



**NATIONAL
INSTITUTE OF
IMMUNOLOGY
NEW DELHI**

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MEMORANDUM OF ASSOCIATION & RULES, 1982
(Amended as on Aug 2001)

CERTIFICATE OF REGISTRATION OF SOCIETY
ACT XXI OF 1860

No. S/11836

of 1981

I hereby certify that National Institute of Immunology has this day been registered under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi this 24th day of June One thousand Nine hundred and Eighty One.

REGISTRATION FEE OF Rs. 50/- PAID

Sd/-

REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION : DELHI

SEAL

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be the National Institute of Immunology.
2. The Registered Office of the Society shall be at present in the Department of Biochemistry, A.I.I.M.S., Ansari Nagar, New Delhi – 110 029. [Since shifted to Aruna Asaf Ali Marg, JNU Campus, New Delhi-110 067]
3. The objects for which the National Institute of Immunology is established are :-
 - a) To undertake, aid, promote, guide and coordinate research of high calibre in basic and applied immunology ;
 - b) To provide and promote effective linkages on a continuing basis between various scientific and research agencies/laboratories and other organisations working in the country in the field of immunology, vaccine development and related areas ;
 - c) To organise post-graduated courses, workshops, seminars, symposia and training programmes of a specialised nature in the field of immunology, vaccine development and related areas ;
 - d) To organise training programmes for technicians in immunological methods and related techniques ;
 - e) To serve as a National Reference Centre for Immunology and to provide consultancy services to medical and veterinary institutions, public health agencies and industry in the country ;
 - f) To carry out research for development of new vaccines and immunological reagents for communicable diseases; as also for improvement of the currently available vaccines with deficient immunological properties ;
 - g) To develop immunological approaches for control and promotion of male and female fertility ;
 - h) To interact with industry for manufacture of vaccines and immunological reagents ;
 - i) To establish, maintain and manage laboratories, workshops, stores and other facilities for the efficient prosecution of scientific and technological research in immunology, vaccine development and related areas ;
 - j) To collaborate with foreign research institutions and laboratories and other international organisations in fields relevant to the objectives of the Institute ;

- k) To publish and disseminate information relating to results of research ;
 - l) To institute professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realising the objectives of the Institute ;
 - m) To establish affiliation with recognised universities and institutions of higher learning for the purpose of enabling research scholars to register for post-graduate degrees ;
 - n) To receive grants-in-aid in cash or in other forms from the Government of India, State Governments, Charitable Institutions/Trusts, individuals and industry within the country ;
 - o) To receive, with the prior approval of the Central Government, monetary assistance from foreign sources including international organisations for training programmes, scientific research and other activities ;
 - p) To acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property moveable and/or immovable, and to construct, improve, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying on the activities of the Institute ;
 - q) For the purpose of the Institute, to draw and accept and make and endorse, discount and negotiate Government of India and other Promissory Notes, Bills of Exchange, Cheques or other negotiable instruments ;
 - r) For investing the funds of or money entrusted to the Institute, to open such securities or in such manner as may from time to time be determined by the Governing Body and to sell or transpose such investment ;
 - s) To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives; and
 - t) To takeover the present ICMR-WHO Research and Training Centre in Immunology located at the All India Institute of Medical Sciences together with its present scientific and research activities, ancillary project grants and related research facilities.
4. The Governing Body of the Institute shall be the Body constituted to be the Governing Body under the Rules and Regulations of the said Institute and the first members of the Governing Body shall be :

Prof M.G.K.Menon	81, Lodi Estate New Delhi	Secretary, Deptt.of Science & Technology and Director General, Council of Scientific & Industrial Research	Chairman
Prof. V. Ramalingaswami	3, Tughlak Lane New Delhi	Director-General, Indian Council of Medical Research	Member

Dr. O. P. Gautam	C-II/124, Moti Bagh, New Delhi	Director-General, Indian Council of Agricultural Research	Member
Dr. Nityanand	Chattar Manzil, Lucknow	Director, Central Drug Research Institute	Member
Dr. H. D. Tandon	C-1/19, Ansari Nagar, New Delhi	Director, All India Institute of Medical Sciences	Member
Dr. K. J. Mahale	Campus, Jawaharlal Nehru University, New Delhi	Vice Chancellor, Jawaharlal Nehru University	Member
Shri P. K. Ramanujam	E-7-3/S-XIII R.K. Puram, New Delhi	Financial Adviser, Deptt of Science & Technology	Member
Sh. Kripa Narain	19, Teenmurti Marg, New Delhi	Secretary, Health & Family Welfare, Govt. of India	Member
Dr. S. Varadarajan	Indian Petrochemicals, Baroda	Chairman, Indian Petrochemicals, Ltd.	Member
Dr. B. Ramachandra Rao	7/1-A, DDA Flats Bhagwan Dass Road, New Delhi	Vice-Chairman, University Grants Commission	Member
Dr. S. Ramachandran	Calcutta	Chief Executive, Bengal Immunity	Member
Prof. G. P. Talwar	C-1/8, Ansari Nagar, New Delhi	Jawaharlal Nehru Fellow, Professor of Biochemistry, A.I.I.M.S., & Head, ICMR-WHO Research & Training Centre in Immunology	Secretary

5. We, the several persons, whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association do hereby subscribe our names to the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under the Societies' Registration Act (Act XXI of 1860), this 24th day of June One thousand Nine hundred and Eighty one.

Dr. M. S. Swaminathan	Member (Science), Planning Commission, Yojna Bhawan, New Delhi	<i>M. S. Swaminathan</i>
Dr. M. G. K. Menon	Secretary, Department of Science & Technology and Director-General, CSIR, Technology Bhawan, New Delhi	<i>M. G. K. Menon</i>
Dr. V. Ramalingaswami	Director-General, Indian Council of Medical Research, New Delhi	<i>V. Ramalingaswami</i>
Dr. O. P. Gautam	Director-General, Indian Council of Agricultural Research, New Delhi	<i>O. P. Gautam</i>
Dr. H. D. Tandon	Director, All India Institute of Medical Sciences, New Delhi	<i>H. D. Tandon</i>
Dr. C. N. R. Rao	Indian Institute of Science, Bangalore	<i>C. N. R. Rao</i>
Prof. S. Krishnaswamy	Coordinator & Head, School of Biological Sciences, Madurai Kamraj University, Madurai	<i>S. Krishnaswamy</i>
Dr. Devendra Lal	Director, Physical Research Laboratory, Ahmedabad	<i>Devendra Lal</i>
Dr. G. P. Talwar	Jawaharlal Nehru Fellow, Prof. of Biochemistry & Head, ICMR-WHO Research & Training Centre in Immunology, AIIMS, New Delhi	<i>G. P. Talwar</i>
Dr. Manju Sharma	Principal Scientific Officer, Department of Science & Technology, Technology Bhawan, New Delhi	<i>Manju Sharma</i>

RULES

Short Title

1. These Rules may be called the Rules of the National Institute of Immunology.

Interpretation

2. In these Rules, the following words and abbreviations shall have the meanings given to them, unless there is anything contrary in the subject or context :
 - a) "The Institute" shall mean the National Institute of Immunology.
 - b) "The Society" shall mean the National Institute of Immunology.
 - c) "The Central Government" shall mean the Administrative Ministry of the Government of India concerned with Science & Technology.
 - d) "The Governing Body" shall mean the Governing Body/General Body of the Institute.
 - e) "The President" shall mean the President referred to in these Rules.
 - f) "The Chairman" shall mean the Chairman of Governing Body of the Institute.
 - g) "The Director" shall mean the Director of the Institute appointed under the Rules.
 - h) "The Secretary" shall mean the Secretary of the Institute appointed in accordance with the Bye-laws of the Society.

Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

Members of the Institute

3. The Institute shall consist of all members of the Governing Body set up under Clause 23 of these rules and such other persons who may be nominated by the Government of India.
4. The Institute shall keep a roll of members, giving their addresses and occupations and every member shall sign the same.
5. The Institute shall function notwithstanding any vacancy in its body and no act or proceeding of the Institute shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

Authorities and Officers of the Institute

6. The following shall be the authorities and officers of the Institute :
 - i) The Governing Body/General Body
 - ii) The Director
 - iii) Such other authorities and officers as may be constituted /appointed as such by the Governing Body.

7. The Minister of Science and Technology or his nominee shall be the President of the Institute if he accepts the office or the Chairman of Governing Body shall be the President of Institute and Prof. M. G. K. Menon, Secretary, DST, shall be the Chairman of the Governing Body.
8. The Director of the Institute, who shall be a distinguished scientist, shall be appointed by the Governing Body. He shall be the principal executive of the Institute. Until such time as a full time Director of the Institute is appointed in accordance with rules and bye-laws, the Governing Body may appoint a distinguished scientist as Honorary Director and the person so appointed shall have full powers, functions and status of the Director in accordance with these Rules.
9. The Society shall establish and maintain its own office, laboratories and workshops. Appointment to various posts under the Institute shall be made in accordance with the rules framed for the purpose by the Governing Body.

Proceedings of the Society

10. An Annual General Meeting of the Society shall be held at such time, date and place as may be determined by the President. At such Annual General Meeting the Governing Body shall submit the Annual Report and Audited Accounts of the Society, together with the Auditor's Report thereon.
11. The President may convene a Special General Meeting of the Society, whenever he/she thinks fit.
12. The President shall convene a Special General Meeting of the Society on the written requisition of not less than five members of the Society.
13. Any requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Secretary or posted to his address.
14. At all Special General Meetings no subjects other than those stated in the notice or requisition, as the case may be, shall be discussed except when specially authorised by the President.
15. Excepting as otherwise provided in these Rules, all meetings of the Society shall be called by Notice under the signature of the Secretary or the President.
16. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
17. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
18. The President of the Institute shall preside at all meetings of the Society. If he is not present at any meeting, or in his absence, the Chairman of the Governing Body shall preside at that meeting. In case the Chairman of the Governing Body is also not present, then in his absence a member shall be elected from amongst those present to be the Chairman.
19. No business shall be discussed at a meeting of the Society whilst the Chair is vacant, except the election of a Chairman.

20. Seven members of the Society present in person shall form a quorum at every meeting of the Society.
21. All disputed questions at meetings of the Society shall be determined by a majority of votes of the members present and voting.
22. Each member of the Society shall have one vote. In case of an equality of votes, the Chairman shall have a casting vote.

The Governing Body

23. The affairs of the Society shall be managed, administered, directed and controlled, subject to Rules, Bye-laws and orders of the Society, by the Governing Body. The Governing Body of the Society for the purpose of Act XXI of 1860 shall consist of the following :

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| <ol style="list-style-type: none"> j) Secretary, Department of Biotechnology* ii) Secretary, Ministry of Health and Family Welfare iii) Financial Adviser, Department of Biotechnology* | } | Three representatives of the Government of India |
| <ol style="list-style-type: none"> iv) Director-General, Indian Council of Medical Research (ex-officio) v) Director-General, Indian Council of Agricultural Research (ex-officio) vi) Director, All India Institute of Medical Sciences, New Delhi (ex-officio) vii) Vice-Chancellor, Jawaharlal Nehru University, New Delhi (ex-officio) viii) Chairman/Vice-Chairman**, University Grants Commission (ex-officio) ix-xi) Three Scientists to be nominated by the Secretary, DBT[®] xii) Director, Institute | | |

24. Unless his membership of the Governing Body is terminated as provided in Rule 25 and subject to the provisions of Rule 27, each member of the Governing Body shall relinquish his membership on the expiry of three years from the date on which he becomes a member of the Governing Body; but he shall be eligible for re-appointment. In case of a casual vacancy, the persons appointed to fill the vacancy shall hold office for the unexpired portion of the term of the outgoing member.

* Earlier "Science & Technology", amended to "Biotechnology" under resolution passed by the Society at its 9th Annual meeting held on 21st Sept 1990.

** Earlier "Vice-Chairman", amended to "Chairman/Vice-Chairman" under resolution passed by the Society at its 9th Annual meeting held on 21st Sept 1990.

® Earlier "DST" amended to "DBT" vide resolution passed at the 9th Annual meeting of the Society held on 21st Sept 1990.

25. A member of the Governing Body shall cease to be a member on the happening of any of the following events :
 - a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Body, or he goes abroad for a continuous period exceeding one year;
 - b) If he does not attend three consecutive meetings of the Governing Body.
26. Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Secretary and his resignation shall take effect only on its acceptance by the President.
27. Whenever a person holds the membership of the Governing Body by virtue of an office held by him (ex-officio) his membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
28. The members of the Governing Body shall not be entitled to any remuneration from the Society excepting the full time Director of the Institute. The non-official members of the Governing Body or any Committee appointed by it shall be paid by the Society such travelling and daily allowances and honorarium as may be provided for in the Bye-laws.
29. A person holding the membership of the Governing Body by virtue of an office held by him (ex-officio) shall normally attend the Governing Body Meeting himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part of the proceedings of that meeting but not to vote thereat.

Functions and Powers of the Governing Body

30. The Governing Body shall generally carry out and pursue the objects of the Society, as set forth in the Memorandum of its Association. The management of all the affairs and funds of the Society shall, for this purpose, vest in the Governing Body.
31. The Governing Body shall exercise all the powers of the Society, subject nevertheless to such limitations as the Government of India may from time to time, impose in respect of the expenditure from the funds of the Society and of grants made by the Government of India.
32. In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the power, subject to the provisions of these Rules and the Bye-laws to :
 - i) consider the annual and supplementary budgets placed before it by the Director from time to time, and pass them with such modifications as the Governing Body may think fit ;
 - ii) create and abolish posts ;
 - iii) appoint various scientific, technical, administrative and other officers and staff of the Society, fix their remuneration and define their duties;
 - iv) enter into arrangements with the Government of India and with the State Governments and other public or private organisations or individuals within the country for securing and accepting grants-in-aid, endowments, donations or gifts to the Society, on mutually agreed

terms and conditions; provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objects of the Society; provided, for any such arrangement with foreign and/or international agencies or organisations, the prior approval of the Government of India shall be obtained ;

- v) take over, acquire by purchase, gifts, exchange, lease or hire or otherwise from the Government of India, State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the objects of the Society; provided, for any such activity involving a foreign and/or international agency or organisation, the prior approval of the Government of India shall be obtained.
- vi) appoint committees and sub-committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve any of them ;
- vii) delegate such administrative and financial powers as it may think proper to the Chairman, the Director, and such other officers of the Society as may be considered necessary ;
- viii) frame, amend or repeal bye-laws, for the administration and management of the affairs of the Society and in particular to provide for the following matters :
 - a) preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Society, sale or alteration of such investments and maintenance of accounts and their audit ;
 - b) procedure for recruitment of officers and establishment in the service of the Society ;
 - c) terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishments of the Society ;
 - d) terms and conditions governing the grant of scholarships, fellowships and grants-in-aid for research schemes and projects not inconsistent with the objects of the Society ;
 - e) such other matters as may be necessary for the administration of the affairs and funds of the Society.

Proceedings of the Governing Body

- 33. Every meeting of the Governing Body shall be presided over by the Chairman and in his absence, a member chosen from amongst themselves by members present, to provide for the occasion.
- 34. Five members of the Governing Body present in person, shall constitute a quorum at any meeting of the Governing Body.
- 35. Not less than fifteen days' clear notice of every meeting of the Governing Body shall be given to each member of the Governing Body. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 36. Normally one meeting of the Governing Body shall be held in each quarter of the year.
- 37. For the purpose of the last rule each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.

38. The Chairman may himself call, or by a requisition in writing signed by him, may require the Secretary to call a meeting of the Governing Body at any time and on receipt of such a requisition, the Secretary shall forthwith call such a meeting.
39. Four members of the Governing Body may by a requisition in writing signed by them require the Secretary to call a meeting of the Governing Body at any time and on the receipt of such a requisition, the Secretary shall forthwith call such a meeting in consultation with the Chairman.
40. Each member of the Governing Body shall have one vote and, if there shall be an equality of votes on any question to be decided by Governing Body, the Chairman shall have a casting vote.
41. Any business which it may be necessary for the Governing Body to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least five members of the Governing Body have recorded their approval to the resolution.
42. In case of a difference of opinion amongst the members of the Governing Body on a question of sufficient importance, the opinion of the majority shall prevail. The Chairman may, however, refer any question, which in his opinion is of sufficient importance for the decision of the Government of India. The decision of the Government of India shall be binding on the Society and its Governing Body.

Functions and Powers of the Chairman

43. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.
44. The Chairman may, in writing, delegate such of his powers as he may think necessary, to the Director.

Functions and Powers of the Director

45. Subject to any order that may be passed by the Chairman in exercise of the powers delegated to him by the Governing Body, and the decisions of the Governing Body, the Director shall be responsible for the proper administration of the affairs and funds of the Society under the direction and guidance of the Governing Body. He shall be vested with such executive and administrative powers of the Society as may be necessary or incidental for the purpose, subject to these Rules and Bye-laws.
46. He shall subject to the provisions of these Rules and Bye-laws and decisions of the Governing Body and Chairman, exercise general supervision and disciplinary control over the officers and the staff of the Society, and prescribe their duties and functions.
47. The Director shall coordinate and exercise general supervision over all the activities of the Society.

48. The Director of the Institute shall be the Secretary of the Society. For the purpose of Section 6 of the Societies' Registration Act (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society.

Funds of the Society

49. The funds of the Society will consist of the following :
- i) Lumpsum and recurring grant made by the Government of India.
 - ii) Fees and other charges received by the Institute.
 - iii) All money received by the Society by way of grants, gifts, donations or other contributions.
50. All funds of the Society shall be paid into the Society's account with Treasuries/Sub-Treasuries including the Reserve Bank of India, branches of the State Bank of India and its subsidiaries and in scheduled/nationalised banks and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered on his behalf by the Chairman.
51. The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other person in return for any service rendered to the Society.

Account and Audit

52. The Accounts of the Society shall be audited by such person or persons as may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by Bye-laws to be framed by the Governing Body and approved by the Government of India.

Annual Report

53. An annual Report of the Proceedings of the Society and of all work undertaken during the year shall be prepared by the Governing Body for the information of the Government of India and the members of the Society. This report and the audited accounts of the Society along with the auditor's report thereon shall be placed before the Society at the Annual General Meeting.

Alteration of Rules

54. The Rules of the Society may be altered at any time on the recommendations of the Governing Body by a Resolution passed by a majority of the members of the Society present at any meeting of the Society.
55. These Rules shall come into force when approved at a meeting by the Society which shall have been duly convened for the purpose.
56. All provisions contained in the Societies' Registration Act XXI of 1860 (Punjab Amendment Act 1957), as applicable to the Union Territory of Delhi shall apply to this Society, including Sections 4,6,12,12A,13 and 14.
57. Submission of Annual Lists as per Section 4 of the Societies' Registration Act (XXI of 1860): Once in every year a list of members of the Governing Body shall be filed with the Registrar of Societies as required under Section 4 of the Societies' Registration Act (XXI of 1860).
58. Legal proceedings as per Section 6 of Societies' Registration Act (XXI of 1860): The Society may sue or be sued in the name of President/Secretary as per provision laid down under Section 6 of the Societies' Registration Act (XXI of 1860).
59. Amendment as per Section 12 and 12A of Societies' Registration Act (XXI of 1860) : Any kind of amendment in the Constitution of the Society shall be made as per Sections 12 and 12A of Societies' Registration Act (XXI of 1860).
60. Dissolution : The Society, if necessary, can be dissolved as per the provisions laid down under Section 13 and 14 of the Societies' Registration Act (XXI of 1860).
61. Essential Certificate : "Certified that this is the correct copy of the Rules and Regulations of the Society".



Dr. O. P. Gautam
Director-General, Indian Council
of Agricultural Research, Krishi
Bhavan, New Delhi



Dr. K. J. Mahale
Vice-Chancellor
Jawaharlal Nehru
University, New Delhi



Prof. V. Ramalingaswami
Director-General
Indian Council of Medical
Research, New Delhi