

Regulations*

1. MEMBERSHIP

The Institute shall consist of the following classes of members.

1.1 *Members* : They shall be elected by the Council on being proposed by one member and seconded by another and after having paid such subscription and fulfilled such criteria of eligibility as may be laid down in the Bye-laws from time to time. Any member, on payment of such a consolidated sum as may be prescribed under Bye-laws, shall be entitled to be termed as Life Member.

1.2 *Student Members* : Any student interested in the objects of the Institute may be enrolled by the Council as a Student Member and shall pay such fees and subscriptions and enjoy such privileges as may be prescribed in the Bye-laws.

1.3 *Institutional Members* : Institutions interested in the objects of the Institute may be admitted by the Council as members, provided they satisfy the criteria and pay such subscriptions as may be prescribed in the Bye-laws.

* The Regulations were adopted in the Special General Meeting held on 26 July 1974. Subsequently, the clauses 2.1, 2.2, 8 and item 1 of 9.1 of the Regulations were amended/inserted in the Annual General Meeting held on 16 January 1980 and clauses 2.3, 2.6, 3.1, 4.2, 4.3 (new), 5.1(a), 5.2(e) (new), 5.3.1, 5.3.3, 5.3.4, 5.3.5, 5.3.6, 5.4, 5.5, 5.7, 5.8, 5.9, 7,8, 9.1.1, 9.1.2, 9.1.9(new), 9.4(new), 10.1, 11.1, 12.1, 12.3, 13.2 and 18.1 of the Regulations were further amended/inserted in the Annual General Meeting held on 6 March 1992 and again on 29 November 1995 and clauses 5.2(a), 5.3.3, 12.1(f), 14.3 and 17.1 of the Regulations were further amended in the Annual General Meeting held on 22 November, 2007 and 10 September 2008.

All the amendments in the Regulations have been accepted and recorded by the Registrar of Firms, Societies and Non-Trading Corporation, West Bengal on 17 April 1996 vide his Office Memorandum No. S/201 dated 19 April 1996 and on 26 September 2008 vide Office Memorandum No. S/247 dated 30 September 2008 respectively.

2 GENERAL MEETINGS OF MEMBERS

2.1 Subjects to the provisions of the West Bengal Societies Registration Act 1961, relating to alteration of Memorandum and Regulations, the provisions of Regulation 18 hereof and the provisions of Section 7 of the Indian Statistical Institute Act 1959, the General Meeting of the Institute shall have power to add to, alter, amend or rescind the Memorandum and Regulations.

2.2 The Institute shall hold an Annual General Meeting at least once in every year and not more than 15 months shall elapse between two successive Annual General Meetings to consider the Annual Report including the balance sheet and auditors' report so as to make the said Annual Report, balance sheet and auditors' report and audited statements of accounts available to the Government of India for placement thereof in the Parliament within nine months from completion of each financial year, as required under the law.

2.3 The General Body of members shall elect the President, who shall not be an employee of the Institute. The General Body shall also elect three representatives to the Council as laid down in Clause 5.3.4 from among members who are not

employees of the Institute. The elections will be held in accordance with the procedures laid down in the Bye-laws except that the counting shall be made in the presence of a nominee of the President for the said purpose, on the day of the Annual General Meeting in which the result of the election shall be announced. All ballot papers received/cast till 11-00 a.m. on the day of Annual General Meeting shall be considered for this election. The President and the three elected representatives to the Council shall hold office for a term of two years.

2.4 On the written requisition of not less than fifty members, the Council shall convene a Requisition General Meeting for the transaction of the business stated in the requisition. If within three months of the date of requisition, the Council fails to convene a Special General Meeting so requisitioned, the Requisition General Meeting shall be held in Calcutta (Kolkata) for the transaction of the requisitioned business, provided that no business other than the requisitioned business shall be transacted at Requisition General Meetings.

2.5 The President shall preside at all General Meetings of the Institute at which he may be present. In the absence of the President, the Chairman of the Institute shall preside. If the Chairman is also absent, the members present shall elect one amongst them to preside over the meeting. The Director of the Institute should be considered as the ex-officio Secretary of the ISI Society and would be required to attend any meeting of the General Body in that capacity.

2.6 Not less than 15 days' notice shall be given for all General Meetings of the Institute. Ten members present will form a quorum, except in the case of a Requisition General Meeting when sixty members present in person shall form a quorum. There shall be no quorum for an adjourned General Meeting. There shall be no adjourned Requisition General Meeting.

3 TERMINATION AND CESSATION OF MEMBERSHIP

3.1 Members who are in arrears as to dues and subscriptions in any year shall not be entitled to exercise any kind of rights and privileges of membership while in arrears and the membership of a member who is in arrears for more than two years may be terminated by the Council after due notice. A member will be considered to be in arrears at a given point of time in any year (1st January to 31st December) if he has not paid the subscription for the previous year or that year.

3.2 In the event of death of a member, the membership of the deceased member shall be ceased from the date of death on receipt of intimation.

4. PRESIDENT

4.1 A person who has rendered distinguished service to the nation or the Institute in particular through the advancement of statistics or any other field of learning shall be elected as President of the Institute by its members for a period of two years.

4.2 The President shall have the right to attend all meetings of the Council and when present, shall preside over such meetings. He shall preside over Convocation.

4.3 In the absence of the President, the Chairman shall discharge the functions of the President. If the position of the President falls vacant for more than one year, then a new President shall be elected for the remaining period of the term of the President as per the procedure specified in the Regulation 2.3 and relevant Bye-laws.

5 COUNCIL

5.1 There shall be a Council which shall be the governing body of the Institute with functions as below :

- 5.1 (a) To consider and approve the scientific and academic programmes of the Institute.
- (b) To prepare and adopt the annual budget.
- (c) To award degrees, diplomas and certificates to successful candidates appearing at the various examinations on the basis of recommendations of the Academic Council (A.C.).
- (d) To take decision on any academic and administrative matter that may be referred to it by the Director.
- (e) To undertake any other activities that are consistent with the objects of the Institute or needed for the efficient management of the Institute.
- (f) To set up such committees, working parties or boards other than these statutorily provided for and create and fill up such posts as it may considered necessary from time to time for the proper management of the affairs of the Institute.
- (g) To receive grants from the Government and raise funds from other sources necessary for the Institute.

5.2 Without prejudice to the generality of the above powers, the Council shall have powers

- (a) to make, alter and rescind statutes and standing orders in addition to Bye-laws as provided in these regulations ;
- (b) to acquire, hold and dispose of property, movable or immovable, and to administer all assets ;
- (c) to delegate by specific resolutions any of its powers to any person or persons, committees, boards, or other bodies, composed wholly or partly of its own members ;
- (d) to organise, establish, carry on and maintain, dissolve working centres for training, research, consultation and any other work in furtherance of the objects of the Institute in any part of India ;
- (e) to meet and make suitable arrangements in cases of unforeseen contingencies.

- 5.3 The Council shall be constituted as follows :
- 5.3.1 Chairman, who shall be elected at the first meeting as laid down in clause 5.5 1
- 5.3.2 Government representatives (6)
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| Central Ministry of Statistics & Programme Implementation | 2 |
| Central Ministry of Finance | 1 |
| Central Ministry/Department of Science and Technology | 1 |
| Reserve Bank of India | 1 |
| Central Ministry of Human Resource Development | 1 |
- 5.3.3 Scientists not employed in the Institute (9)
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| <u>Representative of the I.C.S.S.R (1)</u> | 1 |
| Economist or Sociologist to be determined by the Council from time to time | |
| <u>Representative of I.N.S.A (4)</u> | |
| Mathematician | 1 |
| Statistician (University Professor or Representative of an academic/research organisation) | 1 |
| Specialists in Natural, Biological and Information Sciences (the particular fields required will be determined by the Council from time to time) | 2 |
| <u>Representative for the Planning Commission (1)</u> | 1 |
| <u>Representative of the University Grants Commission (1)</u> | 1 |
| <u>Scientists co-opted by the Council at a Subsequent meeting (2)</u> | 2 |
- 5.3.4 Elected representatives of the Institute members not employed in the Institute (3) (one of these members should be elected from members not ordinarily resident in West Bengal) 3
- 5.3.5 Elected representatives of the employees of the Institute (2)
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| Scientific worker in the Library, Documentation and Information Sciences Division or the Computer and Statistical Services Centre or Scientific worker below the rank of an Associate Professor or equivalent in any other scientific Division | 1 |
| Non-scientific worker | 1 |
- 5.3.6 Officers of the Institute (Ex-officio) (12)
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| <u>Director</u> | 1 |
| <u>Professor-in-Charge :</u> | |
| Theoretical Statistics and Mathematics | 1 |
| Applied Statistics | 1 |
| Biological Sciences | 1 |
| Social Sciences | 1 |
| Computer and Communication Sciences | 1 |
| Physics and Earth Sciences | 1 |
| <u>Heads</u> | |
| Statistical Quality Control and Operations Research | 1 |
| Delhi Centre | 1 |
| Bangalore Centre | 1 |
| Chennai Centre | 1 |
| Dean of Studies | 1 |

5.4 The Chief Administrative Officer (or the Officer who, for the time being acts as the Principal Officer in overall charge of the general administration of the Institute) will be the non-member Secretary of the Council.

5.5 At its first meeting, at which the President or a nominee of the President will preside, the newly elected/appointed/nominated/ex-officio members of the Council shall elect an eminent person who is not an employee of the Institute as Chairman of the Council. Nine members shall form a quorum for this meeting.

5.6 The members of the Council including the Chairman will hold office for a period of two years.

5.7 Not less than 7 days' notice shall be given for a meeting of the Council. The Council will meet at least once in four months and the Chief Administrative Officer (C.A.O.) will issue notices of the Council meetings and agenda with the approval of the Chairman and Director.

5.8 Eleven (11) members shall form a quorum for meeting of the Council.

5.9.1 In the absence of the Chairman, a member of the Council shall be elected by members present to preside over the meeting of the Council.

5.9.2 If the Chairman's position falls vacant, the Council shall elect in its next meeting to be presided over by the President or his nominee, an eminent person who is not an employee of the Institute, as Chairman for the remaining period of the term of the Council.

5.10 All questions except such for which other provisions exist in the Regulations and the Bye-laws shall be decided by the majority of votes.

6. DIRECTOR

The Director shall be the principal executive officer of the Institute and the head of all its academic and administrative activities. He shall be a full-time salaried person appointed for a period of five years, who shall also simultaneously be offered a substantive faculty position which he shall have the option to occupy when he ceases to be the Director. The Director shall be responsible for the administration of the affairs of the Institute subject to the control of the Council. He shall also represent the Institute in business and legal transactions, shall receive on behalf of the Institute and disburse all funds of the Institute and shall sign all necessary documents on behalf of the Institute subject to the Bye-laws and directions of the Council, if any. All suits instituted by, or on behalf of the Institute shall be instituted in the name of the Director and in all suits brought against the Institute the Director shall represent the Institute.

The headquarters of the Director shall be at Calcutta (Kolkata).

7. PROFESSOR-IN-CHARGE/HEAD OF A DIVISION/HEAD OF CENTRE

The Council shall appoint a person as Professor-in-Charge of a Scientific Division provided he/she has been selected from among the categories of Associate Professor, Professor and Distinguished Scientist or their equivalents by three-fourths majority of all members of the concerned Divisional Committee of Scientific Workers (DCSW) and provided, further that he/she is not selected for two consecutive terms. Details of the selection procedure shall be laid down by the Council. In case the DCSW is unable to select a person by three-fourths majority by a specified date, the Council shall appoint the Professor-in-Charge from the categories of workers mentioned above belonging to the Division. The appointment shall be for two years during which time the Professor-in-Charge shall be responsible to the Director for the coordination of the activities relating to various research units/projects in the Division.

The Head of the Division of SQC and OR shall be similarly appointed for two years from among categories of Technical Officers Gr. I and above or equivalent of the Division, during which period the Head shall be responsible to the Director for administration of the Division.

The terms and manner of appointment of the Head of a Centre shall be laid down in the Bye-laws.

8. DEAN OF STUDIES

The Dean of Studies, who shall be responsible to the Director for the organisation of the teaching and training activities of the Institute, shall be appointed by the Council for a period of two years from a panel of three names in the categories of Associate Professor and other scientific workers of equivalent rank and above engaged in teaching, suggested by the Academic Council (A.C.).

The Director, in consultation with the Dean of Studies, may appoint Associate Deans as per the requirement.

9. ACADEMIC COUNCIL. (A.C.)

9.1 The Institute shall have an Academic Council consisting of the following members

9.1.1 The Professors and other scientific workers of equivalent rank or above.

9.1.2 Two representatives of each of the seven Divisions, namely :

- (i) Theoretical Statistics and Mathematics
- (ii) Applied Statistics
- (iii) Social Sciences
- (iv) Biological Sciences
- (v) Physics and Earth Sciences
- (vi) Computer and Communication Sciences
- (vii) Statistical Quality Control and Operations Research (SQC & OR)

Such representatives shall be selected by the respective Divisional Committees of Scientific Workers and must be persons engaged in teaching and/or research of rank below a Professor or equivalent and not below that of a Lecturer or equivalent and shall be members for a term of two years.

9.1.3 Chief Librarian

9.1.4 Member-Secretary of the International Statistical Education Centre (ISEC)

9.1.5 Head of the training and promotional unit of the SQC and OR Division

9.1.6 Secretary, Examinations Committee

9.1.7 Director (as Chairman of the Academic Council)

9.1.8 The Dean of Studies (as Convener of the Academic Council)

9.1.9 Head, Computer and Statistical Services Centre (CSSC).

9.2 The Academic Council will make recommendations to the Council regarding :

(1) Teaching and Training Programmes including

- (a) introduction, discontinuation or modification and organisation of courses ;
- (b) eligibility requirements and procedures for selection of students ;
- (c) examination and evaluation systems ;
- (d) award of degrees, diplomas and certificates.

(2) Promotion of interdisciplinary studies and research within the Institute and collaboration with external organisations.

9.3 A full meeting of the A.C. will be held at least once a year. Periodical meetings may be held at centres of the institute with local members to consider local problems.

9.4 The Examination Committee (EC) for external students shall be a Sub-Committee of the Academic Council. The Committee shall have some external experts.

10. DIVISIONAL COMMITTEES OF SCIENTIFIC WORKERS

10.1 All scientific workers belonging to a Division will constitute the Divisional Committee of Scientific Workers of the Division. Scientific workers are those defined as such by administrative orders from time to time and with the approval of the Council. This committee will meet to formulate unit/project wise research programmes, budget proposals and review of the work programmes undertaken. Experts from other Divisions may be invited to participate. The members of the Technical Advisory Committee (TAC) of the Division shall be invited to participate in the meeting where the annual research programmes of the Division are finalised and budget proposals are considered, according to procedures laid down in the Bye-laws.

11. DIVISIONS

11.1 The units of academic, scientific, project and administrative service activities of the Institute shall be grouped in the following broad Divisions :

- (i) Theoretical Statistics and Mathematics
- (ii) Applied Statistics
- (iii) Social sciences
- (iv) Biological Sciences
- (v) Physics and Earth Sciences
- (vi) Computer and Communication Sciences
- (vii) Statistical Quality Control and Operations Research (SQC & OR)
- (viii) Computer and Statistical Services Centre (CSSC)
- (ix) Library, Documentation and Information Sciences
- (x) Teaching and Training
- (xi) Administrative services

11.2 The Council shall have powers to add to or alter the above Division from time to time according to the requirements of the Institute and, when such changes are made, consequential changes will follow *mutatis mutandis* in the composition of the Council and the Academic Council.

12. COMMITTEES

12.1 The Institute shall have the following Committees :

- (a) Policy Planning and Evaluation Committee (PPEC)
- (b) Finance Committee (FC)
- (c) Editorial Committee (EC)
- (d) Works Advisory Committee (WAC)
- (e) Technical Advisory Committees (TAC) of the Divisions
- (f) Five Ph.D.-D.Sc. Committees in Statistics, Mathematics, Computer Science, Quantitative Economics and Quality, Reliability and Operations Research(QR & OR).

12.2 The Council may make changes in the above list and set up other committees, working parties or boards as may be considered necessary, from time to time, for the proper management of the affairs of the Institute.

12.3 The constitution, method of election or appointment and the functions of the committees referred to in clauses 12.1 and 12.2 shall be as may be laid down by specific resolutions of the Council or Bye-laws from time to time, provided that the Finance Committee includes the two representatives of the Department of Statistics and the Ministry of Finance of the Government of India on the Council. These Committees shall have such powers as may be delegated to each of them by the Council from time to time.

13. JOINT CONSULTATIVE COMMITTEES

13.1 There shall be a Joint Consultative Committee for non-scientific workers and another for scientific workers, whose scope will be all matters relating to conditions of service and work, welfare of the employees and improvement of the efficiency and standards of work provided, however, that (i) in regard to recruitment, promotion and

discipline, consultation will be limited to matters of general principles and (ii) individual cases will not be considered.

13.2 The Committee for non-scientific workers shall consist of

- (1) Director (Chairman)
- (2) Chief Administrative Officer and 3 other members selected by Director, to represent the Administration
- (3) Four representatives of the Indian statistical Institute Workers' Organisation.

The Chief administrative Office will be the Secretary of the Committee. Members of the Committee shall hold office for a period of one year.

13.3 The Committee for Scientific Workers shall consist of

- (1) Director (Chairman)
- (2) Two scientists of the Institute, nominated by the Director
- (3) Two representatives of the Indian statistical Institute Workers' Organisation

One of the scientists in (2) will be nominated by the Director as Secretary. Members of the Committee will hold office for a period of two years.

13.4 Subject to the final authority of the Council, matters on which agreement is reached in the Joint Consultative Committees will become operative. In case of disagreement, a subcommittee may be formed by the Committees to resolve the matter, failing which the matter shall be referred to the Council for decision or arbitration.

14. ASSOCIATED AND AFFILIATED INSTITUTIONS

14.1 The Council may, from time to time, decide to work in association, or collaboration with any other organisation or institution which already exists or which may be set up and may declare any such institution or organisation as an Associate Institution for purposes of these Regulations. The Council may also rescind such declarations if and when considered desirable.

14.2 Relation between the Institute and the Associate Institutions or organisations shall be such as may be decided by the Council, from to time, subject however, to any Regulations or Bye-laws that may be prescribed.

14.3 The International Statistical Education Centre and the Centre for Soft Computing Research : A National Facility functioning in the Institute in Calcutta shall, until otherwise decided by the Council, be deemed as Associate Institutions within the meaning of Regulation 14.1.

14.4 The Council may at any time grant affiliation to any institution, organisation or other authority engaged in purposes or work which are wholly or partly similar to the objects of the institute and on such affiliation being given the institution/organisation or authority concerned shall be deemed as affiliated to the Institute for the purpose of these Regulations until such affiliation is withdrawn by the Council.

14.5 The rights and privileges which the institutions, organisations or authorities affiliated to the Institute shall enjoy shall be as laid down by specific resolutions of the Council, Regulations or Bye-laws from time to time.

15. PROPERTIES, BANKING ARRANGEMENTS

15.1 All properties belonging to the institute and all banking accounts, documents, securities etc., shall stand in the name of the Institute and shall be vested in the Council.

15.2 Banking accounts of the institute shall be operated upon and securities standing in the name of the Institute shall be endorsed, transferred or otherwise negotiated by the Director of the Institute or by two or more persons to be authorised by the Council from time to time to do so.

16. DISSOLUTION

16.1 The dissolution of the Institute and the disposal of the property of the Institute upon dissolution shall be made according to the provisions of the West Bengal Societies Registration Act of 1961, and after having obtained the approval of Government as provided in the Indian Statistical Institute Act of 1959.

17. INTRODUCTION OR CHANGE OF BYE-LAWS

17.1 Proposed Statutes, and Standing orders in addition to Bye-laws or changes thereto shall be notified to all members of the Council not less than 7 days before the date of the meeting at which they are proposed to be considered and shall be adopted upon being passed by two-thirds majority of the members voting. All such Bye-laws or changes thereto shall be reported to a subsequent meeting of the Council.

17.2 If the Chairman or Director considers that there is any emergency, the Council may, with the approval of the Chairman, give effect to any Bye-laws before their confirmation by a subsequent meeting of the Council. In such cases, the matter shall be placed before the Council as soon thereafter as feasible.

18. INTRODUCTION OR CHANGE OF REGULATIONS AND MEMORANDUM OF ASSOCIATION

18.1 Proposed changes in the Regulations (except those provided for in Regulation 11.2) and Memorandum of the Institute shall be notified to all members of the Institute not less than three months before the Annual General Meeting of the Institute. Along with the notification, ballot papers for voting on the proposed changes will be sent, which must be returned within a specified date. The results of the voting will be announced at the Annual General Meeting and only such changes as received the approval of three-fourths of members voting will be adopted.

18.2 Procedures for the submission of amendments for any proposed changes in Regulations or the Memorandum shall be prescribed by Bye-laws, and, pending the adoption of necessary Bye-laws for this purpose, may be laid down by the Council by specific resolution.

19. CONSEQUENTIAL ARRANGEMENTS

19.1 When any Regulations, Memorandum or Bye-laws are added to, deleted, or otherwise amended as herein before provided, the Council shall, by a resolution, decide the date from which any such changes shall come into force and shall also lay down the transitional arrangement that may be necessary for giving effect thereto.

19.2 The Council shall have power to re-number Regulations, Memorandum and Bye-laws in any manner they consider necessary whenever any addition, omission or alteration is made in such Regulations, Memorandum or Bye-laws, and to make consequential changes in the references thereto.
