

RULES

1. *Definition.*— Unless the context otherwise requires:-

- (a) "Institute" or "Society" shall mean "State Institute of Encyclopaedic Publications (Kerala) Society".
- (b) "Government" means the Government of Kerala.
- (c) "Board" means the Board of Trustees (Governing Body) of the Society.
- (d) "Office" means the Registered Office of the Society.
- (e) "Act" means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.

2. The registered office of the society shall be situated at Trivandrum.

3. The Society shall have a Board of Trustees. The Board shall consist of the following members.

1. The Chief Minister of the State (President); or when there is no Council of Ministers for the State, the Chief Secretary to Government.
2. The Minister of Education; in case the Chief Minister himself is holding the Education Port folio, any other Minister nominated by the Chief Minister or when there is no Council of Ministers for the State the Secretary to Government Education Department (Vice - President).
3. Finance Secretary to the Government of Kerala.
4. Education Secretary to the Government of Kerala.
5. Not less than four non-officials nominated by the State Government from time to time from among eminent persons in public life of the State for periods not exceeding three years at a time. They shall be eligible for reappointment.
6. Additional Secretary to Government, Education Department.
7. The Director of the Institute (Member - Secretary).

4. If a member of the Board shall change his address he may notify the Director of his new address, but if he fails to notify such new address his address as recorded in the roll of the members shall be deemed to be his address.

5. The General Superintendence, management and control of the affairs of the Society and of its income and property shall be vested in the Board.
6. Where a member of the Board becomes such member by reason of the office he holds his membership shall terminate when he ceases to hold that office.
7. A member of the Board shall cease to be such member if he (a) dies or (b) resigns his membership, or (c) becomes of unsound mind, or (d) becomes insolvent, or (e) is convicted of a criminal offence involving moral turpitude.
8. Any casual vacancy in the Board shall be filled by appointment by The Government and the member appointed or nominated to fill such casual vacancy shall hold office for the remaining term, if any, of the member in whose place he has been appointed or nominated.
9. The Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, of any of its members and no act or proceedings of the Board shall be called in question merely by reason of the existence of any vacancy therein or any defect in the appointment, of any of its members.
10. (i) Four members including the President shall constitute a quorum at any meeting of the Board.
(ii) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
(iii) Each member of the Board including the President shall have one vote and if there shall be an equality of votes on any question to be determined by the Society, the President shall have a second or casting vote.
(iv) Any resolution except such as may be placed before the meetings of the Board may be adopted by circulation among all its members and any resolution so circulated and adopted by the majority of the members who have signified the approval or disapproval of such resolution shall be as effectual and binding as if such resolution has been adopted at a meeting of the Board, provided that in every such case at least four members of the Board shall have recorded their approval of the resolution.

11. *Powers and functions of the board.*— Subject to the provisions of the Memorandum, the Board shall have the Power:-

1. to lay down the general policy to be followed by the Institute in implementing its objectives and functions.
2. to consider and approve the programme of work to be undertaken in each financial year by the Institute and to lay down principle for the general guidance of the Institute.
3. to consider and approve the annual budget of the Institute. The annual budget shall be submitted to Government for approval before the first of April every year.
4. to create and sanction posts in both the academic and administrative wings of the Institute.
5. to appoint Sub-Committees as may be required for fulfilling the various objectives of the Institute.
6. to appoint a Standing Committee and delegate powers to the Committee.
7. to carry out such other functions as may be entrusted to the Board (Governing Body) by the Government.
3. to make rules and bye-laws for the conduct of the affairs of the Society and to add to, amend, vary or rescind them from time to time with the approval of the State Government.
9. to acquire and hold property, provided that prior approval of the Government is obtained for the acquisition of immovable property.
10. to raise loans from the Kerala Financial Corporation or other organisations for acquiring, maintaining and developing properties such as Printing Press, accessories etc.
11. to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects, provided that prior approval of the Government is obtained for the transfer of any immovable property.
12. to maintain a fund to which shall be credited:-
 - (a) all moneys provided by the Central and the State Governments.
 - (b) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers:

and
 - (c) all moneys received by the Society any other manner or from any other sources;

13. to meet the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions out of the fund.
14. to prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such form as may be prescribed by the State Government in consultation with the Accountant General.
15. to forward annually to the State Government the accounts of the Society as certified by the Examiner of Local Fund Accounts or by an auditor appointed by the Governing Body of the Institute.
16. to do all such things as may be necessary; incidental or conducive to the attainment of all or any of the objects of the Society.
17. to constitute such Committee or Committees as it may deem fit for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Institute.
18. to delegate any of its powers to any of the Committees constituted by it.
19. to perform such additional functions and to carry out such duties as may from time to time be assigned to it by the State Government.

2. *Meetings of the Board.*— The Board shall meet at least once in four months.

3. The President shall preside at the meetings of the Board. In his absence, the Vice-President shall occupy the chair. If the Vice-President too is absent, the members of the Board shall elect any one from among themselves to preside over the meeting.

4. *The President.*— (i) It shall be the duty of the President to see that the decisions taken by the Board are implemented.

(ii) The President shall exercise such other powers as may be delegated to him by the Board.

5. *The Director.*— The Government shall appoint a Director of Institute and determine his scale of pay and conditions of service. The Director shall be the Principal Executive Officer of the Institute. He shall be the custodian of the records of the Institute and such other property as the Board may commit to his charge.

He shall conduct official correspondence on behalf of the Board. He shall prepare and present the annual budget of the Institute for the consideration and approval of the Board. He shall submit proposals from time to time

for the fulfilment of the objectives and performance of the functions of the Institute for consideration and sanction by the Board and on their approval implement them. He shall also exercise such other functions and responsibilities as may be delegated to him from time to time by the Board.

The Director may sanction expenditure on contingencies, supplies services and purchase of articles required for the day-to-day administration of the Institute subject to the limits upto which he may be authorised to sanction expenditure on single items from time to time by the Board.

The Director may in consultation with the Standing Committee constitute by nomination various Committees and cells of academic and technical personal for specific purposes and sanction the expenditure on their T. A., D. A. sitting fees and honouraria at the rates determined by the Board.

The Director may also exercise such administrative and financial powers other than, those mentioned above as may be delegated to him from time to time by the board with the approval of the Government.

16. *The Administrative Officer.*— The Board may take on deputation from the Government from time to time an officer of suitable status to work as the Administrative Officer of the Institute. It shall be the duty of the Administrative Officer, to assist the Director in the exercise of all his administrative functions.
17. *Financial Assistant.*— The Board may take on deputation from the Government from time to time an officer of suitable status to work as Financial Assistant of the Board. It shall be the duty of the Financial Assistant to maintain the accounts of the Institute under the supervision of the Director and assist him in all financial matters.
18. All orders and other instruments relating to the Institute shall be expressed in the name of the Board and shall be executed for and on behalf of the Board by the Director.
19. All contracts and assurances of properties shall be expressed to be made in the name of the Board and shall be executed for and on behalf of the Board by the Director of the Institute.
20. The accounts of the Institute shall be audited by the Examiner of Local Fund Accounts. The Board may also appoint Auditors to audit the accounts of the Institute if deemed necessary.

21. The members of the Board or of any Committee appointed by the Board shall not be entitled to any remuneration from the Board. But non-official members of the Board or any Committee appointed by the Board shall be paid by the Board such travelling and daily allowances as may be provided for in the bye-laws to be made in this behalf in respect of any journeys undertaken by them for attending the meetings of the Board of the committee or in connection with any other business of the Board of the committee as the case may be, travelling and daily allowances in respect of the official members for journeys undertaken by them for attending the meetings of the Board or any committee or in connection with any other business of the Board or the Committee shall be borne by the respective Departments of Government.
22. (i) Within six months after the close of every financial year the Board shall submit to the State Government a report on the working of the Society in the Society in the previous year together with an audited statement of accounts showing the income and expenditure for the previous year.
- (ii) The Board shall submit to the State Government the budget estimates for every financial year by such date before the end of the previous year as State Government may fix in this behalf.
23. For the purpose of Section 9 of the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955, the person in whose name the Society may sue or be sued shall be the Administrative Officer of the Society.
24. No benefaction shall be accepted by the Society which, in its opinion, involves condition or obligation opposed to the spirit and objects of the Society.
25. The State Government may at any time appoint one or more persons to review the work and progress of the Institute and to hold an enquiry into the affairs thereof and to report thereon in such manner as the State Government may stipulate. Upon receipt of any such report the State Government may take such action and issue such directives as it may consider necessary in respect of any of the matters dealt with in the report regarding the Institute as the case may be and the Institute shall be bound to comply with such directions.
26. In case the State Government is satisfied that the Institute is not functioning properly, the State Government shall have the powers to take over the administrative and assets of the Institute.

27. If on the winding up or dissolution of the society, there shall remain, after satisfaction of all its debts and liabilities, any assets and property. Whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be given to the State Government upon such terms and conditions as may be agreed upon.
28. (i) Subject to the prior approval of Government the Society may alter, extend or abridge any purpose or purposes for which it is established, provided that the procedure prescribed in that behalf by Act has been followed.
- (ii) These rules may be altered by the Board with the consent of the Government at any time by a resolution passed by the majority of two-thirds, of the members present at the meeting of the Board which shall have been convened for the purpose after giving due notice of such resolution to the members of the Board.

We the following members of the Governing Body certify that the Rules of the Society given above are correct copy therefor.

Name	Address and occupation of members	Signature
1.		
2.		
3.		

In the presence of Witnesses :

- 1.
- 2.