

3 Administration and Faculty

3.1 The Institute is a constituent unit of the Indian Council of Agricultural Research, which is a Society registered under the Societies Registration Act (Act XXI of 1860). The Director is the principal executive officer of the Institute. The Dean and Joint Director (Education) is responsible for the overall supervision of the programme of post-graduate education and training at the Institute.

3.2 The Institute has five main bodies, which are responsible for broad policy matters and decision making in the field of research, post-graduate education and training, extension education and administration. These are:

- (i) Board of Management
- (ii) Research Council
- (iii) Academic Council

(iv) Extension Council

(v) Executive Council

The highest policy making body of the Institute is the Board of Management. The Research Council is responsible for the formulation of research projects and monitoring their progress and application. All the matters relating to post-graduate education and training are decided by the Academic Council, which is supported by Board of Studies in each discipline and four Standing Committees. The Extension Council is responsible to formulate the extension education and transfer of technology programme and to monitor the progress of extension education. All the administrative matters and policy decisions are implemented by the Executive Council.

The Composition of Academic Council

(i) Director	Chairman
(ii) Dean & Joint Director (Education)	Vice-Chairman
(iii) All Project Directors	Member
(iv) Joint Director (Research)	Member
(v) Joint Director (Extension)	Member
(vi) Deputy Director-General (Education), ICAR	Member
(vii) Four eminent scientists/educationists from outside the IARI distinguished in the field of education including agricultural education (for the period of two years)	Member
(viii) All Professors of teaching disciplines, (or where there is no Professor, the Head of the Division)	Member
(ix) Director, Indian Agricultural Statistics Research Institute, New Delhi	Member
(x) Director, National Bureau of Plant Genetic Resources, New Delhi	Member
(xi) Director, National Research Centre on Plant Biotechnology, New Delhi	Member
(xii) Director, Directorate of Floricultural Research, New Delhi	Member

(xiii) Master of Halls of Residences	Member
(xiv) Two representatives from the Post-graduate Faculty	Member
(xv) Two students' representatives	Member
1. President, PGSSU	
2. Elected students' representative to the Academic Council	
(xx) Officer Incharge (AIM Cell, PG School)	Member
(xv) Registrar	Member-Secretary

Membership and Functions of Academic Council

3.3 Four eminent scientists/educationists will be nominated by the Chairman of the Academic Council on the recommendation of the Dean. The tenure of their membership is two years, the first two of them retiring through draw of lots at the end of the first year.

3.4 Two representatives from the post-graduate faculty are elected through an annual election by secret ballot by the faculty members. The following rules and procedures will be observed for election of the two faculty members to the Academic Council.

- (i) All faculty members, other than those designated as ex-officio member or either the Board of Management or the Academic Council, will be eligible to be elected.
- (ii) Members will normally be elected for a term of two years such that one vacancy is filled every year. A sitting member may only be re-elected for a second time in direct sequence but not for the third term.
- (iii) In case a vacancy is created on account of an elected member's ineligibility or inability to complete his/her term, election to fill the vacancy will be held in the prescribed manner for the remaining period of the term provided that the remaining period is not less than one year.
- (iv) Nominations will be invited from faculty members for each vacancy. Each faculty member will be permitted to nominate one person and forward the nomination duly seconded, direct to the Dean or any other duly

authorised officer of the Post Graduate School by name in a closed cover.

- (v) The election will be by a secret, single non-transferable vote to be cast at the specified place on the specified date provided that the faculty members located at Regional Stations shall be permitted to cast their vote by post. The detailed instructions in this regard will be laid down by the Dean with the approval of the Chairman of the Academic Council and notified to all Faculty Members at least a month in advance of the date fixed for polling.
- (vi) A candidate receiving the highest number of votes shall be declared elected.
- (vii) In case of a tie between two candidates, the issue will be settled by toss of coin after getting the agreement of both the candidates.

3.5 The two students' representatives will be appointed in the following manner:

- (i) The President, Post Graduate School Students' Union (PGSSU), IARI will be an ex-officio student representative in the Academic Council.
- (ii) The second student representative will be elected every year by secret ballot by the members of the PGSSU through the same election process adopted for electing the Executive of the Post Graduate School Students' Union.
- (iii) The tenure of the student representative shall be one year.
- (iv) In case of resignation of the student representative to the Academic Council, the vacancy would be filled by holding a re-election.

3.6 Any item suggested for inclusion in the agenda should reach the Post Graduate School Office at least 15 days in advance of the proposed date of the meeting of the Academic Council.

3.7 Agenda note for the meeting of the Academic Council shall normally be made available to the members at least one week in advance of the meeting. If a member has to make some clarifications on the agenda items, this may be made at the time of the meeting; in case the member is not in a position to attend the meeting, a written note expressing his/her views may be sent to the Chairman for consideration.

3.8 Members of the Academic Council who are not in a position to attend the meeting of the Council for unavoidable and exceptional reasons should formally seek prior leave of absence from the Chairman of the Academic Council.

3.9 The membership of the Academic Council is personal as the Academic Council discharges certain statutory functions. A member cannot depute his nominee to attend meetings of Academic Council on his behalf.

3.10 Membership of the Academic Council shall stand terminated on the happening of any of the following events:

- (i) Upon the expiry of the period of membership for which nominated.
- (ii) Death, resignation, lunacy or conviction for a criminal offence involving moral turpitude.
- (iii) When the member declines to serve on the Academic Council or the member's employer refuses to grant permission to serve on the Academic Council.
- (iv) When a member does not attend three consecutive meetings of the Academic Council without informing the Academic Council.

3.11 The Academic Council shall meet as often as necessary and in any event at least once in each trimester of the year, the year for this purpose being the academic year commencing from August and ending in July.

3.12 The Academic Council meeting shall be held on such date, time and place as may be determined by the Chairman.

3.13 All meetings of the Academic Council shall be called by notice in writing by and under signature of the Member-Secretary.

3.14 Every notice calling for the meeting of the Academic Council shall state the date, time and place of the meeting and shall be served upon every member of the Academic Council not less than 10 clear days before the day appointed for the meeting. However, in case of an emergency the Academic Council meeting can be convened at a short notice giving clear 48 hours for the members to attend the meeting.

3.15 Any inadvertent omission to give notice, or non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

3.16 The draft proceedings of the meeting of the Academic Council will be circulated to all the members of the Academic Council for comments which should be communicated to the Post Graduate School office within a period of 10 days of such circulation. The comments, if any, will be placed for discussion at the next meeting of the Academic Council.

3.17 Proceedings of the meeting of the Academic Council shall also be circulated to Project Directors, Heads of Divisions and Regional Stations.

3.18 The proceedings of the meetings of the Academic Council shall be placed in the very next meeting of the Board of Management for information.

3.19 It is the responsibility of each of the representative of the various Divisions to interact regularly with the Head of the Division and with post-graduate faculty of the Division, to keep them informed of actions of the Academic Council and matters under discussion by the Academic Council. They are expected to bring to the attention of the Academic Council important views of the Divisions with respect to matters under discussion.

3.20 The powers and functions of the Academic Council shall be:

- (i) to be the main consultative, deliberative and task implementing body in the fields of education and training.

- (ii) to be responsible for broad policy matters on academic issues without dealing with individual cases.
- (iii) to have control and general regulatory powers on matters relating to education and training.
- (iv) The Academic Council shall be responsible for the maintenance of standards of instruction, education and examination within the Post Graduate School and to exercise such other powers and duties as are conferred on it.
- (v) The Academic Council shall be responsible for the determination of equivalence of degrees of candidates applying for admission from other universities and shall be the final authority to make selection among the applicants for admission.
- (vi) The Academic Council shall perform, in relation to academic matters, all such duties, as may be necessary, for the proper conduct of the programmes of post-graduate education.

3.21 Standing Committees

3.21.1 The Academic Council has four Standing Committees for examining the issues relating to education and training. The Standing Committees shall dispose of individual cases if these are within the frame-work of the rules and regulations in force. Cases of policy nature and which involve financial/administrative implications, shall be recommended and put up to the Academic Council with specific suggestions after examination from the financial and administrative angles. The recommendations of the Standing Committees shall be reported to the Academic Council for consideration. The tenure of these committees is 2 years.

3.21.2 The composition and functions of the Standing Committees as approved by the Board of Management are as under :

(i) Standing Committee on Courses, Curricula and Academic Affairs

Chairman: A Professor or a Project Director/Head of the Division who is a member of the Academic Council

Members: Three Professors, an elected faculty representative in the Academic Council, the elected student representative in the Academic Council, and an officer of the Post Graduate School (Member-Secretary).

Functions

- (a) Review of academic standards including syllabus, examination etc.
- (b) Matters regarding admissions to M.Sc. and Ph.D. courses.
- (c) Matters relating to examination, evaluation, teaching technique, etc.
- (d) Criteria for formulation of new courses and recommendation of new courses for the approval of the Academic Council.
- (e) Academic work-load of faculty members.
- (f) Matters regarding major field of specialisation and subject on which a degree has to be awarded.
- (g) Rules regarding the award of degree, IARI merit medals, etc.

(ii) Standing Committee on Faculty and Discipline

Chairman: A Professor or a Project Director/Head of the Division who is a member of the Academic Council.

Members: Three Professors, Second elected Faculty Representative in Academic Council, and an officer of PG School (Member-Secretary).

Functions

- (a) Formulation of guidelines regarding admission of faculty members, their duties obligations and other related faculty matters.
- (b) Guidelines regarding the composition and function of the Board of Studies and Faculty in each discipline.
- (c) To deal with representations from individual faculty member regarding allotment of students, constitution of Advisory Committees, teaching of course, representation in Board of Studies, grant of laboratory and other facilities.

- (d) Consideration of requests from the Scientists / Faculty members of different disciplines for their induction as member / research guide in PG school faculty as the case may be.

(iii) Standing Committee on Scholarships, Financial Assistance and Academic Progress

Chairman: A Professor or a Project Director/ Head of the Division who is a member of the Academic Council.

Members: Three Professors, President, PGSSU, the elected Student Representative in Academic Council and an officer of the Post Graduate School (Member-Secretary).

Functions

- (a) Procedure for reviewing the academic progress of students.
- (b) Individual cases of students regarding extension of time limit for submission of thesis and also cases of poor academic performance.
- (c) Formulation of terms and conditions for the award of various scholarships and fellowships.
- (d) Award of scholarships.
- (e) Procedure for assistance from Students' Welfare Fund.

(iv) Standing Committee on Students Problems and Discipline, Welfare Board and Residences

Chairman: A Professor or a Project Director/Head of the Division who is a member of the Academic Council.

Members: Three Professors, Master of Halls of Residences, Registrar & Joint Director (Administration), President, PGSSU, the elected Student Representative in Academic Council and an officer of the Post Graduate School (Member-Secretary).

Functions

- (a) Representation from students regarding the constitution of Advisory Committee, dropping/ adding of courses, relief from Post Graduate School, maximum period of absence on leave, and removal of names from the rolls of Post Graduate School etc.

- (b) Use of Institute's facilities in terms of equipment, chemicals etc. by the students.
- (c) Cases relating to students' discipline.
- (d) Review of amenities in the hostel including food services.
- (e) Organisation of co-curricular and extra-curricular activities.
- (f) Rules regarding hostels including guests, overstay, etc.
- (g) Placement of students for employment.
- (h) Medical attendance.

3.21.3 The members of various Standing Committees shall be nominated by the Chairman, Academic Council and the nominations are placed before the Academic Council for approval at the time of reconstitution of the Committees once in two years. The Chairman is empowered to fill-up casual vacancies occurring during the life of these Committees.

3.22 Post Graduate School Faculty

The Post Graduate School Faculty consists of the following:

(i) Dean, Post Graduate School	Chairman (ex-officio)
(ii) Director, IARI	Member (ex-officio)
(iii) All Project Directors and Heads of the Division	Member (ex-officio)
(iv) All Professors	Member (ex-officio)
(v) Other officers of the Institute who are specifically approved for inclusion in the Post Graduate Faculty as per norms prescribed in this regard	Member
(vi) Registrar	Member-Secretary (ex-officio)

- (a) The Post Graduate Faculty may consider or report on any matter referred to it by the

Academic Council /Board of Management/ members of the Faculty.

- (b) The meetings of the Post Graduate Faculty are generally held 3 to 4 times in a year or as often as necessary.
- (c) All visiting Professors will automatically be recognised as members of the faculty provided their curriculum vitae is forwarded to the Dean sufficiently in advance of the date of arrival.
- (d) The Academic Council may in special cases, induct distinguished scientists to the Post Graduate faculty.

3.22.1 Induction into the Post Graduate Faculty

- (i) All IARI (including Regional Stations) / IASRI / NBPGR / DMR / DFR / NRCPB / NCIPM / NCAP scientists holding Ph.D. degree are eligible to be inducted automatically as Faculty Members on the intimation of his/her Joining by Chairman, BOS of the discipline.

On the joining of Director/JDs (Edn., Res., Extn.)/PD/PC/HOD at IARI / IASRI / NBPGR / NRCPB / DMR / NCIPM / NCAP / DFR shall automatically be admitted to the PG faculty and research guide in their respective discipline.

A scientist ceases to be faculty member when he/she leaves IARI/IASRI/NBPGR / DMR / DFR / NRCPB / NCIPM / NCAP on transfer/retirement.

- (ii) Until a faculty member becomes eligible for research guidance, he/she can serve as a member of the Advisory Committee of the students representing the respective major or minor field as the case may be, but will not be eligible to function as Chairperson/Co-Chairperson of the Advisory Committee of the student.
- (iii) The request of the faculty members transferred from IARI to other Institutes located in the IARI campus for continuation of their faculty membership of the Post Graduate School, can be considered for honorary faculty membership for delivering

lectures on the topics of their field of specialization only. They can also be allowed to become additional members in the Advisory Committees of the students.

- (iv) The National Professor(s) working at IARI may continue as faculty of the Post Graduate School on their request, if they were faculty members before taking up the National Professorship. The National Professors working at IARI who are not faculty members however, may be inducted into the faculty of Post Graduate School as per the recommendations of the Board of Studies upon the request of the National Professor(s) concerned.
- (v) Emeritus Scientists working at IARI may serve as honorary faculty of the PG School if they were faculty members before joining as Emeritus Scientists. Those who were not faculty, may be inducted as honorary faculty as per recommendations of the Board of Studies. The Emeritus Scientists may deliver lectures/practicals in the field of their specialization. They can also be allowed to become additional members in the Advisory Committee of the students.
- (vi) Recognition of faculty of other Institutes: The Dean may on the recommendation of the Board of Studies and approval of the Chairman, Academic Council, induct scientists located in other Institutes of ICAR or reputed research organizations, faculty members of the Post Graduate School, in disciplines where such additional faculty members in specific specializations are required, provided they meet the other eligibility conditions for being a faculty member of the PG School. Such external faculty members can be called to deliver lecture/practical classes on short visits and can serve as Co-chairperson or Member in the Advisory Committee of students who may be sent to carry out whole or part of the research work for their thesis at the Institute where such external faculty member is normally located. In such cases, the credit for research work including authorship and any other intellectual property rights shall be

shared as per the MoU (Annexure XX) between the Institutes and faculty with the concerned student as the senior author.

- (vii) Notified Adjunct and Guest Faculty: The Dean may consider the recommendation of Board of Studies with the approval of the Chairman, Academic Council, to recognize and notify certain reputed scientists, retired or working, who have made significant contributions in research and teaching in their field of specialization and may be available to take active part in teaching; as Adjunct Faculty or Guest Faculty. Such faculty members will be required to deliver at least 10 lectures in a year to cover a part of a regular course. They shall be paid remuneration for not more than 25 lectures at approved rates prevailing at the relevant time. The Dean with the approval of Chairman, Academic Council may denotify an Adjunct/Guest Faculty in case he/she is unable to meet the minimum teaching requirements.

3.22.2 Recognition as Research Guide

The faculty members who fulfill the following requirements shall apply in the prescribed proforma (Annexure IIb) for becoming eligible for research guidance.

- (i) A faculty member should have put in a minimum 3 years of teaching experience as Course Leader or Course Associate and should have published at least 3 papers in sole or senior authorship in professional journals of repute with NAAS rating in the concerned discipline for M.Sc. guidance.
- (ii) A faculty member should have put in at least 5 years of teaching experience as Course Leader or Course Associate and should have published 5 papers in professional Journals of repute in the concerned discipline in sole or senior authorship with experience of guiding 2 M.Sc. students to be eligible for guiding a Ph.D. student.
- (iii) Those with Ph.D. degree will be eligible to

guide Ph.D. students only after they have guided 2 M.Sc. students. However, the Dean may permit a faculty member, who has not guided 2 M.Sc. students, to guide Ph.D. students in relaxation of existing guidelines.

- (iv) Scientists / Staff members who have guided students in other Universities prior to their appointment in IARI are eligible to apply for research guide.
- (v) A faculty member should have teaching experience of at least 24 lectures in an academic year. Teaching for at least one trimester in an year will be taken as one year experience.
- (vi) Board of Studies will justify and recommend whether applicant's induction to the faculty will add to the efficiency of the teaching programme in the discipline.
- (vii) The requirement of publishing research papers as sole or senior author may be relaxed for senior scientists who are already faculty members (as credit is often shared equally by authors) while consider requests for becoming research guides.

3.22.3 Guidelines for Induction of non-Ph.D. Scientists into faculty

- (i) Scientists with Masters Degree in the discipline concerned with minimum 2nd class or equivalent grade and similar grade in bachelor's degree.
- (ii) Three years post M.Sc. research / teaching / extension experience in the relevant field of specialisation as Scientist.
- (iii) Those with only Master's Degree will be eligible to guide only M.Sc. students.
- (iv) Those with Master's Degree by course work alone will not be eligible to guide any student until they acquire a Ph.D. degree.

3.22.4 Qualifications for Library Staff for Induction as Faculty Members

- (i) A Master's Degree in Library Science with minimum second class or equivalent grade and also a similar grade in the bachelor's

degree.

- (ii) Six years experience as Librarian with 5 publications in journals of library science or 8 years experience as Librarian (in lieu of publications).
- (iii) Library staff with exceptional experience who may not fulfill the above qualifications can also be considered for induction into faculty provided they have a Master's Degree in science and a diploma in library science.

3.22.5 If any faculty member is admitted as a departmental student of the Post Graduate School or is registered for a higher degree with an outside university, his/her faculty membership shall stand automatically discontinued. During his/her studentship he/she will not be eligible to teach courses or guide students either as Chairperson or member of the Advisory Committee. A member of faculty who applies for registration for "Higher Degree" with an outside university, will cease to be a faculty member on expiry of 6 months from the date on which his/her application is forwarded by the Dean, Post Graduate School or from the date he/she is actually registered with the outside university, whichever is earlier. It would be the responsibility of the faculty member concerned to inform the Professor and Dean immediately on receipt of intimation of his/her registration with an outside university. The provision of this rule would not be applicable to a member of faculty registered with an outside university for a post-doctoral degree.

3.22.6 A staff member had been a student of the Post Graduate School and his/her name had been struck off for not maintaining the minimum required O.G.P.A., he/she will not be eligible for faculty membership. If the staff member had also a faculty membership before his/her admission to the Post Graduate School and his/her name is struck off for not maintaining the required O.G.P.A., his/her faculty membership shall not be revived.

3.22.7 A faculty member shall ordinarily function as the Chairperson of the Advisory Committee of not more than 4 students and in any case of not more than 5 students.

3.22.8 A faculty member shall function as a member of the Advisory Committee of not more than 10 students. However, this limit can be extended up to 20 students for disciplines lacking adequate faculty on recommendation of the Board of Studies. This shall be in addition to the limit of 5 students mentioned in Para 3.22.7.

3.22.9 No faculty/staff member shall function as a guide for any candidate registered with another university. However, faculty members located at Regional Stations of IARI are allowed to guide students registered as full time students at a local agricultural university, provided that :

- (i) The Faculty Member certifies that he/she can undertake the guidance work without prejudice, in any way, to his/her approved research programme at the Regional Station,
- (ii) Prior permission of the Director, IARI, through the Post Graduate School before communicating his/her consent is required for undertaking guidance of any such student, and,
- (iii) The student concerned undertakes to acknowledge the facilities extended by the IARI in his/her thesis.

3.22.10 A faculty member will be Course Leader for a maximum of two courses in an academic year. In exceptional cases, a faculty member may be appointed Leader of three courses with the permission of the Dean. Ad-hoc teaching responsibility may be granted to a scientist who is not a faculty member on an annual basis, but should not be appointed as Course Leader.

3.22.11 Guidelines for Charge of Professor

In each discipline one of the Principal Scientists will be nominated as Professor to supervise teaching and HRD activities of the discipline, as per the following criteria:

- i) Seniority of Principal Scientists in particular discipline with Ph.D. may be considered as the prime criterion and normally the senior most person should be considered for charge of Professor, provided other conditions are fulfilled.

- ii) The scientist should be a faculty member of the PG School and should have at least 5 years teaching experience having taught at least 18 lectures in a year in the relevant field and experience of guiding at least 2 M.Sc. or 1 Ph.D. student.
- iii) The scientist should have at least 5 research publications during the last 5 years of service in journals of National and International repute with an average rating of 2.5 out of 10 as per NAAS score.

Note:

- (i) The crop varieties released by a faculty shall be taken into account in case of deficiency in lacking the requirement of publication of required number of research papers in the journal of repute with prescribed rating for consideration for the charge of Professor in the respective discipline.
- (ii) Publication of a technical bulletin as a sole or senior author may also be considered as a publication. The rating of release of crop varieties, Technical bulletins to be considered equivalent to the publication of research papers may be done by the Dean & Joint Director (Edn.).

3.23 Faculty Guidelines

3.23.1 The following guidelines have been prescribed to ensure smooth and uninterrupted teaching and guidance programme of post-graduate students at a high level:

- (i) As research and post-graduate teaching functions are integrated at IARI, all the faculty members shall give equal importance to teaching, guidance and research work of post-graduate students.
- (ii) The Head of the Division/Project Director/Project Coordinator should carefully examine, in consultation with the Professor, the commitments of the faculty member with regard to the guiding of students and teaching of courses before sanctioning tour programme, leave, deputation abroad or relieving him/her for accepting other jobs etc. The permission of the Dean may be sought

for any absence of faculty exceeding three months. While seeking the permission, the commitments involved and the alternative arrangements made should be indicated.

- (iii) The members of the Advisory Committees of the students should refrain from going on long tours during the period when the students are expected to finalize their thesis, if such tours are likely to delay the finalization of the thesis. Short unavoidable tours may be undertaken in such a way that the submission of thesis is not delayed.
- (iv) Except for minor adjustments, a Course Leader should not drop or suspend any class as per the approved time-table on account of meetings, workshops, selection committees, etc. in IARI, ICAR or outside. Such invitations/ engagements may be declined, if these interfere with the commitments of the faculty members.
- (v) Every Course Leader shall submit the result of examination online at the end of the trimester within 7 days of the date of holding the final examination. The reason for delay, if any, should be clearly explained.
- (vi) A faculty member leaving the Institute and taking up another temporary assignment elsewhere should take prior approval of the Dean for temporarily discontinuing the faculty membership. The faculty member, on return from his/her assignment, should send a formal intimation to the Professor and the Dean, and would be automatically included in the faculty list.

3.23.2 The following guidelines have been prescribed in regard to teaching and guidance of the post-graduate students by faculty members located outside the Division relating to their parent discipline :

- (i) The faculty members, irrespective of their location, shall belong to their parent discipline.
- (ii) They shall be eligible to teach courses/ become Chairperson/Member of the Advisory Committee or members of the Board of Studies of the discipline. There shall be no distinction for any purpose between a

faculty member located outside the Division and a faculty member located inside the Division in respect of post-graduate education and teaching.

- (iii) They shall be eligible for teaching a course including designation as Course Leader.
- (iv) Matters such as courses to be taught by the faculty members shall be decided by Board of Studies in each discipline well in advance. The Professor of the parent discipline (or the Head of the Division concerned where there is no Professor) may ascertain from the Head of the establishment where the faculty member is located, the commitments of the particular faculty member. If such a faculty member is not in a position to teach courses or guide students during a particular period, this shall be intimated sufficiently in advance to the Professor/Head of the Division relating to the parent discipline. Details regarding the background of the faculty member and of the courses previously taught by him/her shall be kept in view by the faculty while allotting the courses to such a faculty member.
- (v) In order to ensure that the faculty members are fully committed to the responsibility of post-graduate education and teaching in a particular discipline, the Professor of the parent discipline or the concerned Head of the Division where there is no Professor, shall assess annually the performance of each faculty member so far as his/her work relating to teaching of courses and guiding of students are concerned and submit a report to the Dean. The assessment in respect of work other than teaching of courses and guiding of students shall be made by the immediate supervisory officer of the Unit/ Division/Centre where the faculty members are working. However, in respect of faculty members in whose case the assessment for research work is done directly by the Director, the assessment for work relating to teaching of courses and guiding students shall also be done directly by the Director.

- (vi) In case, the assessment done as per para (v) above shows that a faculty member is not taking active part in teaching and research guidance, as applicable, or his/her performance is found unsatisfactory, the Dean may take corrective measures or refer the matter to the Standing Committee. The Standing Committee can recommend cancellation of faculty membership. The Dean, with the approval of Chairman, Academic Council, may cancel membership of the faculty.

3.24 Issue of Directions, Clarifications etc. in Special Circumstances on Behalf of the Academic Council

- (i) If a situation arises in which it is expedient to issue authoritative clarifications or directions on behalf of the Academic Council with a view to ensuring smooth and uninterrupted conduct of academic activity at the Institute and it is not practicable to convene its meeting immediately, the Chairman of the Academic Council may, in consultation with the Chairman of the Post Graduate Faculty of the Institute and the Chairman of the Standing Committee(s) concerned, issue necessary clarifications or directions, and these shall have effect as if made by the Academic Council and shall continue to be in force until revoked or modified by the Academic Council after consideration at its meeting later.
- (ii) All such clarifications or directions shall as far as practicable, be reported to the Academic Council for ratification at its next regular meeting (including a postponed meeting) or a meeting specially convened, *inter alia* for this purpose.

3.25 Board of Studies

3.25.1 Each discipline shall have a Board of Studies. It shall be constituted and shall function in the manner herein specified :

- (i) The members of the Board of Studies will be nominated by the Dean at the commencement of each academic year in

consultation with the Professor and the Head(s) of the Division(s) concerned. While making nominations, the Dean will strive to provide representation to the scientists belonging to the various grades of scientists having regard to their seniority. The Dean may nominate a relatively junior scientist of a grade, keeping in view the academic interests, the advice of the Professor/Head(s) concerned and also the need for providing representation to all the areas of specialisation covered by the discipline. The decision of the Dean in the matter shall be final. Subject to these stipulations, each Board will consist of the following members :

(a) Professor	Chairman (ex-Officio)
(b) Head of the Division	Member (ex-Officio)
(c) Three scientists representing different categories, such as Scientist, Scientist (SG), Senior Scientist, and Principal Scientist	Members
(d) One student representative	Member

- (ii) Only the scientists who are faculty members of the concerned discipline, shall be eligible to be included in the Board of Studies. The faculty members posted at the Regional Stations, i.e. outside Delhi, shall not be nominated to the Board of Studies as it will be generally difficult for them to attend the meetings of the Board of Studies.
- (iii) One of the non-permanent scientist members of the Board of Studies shall be nominated as Member-Secretary by the Chairman.
- (iv) The students' representative should preferably be a Ph.D. student in the third year of his/her studies and will be nominated normally on the advice of the Student's club/society of the discipline concerned. The Dean may, however, nominate any other student at his/her discretion if he/she is of the opinion that the student representative suggested by the Students' club/ society is not likely to make/

is not making any useful contributions to the deliberations at the meetings of the Board of Studies concerned in an orderly manner.

- (v) The Board of Studies may co-opt an additional member or decide to specially invite any scientist of the discipline to help it in its deliberations. Such co-opted members(s)/ invitee(s) shall have no right of vote.
- (vi) The non-permanent members shall retire every year. The Dean, however, will have the power to renominate a retiring member.
- (vii) Where there is no other scientist belonging to a category in a faculty except the one already included in the Board of Studies, such scientist shall continue to be included in the Board of Studies despite the expiry of his/her term.
- (viii) Dean may nominate alternate members in the Boards of Studies in place of existing ones if in opinion of the Dean, the member is not taking adequate interest in the proceedings of the Boards of Studies or the member's conduct at the meeting of the Board of Studies is such as to hinder the smooth functioning of the Board of Studies concerned.
- (ix) As far as practicable, the Professor shall decide the date, time and place for holding the meeting of the Board of Studies in consultation with the Head of the Division concerned, and but for exceptional reasons a notice of 7 clear days shall be given for holding of meeting of the Board of Studies. While the quorum for holding of the meeting of the Board of Studies shall be 75% of the total membership of the Board, no quorum will be needed for holding an adjourned meeting provided due notice has been given of the date and time for holding the adjourned meeting.
- (x) Each Board of Studies shall be re-constituted by the end of the academic year preceding the commencement of the new academic year.

3.25.2 The Board of Studies shall have the responsibility of reviewing the instructional programme of the discipline concerned in respect of each trimester, preparing recommendations for revision, addition or deletion of courses, organisation of the teaching of courses in each trimester in the discipline concerned and considering all matters relating to improvement and conduct of Post Graduate School. The executive responsibility for implementation will be that of the Professor and the Head of the Division concerned.

3.25.3 The Board of Studies shall meet as often as necessary, but at least once at the end of each trimester to review progress of students, conduct of courses in the previous trimester and other academic matters.

3.26 Post Graduate School Administration

1. Director
2. Dean and Joint Director (Edn.)
3. Registrar
4. Officer Incharge (Academic Implementation and Monitoring Cell)
5. Technical Officer (Statistical Cell)
6. Technical Officer (IT Cell)
7. Asstt. Administrative Officer (Academic)
8. Asstt. Administrative Officer (Scholarship)
9. Master of Halls of Residences
10. Head, Library Services
11. Incharge, Central Photo Lab
12. Medical Officer Incharge
13. Associate Wardens
14. International Students' Advisor
15. Lady Students' Advisor