



## 4.1 b(ii) The powers and duties of its officers and employees

### **Powers and functions of the Board of Governors**

The Board of Governors shall be responsible for the management and administration of the affairs of the Centre in accordance with these rules and the byelaws made thereunder for the furtherance of its objectives and shall have all powers which may be necessary or expedient for the purpose.

Without prejudice to the generality of the powers conferred by the foregoing sub-rule, the Board of Governors shall have the powers:

- i) to decide about subscribing to the membership of other institutions, bodies, corporates and association of persons, so as to promote the objectives of the Centre.
- ii) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Centre.
- iii) to receive, to have custody of and to expand the funds of the Centre and to manage the properties of the Centre.
- iv) to appoint and control such staff as may be required for efficient management of the affairs of the Centre and to regulate their recruitment and conditions of service.
- v) to enter into agreement for and on behalf of the Centre.
- vi) to sue and defend all legal proceedings on behalf of the Centre.
- vii) to appoint Committees for disposal of any business of the Centre or for advice in any matter pertaining to the Centre.
- viii) to make, adopt and vary from time to time byelaw for the regulation of and for any purposes connected with the management and administration of the affairs of



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the Centre and for furtherance of its objectives, in particular to make, adopt and vary from time to time byelaws for conducting the business of the Centre, its Board of Governors and committees thereof.

- viii) to make, adopt and vary from time to time byelaw for the regulation of and for any purposes connected with the management and administration of the affairs of the Centre and for furtherance of its objectives, in particular to make, adopt and vary from time to time byelaws for conducting the business of the Centre, its Board of Governors and committees thereof.
- ix) The Board of Governors can do everything which the Centre is authorised to do and such matters which are required to be transacted by the Board of Governors shall be so transacted at its meetings or by circular resolution. The Circular Resolution shall be circulated to all the members of the Board of Governors then in India and the same shall be deemed to have been duly passed if approved by the majority of members then in India.

## **Finance**

- a) To accept donations, endowments, gifts and trust funds, and also, to give up any donation or endowment it has previously accepted, if it is in the interests of the society.
- b) To borrow money with or without interest on the security of the property of the society and to make such arrangements as are deemed fit with any person, firm or institution, and to issue debentures, to execute mortgage deeds and/or other instruments for the purposes of the Centre. These operations shall be carried out in accordance with the provisions of the Bombay Public Trust Act, 1950 as applicable to the State of Gujarat.
- c) To sanction the allocation of funds to meet the cost of work of recurring nature which is considered essential to achieve the aims and objectives of the Centre.



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- d) To invest the funds of the Centre in such deposits, accounts, and securities or otherwise subject to the provisions of the Bombay Public Trust Act, 1950 as applicable to the State of Gujarat.
- (The Board on 4-3-2004 revised as under: ‘any surplus funds not needed for immediate research work will be invested by the Centre in accordance with the modes specified in the Section 11[2], 11[3] and 11[5] of IT Act, 1961 as amended from time to time.’)
- e) To get prepared Balance-Sheet and Statement of Accounts of the Centre.
- f) To consider, pass and publish the Accounts and the annual reports.
- g) To approve and sanction all items of capital expenditure for the purpose of achieving the aims and objectives of the Centre.
- h) To remunerate any member of the Board of Governors who is called upon to perform special services in addition to the usual services as a member of the Board of Governors.
- i) To issue appeals and applications for money and funds in furtherance of the said objectives and to accept gifts, donations and subscriptions of cash and securities and of any property either moveable or immovable, and to invest and deal with funds and money of the Centre, including giving loan for such purposes, as may be deemed necessary.
- j) To accept grant and/or other aid or assistance from Central and State Governments or other local bodies.
- k) To acquire, purchase or otherwise own or take on lease or hire in the State of Gujarat or outside, temporarily or permanently, and moveable or immovable property necessary or convenient for the furtherance of the objects of the Society.
- l) To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, moveable or immovable, of the Society for the furtherance of objectives of the society.
- m) To construct, maintain, alter, improve or develop any buildings or works necessary or convenient for the purpose of the society.



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## **Others**

- a) To affiliate or amalgamate institutions which have identical or similar aims and objectives as those of the Centre.
- b) To take over the assets and liabilities of any trust, society, institution, Centre or other Body Corporate of which management is taken over by this Centre in accordance with Clause (a) above for the furtherance of its objects.
- c) To review the research work done by the Centre.
- d) To do all such other lawful things as are conducive or incidental to the attainment of the above objects.

## **Powers and functions of the office bearers, honorary treasurer and the director:**

### **Office Bearers**

The Chairperson of the Centre shall be elected by the Board of Governors from amongst its members and shall hold office for a period of three years, but shall be eligible for re-election.

Provided that a Chairperson shall, notwithstanding the expiration of his term, continue to hold office until his successor resumes duties.

### **Honorary Treasurer**

The Honorary Treasurer of the Centre shall be elected by the Board of Governors from amongst its members and shall hold office for a term of three years from the date of his election, but shall be eligible for re-election.

Provided that an Honorary Treasurer shall, notwithstanding expiration of his term, continue to hold office until his successor enters upon his office.



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## **Director**

The Director of the Centre shall be appointed by the Board of Governors and his term of office and other conditions of service shall be such as may be decided by the Board of Governors from time to time.

The Director shall be the executive as well as the academic head of the institute. He/ she, subject to the general supervision of the Board of Governors, shall be responsible for the administration of the Institute.



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The powers and duties/ responsibilities of its staff

Sr. No.	Name of the Post	Duties / Responsibility
1	2	3
(A)	<b>Academic Staff</b>	Research, Training, Teaching, Consultancy, Administrative Supervision, Guidance for Ph.D. etc.
(1)	Professor	
(2)	Associate Professor	Research, Training, Teaching, Consultancy, Administrative Supervision, Guidance for Ph.D. etc.
(3)	Assistant Professor	Research, Training, Teaching, Consultancy, administrative Supervision etc.
(B)	<b>Supporting Staff</b>	Data collection for research, organizing coding work, writing observation reports, notes, etc. Supervision a team of Investigators/Codes.
(1)	Research Assistant	
(2)	Documentation Officer	Research, Publication – In-charge of documents and other research reports/papers etc. and maintenance of data archives etc.
(3)	Editor/ Translator	Translation of magazines and publications of the Institute, other research reports/ papers and other leaflets, pamphlets etc, printing and publishing etc.
(C)	<b>Library Staff</b>	Maintenance of the Institute Library, Sales and Purchase of publications/books, providing reference service, arrangement of books, preparing Bibliography, Administration of Library and Supervision of accounts etc.
(1)	Librarian	
(2)	Assistant Librarian	Maintenance of the Institute, Sales and Purchase of publications/books, Assistance in searching reference books, Assistance in Library administration and supervision.
(3)	Library Assistant/Clerk	Assistance in Library/ Publication work, publication, distribution etc.
(4)	Library Attendant	Should keep books and Library clean and their maintenance, help in issue and arrangement of books, cutting/cleaning etc.



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Sr. No.	Name of the Post	Duties / Responsibility
1	2	3
(D)	<b>Administrative Staff</b>	
(1)	Secretary/Administrative Officer	Preparing budget estimates, five years plan etc., matters regarding meetings of various committees and the Governing Body, matters regarding rules and regulation of the public relations, In-charge of general administration/accounts and staff.
(2)	Office Superintendent	General Administration/ Accounts Supervision of work, budget of establishment, administration regarding the Board and Committee Meeting.
(3)	P.A. to Director	Duties as P.A. Supervision and guidance in general administration and other responsibilities.
(4)	Stenographer	Duties as Stenographer and as In-charge of the typing pool.
(5)	Head-Clerk	Supervision of General Administration/ Accounts staff, work related to Establishment, Rules and regulations of the Centre Assistance in meetings etc. work related to Estate/ Assets.
(6)	Estate Manager	Work related to maintenance and development of quarters, guest rooms, vehicles, electricity supply, water supply etc. Administration and Accounts related to this.
(7)	Senior Typist-Clerk (Sr. Word Processor)	Typing pool In-charge. Typing and filing including of other faculty members.
(7)	Senior Accounts- Clerk	All kind of accounting work.
(8)	Senior-Clerk	All types of accounting, administrative, general, estate etc. work and help in it.
(9)	Junior Clerk	Stationary, stores, dispatch, Telephones, etc.
(10)	Junior Typist-Clerk (Jr. word processor)	Typing, filing, etc.
(11)	Driver-cum-Attendant	Car driving and office attendant.
(12)	Machineman -Attendant	Operation and maintenance of Copier/duplicating machines.
(13)	Naik-Head Peon	Office Peon and messenger work.
(14)	Peon	Office Peon and messenger work.
(15)	Gardener	Duties as a Gardner for the Campus garden.
(16)	Watchmen	Duties as Watchmen, Assistance in Pump operating, lighting, estate work etc.
(17)	Sweeper	Cleaning office, Library, guest rooms etc. Work related to drinking water and tea-club.