

NATIONAL DESIGN AND RESEARCH FORUM (NDRF)

**[ADOPTED BY THE COUNCIL AT ITS 530TH MEETING HELD ON 12 AUG 85 AT OOTY;
REVISED BY THE COUNCIL AT ITS 624TH MEETING HELD ON 21-22 JUN 03 AT PUNE;
REVISED BY THE COUNCIL AT ITS 627TH MEETING HELD ON 13-14 MAR 04 AT AHMEDABAD
REVISED BY THE COUNCIL AT ITS 640TH MEETING HELD ON 24 DEC 06 AT GUWAHATI
AND FURTHER REVISED BY THE COUNCIL AT ITS 658TH MEETING HELD ON 20-21 MAR 10 AT HYDERABAD]**

PREAMBLE

The National Design and Research Forum (hereinafter referred to as NDRF) established pursuant to the resolution of the Council of the Institution of Engineers (India) adopted at its 530th meeting on August 12, 1985 at Ooty shall have powers to do all matters and things in fulfilment of its objectives under the general guidance of the said Council.

1. INTERPRETATION

Unless the context otherwise requires, the expressions in these Statutes shall have the same meanings as in the Byelaws and the Regulations of the Council of the Institution of Engineers (India). Words importing males shall include female and words implying singular number shall include the plural number and vice-versa and words importing individual person or persons shall include body or bodies corporate.

Furthermore,

- (i) 'NDRF' shall mean 'National Design and Research Forum';
- (ii) 'Board' shall mean the Board of Governors of NDRF;
- (iii) 'Chairman' shall mean the Chairman of the Board ;
- (iv) 'Director' shall mean the Director of the Board ;
- (v) 'Principal Office' shall mean the Principal Office of the Forum ;
- (vi) 'Rules' shall mean the Rules duly framed by the Board.

2. OBJECTIVES

The objective and purpose of NDRF are to promote and propagate the concept of NDRF and to facilitate exchange of ideas and opinions pertaining to it and for that purpose:

- (a) to promote and advance the science and practice of engineering design in all branches of engineering .
- (b) to disseminate amongst its members information on all matters pertaining to engineering design and research and to encourage development of knowledge and to extend knowledge and information connected herewith.
- (c) to undertake specific programmes pertaining to sustainable developments in collaboration with and/or support of with the Central / State Governments, Panchayats and/or other bodies.
- (d) to encourage and undertake specific programmes jointly with one or more State/Local Centres, Fora and/or the Headquarters of IEI.
- (e) to institute and establish awards, scholarships and other benefactions and to grant certificate of competency.
- (f) to do all such other acts and things as are incidental or conducive to the attainment of the above objects or any one of them.

3. PRINCIPAL OFFICE

The Principal Office of NDRF shall be at Bangalore or any other city or town as may be approved by the Council in consultation with or on the recommendation of the Board.

The Council may establish auxiliary units with their offices at places as may be decided by the Council on the recommendation of the Board. The Council shall also define the area of operation and frame the rules for functioning of such auxiliary units as and when established on the recommendation of the Board.

4. MANAGEMENT

The governance and control of NDRF shall vest with and its affairs shall be managed by the Board and the Board shall exercise all powers of NDRF and shall do all duties of NDRF with intent to give effect to the provisions of these Statutes, the Bye Laws and the Regulations and the resolutions of the Council and of the Board.

5. BOARD OF GOVERNORS

- (a)
 - (i) The Chairman to be nominated by the Council.
 - (ii) The Immediate Past Chairman of the Forum.
 - (iii) Four members of the Council to be nominated by the Council, one of whom shall be a member of the Finance Committee of the Council
 - (iv) Two distinguished experts to be nominated by the Council from a panel of four as may be recommended by the Board.
 - (v) One eminent social scientist to be nominated by the Council from a panel of two as may be recommended by the Board.
 - (vi) One representative to be nominated by each of the Government of India and the Government of Karnataka
 - (vii) One representative of each of not more than six other State Governments and other funding agencies whose financial assistance will be available
 - (viii) Four users to be nominated by the Council on the recommendation of the Board of Governors.
- (b) The following shall be the ex-officio members of the Board.
 - (i) The Chairman of Karnataka State Centre.
 - (ii) The Honorary Secretary of Karnataka State Centre.
 - (iii) The members of the Council located at Bangalore.
 - (iv) The Director, if appointed by the Board.
 - (v) The Secretary and Director General.

6. No act of the Board or any body set up under the Statues shall be invalid merely by the reason of :

- (a) Any vacancy in or defect of the constitution thereof.
- (b) Any defect in the election, nomination or appointment of a person acting as a member thereof.

7. (a) The term of the office of the Chairman shall be for one term and he shall not be eligible for re-nomination as the Chairman of the Forum in future.

- (b) The term of the Board shall be for three years and the Board may fill by co-option any casual vacancy [except under 5(vi) and 5(vii)] with prior approval of the Council.

POWERS, PROCEDURES AND DUTIES OF THE BOARD OF GOVERNORS

8. The Board may appoint Committee or Committees and may delegate any of its powers to any such Committee. The Board may in addition, delegate any of its powers to the Chairman or such other person or persons or bodies as it may appoint or constitute from time to time for efficient functioning of the Forum. All such Committees or persons shall, in the exercise of powers delegated to them by the Board and in the transaction of the business, conform to the direction that may be given to them by the Board and subject to the direction thereto may regulate their proceedings as they deem fit.
9. The Board may also make, adopt, repeal, alter or vary Rules to facilitate its functioning provided such Rules do not contravene the provisions of the Bye Laws, the Regulations and these Statutes.
10. The Board shall meet as often as the business of the Board may require but minimum two times a year. At every meeting of the Board, four members shall constitute a quorum. The meeting of the Board shall be held only at its Principal Office.
11. The Chairman, if present, shall preside at every meeting of the Board. In his absence, the members of the Board present shall elect a person from amongst themselves who shall preside over the meeting.
12.
 - (a) Written notice shall be sent to every member at least twenty-one days before the date of the meeting. The notice shall state the place, date, time of the meeting.
 - (b) The agenda shall be circulated to the members at least ten days before the meeting. Supplementary agenda may be issued subsequently and considered in the meeting.
 - (c) All questions considered at the meetings of the Board shall be decided by majority of votes of the members present at the meeting having one vote each. In case of equality of votes, the Chairman shall have the second or casting vote even if he had participated in the earlier round of voting.

13. DIRECTOR

- (i) The Board shall have the power to evolve and introduce a scheme for staff structure and their honoraria, wages and salaries, independent of the same as in force at the office of the Institution. Any person employed by the Board shall not be considered as an employee of the Institution.
- (ii) The Board may appoint a Corporate Member of the Institution as its Director on such terms and conditions as may be decided by the Board and shall specify his duties and responsibilities.

14. FUNCTIONS AND POWERS OF THE CHAIRMAN

The Chairman shall oversee the functioning of the Forum and ordinarily preside over all meetings of the Board. He shall provide guidance to the Director, if one is appointed by the Board.

15. FINANCE

- (i) The revenue of the Forum shall form its general fund and all its properties and income and effects of whatsoever kind shall be vested in The Institution of Engineers (India), as such for the furtherance of the objects of the Forum as defined in these Statutes.
- (ii) The Board shall constitute a Finance Committee comprising the Chairman, other members one of whom shall be member of the Council in the Board and the Director, if appointed by the Board.
- (iii) The Board shall frame financial rules for the purpose of operation and control of its finances.

16. Under no pretence whatsoever shall any such property, income, revenue or effects of the Forum derived howsoever be paid or transferred directly or indirectly by way of dividend or bonus or otherwise by way of profit to the members of the Board except in the case of and as a salaried officer or employee of the forum.

Provided always that nothing herein contained shall prevent :

- (i) the payment by the Forum in good faith of reasonable and proper remuneration to any member of the Board for any services rendered to the Forum.
 - (ii) the payment by the Forum of interest on money lent to it by any such member or reasonable or proper rent for premises demised or let by any such member of the Board.
 - (iii) the giving to any such member or other persons of prizes whether in cash or otherwise and scholarships and awards, etc for furtherance of the objects of the Forum.
17. (i) The Board shall keep proper books of accounts with respect to all sums of money received and spent by the Board and the matters in respect of which receipts and expenditure take place.
- (ii) The accounts of receipts and payments shall be placed before its Board and the Council of the Institution at each of their meetings.
- (iii) The accounts shall be audited once in a year by the auditor/auditors as shall be appointed by the Council out of the panel of two auditors as may be recommended by the Board of Governors.
- (iv) The audited accounts of the preceding financial year shall be presented by the Board for the consideration of the Council of the Institution and they shall comprise :
- (a) Balance Sheet as on 31st March,
 - (b) Income and Expenditure account for the year ended 31st March,
 - (c) Separate accounts of endowment and towards funds created for specific purpose.
18. (i) All bank accounts of the Forum shall be in the name and style of 'The Institution of Engineers (India) – A/c NDRF.
- (ii) The short-term deposit accounts and the fixed deposit accounts shall be operated by any two of the following :
- (a) The Chairman.
 - (b) The Chairman of the State Centre.
 - (c) The Director
- (iii) No payment of the money or funds of the Forum shall be made except under the express or implied sanction of the Board and all cheques shall be signed by any two of the following:
- (a) The Chairman of the Board.
 - (b) The Chairman of the State Centre.
 - (c) The Director
19. The names of all persons who have made any voluntary contribution to the funds of the Forum shall be published in the Report of the Forum for being placed to the Council of the Institution.
20. Not later than the last day of the month of June each year the Board shall submit its Annual Report and the Income and Expenditure Account and the Balance Sheet duly audited by the Auditors appointed by the Council.
21. These Statutes of Forum may be amended or altered in whole or in part by the Council on the recommendation of or in consultation with the Board.