scientific Cadre
- ii. Technical Cadre
- iii. Administrative and supporting staff.

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54. The Chairman shall have the power to make appointment to the post of Executive Director and Directors of the Centres on the recommendation of a Selection Committee consisting of the following:-

1. The Chairman of the Society
2. Three Experts ... Nominated by the Chairman
Science and Technology Centres.
3. Executive Director ... for posts other than Executive Director.
(Ex-officio)

The posts shall be widely advertised.

Notwithstanding this rule the first Executive Director of the Society will be the first

Special officer, Science and Technology Centres, Tamilnadu with reference to Rule 59.

55. The Executive Director shall have power to make appointments for the rest of the scientific, technical and administrative and supporting staff on the recommendations of the Selection Committee.

The Selection Committee will consist of the following

1. Chairman)(Nominated by the
(Chairman, Science and
2. Three Experts)(Technology Centres.
3. Executive Director
4. Director of the Centre

Provided for appointment of administrative supporting staff in the initial stages the candidates deputed by the other Government Departments will be considered on deputation basis.

Provided further the Executive Director and the Directors of the Centres shall make appointment to the lower categories of post for which the minimum of the scale of pay is less than Rs.350/- without referring these to the Selection Committee.

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56. Promotion by Seniority to the higher posts shall be considered as per the norms given below:

- i. Every candidate is eligible for promotion to the higher post if he completes 5 years of continuous service in the lower post.
- ii. The candidate's eligibility will be assessed by the Selection Committee.
- iii. If necessary, the candidate may be called for an interview by the Selection Committee.
- iv. If the Selection Committee approves the candidate's promotion to the next higher post, the Executive Director will issue orders of appointments.
- v. If the Selection Committee is not satisfied with the performance of the candidate, the Selection Committee shall fix a time limit to the candidate for improving his performance and after the expiry of such a time limit the candidate's promotion may be considered, suitable indication may be given to the candidate accordingly.

57. The Society may also appoint people working in other Government Departments on deputation subject to the approval of the Selection Committee.

58. The Fundamental Rules, the Tamilnadu Leave Rules, the manual of Special Pay and Allowances and the Tamilnadu Traveling Allowance Rules and the Pension Rules as amended from time to time shall mutatis mutandis apply to the staff of the Society in the matter of their pay, allowances, traveling allowances, daily allowances, leave, leave salary and other conditions of service.

59. The Tamilnadu Government Servants Conduct Rules as amended from time to time so far as they may be applicable shall apply mutatis mutandis to the staff of the Society.

60. The Society may from time to time with the approval of the Tamilnadu Government to their employees the facilities of loans and advances for specified purposes on such terms and conditions as may be prescribed.

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61. A sum of Rs.2,000/- (Rupees Two thousand only) shall be placed at the disposal of the Executive Director as a permanent advance for meeting office contingencies, petty expenditure and miscellaneous or emergent payments of any kind which have to be made in cash provided that on payments exceeding Rs.100/- (Rupees One hundred only) in amount shall as far as possible be made by cheque. The Executive Director may in turn place the permanent advance in the custody of the Finance and Accounts Officer of the Society. An account of such expenditure shall be maintained and the permanent advance shall be recouped as often as may be necessary and in any case not less frequently than once a week.
62. A sum of Rs.1,000/- (Rupees One thousand only) shall be placed at the disposal of the Director of the Centre as permanent advance for meeting office contingencies, petty expenditure and miscellaneous or emergent payments exceeding Rs.50/- (Rupees Fifty only), in amount shall as far as possible be made by cheque. The Director of the Centre may in turn place the permanent advance in the custody of the Finance and Accounts Officer of the Centre. An account of such expenditure shall be maintained and the permanent advance shall be recouped as often as may be necessary and in any case not less frequently than once a week.