

**KERALA STATE REMOTE SENSING
AND ENVIRONMENT CENTRE**

**MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS**

(As amended by the Governing body on 3-2-95
and approved by Govt. of Kerala as per G.O. (MS)
No. 22/95/Plg dated 29.8.1995 and by the
Registrar of Societies on 5.5.1995)

GOVERNMENT OF KERALA

Abstract

STATE LAND USE BOARD - SETTING UP A CENTRE FOR LAND USE AND ENVIRONMENT STUDIES AS AN AUTONOMOUS BODY - MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS OF THE CENTRE - APPROVED - ORDERS ISSUED

PLANNING & ECONOMIC AFFAIRS (B) DEPARTMENT

Dated, Trivandrum, 18th. Febraury, 1987

G.O.(MS)No.20/87/Pig.

Read : Correspondence resting with letter No.A-963/86 dated 18-12-1986 from the Land Use Board

ORDER

Sanction is accorded for setting up a "Centre for Land Use and Environment Studies, Kerala", as an Agency of the Kerala State Land Use Board for carrying out Research, Studies and Training Programmes with its Head-quarters at Trivandrum and to have it registered under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act (Act XII of 1955) as an Autonomous Body. The Memorandum of Association and Rules and Regulations governing the centre as appended are also approved. The Land Use Commissioner will take immediate necessary action for registering the Centre under the Travancore-Cochin Literary Scientific and Charitable Societies Registration Act and to have it started in as short a time as possible.

By order of the Governor

S.VARADACHARY
Secretary to Government

To

- The Land Use Commissioner, Trivandrum.
- The Accountant General (A & E), Trivandrum.
- The Accountant General (A), Trivandrum.
- (This order issues with the concurrence of the Finance Department vide their U.C.Note No.93160/PU-C1/86/Fin. dated 31-12-1986).
- The Finance (PUC) Department.
- The Finance (BW) Department.
- The Member-Secretary, State Planning Board, Trivandrum.
- The General Administration (SC) Department (vide item No.4616 of the Proceedings of the Council of Ministers dated 22-1-1987).
- The Secretary to Chief Minister and P.S. to other Ministers.

Copy to : The First Members of the Centre.
Other Members of the Governing Body.
All Departments of the Secretariat.

(On Rs.Five Stamp Paper)

**CENTRE FOR LAND USE AND ENVIRONMENT STUDIES
VIKAS BHAVAN, THIRUVANANTHAPURAM**

Reg.No.168/87 dt 25-2-87

A resolution was passed in the governing body meeting of the Centre held on 2nd February 1995, and the following amendment was made in the bylaws and regulations.

<u>Existing provision</u>	<u>Changed provision</u>
1. Centre for Land Use and Environment Studies	Kerala State Remote Sensing and Environment Centre
2. Governing body consisting of 11 members	Governing body consisting of 17 members
Executive Committee consisting of 5 members	Executive Committee consisting of 7 members

Sri.K.V. Nambiar, Secretary,
Planning & Economic Affairs, Kerala.

Sd/-

Sri.K.M.Nair, Director,
Centre for Earth Science Studies,
Thiruvananthapuram.

Sd/-

Dr.C.J.Thampi, Commissioner
Kerala State Land Use Board
Thiruvananthapuram

Sd/-

Copy prepared by

Reader Sd/-

Examined Sd/-

Sd/-

Registrar of Societies

(Seal)

GOVERNMENT OF KERALA

Abstract

Centre for Land Use & Environment Studies - Renaming - Re-constitution
of Governing Body & Ex-Committee - Approved - Orders Issued

PLANNING & ECONOMIC AFFAIRS (B) DEPARTMENT

G.O.(MS)No.22/95/Plg.

Dated, Thiruvananthapuram, 29-8-95

- Read :
1. G.O.(MS)No.20/87/Plg. dated 18-2-87
 2. G.O.(MS)No.16/94/Plg. dated 4-10-94
 3. Letter No.A.963/86 dated 1-7-95 from the Land Use
Commissioner, Thiruvananthapuram

ORDER

The Land Use Commissioner, in his letter read as 3rd paper above, has requested the approval of Government to the following resolutions passed by the Governing Body of the Centre for Land Use & Environment Studies, in their meeting held on 27th February, 1995.

- i) The organisation, CLUES shall be renamed as 'Kerala State Remote Sensing & Environment Centre' (KSREC) to make it meaningful and keeping in view its major objectives, viz. remote sensing applications.
- ii) The following Officers/representatives will be included in the Governing Body of the organisation with a view to increase its area of application:-
 1. Additional Secretary, Ministry of Environment, Government of India
 2. Secretary, Planning & Economic Affairs Department, Government of Kerala
 3. Secretary, Irrigation Department, Govt. of Kerala
 4. Secretary, Rural Development Department, Govt. of Kerala
 5. Principal Chief Conservator of Forests, Govt. of Kerala
 6. Director, Centre for Water Resources Development Management, Calicut
 7. Director, Kerala Forest Research Institute, Trichur.

iii) The number of members of the Executive Committee will be raised from 5 to 7 and it will be reconstituted as follows :-

1. Secretary, Planning & Economic Affairs, Kerala
2. Sri.K.Radhakrishnan, Deptt. of Space, Bangalore
3. Secretary (Fin.) or his representative, Government of Kerala
4. Chief Engineer, Irrigation, Government of Kerala
5. Director of Agriculture, Kerala
6. Director, Centre for Earth Science Studies, Trivandrum
7. Director, Kerala State Remote Sensing and Environment Centre (Convener)

2. Government have, examined the matter in detail and are pleased to convey their approval of the above resolutions under rule 14 of the Rules and Regulations of the Organisation.

(By order of the Governor)

V. R. PADMANABHAN
Additional Secretary to Govt.

To,

The Land Use Commissioner, Thiruvananthapuram.
The Accountant General (A&E/Audit), Kerala,
Thiruvananthapuram.
The Member Secretary, State Planning Board,
Thiruvananthapuram.
The Director, Centre for Earth Science Studies.
Members of the Governing Body.
Members of the Executive Committee.
The Finance Department.

Copy to : The Secretary to C.M.
The S.F.

Forwarded/By order

Sd/-
Section Officer

PART - I

KERALA STATE REMOTE SENSING AND ENVIRONMENT CENTRE

MEMORANDUM OF ASSOCIATION

(As amended by the Governing body on 3-2-95 and approved by Govt. of Kerala as per G.O. (MS) No.22/95/Plg dated 29.8.1995 and by the Registrar of Societies on 5.5.1995)

1. **Title :** The name of the Society shall be **Kerala State Remote Sensing and Environment Centre** (hereinafter called the 'Centre').
2. **Registered Office :** The Registered Office of Society shall be at Trivandrum.
3. **Objectives of the Centre :** The Centre will be the agency of the State Land Use Board for carrying out research, studies and training programmes. The major objectives of the centre are :-
 - i) to collect and collate data, to conduct studies, and to co-ordinate, promote and guide research, planning and development activities on land use and environment management by utilising optimally, the various available techniques;
 - ii) to co-ordinate the work relating to use and development of land and its resources, undertaken by the various Governmental and non-governmental organisations, to provide advice to the user agencies and to disseminate all available information on land, its resources and utilisation;
 - iii) to provide training facilities, and to organise seminars, lectures and symposia with a view to create awareness of the application of Remote Sensing Technology and to encourage research studies thereon;
 - iv) to develop further, the concept of user cell agency established under NNRMS in the State Land Use Board in an appropriate form in collaboration with similar organisations in the Department of Space and Department of Forests and Environment of the Government of India; and
 - v) to co-operate and collaborate with other State, National and International level institutions in the field of Remote Sensing Technique and its applications to undertake inventory, evaluation and monitoring of the natural resources of Kerala and the neighbouring states.

4. Functions of the Centre :

(a) To achieve the above objectives, the Centre will :-

- i) build up a firm data base on natural resources and other related information for local and regional level by utilising the existing data from conventional as well as by other new technological method;
- ii) conduct training courses to the officers and staff of Government Departments and other agencies in the application of new techniques in the field of land and environment management;
- iii) take up analytical and research studies in collaboration with other departments and agencies.
- iv) establish and maintain a library of books, periodicals and other documents relating to the subjects of interest to the functioning of the Centre;
- v) develop the existing laboratory of the State Land Use Board to meet the present and future needs of the Centre and other user departments in regard to visual and digital analysis of remotely sensed data and for subsequent cartographic compilation for the production of thematic maps using modern methods;
- vi) establish a computer based data storage, processing and retrieval system in collaboration with the National Informatics System to meet the data needs of the planning and decision making agencies speedily;
- vii) Other acts and deeds included to the objectives - All other acts and deeds as are conducive or incidental to the achievement of all or any of the objectives for which the Centre is established.

(b) Some of the specific areas falling within the purview of the functions of the Centre as are listed below; which may be supplemented from time to time when necessitated by the demand of the users.

- i) *Forestry* - Temporal monitoring of forest cover-Forest type mapping-Change detection-Degradation and damage detection and assessment etc.

- ii) *Land Use/Land Cover* - Land Use/Land Cover mapping-Change detection-Preparation of Optimum Land use Plan for the districts/ regions/State-Urban Land use-Urban Planning, etc.
- iii) *Agriculture* - Crop acreage estimation-Monitoring changes in cropping patterns and trends-Effect of irrigation schemes on cropping patterns-Disease detection, etc.
- iv) *Soils* - Land capability studies, soil types and fertility mapping effect of irrigation systems and management practices on soil.
- v) *Hydrogeology and geomorphology* - Analysis of land forms, their effect on ground water availability, land form changes and causes/ land-slips and their studies, littoral changes, tectonics and neo tectonisms.
- vi) *Ecology and Environment* - The effect of multipurpose hydro, electric and irrigation schemes on ecology and environment, impact due to change in vegetation type and effect of ecological changes on climate and rainfall.
- vii) *Disaster assessment and management* - Flood mapping, damage assessment, disaster warning.
- viii) *Urban Planning* - Assistance in preparation of master plans for the towns and cities for their proper and scientific development.
- ix) *Transportation* - Studies in transportation network optimisation in relation to land use adopting Operational Research Techniques, digital terrain models, etc.
- x) *Industrial Land Use* - Pilot studies in industrial development, impact on land use and landscape quality. Location optimisation studies in relation to raw-material, power, labour existing and potential land use.

5. The management :

The Management of the affairs of the Centre shall, in accordance with the Rules and Regulations of the Centre, vest with the Governing Body constituted thereby.

6. Advisory Committee :

There will be an Advisory Committee constituted with prominent Scientists of the different disciplines dealt with by the Centre, both from within and outside the State.

7. The following are the First members of the governing body :

- | | |
|------------------------------|---|
| (1) Shri.V.Ramachandran | Chief Secretary to Government,
Government of Kerala. |
| (2) Shri.N.Balakrishnan Nair | Chairman, State Committee on
Science and Technology,
Government of Kerala. |
| (3) Shri.T.Machava Menon | Vice-Chancellor,
Kerala Agricultural University,
Vellanikara P.O., Trichur. |
| (4) Shri.N.Kaleswaran | Agricultural Production
Commissioner, Government of
Kerala, Trivandrum. |
| (5) Dr.L.R.A. Narayanan | Director (Applications),
National Remote Sensing
Agency, Hyderabad. |
| (6) Dr.George Joseph | Deputy Director,
Space Applications Centre,
Ahmedabad. |
| (7) Dr.Vijay P.Bhatkar | Electronics Research and
Development Centre, Trivandrum. |
| (8) Dr.Harsan K.Gupta | Director, Centre for Earth
Science Studies, Trivandrum. |
| (9) Shri.R.Narayanan | Commissioner and Secretary,
Finance Department. |
| (10) Shri.Y.S.Rajan | Scientific Secretary, ISRO,
Bangalore. |
| (11) Sri.S.Varadachari | Land Use Commissioner,
Trivandrum. |

(Note : - When the posts of Member Secretary, State Planning Board, Land Use Commissioner and Secretary to Government, Planning Department are held by different persons, the Secretary to Government, Planning and Economic Affairs Department shall also be a member of the Governing Body)

We the several persons whose names and addresses are given below, having associated ourselves for the purpose 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 Travancore-Cochin Literary, Scientific and Charitable Societies Act, 1955 (XII of 1955) and hold ourselves responsible to manage the affairs of the Society as per the Rules and Regulations, a copy of which duly certified to be a true copy by three members of the Board of Governors is filed herewith along with this Memorandum of Association.

This the twenty third day of February 1987.

Sl. No. Name, address and occupation of Members

1. V.Ramachandran, Chief Secretary to Government, Government of Kerala, Secretariat, Trivandrum.
2. N.Kaleeswaran, Agricultural Production Commissioner, Government of Kerala, Secretariat, Trivandrum.
3. R.Narayanan, Commissioner and Secretary to Government, Finance Department, Secretariat, Trivandrum.
4. Dr.N.Balakrishnan Nair, Chairman, State Committee on Science & Technology, Government of Kerala.
5. Dr.Harsh K.Gupta, Director, Centre for Earth Science Studies, Trivandrum.
6. A.K.K.Nair (in charge of), Electronics Research & Development Centre, Trivandrum.
7. S.Varadachari, Land Use Commissioner, Kerala State Land Use Board, Vikas Bhavan, Trivandrum.

In the presence of :-

1. G.Somasekharan Nair, Assistant Commissioner, Kerala State Land Use Board, Vikas Bhavan, Trivandrum
2. K.Muthukrishnan Nair, Under Secretary to Government, Planning & Economic Affairs Department, Secretariat, Trivandrum.

PART - II

RULES AND REGULATIONS OF THE KERALA STATE REMOTE SENSING AND ENVIRONMENT CENTRE

1. **Short title** - The Rules and Regulations may be called the Rules and Regulations of the Kerala State Remote Sensing and Environment Centre 1987.
2. **Definitions** - In these Rules and Regulations :-
 - (a) "Centre" means Kerala State Remote Sensing and Environment Centre, Trivandrum;
 - (b) "Governing Body" means the Governing Body of the Centre;
 - (c) "Committee" means Executive Committee of the Centre;
 - (d) "Chairman" means the Chairman of the Governing Body;
 - (e) "Vice-Chairman" means the Vice-Chairman of the Governing Body;
 - (f) "Director" means the Director of the Centre;
 - (g) "Government" means the Government of Kerala.
3. **Office bearers of the Centre** - The Centre shall consist of the following Office Bearers namely;
 - (a) *The Chairman* - The Chief Secretary to Government, Government of Kerala shall be the Chairman of the Centre.
 - (b) *The Vice-Chairman* - There shall be a Vice-Chairman. The Land Use Commissioner, State Land Use Board shall be the ex-officio Vice-Chairman of the Centre.
 - (c) *The Director* - There shall be a Director of the Centre, who shall be a technically qualified scientist of eminence with experience in remote sensing application or a person of eminence in the field of planning and administration.
 - (d) *Staff* - The staff pattern shall be similar to that of the other related centres with necessary changes and modifications as may be decided by the Governing Body.

4. Rights, Duties and Powers of the office bearers :

- (1) *The Chairman* - He shall preside over the meetings of the Governing Body and shall exercise such rights and powers as are exercisable by him under the rules and regulations.
- (2) *The Vice-Chairman* - He shall, in the absence of the Chairman preside over the meetings and exercise such powers as are conferred upon the Chairman.
- (3) *The Director* - The Director shall
 - (a) issue notice for all meetings of the Governing Body and the Committee;
 - (b) keep the minutes of the Governing Body and the Committee;
 - (c) sign all documents and correspondence for and on behalf of the Centre;
 - (d) maintain all records of the Centre;
 - (e) make all disbursements on proper vouchers and receive all money on proper receipts for and on behalf of the Centre;
 - (f) open and operate bank accounts on behalf of the Centre;
 - (g) perform all such acts and duties and exercise all such powers as provided under these rules and regulations and also those which may be delegated or assigned to him by the Governing Body or Executive Committee from time to time;
 - (h) assign from time to time such functions and duties and delegate such powers as he may deem necessary to any other officer of the Centre whom he may consider fit for proper working of the Centre;
 - (i) perform all such acts and duties and exercise all such powers in the interest of proper working and effective achievements of the objects of the Centre, subject to ratification of the same in the subsequent meeting of the Governing Body/ Executive Committee

5. **Governing Body** - There shall be a Governing Body consisting of the following 17 members namely :- (As amended by the Governing Body on 3-2-95 and approved by Govt. of Kerala, as per G.O.(M.S.) No.22/95/Plg. dt 29-8-95).

- (1) Chief Secretary to Government, Kerala State (Chairman).
- (2) Director, Kerala State Remote Sensing and Environment Centre (Convener).
(Vide G.O.(MS) No. 16/94/Plg. dated 4.10.1994 which reads, "that the Land Use Commissioner will also function as the Director of the Centre for Land Use and Environment Studies and the Remote Sensing Centre", now renamed as Kerala State Remote Sensing & Environment Centre. This is in conformity with the rule 3(c) of the rules and regulations of the Centre).
- # (3) Chairman, State Committee on Science and Technology, Government of Kerala, Trivandrum.
- # (4) Vice-Chancellor, Kerala Agricultural University, Vellanikara P.O., Trichur.
- # (5) Agricultural Production Commissioner, Government of Kerala, Trivandrum.
- (6) Commissioner & Secretary to Government, Finance Department, Government of Kerala, Trivandrum.
- (7) Director (or nominee), National Remote Sensing Agency, Hyderabad.
- # (8) Director (or nominee), Space Applications Centre, Ahmedabad.
- (9) Director (or nominee), N.N.R.M.S., ISRO, Bangalore.
- # (10) Director (or nominee), Electronics Research and Development Centre, Trivandrum.
- # (11) Director (or nominee); Centre for Earth Science Studies, Trivandrum.
- # (12) Additional Secretary, Ministry of Environment, Government of India.
- (13) Secretary, Irrigation Department, Government of Kerala.
- (14) Secretary, Rural Development Department, Government of Kerala.

- (15) Principal Chief Conservator of Forests, Government of Kerala.
- (16) Director, Centre for Water Resources Development Management, Calicut.
- (17) Director, Kerala Forest Research Institute, Trichur.

Secretary, Planning & Economic Affairs Dept., Govt. of Kerala will also be a member of the Governing Body as per Note under Rule 7 of Memorandum of Association of the Centre and as ordered in G.O.(MS)No.22/95/Plg of 29-8-95.

6. **Executive Committee** - There shall be an Executive Committee for the Centre to which the Governing Body may delegate certain powers. It shall consist the following seven members, namely :- (As amended by the Governing body on 3-2-95 and approved by Govt. of Kerala as per G.O.(MS)No.22/95/Plg dated 29.8.1995)

- (1) Secretary, Planning & Economic Affairs Department, Kerala.
- (2) Director, N.N.R.M.S., Department of Space, Govt. of India, Bangalore.
- (3) Secretary (Fin.) or his representative, Govt. of Kerala.
- (4) Chief Engineer, Irrigation, Govt. of Kerala.
- (5) Director of Agriculture, Kerala.
- X (6) Director, Centre for Earth Science Studies, Trivandrum.
- (7) Director, Kerala State Remote Sensing and Environment Centre, Trivandrum (Convener).

The Executive Committee shall meet at least, three times in an year.
The quorum of the Committee shall be three.

7. **Staff Structure** - As far as possible the Centre shall broadly follow the staff structure of similar institutions in the country, as may be decided by the Governing Body.
8. **Rights, Powers and duties of the Governing Body and the Executive Committee:**

(1) *Governing Body*

- (a) All properties, movable, immovable or of any other kind shall vest in the Governing Body.

- (b) The Governing Body shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or furtherance of the objects of the Centre.
- (c) Without prejudice to the generality of the forgoing provisions the Governing Body shall have the following powers and rights; namely :-
- i) to acquire by gift, purchase, exchange, lease or otherwise lands, buildings or other immovable properties together with all rights appertaining thereto;
 - ii) to construct and maintain buildings including right to alter or improve them and to equip them suitably;
 - iii) to manage the properties of the Centre;
 - iv) to raise funds for the Centre, by gifts, donations or otherwise;
 - v) to receive money, securities, instruments and or any other movable property for and on behalf of the Centre;
 - vi) to enter into agreement for and on behalf of the Centre;
 - vii) to grant receipt to sign and execute instruments and to endorse or discount cheque or other negotiable instruments through its accredited agents;
 - viii) to make, sign and execute all such documents as may be necessary or proper for carrying on the management of the property or affairs of the Centre;
 - ix) to invest monies and funds of the Centre and to vary the investments as and when it may seem necessary or proper;
 - x) to grant fellowships or scholarships or other monetary assistance on such terms and conditions as it may prescribe to such persons as it may select to carry on any research, investigation or study in subjects in which the Centre is interested;
 - xi) to manage, sell, transfer or otherwise dispose of any property movable and immovable, of the Centre;

- xii) to assign from time to time such functions and duties and delegate such powers as it may deem fit to the Committee or Committees or the Director;
- xiii) to consider and approve the annual budget of the Centre;
- xiv) to perform all such acts and do all such things as may be necessary for the proper management of the properties and affairs of the Centre;
- xv) to appoint an auditor or auditors to audit the accounts of the Centre and to make report thereon;
- xvi) to make bye-laws in respect of the following matters, namely :-
 - (a) the management of the properties, funds, affairs and work of the Centre;
 - (b) the procedure for selection of Members of the Committee, Chairman of the Governing Body and the Director including provisions for the transaction of business by circulation, proxy or otherwise as may be deemed fit;
 - (c) powers, functions and duties of the Director;
 - (d) such other purpose as may be found necessary.
- xvii) to repeal, amend and modify the bye-laws;
- xviii) to delegate all or any of its powers to a sub-committee or committees or Director from time to time.
- xix) to accept resignation of membership of the Governing Body and/or Executive Committee and to fill up the vacancies in consequence thereof.

(2) *Executive Committee* - Subject to the provisions of these Rules and Regulations the Committee shall have the following powers, duties and functions, namely :-

- i) to create within the budget allotment posts other than a post carrying a scale of pay of Rs.2100-3040 and above and appointment of officers to such posts on such terms and conditions as it may deem fit for carrying on the management and affairs of the Centre; provided that for

creating posts of and above the scale of Rs.2100-3040 and for making appointments thereto, prior approval of the Government shall be obtained;

- ii) to appoint such number of persons and on such terms and conditions as it may deem fit for the conduct of the studies, investigations, research, teaching, training and other work undertaken by the Centre;
- iii) to exercise control and discipline over the employees of the Centre including the power of termination of service;
- iv) to prepare bye-laws for any of the matter for which they may be made for consideration and adoption by the Governing Body;
- v) to select from time to time subjects in which investigation, studies, research and teaching may be conducted by the Centre;
- vi) to correspond with Scholars, institutions and organisations and to co-operate with them in matters relating to the work of the Centre;
- vii) to appoint, if it deems fit, delegates to represent the Centre in meetings and conferences in India and abroad;
- viii) to hold lectures, discussions, seminars and workshops and to arrange for studies, investigations, research, conferences in such subjects and in such manner as it may deem fit from time to time;
- ix) to publish or to finance publication of studies, books, periodicals, reports and other literature and to sell or arrange for the sale, as it may deem fit, from time to time;
- x) to arrange for the documentation of such materials in remote sensing, land use, agriculture, soil, forestry, town planning and allied fields as may be needed for the Centre and its work;
- xi) to institute and maintain a library and data bank;
- xii) to purchase all such materials including scientific equipment and machinery as may be needed for the Centre and its work on land, sea and air;

- xiii) to institute Scholarships/Research Assistantships and to award them to deserving candidates;
- xiv) to appoint from time to time such committees including if need be, persons other than Members of the Committee and to assain and/or delegate thereunto such powers, duties and functions as it may deem fit;
- xv) to maintain proper books of accounts supported by necessary vouchers;
- xvi) to arrange the audit of the accounts of the Centre annually;
- xvii) to present every year to the Governing Body an annual report on the working of the Centre for the consideration of the Governing Body;
- xviii) to perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the Governing Body;
- xix) to delegate any of its powers to the Director for furtherance of the objectives of the Centre.

9. **Advisory Committee** - There shall be an Advisory Committee constituted by the Executive Committee which shall consist of five members of whom two shall be scientists from the Centre and three shall be scientists from outside. One of the Members nominated from the Centre shall act as the Secretary of the Advisory Committee. The Committee will advise the Centre on the working of its different faculties and the projects taken up by the Centre.

10. **Meeting -**

- (a) Meetings of the Governing Body shall ordinarily be held at Trivandrum.
- (b) Meetings of the Executive Committee may be held at Trivandrum or such other convenient place as may be fixed by the Chairman.
- (c) Meetings of the Governing Body shall be convened by the Director on a requisition signed by not less than fifty per cent of its total members.
- (d) There shall be annual meetings of the Governing Body and such other meetings as may be decided upon by the Executive Committee.

- (e) The Executive Committee may convene meeting as and when necessary.
- (f) The Advisory Committee shall meet once in six months.

11. Quorum - The quorum shall,

- (a) for a meeting of the Governing Body convened on requisition as per Rule 10(C) be five members;
- (b) for any other meeting of the Governing Body called for by the Director be five members; and
- (c) for a meeting of the Executive Committee be three members.

12. Funds of the Centre -

- (a) The funds of the Centre shall consist of the following, namely :-
 - (1) Grants from the Government of Kerala, any other State Government and the Government of India.
 - (2) Grants and contributions from other Corporate bodies, agencies, institutions and persons.
 - (3) Loans from Government and other financing institutions.
- (b) The funds of the Centre shall be deposited in the Government Treasury and Nationalised Banks.

13. Budget -

- (1) The accounting and budget shall be for the financial year beginning from 1st April every year and ending with 31st March of the ensuing year.
- (2) The Executive Committee shall prepare budget of the estimated income and expenditure of the Centre and place it before the Governing Body at its annual meeting for consideration and adoption;

Provided that if the Budget of the Centre contains an element of deficit expected to be made good by the Government, the Budget for that year shall be submitted to the Government before the end of April for previous approval.

- (3) Once in every year the accounts of the Centre shall be audited by the auditors appointed for the purpose by the Government.
- (4) A statement of the accounts so audited together with the observation of the auditors shall be placed before the Governing Body as far as practicable at its annual meeting and if the statement of audited accounts is not ready by the date of the annual meeting it should be placed before the Governing Body at the subsequent meeting called for the purpose.
- (5) The audited accounts together with the comments of the Governing Body therein shall be sent to Government within two months of the meeting which considered the audited accounts.
- 14. Amendments to the Rules and Regulations** - Amendments to the Rules and Regulations may be made by the Governing Body with the previous approval of Government by a two-third majority of Members present and voting convened for the purpose, provided that the Members voting in favour of the amendment shall not be less than half the total number of the Members of the Governing Body at the time.
- 15. Dissolution of the Centre** - In the event of dissolution of the Centre, the excess of the assets, if any, after discharging the liabilities, shall vest with the Government.
- 16. The term of the Governing Body, Executive Committee** - The term of the Governing Body and the Executive Committee shall be three years, except for Ex-officio Members and Director, from the date of nomination. The term of the Advisory Committee shall be two years.
- 17. Removal** -
- (a) Notwithstanding anything herein contained, if the Government are satisfied at any time that the Governing Body or the Executive Committee persistently makes default or is negligent in the performance of duties imposed on it or commits any act which is prejudicial to the interests of the Centre or wilfully disobeys or wilfully fails to comply with any orders or directions issued under the Rules and Regulations, the Government may after giving the Governing Body or the Executive Committee, as the case may be, an opportunity to state its objection, if any, by order in writing remove the Governing Body or the Executive Committee.

- (b) On such removal, the Government may appoint a new Governing Body or Executive Committee consisting of such Members as the Government may decide.

18. Power of Government to Issue Directions or Instructions -

Notwithstanding anything herein contained the Government may from time to time issue such directions or instructions as the Government may consider necessary in regard to the conduct of the affairs of the Centre or regarding any other matter pertaining to the management or administration of the Centre. Government may in like manner vary and annul any such directions or instructions and the Centre, the Governing Body and the Executive Committee shall comply with all such directions or instructions.

- 19. Declaration -** The Centre will be functioning in accordance with the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration, Act, 1955 (XII of 1955) and all the provisions of the said Act will be applicable to the Centre.
