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RULES AND REGULATIONS, 2002



Institute of Integrated Himalayan Studies
(UGC Centre of Excellence)
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6. The University means the Himachal Pradesh University, Shimla.
7. The Chancellor and the Vice-Chancellor mean the Chancellor and Vice-Chancellor of the Himachal Pradesh University, Shimla.
8. The Board of Control, the Advisory Board, the Academic Board and the Selection Board mean the Board of Control, the Advisory Board, the Academic Board the Selection Board of the Integrated Institute of Himalayan Studies prescribed under these rules.
9. The Subject Committee(s) mean the Subject Committee(s) prescribed under these Rules
10. The Auditor mean the Auditor appointed for auditing the accounts of the Institute.

5. **A. Mission of the Institute:** The mission of the Institute shall be:

Creating an integrated knowledge base and evolving strategies for the development of Himalayan region and its people through research, academic courses and service with a global perspective.

B. Vision: The Institute shall:

- i) emerge as a Centre of excellence in Integrated Himalayan Studies at the international level engaged in multifarious activities;
- ii) act as a nucleus of academic activities in Himachal Pradesh University and the region by way of sharing of resources and skills;
- iii) encourage the emergence and growth of various schools of thought on different aspects of Himalayan Studies;
- iv) help Himalayan people to improve their quality of life through information about the new discoveries, initiation into new technology and imparting of employable skills;

- vi) achieve excellence with value-based and modern management techniques in its whole ambit of activities

6. **Objectives:** The Institute shall strive to: -

- i) develop an encyclopedia of Himalayas covering various aspects such as physical, biological, economic, social, cultural, political, etc. ;
- ii) bring out a journal of international standard on integrated Himalayan studies;
- iii) cater to the informational needs of stakeholders by developing state-of-the-art library, documentation center/repository of knowledge, information exchange system, archives & museum, and a series of publications including a newsletter;
- iv) undertake integrated research on issues related to Himalayan Region;
- v) collaborate with related institutions in its endeavour to realize the mission;
- vi) serve as think tank to government, cooperatives and non-government institutions for policy-making, planning and programme formulation related to the development of Himalayan region;
- vii) design, conduct and support undergraduate, postgraduate, and Ph.D. level courses in the subjects relevant to integrated Himalayan studies, and also to conduct extension and awareness programmes;
- viii) organize national, regional and international seminars, workshops, training programmes, conferences in the thematic areas identified by the Institute from time to time;
- ix) perform such other related activities as may be appropriate in the accomplishment of its mission.

Officers of the Institute

The following shall be the Officers of the Institute: -

- i) The President;
- ii) The Director;
- iii) The Joint Director(s);
- iv) The Fellows;
- v) Such other persons in the service of the Institute as may be declared by the Rules and Regulations to be the Officers of the Institute.

The Institute shall have the supporting staff as shall be created and sanctioned from time to time.

a) To begin with, the Institute shall have the following positions with pay scales given in front of each position:

Name of the Position(s)	No. of Position(s)	Pay Scale
1- Director	1	(As applicable to the Pro Vice-Chancellor of H.P. University)
2- Joint Director(s)	2	(As applicable to Professor of H.P. University)
3- Administrative Manager	1	(As applicable to the Deputy Registrar of H.P. University)
4- Sr. Administrative Executive	1	(As applicable to the Assistant Registrar of H.P. University)
5- Superintendents	2	(As applicable in the University)
6- Senior Assistant	1	(-do-)
7- Driver (Light Vehicle)	1	(-do-)
8- Peons	6	(-do-)
9- Sweeper	1	(-do-)

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- b) The first appointments to the above mentioned posts shall be made by the Vice-Chancellor of the Himachal Pradesh University, Summer Hill, Shimla - 171 005.

8. The President

- (1) The Vice-Chancellor of the Himachal Pradesh University, Shimla - 5, shall be the President of the Institute.
- (2) The President shall, by virtue of his office, be the Head of the Institute and shall exercise general supervision and control over the affairs of the Institute and its Officers, and shall preside over at the meetings of the Board of Control and Advisory Board and shall be entitled to be present at and to address any meeting of any authority/Body/Board/Committee(s) of the Institute, but shall not be entitled to vote there at unless he is Chairman or member of such authorities/Board/ Committee(s).
- (3) In case of any emergency, which, in his opinion, requires immediate action, the President shall take such action or decision as he may deem necessary and shall at the earliest opportunity thereafter report such action or decision taken to such authority or Board or Committee(s) as would have dealt with the matter in ordinary course.
- (4) The President shall have full powers of sanctioning expenditure and sanctioning of advances.
- (5) The President shall also exercise such other powers as may be prescribed by these Rules or the Regulations framed thereunder or as may be decided by the Board of Control/Advisory Board/Academic Board/Any other authority from time to time.

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9. Director

- (1) There shall be a Director who shall be the Chief Executive Officer of the Institute. The Director shall be appointed, from amongst the Professors having at least 7 years experience on the post of a Professor in a University or on an equivalent post engaged in teaching and or research work, by the Board of Control on the recommendations of a "Search-cum-Selection Board" which shall consist of the following: -
 - a) The President of the Institute - Chairman
 - b) Two nominees of the Vice-Chancellor of the University - Member
 - c) Two nominees of the Board of Control - Member
- (2) Three members of the Selection Board including the Chairman shall form the quorum.
- (3) The Director shall hold office for a term of Five Years from the date on which he enters upon his office and shall, on the expiry of his term of his office, be eligible for re-appointment;

Provided that the Director shall, notwithstanding the expiry of the said period of five years, continue to hold his office until his successor is appointed and enters upon his office;

Provided further that no person shall be appointed, or if appointed shall hold or continue to hold his office, as Director, if he has attained the age of sixty years.

- (4) If in the opinion of the President, the Director willfully omits or refuses to perform the duties or abuses the powers vested in him or if it appears to the President that the continuance of the Director in office is detrimental to the interests of the Institute, the Board of Control may, after making such enquiry as it deem proper, by order remove the Director.
 - (5) The Director may resign by a notice of one month in writing under his hand addressed to the President. The President may waive off the period of notice and accept the resignation forthwith.
 - (6) The Director shall be entitled to such facilities as may be decided by the President from time to time.
- ## 10. Powers and Duties of the Director
- (1) The Director shall be the chief Academic, Administrative and Financial executive of the Institute and shall exercise such powers and perform such duties and functions as may be prescribed by these Rules or the Regulations framed thereunder or as may be assigned or entrusted to him by the President or the authorities of the Institute.
 - (2) The Director shall have powers of sanctioning expenditure upto Rs.5 lac, sanctioning of advances upto Rs. 1,50,000, and full powers for passing of bills and signing of cheques.
 - (3) The Director shall have the power to constitute various Committee(s) and Task Groups from time to time, which he may deem proper for the functioning of the Institute and in terms of achieving "Excellence Plus" as per UGC directive. He shall approve the recommendations of the Committee(s) and Task Groups.
 - (4) The Director shall work direct under the overall control and supervision of the President.

11. Joint Director

- (1) There shall be Joint Director(s) who shall be appointed by the President on the recommendations of a Selection Board consisting of: -
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|---|------------|
| 1- The President of the Institute | - Chairman |
| 2- Director of the Institute | - Member |
| 3- Two nominees of the Board of Control | - Member |
| 4- One nominee of the Vice-Chancellor | - Member |
- (2) Three members of the Selection Board including the Chairman shall form the quorum.
- (3) The Joint Director(s) shall be appointed for a period of five years from the date on which he enters upon his office and shall, on the expiry of his term of his office, be eligible for re-appointment:

Provided that the Joint Director(s) shall, notwithstanding the expiry of the said period of five years, continue to hold his office until his successor is appointed and enters upon his office;

Provided further that no person shall be appointed, or if appointed shall hold or continue to hold his office, as Joint Director(s), if he has attained the age of superannuation as per University rules.

- (4) If in the opinion of the Director, the Joint Director willfully omits or refuses to perform the duties or abuses the powers vested in him or if it appears to the Director that the continuance of the Joint Director in office is detrimental to the interests of the Institute, he shall submit a written report to the President of the Institute, who on receipt of such a report, may, after making such enquiry as he may deem proper, by order remove the Joint Director.

- (5) The Joint Director may resign by a notice of one month in writing under his hand addressed to the President through Director of the Institute. The President may waive off the period of notice and on the recommendations of the Director may accept the resignation forthwith.
- (6) The Joint Director(s) shall work under the direct control and supervision of the Director and exercise such powers and perform such duties and functions as may be assigned by the Director or any authority of the Institute.

12. A Fellow

- (1) (A) There shall be Senior Fellows and Fellows in the scale of a Professor and Reader respectively as per requirement of the Institute who shall be appointed for a period of one year further extendable for another two years by the President on the recommendations of Selection Board consisting of the following:-

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|------|---|------------|
| i) | The Director | - Chairman |
| ii) | Joint Director(s) | - Member |
| iii) | One Nominee of the President | - Member |
| iv) | One Nominee of the Vice-Chancellor | - Member |
| v) | Two subject experts to be nominated by the Board of Control | - Member |

(B) Three members of the Selection Board including the Chairman shall form the quorum.

(C) The Fellows shall not hold the position beyond attaining the age of sixty years.

- (2) The Institute may have honorary Fellows to be appointed by the President as per requirement of the institute on a fixed honorarium through invitation, from amongst those who have distinguished themselves by their contribution to the Himalayan studies and allied matters, on such terms and conditions as may be decided by him.
- (3) The Institute may have Associate Fellow(s) to be engaged by the President on the recommendation of the Director as per requirement, on a fixed honorarium and on such terms and conditions as may be decided by him.
- (4) All the Fellows shall work under the direct control and supervision of the Director and shall execute all those academic and administrative tasks as may be assigned to them from time to time.
- (5) Performance of each Fellow shall be assessed on biannual basis through self-appraisal system to be authenticated by the Director.

12. B Consultant

The Institute may have Consultant(s) to be engaged by the President on the recommendation of the Director as per requirement, on a fixed honorarium and on such terms and conditions as may be decided by him.

13. Powers, Duties and Functions of other Officers and Supporting Staff

The other Officer(s) and supporting staff of the Institute shall work under the direct control and supervision of the Director and shall exercise such powers and perform such duties and functions as may be assigned to them under these Rules or the Regulations framed thereunder or assigned to them by the Director from time to time.

14. Authorities of the Institute

- (1) The following shall be the authorities of the Institute:-
 - (i) The Board of Control;
 - (ii) The Advisory Board;
 - (iii) The Academic Board;
 - (iv) Subject Committee;
 - (v) The Selection Board; and
 - (vi) Such other Boards and Committees as may be declared by the Board of Control to be the authorities under these Rules or the Regulations framed thereunder from time to time.

15. Board of Control

- (1) The Board of Control shall be the chief Executive Body of the Institute and shall consist of the following: -
 - (i) The President of the Institute - Chairman
 - (ii) Director of the Institute - Member
 - (iii) Six Persons to be nominated by the Vice-Chancellor - Member
 - (iv) Joint Director(s) - Member
 - (v) Administrative Manager - Secretary
- (2) The President may co-opt any person(s) on Board of Control. Members other than the ex-officio members shall have a term of one year.
- (3) Five members of the Board shall form the quorum.