



GOVERNMENT OF KERALA

Abstract

Science & Technology Department – Institute of Advanced Virology-
Autonomous Institute under Science & Technology Department –
Memorandum of Association and Rules & Regulations - Approved –
Orders Issued.

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SCIENCE & TECHNOLOGY (A) DEPARTMENT

G.O(MS)No.1/2023/S&TD Dated, Thiruvananthapuram, 13.01.2023

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Read :-1. Government Order (MS)No.1/2018/S&TD dated 05/03/2018.
2. Government Order (MS)No.12/2020/S&TD dated 09/06/2020.
3. Letter No.20/A1/2020/IAV dated 19/07/2022 from the
Director, Institute of Advanced Virology

ORDER

Government of Kerala had accorded administrative sanction to establish Institute of Advanced Virology (IAV), Thonnakkal as an autonomous Research and Development Institute as per the GO read as 1st paper above.

2. Government directed the Institute of Advanced Virology (IAV), as per Government Order read as 2nd paper above to take steps to develop Memorandum of Association and Rules and Regulations and to register the Institute of Advanced Virology as an autonomous institute, according to the provisions of Travancore-Cochin Literary Scientific and Charitable Societies Registration Act, 1955 section III.

3. The Director, Institute of Advanced Virology, had submitted the draft Memorandum of Association and Rules & Regulations of Institute of Advanced Virology for the approval of the Government as per the letter

read as 3rd paper above.

4. Government have examined the matter in detail, and are pleased to approve the Memorandum of Association, and Rules and Regulations appended as Annexure I and Annexure II respectively, to this order, concerning the Institute of Advanced Virology, an autonomous Institute under Science & Technology Department, in order to register the Institute as a society according to the provisions of Travancore-Cochin Literary Scientific and Charitable Societies Registration Act, 1955 .

5. Government are also pleased to nominate the following persons as Government Nominees in the Governing Council of Institute of Advanced Virology.

- a. Dr. William Hall, Senior Advisor, Institute of Advanced Virology (IAV) & Professor of School of Medicine, University College, Dublin.
- b. Shri.M.C. Dathan, Mentor (Science), Govt. of Kerala & Former Director, VSSC Thiruvananthapuram.
- c. Prof. M. Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.
- d. Prof. Suresh Das, Emeritus Professor, Indian Institute of Science Education and Research (IISER), Thiruvananthapuram.
- e. Prof S.Murthy Srinivasula; Professor (Biology), Indian Institute of Science Education and Research (IISER), Thiruvananthapuram.
- f. Dr. B. Ekbal, Former Member, Planning Board.
- g. Dr. Jacob John, Retd. Prof. Clinical Virology, Christian Medical College, Velloor.

6. Sanction is also accorded to register Institute of Advanced Virology as the society by including the following 8 persons to sign on the initial registration documents.

- i. Ex-Officio Principal Secretary, Science & Technology Department.
- ii. Principal Secretary, Health & Family Welfare Department.
- iii. Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.

- iv. Dr. B. Ekbal, Former Member, Planning Board.
 - v. Prof. Chandrabhas Narayana, Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.
 - vi. Shri. M.C. Dathan, Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram.
 - vii. Dr. Jacob John, Retd. Prof. Clinical Virology, Christian Medical College, Velloor.
 - viii. Dr. E. Sreekumar, Director, Institute of Advanced Virology.
7. The Director, Institute of Advanced Virology will take immediate steps to register Institute of Advanced Virology as a Society in accordance with the provisions of Travancore- Cochin Literary Scientific and Charitable Societies Registration Act, 1955 .

(By order of the Governor)
PROF DR K P SUDHEER
EX-OFFICIO PRINCIPAL SECRETARY

The persons concerned (with C/L)
Principal Accountant General (A&E/Audit), Kerala.
The Director, Institute of Advanced Virology
The Member Secretary, Kerala State Council for Science and Technology
Environment
General Administration (Sc) Department
The Finance Department (Vide UO No. 2231020/PUC4/124/2022 Fin
dt.17/11/2022)
Law Department (Vide UO No.61/Conve2/2022/LAW dt.11/07/2022)
The Information and Public Relations Department.
Stock File / Office Copy

Forwarded/By order



Section Officer

Copy to:-

Private Secretary to Hon'ble Chief Minister
Private Secretary to Minister for Health and Family Welfare
Department
OSD to Chief Secretary
PA to Additional Chief Secretary Finance Department
PA to Principal Secretary Health and Family Welfare Department
PA to Principal Secretary Animal Husbandry Department
CA to Ex Officio Principal Secretary (Science & Technology
Department)
CA to Joint Secretary (Science & Technology Department)

ANNEXURE I

INSTITUTE OF ADVANCED VIROLOGY
at
Bio360 Life Science Park, Thonnakkal P.O.,
Thiruvananthapuram-695317, Kerala, India

Memorandum of Association

I. **NAME:** The name of the Institute shall be 'Institute of Advanced Virology'.

II. **OFFICE:** Registered office address of this Society/Institute shall be as follows:

Institute of Advanced Virology
Bio 360 Life Sciences Park
Thonnakkal P.O
Thiruvananthapuram
Kerala, India – 695317

III. **OBJECTIVES:** The objectives of the Institute are:

1. To carry out and promote advanced research in virology and related inter disciplinary areas.
2. To provide high level training in virology and to serve the needs of development in these areas.
3. To interact adequately with other institutions within the state, national and international levels in applied research.
4. To provide a forum for discussion in areas of virology to the interest of the state and the nation.
5. To organize periodic workshops and training programs in selected areas concerning virology.
6. To disseminate diffusion of knowledge in virology through publications and visual media and to publish monographs and reports in thrust areas of research in virology.
7. To create infrastructure facilities for undertaking applications related to research and development in virology.
8. To identify and develop technologies and to formulate projects for implementation and if necessary, for manufacture of vaccines and diagnostics for meeting national needs.

9. To develop facilities for diagnosis based on latest technologies for viral diseases.
10. To interact and develop collaborative programs with other national and international institutions of repute.
11. To provide advanced training to students at post graduate and research levels in virology.
12. To conduct refresher programs.
13. To accept grants, scholarships, donations, subscriptions, endowments and administer the same for fulfillment of the objectives of the Institute.
14. To develop de novo or by acquisition of early leads and deliverables generated by others new or improved vaccines and delivery system of vaccine and cell-based technologies, diagnostics, antiviral therapeutics.
15. To study the life cycle of the viruses, their classification, structure, molecular biology, their relations with the environment, their transformations including genetic level changes and studies on insects/animals which act as virus hosts/ carriers.
16. To strengthen epidemic preparedness rapid response and risk communication to the public apart from the high-end research in the area of basic as well as translational virology.
17. To equip the Institute to biosafety level measures to handle high risk viruses (biosafety level 3 initially and eventually to level 4).
18. To become a center of excellence in research in advanced virology and to act as a platform for productive scientific exchange at the most advanced international level.
19. To play a crucial role in addressing local national and global needs in virology research and to make important contributions.
20. To create a world class infrastructure in the region for carrying out cutting edge research in modern virology fully embracing the international biosafety and environmental guidelines.
21. To survey and document viral infections and creating database to monitor and predict trends.
22. To implement public health approaches in controlling and eliminating viral infections in the state including outbreak responses.
23. To carry out clinical and epidemiological research in defining viral disease feature and severity and study response to vaccines in the local population in relation to ethnicity and culture.
24. To depute scientist to participate in national and international virology related conventions.
25. To provide services related to viral disease diagnosis, prevention

and control in the region.

26. To develop skilled human resources for carrying out virology research by offering advanced academic and training programs.

27. To do all such other acts and take all such steps as may further on all the aforesaid objectives.

The Names and Address of the members of the Governing Council of the Institute are as follows:

1	Hon'ble Chief Minister of Kerala	Chairperson
2	Hon'ble Minister for Health & Family Welfare, Govt. of Kerala	Vice Chairperson (Ex Officio)
3	Chief Secretary, Govt. of Kerala	Ex Officio Member
4	Secretary, Department of Biotechnology, Govt. of India	Ex Officio Member
5	Secretary, Department of Science and Technology, Govt. of India	Ex Officio Member
6	Director General, Indian Council of Medical Research, Govt. of India	Ex Officio Member
7	Additional Chief Secretary (Finance), Govt. of Kerala	Ex Officio Member
8	Principal Secretary, Science & Technology, Govt. of Kerala	Ex Officio Member
9	Principal Secretary (Health), Govt. of Kerala	Ex Officio Member
10	Secretary, Animal Husbandry, Govt. of Kerala	Ex Officio Member
11	Director, National Institute of Virology (NIV) Pune	Ex Officio Member
12	Director, Vector Control Research Centre, Puducherry	Ex Officio Member
13	Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Ex Officio Member
14	Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Thiruvananthapuram	Ex Officio Member
15	Director, Health Services, Govt. of Kerala	Ex Officio Member
16	Director, Medical Education, Govt. of Kerala	Ex Officio Member

17	Chairperson, Research Advisory Committee, Institute of Advanced Virology	EX OFFICIO Member
18	Director, Institute of Advanced Virology (IAV)	Convenor (Member)

In addition to the above 18 members, members will be nominated by the Government of Kerala. The following members are proposed as Government Nominees in the first Governing Council of IAV:

1	Dr. William Hall, Senior Advisor, IAV & Professor of School of Medicine, University College, Dublin	Member
2	Shri. M.C. Dathan. Mentor (Science), Govt. of Kerala & Former Director, VSSC Thiruvananthapuram	Member
3	Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Member
4	Prof. Suresh Das, Emeritus Professor, Indian Institutes of Science Education and Research (IISER), Thiruvananthapuram	Member
5	Prof S. Murty Srinivasula; Professor (Biology); Indian Institutes of Science Education and Research (IISER), Thiruvananthapuram	Member
6	Dr.B.Ekbal Former Member, Planning Board	Member
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Member

The Governing Council of the Institute shall be responsible for the overall administration of the Institute and to ensure that the objectives of the Institute as set forth in this Memorandum of Association is being carried out by framing appropriate Rules & Regulations.

IV. DECLARATION

We the several persons whose names and address are given below, having Association and set out hands and form ourselves into a society,

under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(Act XII of 1955).

Sl	Name & Address	Signature
1	Ex-Officio Principal Secretary Science & Technology Department, Govt of Kerala.	Sd /-
2	Principal Secretary Health & Family Welfare Department, Govt. of Kerala	Sd /-
3	Prof. M Radhakrishna Pillai Former Director Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
4	Dr. B Ekbal Former Member, Planning Board	Sd /-
5	Prof. Chandrabhas Narayana Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
6	Shri. M.C. Dathan Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram	Sd /-
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Sd /-
8	Dr.E.Sreekumar Director Institute of Advanced Virology (IAV); Thiruvananthapuram	Sd /-

PROF DR K P SUDHEER
EX-OFFICIO PRINCIPAL SECRETARY

ANNEXURE II**INSTITUTE OF ADVANCED VIROLOGY****at**

Bio360 Life Science Park, Thonnakkal P.O,
Thiruvananthapuram-695317, Kerala, India

RULES AND REGULATIONS**1. SHORT TITLE**

These Rules and Regulations shall be called “Rules and Regulations” of the Institute of Advanced Virology.

2. DEFENITIONS

In these Rules and Regulations, unless the context otherwise requires;

2.1 “Bye-laws” means the bye-laws of the Institute of Advanced Virology.

2.2 ‘Chairperson’ means the Chairperson of the Governing Council/Executive Committee of the Institute of Advanced Virology.

2.3 ‘Director’ means the Director of the Institute of Advanced Virology.

2.4 ‘Executive Committee’ means, the executive committee of the Institute of Advanced Virology.

2.5 “Government” means Government of Kerala.

2.6 ‘Governing Council’ means the Governing Council of the Institute of Advanced Virology.

2.7 “IAV” means Institute of Advanced Virology

2.8 “Society” means the Institute of Advanced Virology.

2.9 “Year” means the period of twelve months beginning from the first of April and ending on the thirty first day of March of the next year.

3. GOVERNING COUNCIL

3.1 The Governing Council of the Institute shall be responsible for the overall administration of the Institute and to ensure that the objectives of the Institute as set forth in the Memorandum of Association is being carried out.

3.2 Powers, Duties and Functions of the Governing Council

3.2.1 It shall be the function of the Governing Council generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.

3.2.2 The Governing Council shall support and promote advanced research in

Virology and related inter disciplinary areas.

3.2.3 The Governing Council shall have general control of the affairs of the

Institute and authority to exercise all the powers and perform all the acts and deeds consistent with the aims and objectives of the Institute.

3.2.4 The Governing Council shall have the powers to make such Rules &

Regulations and Byelaws as may be required for the regulation of business of the Institute.

3.2.5 The Governing Council may by resolution delegate to the Executive

Committee and the Director of the Institute such of its powers for the conduct of business as deemed fit.

3.2.6 The Governing Council shall have all the powers over the budgetary funds

received from the Government, and it can decide on the items of expenditure needed by the Institute. The Governing Council shall ensure that the expenditure is in accordance with the Rules & Regulations and byelaws of the Institute.

3.2.7 The property of the Institute shall vest in the Governing Council. In any legal

proceedings, the Institute may sue or be sued in the name of the Director, or such other member appointed by the Governing Council for such purpose.

3.2.8 Governing Council shall scrutinize and submit budget, annual accounts

and annual report of the institute to the Government every year before the due date stipulated.

3.2.9 If circumstances demand, the Chairperson may exercise the powers of the

Governing Council and report the action taken in the next meeting of the Governing Council for ratification.

3.3 The Governing Council may, as deemed fit, delegate some of its powers to the Executive Committee/Director by framing appropriate

byelaws.

4. ADMINISTRATION AND MANAGEMENT

Subject to these Rules and Regulations and Bye-laws as may hereafter be made from time to time, the administration and management of the Institute shall vest in the Governing Council; which shall be assisted by the Executive Committee for the total administrative, technical and financial management of the Institute, for periodic reviews, monitoring of the activities of the Institute, and to take remedial measures, as deemed fit, to meet the aims and objectives of the Institute.

4.1 OFFICE BEARERS

4.1.1 Chairperson,
Executive Committee- Principal Secretary,
Science & Technology Department, Government of Kerala.

4.1.2 Director - The Director of the Institute shall be a Scientist of eminence in the field of Virology or related discipline appointed by the Government of Kerala.

5. CONSTITUTION OF GOVERNING COUNCIL

5.1 The Governing Council of the Institute shall be constituted as per the Article III of Memorandum of Association of the Society/Institute.

5.2 Modification

The constitution of the Governing Council can be modified only as per the decision of the Governing Council by appropriate modification of Rules & Regulations.

5.3 Convenor

The Director of the Institute shall be the Convenor of the Governing Council.

5.4 Meetings of the Governing Council

5.4.1 The Governing Council of the Institute shall meet as often as necessary but at-least once in a year and one of the meetings shall be the Annual Governing Council meeting.

5.4.2 The minutes of all proceedings of general meetings to be entered in books kept for the purpose and such minutes are to be signed by the convenor of the Governing Council. The convenor of the Governing Council will be responsible towards maintaining the details of the

members, minutes book and other registers/documents and filing the details with the Registrar as prescribed vide section 7 Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

5.5 Notices to Members

All meetings of the Governing Council shall be called by notices by the Director or any other officer authorised by the Chairperson, giving a minimum of not less than 15 clear days before the day appointed for the meeting. The notice of meetings shall be served to all members through e-mail/registered/speed post. Any change in the address/e-mail id of member shall be duly intimated by the member to the Convenor. In case of failure to do so, all notices and communications shall be sent only to the current registered address/e-mail id.

5.6 Procedure towards conducting the meeting of the Governing Council

5.6.1 The meeting of the Governing Council shall be held at such date, time and place as decided by the Chairperson.

5.6.2 All meetings of the Governing Council shall be called by notices by the Director or any other officer authorised by the Chairperson, giving a minimum of not less than 15 clear days before the day appointed for the meeting.

5.6.3 A special Governing Council meeting may be convened at any time by the Chairperson or on the requisition of one-fourth of the total members of the Governing Council of the Institute or on request by the Director of the Institute.

5.6.4 Request should be made in writing to the Chairperson stating the business for which the meeting is being convened, and the convener shall within 10 days from the date of requisition, proceed duly to call a meeting for the consideration of the business stated, on a day not later than 40 days of the date of receipt of the requisition.

5.6.5 If the Chairperson is not present at the meeting of the Governing Council, the vice-chairperson will preside the meeting. If the vice-chairperson is also not present, the members present shall elect one from amongst themselves to preside over the meeting.

5.6.6 A minimum of nine (9) members of the Governing Council shall form the quorum. If there is no quorum at a meeting, the meeting shall be adjourned to a future date. If there is no quorum on the adjourned

date also, the meeting shall be held with the available members.

5.6.7 All decisions of the Governing Council shall be taken by a majority of votes of the members present and voting.

5.6.8 Each member shall have one vote, in case of a tie the Chairperson shall have a casting vote.

6. EXECUTIVE COMMITTEE

6.1 Constitution

The composition of the Executive Committee will be as follows:

1	Principal Secretary, Science & Technology Department, Government of Kerala	Chairperson
2	Director, Institute of Advanced Virology (IAV)	Convenor (Ex Officio)
3	Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary	Member (Ex Officio)
4	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)
5	Head of Administration/Administrative Officer, IAV	Member (Ex Officio)
6	Member Secretary, Kerala State Council for Science, Technology & Environment	Member (Ex Officio)

In addition to these ex-officio members, one nominee from among the scientists of IAV, one nominee from among the technical staff of IAV and two external nominees will be included in the committee. These additional members will be nominated by the Chairperson of the Executive committee and the same will get ratified from the Governing Council.

6.2 Modification

The constitution of the Executive Committee can be modified only as per the decision of the Governing Council by appropriate modification of Rules & Regulations.

6.3 Convenor

The Director of the Institute shall be the Convenor of the Executive Committee.

6.4 Meetings

The Executive Committee shall meet as often as needed but not less than three (3) times in a financial year.

6.5 Notice to Members

All meetings of the Executive Committee shall be called by notices by the Convenor or any other officer authorised by the Chairperson, giving a minimum of not less than 7 clear days before the day appointed for the meeting. The notice of meetings shall be served to all members through e-mail/registered/speed post. Any change in the address/e-mail id of member shall be duly intimated by the member to the Convenor. In case of failure to do so, all notices and communications shall be sent only to the current registered address/e-mail id.

6.6 Procedure

The procedure for the meeting of Executive Committee shall be as stipulated in the bye-laws.

6.7 Powers, Duties and Functions of the Executive Committee

6.7.1 It shall be the function of the Executive Committee generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.

6.7.2 General powers and responsibilities of the Executive Committee shall be devolved by the decision of the Governing Council.

6.7.3 The Executive Committee shall administer, direct and control the affairs and funds of the Institute, and shall have the authority to exercise all powers of the Institute in respect of the expenditure, subject to such limitations as the Governing Council may impose from time to time.

6.7.4 The Executive Committee may delegate powers to the Director as may be necessary for their efficient functioning.

6.7.5 The Executive Committee can recommend towards framing, altering, amending and addition of the Rules & Regulations and byelaws of the Institute to the Governing Council.

6.7.6 The Executive Committee shall approve the request for disposal

of all unserviceable condemned items or surplus stores, office furniture, materials at site of works, dismantled materials etc.

6.7.7 The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the technical committee subject to the economy orders existing from time to time.

6.7.8 The Executive Committee shall scrutinize the annual financial statement and submit it to the Governing Council.

6.7.9 The Executive Committee shall scrutinize the annual report submitted by the Director and forward it to the Governing Council.

6.7.10 The Executive Committee shall have the power to include special invitees to participate in the discussions at the meeting of the Executive Committee.

6.7.11 The Executive Committee shall have power to sanction special disability leave and study leaves of the employees of the Institute in accordance with the orders/circular issued by the Government from time to time.

7. DURATION OF MEMBERSHIP OF GOVERNING COUNCIL / EXECUTIVE COMMITTEE

All members of the Governing Council and Executive Committee other than the Ex-Officio Members shall hold their membership for a period of three (3) years. Where a person becomes a member of the Governing Council/Executive Committee by a reason of the office or appointment he/she holds, his/her membership shall terminate when he/she ceases to hold that office or appointment. Other members shall hold membership for three years unless members resign or the authority which nominated them terminates their membership. The power to terminate the membership of a nominated member of the Governing Council/Executive Committee is vested with the Chairperson, Governing Council/Chairperson, Executive Committee respectively.

8. VACANCIES

When a vacancy occurs in the office of a nominated member of the Governing Council through death, resignation or for any other reason, the Director shall, as soon as possible notify to the Chairman, Governing Council, who will be the nominating authority. The nomination will be from a panel of members submitted by the Director of the Institute. The Chairman, Governing Council reserves the right to

nominate a person other than from the panel submitted by the Director of the Institute.

When a vacancy occurs in the office of a nominated member of the Executive Committee through death, resignation or for any other reason, the Director shall, as soon as possible notify to the Chairman, Executive Committee, who will be the nominating authority. The nomination will be from a panel of members submitted by the Director of the Institute. The Chairman, Executive reserves the right to nominate a person other than from the panel submitted by the Director of the Institute.

9. VACANCY NOT TO AFFECT PROCEEDINGS

If any vacancy in the office of a member of the Governing Council or Executive Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceeding of the Governing Council or Executive Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this Rules and Regulations will derogate from the provision regarding quorum necessary in meetings of the Governing Council / Executive Committee.

10. BYE-LAWS

The Governing Council may frame bye-laws not inconsistent with these Rules and Regulations of the Institute, and may in particular provide for the following matters:

- I. Conduct of business and the procedures to be adopted in the meetings of Governing Council/Executive Committee.
- II. Powers, duties and functions of the Executive Committee /Director as well as officers and employees of the Institute.
- III. Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any other financial contributions and securities and/or any property, either movable or immovable, from within the country and/or abroad including international agencies, subject to prevailing laws.
- IV. Finance, Budget and Accounts of the Institute
- V. Investment of and dealing with funds and moneys of the Society/Institute.
- VI. Execution of contracts and other instruments, on behalf of the Institute.

VII. Conduct and defence of legal proceedings and manner of signing pleadings.

VIII. Service Rules for the employees of the Institute.

IX. Establishment and maintenance of various social security measures for the benefit of employees of the Institute.

X. Constitution of various committees for the administration of Institute and prescribing their powers, duties and responsibilities.

XI. Procedure for appointment of members to various committees, termination of membership and re-constitution of committees.

XII. Such other matters as may be necessary for the administration of the Institute.

11. EMPLOYEES OF THE INSTITUTE

Subject to provisions of these Rules and Regulations, the employees of the Institute shall consist of:

(a) Scientific Staff

(b) Technical Staff

(c) Administrative Staff

(d) Such other officers and employees as may be considered necessary for the functioning of the Institute.

12. APPOINTMENT, FUNCTIONS & POWERS OF THE DIRECTOR

12.1 The appointment of Director shall be made by the Government of Kerala. The emoluments, allowances and other conditions of service shall be fixed by the Government of Kerala.

12.2 The Director shall supervise and exercise administrative control on the staff of the institute and shall be responsible for realising the mission of the institute, creating an environment in the Institute conducive to promote excellence in research and development and other activities of the Institute.

12.3 Managing the affairs of the Institute as per the decisions of the Governing Council and other Committees constituted.

12.4 The Director shall have powers, in all matters delegated to him by the Governing Council/Executive Committee and shall be accountable for optimum utilisation of the resources and efficient running of the Institute.

12.5 It shall be the duty of the Director to carry on the work of the Institute under the control of the Governing Council and the Executive

Committee for the proper administration and management of the Institute. However, in the case of an emergency, he may take such action as may be necessary and report it to the Executive Committee/Governing Council.

12.6 All members of the staff of the Institute shall be under the general control of the Director, who may issue standing orders from time to time.

12.7 All expenditure within the budget/grant shall be sanctioned by the Director in accordance with the administrative sanction issued by the Government subject to the following conditions:

12.7.1 In the case of plan projects for which Government have issued administrative sanction, expenditure above Rs. 50,00,000/- (Rupees Fifty lakhs only) shall be with the approval of the Executive Committee. The expenditure from the external grants received by the Institute will be in accordance with the terms and conditions of the funding agency.

12.7.2 The Executive Committee may delegate financial power to the Director/any other officer, if required, and the same has to be get ratified by the Governing Council.

12.7.3 The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within three months of the close of the financial year.

12.8 Subject to the overall control of the Executive Committee, the Director shall perform the following additional functions:

12.8.1 Appointing authority of all staff in the permanent sanctioned post by Government/project positions on permanent/contract basis by strictly following the Government orders. All post creation in the Institute shall be with the approval of Government.

12.8.2 Appoint Consultant(s); adjunct/visiting/honorary/emeritus faculty; Officers on deputation for carrying out items of work/academic/research programs included in the sanctioned budget proposals.

12.8.3 Make provisions for; and conduct study, teaching, training, seminar or research either on its own or through other institutions in the field of Virology and related areas.

12.8.4 To initiate and implement academic activities including certificate, diploma, masters, doctoral and post-doctoral programs; finalization of selection criteria and conduct of selection through centralised procedures; institutional affiliation to universities and other academic centres to fulfil the mission and vision of the Institute.

12.8.5 Co-operate with any other organisation or institution in the matter of training, research, finance and other things related to the objectives of the Institute.

12.8.6 Enter into contracts or agreement for and on behalf of the Institute.

12.8.7 Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in and strictly following the store purchase rules applicable from time to time and as per Government norms.

12.8.8 Improve, manage, develop any property or properties belonging to or at the disposal of the Institute as he may deem fit on behalf of the Institute.

12.8.9 Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.

12.8.10 To generate, manage and license Intellectual Property Rights (IPR) on behalf of the Institute.

12.8.11 Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Institute.

12.9 The Director shall have the following additional administrative powers for expediency in the programme implementation.

12.9.1 The Director may create temporary positions for the functional requirement of the Institute against the plan projects or programmes with the approval of the Government.

12.9.2 To sanction all kinds of leave to the employees. Special disability leave and study leave shall be granted by the Director with approval from the Executive Committee in accordance with the rules of the Institute from time to time.

12.9.3 To clear the probation; sanction increments and promotion to all employees based on their merit and requirements of the work and also subject to the rules relating to it.

12.9.4 To undertake official journeys and to sanction the tour programmes of self and all other employees of the Institute following the rules/orders of the Government from time to time. The sanctioning of the foreign tour will be with the prior approval of the Government.

12.9.5 To sanction T.A. to self, to members, consultants, invitees, trainees and to all employees for the journeys in the interest of the Institute.

12.9.6 To sanction destruction of old records, as per existing Manual of Office Procedures of the Government of Kerala.

12.9.7 To incur non-recurring contingent expenditure.

12.9.8 To incur expenditure towards hospitality charges in connection with meetings, visit of experts and guests of the Institute.

12.9.9 To recommend the disposal of all unserviceable or surplus stores, office furniture, materials at site of works, dismantled materials to the Executive Committee.

12.9.10 To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute in accordance with the rules of the Forest & Wildlife Department.

12.9.11 To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Government/Institute subject to the availability of fund.

12.9.12 To sanction construction works for execution on a proper estimate upto a value of Rs.50,00,000/- (Rupees Fifty lakhs only) and the works for the value upto Rs.1,00,00,000/- (Rupees One crore only) with the approval of the Executive Committee and for any amount more than Rs.1,00,00,000/- (Rupees One crore only) with the approval of Governing Council.

12.9.13 To take buildings on rent for housing the office and other facilities of the Institute as per the Public Works Department norms, with the approval of the Executive Committee.

12.9.14 To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure, on their work in the interest of the Institute like honoraria, T.A/D.A, sitting fees, stipend etc. as per rules approved by the Executive Committee of the Institute.

12.9.15 To conduct and defence legal proceedings on behalf of the Institute and sign the connected legal documents.

12.9.16 To sanction refund of receipts.

12.9.17 To institute research fellowships.

13. DELEGATION OF POWERS

The Executive Committee may delegate some of its powers, functions and duties to the Director by framing appropriate byelaws.

14. APPOINTMENT

The appointments to the sanctioned positions of the Institute shall be carried out by the Director following service rules of the Institute and on the recommendation of the duly constituted selection committee. The employees so appointed will be governed by the service rules of the Institute.

15. PROPERTIES AND FUNDS VESTED IN THE GOVERNING COUNCIL/ EXECUTIVE COMMITTEE

The properties and funds of the Institute shall vest in the Governing Council and shall consist of:

- i. Grants made by the Govt. of Kerala.
- ii. Grants made by the Govt. of India.
- iii. Contribution from other sources such as corporate social responsibility, grants, donations, endowments, awards.
- iv. Income from investment with the approval of Government. The detailed guidelines regarding income from investment will be incorporated by framing financial rules of the Institute.
- v. Receipts of the Institute from other sources including money borrowed with or without security.
- vi. Funds from other agencies for carrying out other activities of the Institute.
- vii. Consultancies, Technology transfer, design, development, contracts, CSR funds etc.

16. LEGAL ACTION

The Director may sue or be sued in the name of the Society/Institute in all legal proceedings.

17. SEAL OF THE INSTITUTE

The Director is authorized to execute all documents and contracts and to put in the seal of the Institute on such documents. The custody of the seal should be with the Director.

18. BOOKS OF ACCOUNTS

18.1 The Society shall maintain such books of accounts and other books with respect to the following:

- (a) All sums of money received and expended for and on behalf of the society and the matters in respect of which the receipt and expenditure takes place; and
- (b) the assets and liabilities of the Institute.

18.2 The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws with the approval of the Government.

18.3 The Institute shall prepare a budget in respect of each financial year showing the receipts and expenditures and submit the same to the Government and Registrar with due approval of the Executive Committee/Governing Council.

18.4 All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts following the guidelines of the Government from time to time and the accounts are to be managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.

18.5 The accounts shall be audited by a chartered accountant appointed by the Institute and shall be submitted to the Government with due approval of the Governing Council.

19. ANNUAL BALANCE SHEET

19.1 The Society/Institute shall prepare an annual balance sheet and income and expenditure statement for the period.

19.2 The balance sheet and income and expenditure shall be audited by an auditor duly appointed with the approval of the Governing Council.

19.3 The balance sheet and income and expenditure duly signed by at least three members of the Governing Council and approved by the Governing Council during its general meeting shall be filed with the Registrar.

20. ADDITION/DELETION/MODIFICATION OF RULES AND REGULATIONS

20.1 These Rules and Regulations may, from time to time, be altered, added to and modified by the Governing Council and Rules and Regulations so altered, added to and modified shall operate from such date as shall be notified.

20.2 Whenever it shall appear to the Governing Council/Executive Committee of the Institute that it is advisable to alter, extend or a bridge this Rules and Regulations for such purposes as are mentioned in the Memorandum of Association, the Executive Committee may submit the proposal to the Governing Council in a written or printed report, and may convene a special meeting of Governing Council for the consideration thereof according to the Rules & Regulations and bye-laws. No such proposal shall be deemed to have been approved unless such reports have been delivered by hand or sent by registered post or by e-mail to every member of the Governing Council 21 days prior to the date of special meeting convened at the instance of the Executive Committee for the consideration thereof, and unless proposal shall have been agreed to by the votes cast in favour of the proposal by the members entitled to do so, and such votes are not less than three times the number of votes, if any cast against the resolution by members so entitled and voting and attended by not less than half number of members of the Governing Council.

20.3 Whenever it shall appear expedient to the Executive Committee of the Institute to amend the name, Rules & Regulations and Byelaws of the Institute, the Executive Committee may submit proposal to a special Governing Council meeting convened for the purpose of which notice shall have been delivered by hand or registered post or by e-mail to every member of the Governing Council 21 days prior to the date of the special meeting. The resolution proposing the amendments shall be passed by the votes cast in favour of the resolution by members who are entitled to do so, provided such votes are not less than three times the number of voted, if any, cast against the resolution by members so entitled and voting.

21. ANNUAL REPORT

21.1 The Institute shall prepare an annual report every year indicating all activities undertaken by the Institute and placed the same before the Executive Committee for submission to the Governing Council.

21.2 Copies of the annual accounts and annual report as approved by the Governing Council shall be submitted to the Government of Kerala for approval/audit.

22. DISSOLUTION OF SOCIETY

The society may be dissolved in accordance with the provisions

prescribed vide section 23 Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955) after obtaining previous consent of the Government of Kerala in that behalf.

23. DECLARATION

In all circumstances the Institute shall functioning in accordance with the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

CERTIFIED that this is a true copy of the Rules and Regulations of the Institute.

Sl	Name & Address	Signature
1	Ex-Officio Principal Secretary Science & Technology Department, Govt of Kerala.	Sd /-
2	Principal Secretary Health & Family Welfare Department, Govt. of Kerala	Sd /-
3	Prof. M Radhakrishna Pillai Former Director Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
4	Dr. B Ekbal Former Member, Planning Board	Sd /-
5	Prof. Chandrabhas Narayana Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
6	Shri. M.C. Dathan Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram	Sd /-
7	Dr. Jacob John Retd. Professor, Clinical Virology	Sd /-

	Christian Medical College, Vellore	
8	Dr.E.Sreekumar Director Institute of Advanced Virology (IAV); Thiruvananthapuram	Sd /-

PROF DR K P SUDHEER
EX-OFFICIO PRINCIPAL SECRETARY



രഹസ്യം

കേരള സർക്കാർ

മന്ത്രിസഭായോഗത്തിന്റെ നടപടിക്കുറിപ്പുകൾ

തീയതി : 11-01-2023

ഫയൽ നം. എ3/50/2021/എസ്സ് & റി.ഡി.

ഇനം നം: 1298

വിഷയം : ശാസ്ത്ര-സാങ്കേതിക വകുപ്പ് - ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ സംഘടനാ പ്രമാണം (Memorandum of Association), നിയമാവലി (Rules and Regulations) എന്നിവ അംഗീകരിക്കുന്നത്.

തീരുമാനം : കുറിപ്പിലെ നിർദ്ദേശങ്ങൾ അംഗീകരിച്ചു.

(ഒപ്പ്)

പിണറായി വിജയൻ
മുഖ്യമന്ത്രി

(ശരിപ്പകർപ്പ്)

ഡോ. വി പി ജോയ്
ചീഫ് സെക്രട്ടറി

എക്സ്-ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി, ശാസ്ത്ര-സാങ്കേതിക വകുപ്പ്.

1298

കേരള സർക്കാർ
(ശ്രീ. പിണറായി വിജയൻ മന്ത്രിസഭ)
മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പുകൾ

- 1 ഫയൽ നമ്പർ : എ 3/50/2021-എസ്സ്&റ്റി.ഡി
- 2 വകുപ്പ് : ശാസ്ത്ര സാങ്കേതിക (എ) വകുപ്പ്
- 3 വിഷയം : ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ സംഘടനാ പ്രമാണം (Memorandum of Association), നിയമാവലി (Rules and Regulations) എന്നിവ അംഗീകരിക്കുന്നത് . -സംബന്ധിച്ച്
- 4 മന്ത്രിസഭാ യോഗത്തിൽ സമർപ്പിക്കാനുള്ള മുഖ്യമന്ത്രിയുടെ ഉത്തരവ് തീയതി : 04/10/22
- 5 (i) ഇത് സാമ്പത്തിക ബാധ്യതയുള്ളതാണോ? : ഉണ്ട്
(ii) സാമ്പത്തിക ബാധ്യതയുള്ളതാണെങ്കിൽ ധനകാര്യ വകുപ്പുമായി ആലോചിച്ചിട്ടുണ്ടോ; ഉണ്ടെങ്കിൽ അവരുടെ അഭിപ്രായം മന്ത്രിസഭാ യോഗത്തിനുള്ള കുറിപ്പിൽ ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ; : ഉണ്ട്
- 6 മറ്റേതെങ്കിലും വകുപ്പുമായി ആലോചിച്ചിട്ടുണ്ടോ; ഉണ്ടെങ്കിൽ അവരുടെ അഭിപ്രായം മന്ത്രിസഭാ യോഗത്തിനുള്ള കുറിപ്പിൽ ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ; : ഉണ്ട്
- 7 കരട് കുറിപ്പ് സമർപ്പിച്ച ജോയിന്റ് സെക്രട്ടറിയുടെ പേര് : ബിന്ദു.സി.വർഗ്ഗീസ്
- 8 കരട് കുറിപ്പ് അംഗീകരിച്ച എക്സ് ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറിയുടെ പേര് : പ്രൊഫ. കെ.പി. സുധീർ
- 9 മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് എക്സ് ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി അംഗീകരിച്ച തീയതി : 24/12/22
- 10 കരട് കുറിപ്പ് അംഗീകരിച്ച ചീഫ് സെക്രട്ടറിയുടെ പേര് : ഡോ.വി.പി.ജോയ്
- 11 മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് ചീഫ് സെക്രട്ടറി അംഗീകരിച്ച തീയതി : 26/12/22
- 12 കരട് കുറിപ്പ് അംഗീകരിച്ച മന്ത്രിയുടെ പേര് : ശ്രീ.പിണറായി വിജയൻ
- 13 മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് മന്ത്രി അംഗീകരിച്ച തീയതി : 09/01/23
- 14 കുറിപ്പിന്റെ പകർപ്പുകൾ സമർപ്പിച്ച തീയതി : 10 / 09/01/23
- 15 മന്ത്രിസഭാ യോഗം തീരുമാനമെടുത്ത തീയതി :
- 16 തീരുമാനം പുറപ്പെടുവിച്ച സർക്കാർ ഉത്തരവ്/ കത്തിന്റെ നമ്പരം തീയതിയും :

മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പുകൾ

1. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ സംഘടനാ പ്രമാണം(Memorandum of Association), നിയമാവലി(Rules and Regulations) എന്നിവ അംഗീകരിക്കുന്നത് സംബന്ധിച്ചതാണ് ഈ കുറിപ്പിലെ വിഷയം.

2. 05/03/2018 തീയതിയിലെ സ.ഉ(കൈ)നം.1/2018/എസ്സ്&റ്റി.ഡി പ്രകാരം ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി സ്ഥാപിക്കുന്നതിന് ഭരണാനുമതി നൽകിയിരുന്നു. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി 2020 ഒക്ടോബർ മാസത്തിൽ ബയോ360 ലൈഫ് സയൻസ് പാർക്കിൽ പ്രവർത്തനം ആരംഭിച്ചു.

3. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി എന്ന സ്ഥാപനം Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(ActXII) of 1955) പ്രകാരം ഒരു സൊസൈറ്റിയായി രജിസ്റ്റർ ചെയ്യണമെങ്കിൽ സ്ഥാപനത്തിന്റെ സംഘടനാ പ്രമാണവും നിയമാവലിയും അത്യാവശ്യമാണെന്ന് ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി ഡയറക്ടർ അറിയിച്ചിരുന്നു. അതിന്റെ അടിസ്ഥാനത്തിൽ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി ഡയറക്ടർ സ്ഥാപനത്തിന്റെ കരട് സംഘടനാ പ്രമാണം(Memorandum of Association), കരട് നിയമാവലി(Rules and Regulations) എന്നിവ അംഗീകരിക്കുന്നതിനായി സമർപ്പിച്ചിരുന്നു. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയിൽ നിന്നും ലഭ്യാക്കിയ കരട് സംഘടനാ പ്രമാണം(Memorandum of Association), കരട് നിയമാവലി(Rules and

- Regulations) എന്നിവ സൃഷ്ടിപരിശോധന നടത്തുന്നതിനായി ഫയൽ നിയമ വകുപ്പിലേയ്ക്ക് അയച്ചപ്പോൾ നിയമവകുപ്പ് ചില ഭേദഗതികൾ നിർദ്ദേശിച്ചിരുന്നു.

നിയമ വകുപ്പ് നിർദ്ദേശിച്ച ഭേദഗതികളോടെ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി ഡയറക്ടർ ലഭ്യമാക്കിയ സ്ഥാപനത്തിന്റെ കരട് സംഘടനാ പ്രമാണം(Memorandum of Association), കരട് നിയമാവലി(Rules and Regulations) എന്നിവ നിയമ വകുപ്പിന്റെ സൂക്ഷ്മ പരിശോധനയ്ക്ക് സമർപ്പിച്ചപ്പോൾ ലഭ്യമാക്കിയ അഭിപ്രായം ചുവടെ ചേർക്കുന്നു.

“The Travancore - Cochin Literary Scientific and Charitable Societies Registration Act, 1955, സെക്ഷൻ 3 പ്രകാരം ഒരു സൊസൈറ്റിയുടെ Memorandum of Association രജിസ്റ്റർ ചെയ്യുന്നതിനായി പ്രസ്തുത സൊസൈറ്റി രൂപീകരിക്കുവാൻ ഉദ്ദേശിക്കുന്ന ഏഴു വ്യക്തികളോ അല്ലെങ്കിൽ അതിൽ കൂടുതൽ പേരോ ആയതിൽ ഒപ്പു വെയ്ക്കണം എന്ന് നിഷ്കർഷിക്കുന്നു. ഗവേർണിംഗ് കൗൺസിൽ അംഗങ്ങൾ തന്നെ കരട് Memorandum of Association നിൽ ഒപ്പ് വെയ്ക്കണമെന്ന് നിയമത്തിൽ നിഷ്കർഷിക്കുന്നില്ല. അങ്ങനെ പരിശോധിക്കുമ്പോൾ ഭരണ വകുപ്പ് ഇപ്പോൾ ലഭ്യമാക്കിയിട്ടുള്ള കരട് Memorandum of Association ക്രമത്തിലാണുള്ളത് എന്ന് കാണാവുന്നതാകുന്നു. പ്രസ്തുത ആക്ടിലെ സെക്ഷൻ 4(2) പ്രകാരം Rules and Regulations-ൽ ഗവേർണിംഗ് കൗൺസിലിലെ മൂന്നിൽ കുറയാത്ത അംഗങ്ങൾ ഒപ്പിട്ട്

● **സാക്ഷ്യപ്പെടുത്തേണ്ടതായിട്ടാണുള്ളത്. ആയതിനാൽ ഭരണ വകുപ്പിന് മേൽപ്രകാരം നടപടി സ്വീകരിക്കാവുന്നതാണ്."**

4. നിയമവകുപ്പിന്റെ അഭിപ്രായത്തിന്റെ അടിസ്ഥാനത്തിൽ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് സംഘടനാ പ്രമാണം(Memorandum of Association), കരട് നിയമാവലി(Rules and Regulations) എന്നിവ അംഗീകരിക്കുന്നതിനായി ഫയൽ ബഹു,മുഖ്യമന്ത്രിക്ക് ചംക്രമണം ചെയ്തപ്പോൾ ബഹു.മുഖ്യമന്ത്രി താഴെപ്പറയും പ്രകാരം അഭിപ്രായപ്പെട്ടു.

"Memorandum of Association, Rules and Regulations എന്നിവ മന്ത്രിസഭയുടെ പരിഗണനയ്ക്ക് സമർപ്പിക്കുക. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി ഗവേണിംഗ് കൗൺസിലിൽ സർക്കാർ നോമിനികളായി ചുവടെ പറയുന്നവരെ ഉൾപ്പെടുത്തുക.

1. ശ്രീ. വിലയം ഹാൾ, സീനിയർ ഉപദേഷ്ടാവ്, ഐ.എ.വി & പ്രൊഫസർ ഓഫ് സ്കൂൾ ഓഫ് മെഡിസിൻ, യൂണിവേഴ്സിറ്റി കോളേജ്, ഡബ്ലിൻ
2. ശ്രീ. എം.സി. ദത്തൻ, മെന്റർ (സയൻസ്), കേരള സർക്കാർ & മുൻ ഡയറക്ടർ VSSC, തിരുവനന്തപുരം.
3. പ്രൊഫ. എം. രാധാകൃഷ്ണപിള്ള, മുൻ ഡയറക്ടർ, രാജീവ് ഗാന്ധി സെന്റർ ഫോർ ബയോടെക്നോളജി, തിരുവനന്തപുരം.
4. പ്രൊഫ. സുരേഷ്ദാസ്, എമിരിറ്റസ് പ്രൊഫസർ ഇന്ത്യൻ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് സയൻസ് എഡ്യൂക്കേഷൻ & റിസർച്ച്, തിരുവനന്തപുരം.

- 5. പ്രൊഫ. എസ്. മുർത്തിശ്രീനിവാസുല, പ്രൊഫസർ (ബയോളജി) ഇന്ത്യൻ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് സയൻസസ് എഡ്യൂക്കേഷൻ & റിസർച്ച് തിരുവനന്തപുരം.
- 6. ഡോ. ബി. ഇക്ലാൽ, മുൻ മെമ്പർ പ്ലാനിംഗ് ബോർഡ്.
- 7. ഡോ. ജേക്കബ് ജോൺ, റിട്ട. പ്രൊഫസർ, ക്ലിനിക്കൽ വൈറോളജി, ക്രിസ്ത്യൻ മെഡിക്കൽ കോളേജ്, വെല്ലൂർ."

ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ് വൈറോളജി സൊസൈറ്റിയായി രജിസ്റ്റർ ചെയ്യുന്നതിന് ചുവടെ പറയുന്ന 8 അംഗങ്ങളെ ഉൾപ്പെടുത്തുക.

- 1. എക്സ് ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി, ശാസ്ത്ര സാങ്കേതിക വകുപ്പ്.
- 2. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ്.
- 3. പ്രൊഫ. എം. രാധാകൃഷ്ണപിള്ള, മുൻ ഡയറക്ടർ, രാജീവ് ഗാന്ധി സെന്റർ ഫോർ ബയോടെക്നോളജി, തിരുവനന്തപുരം.
- 4. ഡോ. ബി. ഇക്ലാൽ, മുൻ മെമ്പർ, പ്ലാനിംഗ് ബോർഡ്
- 5. പ്രൊഫ. ചന്ദ്രഭാസ് നാരായണ, ഡയറക്ടർ, രാജീവ് ഗാന്ധി സെന്റർ ഫോർ ബയോടെക്നോളജി, തിരുവനന്തപുരം.
- 6. ശ്രീ. എം.സി. ദത്തൻ, മെന്റർ (സയൻസ്) കേരള സർക്കാർ & മുൻ ഡയറക്ടർ VSSC, തിരുവനന്തപുരം.
- 7. ഡോ. ജേക്കബ് ജോൺ, ക്ലിനിക്കൽ വൈറോളജി മുൻ പ്രൊഫസർ, ക്രിസ്ത്യൻ മെഡിക്കൽ കോളേജ്, വെല്ലൂർ.
- 8. ഡോ. ഇ. ശ്രീകുമാർ, ഡയറക്ടർ, ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ് വൈറോളജി"

5. കരട് മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പ് അംഗീകാരത്തിനായി ഫയൽ സമർപ്പിച്ചപ്പോൾ ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായവും കൂടി ലഭ്യമാക്കണമെന്ന് ചീഫ് സെക്രട്ടറി അഭിപ്രായപ്പെട്ടു. ചീഫ് സെക്രട്ടറിയുടെ അഭിപ്രായം താഴെ ചേർക്കുന്നു.

“സൊസൈറ്റിയുടെ ധനകാര്യ അധികാരങ്ങളുടെ delegation, സർക്കാർ നൽകുന്ന ഗ്രാന്റിന്റെ വിനിയോഗം, സൊസൈറ്റിയുടെ അക്കൗണ്ട്സ് മാനേജ്മെന്റ് തുടങ്ങിയ financial implications ധനകാര്യ വകുപ്പുമായി കൂടിയാലോചിച്ച് പരിശോധിച്ചിട്ടുള്ളതായി കാണുന്നില്ല. അതിനാൽ ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം ലഭ്യമാക്കി അതുകൂടി ഉൾപ്പെടുത്തി പുതുക്കിയ കുറിപ്പ് സമർപ്പിക്കുക.”

6. ചീഫ് സെക്രട്ടറിയുടെ ഉത്തരവിൻ പ്രകാരം ഫയൽ ധനകാര്യ വകുപ്പിലേക്ക് അയക്കുകയും ടി വകുപ്പ് ചുവടെ പറയും പ്രകാരം അഭിപ്രായം ലഭ്യമാക്കുകയും ചെയ്തു.

“ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് നിയമാവലിയിൽ ചുവടെ പറയുന്ന ഭേദഗതികൾ വരുത്താൻ ഭരണവകുപ്പിനോട് അഭ്യർത്ഥിക്കുന്നു.

ചട്ടം 6.1. ൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയിൽ ഒരു ധനകാര്യ മെമ്പർ/ഡയറക്ടറെ ഉൾപ്പെടുത്തേണ്ടതാണ്.

ചട്ടം 6.7.7 ൽ നിർമ്മാണ പ്രവർത്തനങ്ങളുടെ കാര്യത്തിൽ അതത് സമയം നിലവിലുള്ള economy orders കൃത്യമായി പാലിക്കേണ്ടതാണ്.

ചട്ടം 6.7. 11 ൽ ലീവ് സംബന്ധിച്ച് സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുള്ള ഉത്തരവുകൾ , പരിപത്രങ്ങൾ എന്നിവ പാലിക്കപ്പെടേണ്ടതാണ്.

ചട്ടം 12(7)ൽ ചെലവ് സംബന്ധിച്ച് പരിധി നിർണ്ണയിക്കുകയും നിശ്ചിത പരിധിക്കു മുകളിൽ ചെലവിന് സർക്കാരിന്റെ/ധനകാര്യവകുപ്പിന്റെ അനുമതി ആവശ്യമാണ് എന്ന് വ്യവസ്ഥ ചെയ്യേണ്ടതാണ്.

ചട്ടം 12-7-1,ൽ Expenditure on certain heads and items, above certain monetary ceiling which is to be specified by the Governing Council, shall require prior approval of the Executive Committee. എന്നതിലും

ചട്ടം 12-7-2 ൽ The Director may delegate his financial power to any other officer, if required. എന്നതിലും govt അനുമതി തേടണം എന്ന് വ്യവസ്ഥ ചെയ്യുക.

12-7-3-ൽ Annual Financial Statment Executive കമ്മിറ്റിക്ക് സമർപ്പിക്കുന്നതിനുള്ള സമയപരിധി 3 മാസമായി കുറയ്ക്കുക .
ചട്ടം 12-8-1-ൽ കരാർ അടിസ്ഥാനത്തിലോ അല്ലാതെയോ നിയമനങ്ങൾ നടത്തുമ്പോൾ സർക്കാർ അനുമതി തേടേണ്ടതും ആയത് സംബന്ധിച്ച ചെലവുകൾ (ശമ്പളം ഉൾപ്പെടെ) പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ്.

ചട്ടം 12-8-7 ൽ ഇൻസ്റ്റിറ്റ്യൂട്ടിനു വേണ്ടി (സ്ഥാപന/ജംഗമ) സ്വത്തുക്കൾ ആർജ്ജിക്കുന്നതിന് ധനകാര്യവകുപ്പിന്റെ അനുമതി തേടുക, സ്റ്റോർ പർച്ചേസ് നിബന്ധനകൾ പാലിക്കുക എന്നീ വ്യവസ്ഥകൾ ഉൾപ്പെടുത്തുക.

ചട്ടം 12 -9 -1ൽ താല്ക്കാലിക തസ്തികകൾ സൃഷ്ടിക്കുന്നതും സർക്കാർ അനുമതിയോടെ മാത്രം എന്ന് ചേർക്കേണ്ടതും ചെലവ് പ്രോജക്ട്

● ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ് .

ചട്ടം 12 -9 -4-ൽ യാത്രകൾ സംബന്ധിച്ച് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾ /പരിപത്രങ്ങൾ എന്നിവ പാലിക്കേണ്ടതും വിദേശ യാത്രകൾ സംബന്ധിച്ച് നിയമപ്രകാരമുള്ള മുൻകൂർ അനുമതി തേടേണ്ടതുമാണ്.

ചട്ടം 12 -9 -7 ൽ സബ് ക്ലാസ്സ് ഒന്നും ചേർത്തിട്ടില്ലാത്തതിനാൽ ആയത് ഒഴിവാക്കുക.

ചട്ടം 12 -9 -11-ൽ വൃക്ഷങ്ങൾ ഉൾപ്പെടെയുള്ള വിഭവങ്ങളുടെ ലേലവും തുടർനടപടികളും വനനിയമങ്ങൾ അനുശാസിക്കും പ്രകാരം നിർവ്വഹിക്കേണ്ടതാണ്.

ചട്ടം 12 -9 -12-ൽ മെഡിക്കൽ റീ-ഇംബ്ലോമെന്റ് സംബന്ധിച്ച് സർക്കാർ ഉത്തരവുകൾ പാലിക്കേണ്ടതാണ്.

ചട്ടം 12 -9 -13 -ൽ നിർമ്മാണ പ്രവർത്തനങ്ങൾ സംബന്ധിച്ച സാമ്പത്തിക അധികാരങ്ങൾ ഗവേർണിംഗ് കൗൺസിൽ / എക്സിക്യൂട്ടീവ് കമ്മിറ്റി / ഡയറക്ടർ എന്നിവർക്കുള്ളത് പ്രത്യേകം പ്രസ്താവിക്കേണ്ടതാണ്.

ചട്ടം 12 -9 -14-ൽ കെട്ടിടങ്ങൾ വാടകയ്ക്ക് എടുക്കുന്നത് നിലവിലുള്ള പി.ഡബ്ല്യു. ഡി. ചട്ടങ്ങൾ/ വാടക ചട്ടങ്ങൾ എന്നിവ അനുസരിച്ച് ചെയ്യേണ്ടതാണ്.

ചട്ടം 12-9-15-ൽ പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ എന്ന വ്യവസ്ഥ ഉൾപ്പെടുത്തേണ്ടതാണ്.

ചട്ടം 15-ൽ Properties and Funds vested in Governing Council/Executive Committee എന്നതിൽ

iii,ൽ Contribution from other Sources എന്നതിൽ sources എന്തൊക്കെയാണെന്ന് നിബന്ധന ചെയ്യണം.

iv,ൽ Income from Investments എന്നതിൽ Investment സർക്കാർ അനുമതിയോടെ എന്ന് നിഷ്കർഷിക്കുകയും ആയതിൽ നിന്നുള്ള വരുമാനം ചെലവാക്കുന്നതിന് മാനദണ്ഡങ്ങൾ ഏർപ്പെടുത്തുകയും വേണം.

ചട്ടം 18(2)ൽ സർക്കാർ അനുമതിയോടെ എന്ന് കൂടി ചേർക്കുക.

ചട്ടം 18(4)ൽ ബാങ്ക് അക്കൗണ്ടുകൾ തുടങ്ങുന്നത് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾക്ക് വിധേയമായി എന്ന് നിബന്ധന ചെയ്യണം.

ചട്ടം 18(5)ൽ ഓഡിറ്റ് ചെയ്ത അക്കൗണ്ടുകൾ ഗവേണിംഗ് കൗൺസിലിന്റെ അംഗീകാരത്തോടെ സർക്കാർ അംഗീകാരത്തിനായി സമർപ്പിക്കേണ്ടതാണ് എന്ന് ചേർക്കുക.

കൂടാതെ തസ്തികകൾ സൃഷ്ടിക്കുന്നതിനും വാഹനങ്ങൾ വാങ്ങുന്നതിനും മുൻകൂർ സർക്കാർ അനുമതി ആവശ്യമാണ് എന്ന വ്യവസ്ഥ കൂടി ചേർക്കേണ്ടതുണ്ട്.

ഇതിന് ബഹു. ധനകാര്യ മന്ത്രിയുടെ അംഗീകാരമുണ്ട്.“

7. ധനകാര്യ വകുപ്പിന്റെ മേൽ നിർദ്ദേശങ്ങളും ആയതിന്റെ അടിസ്ഥാനത്തിൽ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് നിയമാവലിയിൽ വരുത്തിയ ഭേദഗതികളും അനുബന്ധം III ആയി ചേർത്തിരിക്കുന്നു. ഇത് ബഹു.മുഖ്യമന്ത്രിയുടെ അംഗീകാരത്തിന് സമർപ്പിച്ചപ്പോൾ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് സംഘടനാ പ്രമാണം (Memorandum of Association), കരട് നിയമാവലി (Rules

and Regulations) എന്നിവ മന്ത്രിസഭയുടെ പരിഗണനയ്ക്ക് സമർപ്പിക്കുവാൻ ഉത്തരവായി.

8.ബഹു.മുഖ്യമന്ത്രിയുടെ ഉത്തരവിന്റെ അടിസ്ഥാനത്തിൽ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് സംഘടനാ പ്രമാണം(Memorandum of Association) (Annexure I), കരട് നിയമാവലി(Rules and Regulations) (Annexure II) എന്നിവ അംഗീകരിക്കുന്ന വിഷയം മന്ത്രിസഭാ യോഗത്തിനു മുമ്പാകെ സമർപ്പിക്കുന്നു.

തീരുമാനിക്കേണ്ട വിഷയം

I. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി ഗവേണിംഗ് കൗൺസിലിൽ സർക്കാർ നോമിനികളായി ചുവടെ പറയുന്നവരെ ഉൾപ്പെടുത്താമോ?

1. ശ്രീ. വിലയം ഹാൾ, സീനിയർ ഉപദേഷ്ടാവ്, ഐ.എ.വി & പ്രൊഫസർ ഓഫ് സ്കൂൾ ഓഫ് മെഡിസിൻ, യൂണിവേഴ്സിറ്റി കോളേജ്, ഡബ്ലിൻ
2. ശ്രീ. എം.സി. ദത്തൻ, മെന്റർ (സയൻസ്), കേരള സർക്കാർ & മുൻ ഡയറക്ടർ VSSC, തിരുവനന്തപുരം.
3. പ്രൊഫ. എം. രാധാകൃഷ്ണപിള്ള, മുൻ ഡയറക്ടർ, രാജീവ് ഗാന്ധി സെന്റർ ഫോർ ബയോടെക്നോളജി, തിരുവനന്തപുരം.
4. പ്രൊഫ. സുരേഷ്ദാസ്, എമിരിറ്റസ് പ്രൊഫസർ ഇന്ത്യൻ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് സയൻസ് എഡ്യൂക്കേഷൻ & റിസർച്ച്, തിരുവനന്തപുരം.
5. പ്രൊഫ. എസ്. മുർത്തിശ്രീനിവാസുല, പ്രൊഫസർ (ബയോളജി) ഇന്ത്യൻ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് സയൻസ് എഡ്യൂക്കേഷൻ & റിസർച്ച് തിരുവനന്തപുരം.

- 6. ഡോ ബി. ഇക്ലാൽ, മുൻ മെമ്പർ പ്ലാനിംഗ് ബോർഡ്
- 7. ഡോ. ജേക്കബ് ജോൺ, റിട്ട. പ്രൊഫസർ, ക്ലിനിക്കൽ വൈറോളജി, ക്രിസ്ത്യൻ മെഡിക്കൽ കോളേജ്, വെല്ലൂർ.

II. ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ് വൈറോളജി സൊസൈറ്റിയായി രജിസ്റ്റർ ചെയ്യുന്നതിന് ചുവടെ പറയുന്ന 8 അംഗങ്ങളെ ഉൾപ്പെടുത്താമോ?

- 1. എക്സ് ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി, ശാസ്ത്ര സാങ്കേതിക വകുപ്പ്
- 2. പ്രിൻസിപ്പൽ സെക്രട്ടറി, ആരോഗ്യ കുടുംബക്ഷേമ വകുപ്പ്
- 3. പ്രൊഫ. എം. രാധാകൃഷ്ണപിള്ള, മുൻ ഡയറക്ടർ, രാജീവ് ഗാന്ധി സെന്റർ ഫോർ ബയോടെക്നോളജി, തിരുവനന്തപുരം.
- 4. ഡോ. ബി. ഇക്ലാൽ, മുൻ മെമ്പർ, പ്ലാനിംഗ് ബോർഡ്
- 5. പ്രൊഫ. ചന്ദ്രഭാസ് നാരായണ, ഡയറക്ടർ, രാജീവ് ഗാന്ധി സെന്റർ ഫോർ ബയോടെക്നോളജി, തിരുവനന്തപുരം.
- 6. ശ്രീ. എം.സി. ദത്തൻ, മെന്റർ (സയൻസ്) കേരള സർക്കാർ & മുൻ ഡയറക്ടർ VSSC, തിരുവനന്തപുരം.
- 7. ഡോ. ജേക്കബ് ജോൺ, റിട്ട. പ്രൊഫസർ, ക്ലിനിക്കൽ വൈറോളജി, ക്രിസ്ത്യൻ മെഡിക്കൽ കോളേജ്, വെല്ലൂർ
- 8. ഡോ. ഇ. ശ്രീകുമാർ, ഡയറക്ടർ, ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജി

(III) I, II എന്നിവയിലെ നിർദ്ദേശങ്ങൾ അംഗീകരിക്കുന്ന പക്ഷം പ്രസ്തുത ഭേദഗതികൾ ഉൾപ്പെടുത്തി അനുബന്ധം I ആയി ചേർത്തിരിക്കുന്ന

● ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് സംഘടനാ പ്രമാണം(Memorandum of Association) അംഗീകരിയ്ക്കാമോ?

IV. അനുബന്ധം III-ൽ നിർദ്ദേശിച്ചിരിക്കുന്ന ഭേദഗതികൾ ഉൾപ്പെടുത്തി അനുബന്ധം II ആയി ചേർത്തിരിക്കുന്ന ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് നിയമാവലി (Rules & Regulations) അംഗീകരിയ്ക്കാമോ?

INSTITUTE OF ADVANCED VIROLOGY

at

Bio360 Life Science Park, Thonnakkal P.O,

Thiruvananthapuram-695317, Kerala, India

Memorandum of Association

- I. **NAME:** The name of the Institute shall be 'Institute of Advanced Virology'.
- II. **OFFICE:** Registered office address of this Society/Institute shall be as follows:
- Institute of Advanced Virology
Bio 360 Life Sciences Park
Thonnakkal P.O
Thiruvananthapuram
Kerala, India – 695317
- III. **OBJECTIVES:** The objectives of the Institute are:
1. To carry out and promote advanced research in virology and related inter disciplinary areas.
 2. To provide high level training in virology and to serve the needs of development in these areas.
 3. To interact adequately with other institutions within the state, national and international levels in applied research.
 4. To provide a forum for discussion in areas of virology to the interest of the state and the nation.
 5. To organize periodic workshops and training programs in selected areas concerning virology.
 6. To disseminate diffusion of knowledge in virology through publications and visual media and to publish monographs and reports in thrust areas of research in virology.
 7. To create infrastructure facilities for undertaking applications related to research and development in virology.

8. To identify and develop technologies and to formulate projects for implementation and if necessary, for manufacture of vaccines and diagnostics for meeting national needs.
9. To develop facilities for diagnosis based on latest technologies for viral diseases.
10. To interact and develop collaborative programs with other national and international institutions of repute.
11. To provide advanced training to students at post graduate and research levels in virology.
12. To conduct refresher programs.
13. To accept grants, scholarships, donations, subscriptions, endowments and administer the same for fulfillment of the objectives of the Institute.
14. To develop de novo or by acquisition of early leads and deliverables generated by others new or improved vaccines and delivery system of vaccine and cell-based technologies, diagnostics, antiviral therapeutics.
15. To study the life cycle of the viruses, their classification, structure, molecular biology, their relations with the environment, their transformations including genetic level changes and studies on insects/animals which act as virus hosts/ carriers.
16. To strengthen epidemic preparedness rapid response and risk communication to the public apart from the high-end research in the area of basic as well as translational virology.
17. To equip the Institute to biosafety level measures to handle high risk viruses (biosafety level 3 initially and eventually to level 4).
18. To become a center of excellence in research in advanced virology and to act as a platform for productive scientific exchange at the most advanced international level.
19. To play a crucial role in addressing local national and global needs in virology research and to make important contributions.
20. To create a world class infrastructure in the region for carrying out cutting edge research in modern virology fully embracing the international biosafety and environmental guidelines.
21. To survey and document viral infections and creating database to monitor and predict trends.
22. To implement public health approaches in controlling and eliminating viral infections in the state including outbreak responses.

23. To carry out clinical and epidemiological research in defining viral disease feature and severity and study response to vaccines in the local population in relation to ethnicity and culture.
24. To depute scientist to participate in national and international virology related conventions.
25. To provide services related to viral disease diagnosis, prevention and control in the region.
26. To develop skilled human resources for carrying out virology research by offering advanced academic and training programs.
27. To do all such other acts and take all such steps as may further on all the aforesaid objectives.

The Names and Address of the members of the **Governing Council** of the Institute are as follows:

1	Hon'ble Chief Minister of Kerala	Chairperson
2	Hon'ble Minister for Health & Family Welfare, Govt. of Kerala	Vice Chairperson (Ex Officio)
3	Chief Secretary, Govt. of Kerala	Ex Officio Member
4	Secretary, Department of Biotechnology, Govt. of India	Ex Officio Member
5	Secretary, Department of Science and Technology, Govt. of India	Ex Officio Member
6	Director General, Indian Council of Medical Research, Govt. of India	Ex Officio Member
7	Additional Chief Secretary (Finance), Govt. of Kerala	Ex Officio Member
8	Principal Secretary, Science & Technology, Govt. of Kerala	Ex Officio Member
9	Principal Secretary (Health), Govt. of Kerala	Ex Officio Member
10	Secretary, Animal Husbandry, Govt. of Kerala	Ex Officio Member

11	Director, National Institute of Virology (NIV) Pune	Ex Officio Member
12	Director, Vector Control Research Centre, Puducherry	Ex Officio Member
13	Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Ex Officio Member
14	Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Thiruvananthapuram	Ex Officio Member
15	Director, Health Services, Govt. of Kerala	Ex Officio Member
16	Director, Medical Education, Govt. of Kerala	Ex Officio Member
17	Chairperson, Research Advisory Committee, Institute of Advanced Virology	Ex Officio Member
18	Director, Institute of Advanced Virology (IAV)	Convenor (Member)

In addition to the above 18 members, members will be nominated by the Government of Kerala. The following members are proposed as Government Nominees in the first Governing Council of IAV:

1	Dr. William Hall, Senior Advisor, IAV & Professor of School of Medicine, University College, Dublin	Member
2	Shri. M.C. Dathan. Mentor (Science), Govt. of Kerala & Former Director, VSSC Thiruvananthapuram	Member
3	Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Member
4	Prof. Suresh Das, Emeritus Professor, Indian Institutes of Science Education and Research (IISER), Thiruvananthapuram	Member

5	Prof S. Murty Srinivasula; Professor (Biology); Indian Institutes of Science Education and Research (IISER), Thiruvananthapuram	Member
6	Dr.B.Ekbal Former Member, Planning Board	Member
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Member

The Governing Council of the Institute shall be responsible for the overall administration of the Institute and to ensure that the objectives of the Institute as set forth in this Memorandum of Association is being carried out by framing appropriate Rules & Regulations.

IV. DECLARATION

We the several persons whose names and address are given below, having Association and set out hands and form ourselves into a society, under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(Act XII of 1955).

Sl	Name & Address	Signature
1	Ex-Officio Principal Secretary Science & Technology Department, Govt of Kerala.	Sd /-
2	Principal Secretary Health & Family Welfare Department, Govt. of Kerala	Sd /-
3	Prof. M Radhakrishna Pillai Former Director Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
4	Dr. B Ekbal	Sd /-

	Former Member, Planning Board	
5	Prof. Chandrabhas Narayana Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
6	Shri. M.C. Dathan Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram	Sd /-
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Sd /-
8	Dr.E.Sreekumar Director Institute of Advanced Virology (IAV); Thiruvananthapuram	Sd /-

INSTITUTE OF ADVANCED VIROLOGY

at

Bio360 Life Science Park, Thonnakkal P.O,

Thiruvananthapuram-695317, Kerala, India

RULES AND REGULATIONS**1. SHORT TITLE**

These Rules and Regulations shall be called "Rules and Regulations" of the Institute of Advanced Virology.

2. DEFENITIONS

In these Rules and Regulations, unless the context otherwise requires;

2.1 "Bye-laws" means the bye-laws of the Institute of Advanced Virology.

2.2 'Chairperson' means the Chairperson of the Governing Council/Executive Committee of the Institute of Advanced Virology.

2.3 'Director' means the Director of the Institute of Advanced Virology.

2.4 'Executive Committee' means, the executive committee of the Institute of Advanced Virology.

2.5 "Government" means Government of Kerala.

2.6 'Governing Council' means the Governing Council of the Institute of Advanced Virology.

2.7 "IAV" means Institute of Advanced Virology

2.8 "Society" means the Institute of Advanced Virology.

2.9 "Year" means the period of twelve months beginning from the first of April and ending on the thirty first day of March of the next year.

3. GOVERNING COUNCIL

3.1 The Governing Council of the Institute shall be responsible for the overall administration of the Institute and to ensure that the objectives of the Institute as set forth in the Memorandum of Association is being carried out.

3.2 Powers, Duties and Functions of the Governing Council

- 3.2.1 It shall be the function of the Governing Council generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.
- 3.2.2 The Governing Council shall support and promote advanced research in Virology and related inter disciplinary areas.
- 3.2.3 The Governing Council shall have general control of the affairs of the Institute and authority to exercise all the powers and perform all the acts and deeds consistent with the aims and objectives of the Institute.
- 3.2.4 The Governing Council shall have the powers to make such Rules & Regulations and Byelaws as may be required for the regulation of business of the Institute.
- 3.2.5 The Governing Council may by resolution delegate to the Executive Committee and the Director of the Institute such of its powers for the conduct of business as deemed fit.
- 3.2.6 The Governing Council shall have all the powers over the budgetary funds received from the Government, and it can decide on the items of expenditure needed by the Institute. The Governing Council shall ensure that the expenditure is in accordance with the Rules & Regulations and byelaws of the Institute.
- 3.2.7 The property of the Institute shall vest in the Governing Council. In any legal proceedings, the Institute may sue or be sued in the name of the Director, or such other member appointed by the Governing Council for such purpose.
- 3.2.8 Governing Council shall scrutinize and submit budget, annual accounts and annual report of the institute to the Government every year before the due date stipulated.
- 3.2.9 If circumstances demand, the Chairperson may exercise the powers of the Governing Council and report the action taken in the next meeting of the Governing Council for ratification.
- 3.3** The Governing Council may, as deemed fit, delegate some of its powers to the Executive Committee/Director by framing appropriate byelaws.

4. ADMINISTRATION AND MANAGEMENT

Subject to these Rules and Regulations and Bye-laws as may hereafter be made from time to time, the administration and management of the Institute shall vest in the Governing Council; which shall be assisted by the Executive Committee for the total administrative, technical and financial management of the Institute, for periodic reviews, monitoring of the activities of the Institute, and to take remedial measures, as deemed fit, to meet the aims and objectives of the Institute.

4.1 OFFICE BEARERS

4.1.1 Chairperson,

Executive Committee- Principal Secretary,
Science & Technology Department,
Government of Kerala.

4.1.2 Director

- The Director of the Institute shall be a Scientist of eminence in the field of Virology or related discipline appointed by the Government of Kerala.

5. CONSTITUTION OF GOVERNING COUNCIL

5.1 The Governing Council of the Institute shall be constituted as per the Article III of Memorandum of Association of the Society/Institute.

5.2 Modification

The constitution of the Governing Council can be modified only as per the decision of the Governing Council by appropriate modification of Rules & Regulations.

5.3 Convenor

The Director of the Institute shall be the Convenor of the Governing Council.

5.4 Meetings of the Governing Council

5.4.1 The Governing Council of the Institute shall meet as often as necessary but at-least once in a year and one of the meetings shall be the Annual Governing Council meeting.

5.4.2 The minutes of all proceedings of general meetings to be entered in books kept for the purpose and such minutes are to be signed by the convenor of the Governing Council. The convenor of the Governing Council will be responsible towards maintaining the details of the members, minutes book and other registers/documents and filing the details with the Registrar as prescribed vide section 7 Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

5.5 Notices to Members

All meetings of the Governing Council shall be called by notices by the Director or any other officer authorised by the Chairperson, giving a minimum of not less than 15 clear days before the day appointed for the meeting. The notice of meetings shall be served to all members through e-mail/registered/speed post. Any change in the address/e-mail id of member shall be duly intimated by the member to the Convenor. In case of failure to do so, all notices and communications shall be sent only to the current registered address/e-mail id.

5.6 Procedure towards conducting the meeting of the Governing Council

5.6.1 The meeting of the Governing Council shall be held at such date, time and place as decided by the Chairperson.

- 5.6.2 All meetings of the Governing Council shall be called by notices by the Director or any other officer authorised by the Chairperson, giving a minimum of not less than 15 clear days before the day appointed for the meeting.
- 5.6.3 A special Governing Council meeting may be convened at any time by the Chairperson or on the requisition of one-fourth of the total members of the Governing Council of the Institute or on request by the Director of the Institute.
- 5.6.4 Request should be made in writing to the Chairperson stating the business for which the meeting is being convened, and the convener shall within 10 days from the date of requisition, proceed duly to call a meeting for the consideration of the business stated, on a day not later than 40 days of the date of receipt of the requisition.
- 5.6.5 If the Chairperson is not present at the meeting of the Governing Council, the vice-chairperson will preside the meeting. If the vice-chairperson is also not present, the members present shall elect one from amongst themselves to preside over the meeting.
- 5.6.6 A minimum of nine (9) members of the Governing Council shall form the quorum. If there is no quorum at a meeting, the meeting shall be adjourned to a future date. If there is no quorum on the adjourned date also, the meeting shall be held with the available members.
- 5.6.7 All decisions of the Governing Council shall be taken by a majority of votes of the members present and voting.
- 5.6.8 Each member shall have one vote, in case of a tie the Chairperson shall have a casting vote.

6. EXECUTIVE COMMITTEE

6.1 Constitution

The composition of the Executive Committee will be as follows:

1	Principal Secretary, Science & Technology Department, Government of Kerala	Chairperson
2	Director, Institute of Advanced Virology (IAV)	Convenor (Ex Officio)
3	Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary	Member (Ex Officio)
4	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)
5	Head of Administration/ Administrative Officer, IAV	Member (Ex Officio)
6	Member Secretary, Kerala State Council for Science, Technology & Environment	Member (Ex Officio)

In addition to these ex-officio members, one nominee from among the scientists of IAV, one nominee from among the technical staff of IAV and two external nominees will be included in the committee. These additional members will be nominated by the Chairperson of the Executive committee and the same will get ratified from the Governing Council.

6.2 Modification

The constitution of the Executive Committee can be modified only as per the decision of the Governing Council by appropriate modification of Rules & Regulations.

6.3 Convenor

The Director of the Institute shall be the Convenor of the Executive Committee.

6.4 Meetings

The Executive Committee shall meet as often as needed but not less than three (3) times in a financial year.

6.5 Notice to Members

All meetings of the Executive Committee shall be called by notices by the Convenor or any other officer authorised by the Chairperson, giving a minimum of not less than 7 clear days before the day appointed for the meeting. The notice of meetings shall be served to all members through e-mail/registered/speed post. Any change in the address/e-mail id of member shall be duly intimated by the member to the Convenor. In case of failure to do so, all notices and communications shall be sent only to the current registered address/e-mail id.

6.6 Procedure

The procedure for the meeting of Executive Committee shall be as stipulated in the bye-laws.

6.7 Powers, Duties and Functions of the Executive Committee

- 6.7.1 It shall be the function of the Executive Committee generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.
- 6.7.2 General powers and responsibilities of the Executive Committee shall be devolved by the decision of the Governing Council.
- 6.7.3 The Executive Committee shall administer, direct and control the affairs and funds of the Institute, and shall have the authority to exercise all powers of the Institute in respect of the expenditure, subject to such limitations as the Governing Council may impose from time to time.
- 6.7.4 The Executive Committee may delegate powers to the Director as may be necessary for their efficient functioning.
- 6.7.5 The Executive Committee can recommend towards framing, altering, amending and addition of the Rules &

- Regulations and byelaws of the Institute to the Governing Council.
- 6.7.6 The Executive Committee shall approve the request for disposal of all unserviceable condemned items or surplus stores, office furniture, materials at site of works, dismantled materials etc.
- 6.7.7 The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the technical committee subject to the economy orders existing from time to time.
- 6.7.8 The Executive Committee shall scrutinize the annual financial statement and submit it to the Governing Council.
- 6.7.9 The Executive Committee shall scrutinize the annual report submitted by the Director and forward it to the Governing Council.
- 6.7.10 The Executive Committee shall have the power to include
special invitees to participate in the discussions at the meeting of the Executive Committee.
- 6.7.11 The Executive Committee shall have power to sanction special disability leave and study leaves of the employees of the Institute in accordance with the orders/circular issued by the Government from time to time.

7. DURATION OF MEMBERSHIP OF GOVERNING COUNCIL / EXECUTIVE COMMITTEE

All members of the Governing Council and Executive Committee other than the Ex-Officio Members shall hold their membership for a period of three (3) years. Where a person becomes a member of the Governing Council/Executive Committee by a

reason of the office or appointment he/she holds, his/her membership shall terminate when he/she ceases to hold that office or appointment. Other members shall hold membership for three years unless members resign or the authority which nominated them terminates their membership. The power to terminate the membership of a nominated member of the Governing Council/Executive Committee is vested with the Chairperson, Governing Council/Chairperson, Executive Committee respectively.

8. VACANCIES

When a vacancy occurs in the office of a nominated member of the Governing Council through death, resignation or for any other reason, the Director shall, as soon as possible notify to the Chairman, Governing Council, who will be the nominating authority. The nomination will be from a panel of members submitted by the Director of the Institute. The Chairman, Governing Council reserves the right to nominate a person other than from the panel submitted by the Director of the Institute.

When a vacancy occurs in the office of a nominated member of the Executive Committee through death, resignation or for any other reason, the Director shall, as soon as possible notify to the Chairman, Executive Committee, who will be the nominating authority. The nomination will be from a panel of members submitted by the Director of the Institute. The Chairman, Executive reserves the right to nominate a person other than from the panel submitted by the Director of the Institute.

9. VACANCY NOT TO AFFECT PROCEEDINGS

If any vacancy in the office of a member of the Governing Council or Executive Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceeding of the Governing Council or Executive Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the

appointment of a person acting as a member. Nothing in this Rules and Regulations will derogate from the provision regarding quorum necessary in meetings of the Governing Council / Executive Committee.

10. BYE-LAWS

The Governing Council may frame bye-laws not inconsistent with these Rules and Regulations of the Institute, and may in particular provide for the following matters:

- I. Conduct of business and the procedures to be adopted in the meetings of Governing Council/Executive Committee.
- II. Powers, duties and functions of the Executive Committee /Director as well as officers and employees of the Institute.
- III. Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any other financial contributions and securities and/or any property, either movable or immovable, from within the country and/or abroad including international agencies, subject to prevailing laws.
- IV. Finance, Budget and Accounts of the Institute
- V. Investment of and dealing with funds and moneys of the Society/Institute.
- VI. Execution of contracts and other instruments, on behalf of the Institute.
- VII. Conduct and defence of legal proceedings and manner of signing pleadings.
- VIII. Service Rules for the employees of the Institute.
- IX. Establishment and maintenance of various social security measures for the benefit of employees of the Institute.
- X. Constitution of various committees for the administration of Institute and prescribing their powers, duties and responsibilities.
- XI. Procedure for appointment of members to various committees, termination of membership and re-constitution of committees.
- XII. Such other matters as may be necessary for the administration of the Institute.

11. EMPLOYEES OF THE INSTITUTE

Subject to provisions of these Rules and Regulations, the employees of the Institute shall consist of:

- (a) Scientific Staff
- (b) Technical Staff
- (c) Administrative Staff
- (d) Such other officers and employees as may be considered necessary for the functioning of the Institute.

12. APPOINTMENT, FUNCTIONS & POWERS OF THE DIRECTOR

- 12.1 The appointment of Director shall be made by the Government of Kerala. The emoluments, allowances and other conditions of service shall be fixed by the Government of Kerala.
- 12.2 The Director shall supervise and exercise administrative control on the staff of the institute and shall be responsible for realising the mission of the institute, creating an environment in the Institute conducive to promote excellence in research and development and other activities of the Institute.
- 12.3 Managing the affairs of the Institute as per the decisions of the Governing Council and other Committees constituted.
- 12.4 The Director shall have powers, in all matters delegated to him by the Governing Council/Executive Committee and shall be accountable for optimum utilisation of the resources and efficient running of the Institute.
- 12.5 It shall be the duty of the Director to carry on the work of the Institute under the control of the Governing Council and the Executive Committee for the proper administration and management of the Institute. However, in the case of an emergency, he may take such action as may be necessary and report it to the Executive Committee/Governing Council.

- 12.6 All members of the staff of the Institute shall be under the general control of the Director, who may issue standing orders from time to time.
- 12.7 All expenditure within the budget/grant shall be sanctioned by the Director in accordance with the administrative sanction issued by the Government subject to the following conditions:
- 12.7.1 In the case of plan projects for which Government have issued administrative sanction, expenditure above Rs. 50,00,000/- (Rupees Fifty lakhs only) shall be with the approval of the Executive Committee. The expenditure from the external grants received by the Institute will be in accordance with the terms and conditions of the funding agency.
- 12.7.2 The Executive Committee may delegate financial power to the Director/any other officer, if required, and the same has to be get ratified by the Governing Council.
- 12.7.3 The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within three months of the close of the financial year.
- 12.8 Subject to the overall control of the Executive Committee, the Director shall perform the following additional functions:
- 12.8.1 Appointing authority of all staff in the permanent sanctioned post by Government/project positions on permanent/contract basis by strictly following the Government orders. All post creation in the Institute shall be with the approval of Government.
- 12.8.2 Appoint Consultant(s); adjunct/visiting/honorary/emeritus faculty; Officers on deputation for carrying out items of work/academic/research programs included in the sanctioned budget proposals.

- 12.8.3 Make provisions for; and conduct study, teaching, training, seminar or research either on its own or through other institutions in the field of Virology and related areas.
- 12.8.4 To initiate and implement academic activities including certificate, diploma, masters, doctoral and post-doctoral programs; finalization of selection criteria and conduct of selection through centralised procedures; institutional affiliation to universities and other academic centres to fulfil the mission and vision of the Institute.
- 12.8.5 Co-operate with any other organisation or institution in the matter of training, research, finance and other things related to the objectives of the Institute.
- 12.8.6 Enter into contracts or agreement for and on behalf of the Institute.
- 12.8.7 Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in and strictly following the store purchase rules applicable from time to time and as per Government norms.
- 12.8.8 Improve, manage, develop any property or properties belonging to or at the disposal of the Institute as he may deem fit on behalf of the Institute.
- 12.8.9 Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.

12.8.10 To generate, manage and license Intellectual Property Rights (IPR) on behalf of the Institute.

12.8.11 Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Institute.

12.9 The Director shall have the following additional administrative powers for expediency in the programme implementation.

12.9.1 The Director may create temporary positions for the functional requirement of the Institute against the plan projects or programmes with the approval of the Government.

12.9.2 To sanction all kinds of leave to the employees. Special disability leave and study leave shall be granted by the Director with approval from the Executive Committee in accordance with the rules of the Institute from time to time.

12.9.3 To clear the probation; sanction increments and promotion to all employees based on their merit and requirements of the work and also subject to the rules relating to it.

12.9.4 To undertake official journeys and to sanction the tour programmes of self and all other employees of the Institute following the rules/orders of the Government from time to time. The sanctioning of the foreign tour will be with the prior approval of the Government.

12.9.5 To sanction T.A. to self, to members, consultants, invitees, trainees and to all employees for the journeys in the interest of the Institute.

12.9.6 To sanction destruction of old records, as per existing Manual of Office Procedures of the Government of Kerala.

12.9.7 To incur non-recurring contingent expenditure.

- 12.9.8 To incur expenditure towards hospitality charges in connection with meetings, visit of experts and guests of the Institute.
- 12.9.9 To recommend the disposal of all unserviceable or surplus stores, office furniture, materials at site of works, dismantled materials to the Executive Committee.
- 12.9.10 To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute in accordance with the rules of the Forest & Wildlife Department.
- 12.9.11 To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Government/Institute subject to the availability of fund.
- 12.9.12 To sanction construction works for execution on a proper estimate upto a value of Rs.50,00,000/- (Rupees Fifty lakhs only) and the works for the value upto Rs.1,00,00,000/- (Rupees One crore only) with the approval of the Executive Committee and for any amount more than Rs.1,00,00,000/- (Rupees One crore only) with the approval of Governing Council.
- 12.9.13 To take buildings on rent for housing the office and other facilities of the Institute as per the Public Works Department norms, with the approval of the Executive Committee.
- 12.9.14 To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure, on their work in the interest of the Institute like honoraria, T.A/D.A, sitting fees, stipend etc. as per rules approved by the Executive Committee of the Institute.
- 12.9.15 To conduct and defence legal proceedings on behalf of the Institute and sign the connected legal documents.
- 12.9.16 To sanction refund of receipts.
- 12.9.17 To institute research fellowships.

13. DELEGATION OF POWERS

The Executive Committee may delegate some of its powers, functions and duties to the Director by framing appropriate byelaws.

14. APPOINTMENT

The appointments to the sanctioned positions of the Institute shall be carried out by the Director following service rules of the Institute and on the recommendation of the duly constituted selection committee. The employees so appointed will be governed by the service rules of the Institute.

15. PROPERTIES AND FUNDS VESTED IN THE GOVERNING COUNCIL/ EXECUTIVE COMMITTEE

The properties and funds of the Institute shall vest in the Governing Council and shall consist of:

- i. Grants made by the Govt. of Kerala.
- ii. Grants made by the Govt. of India.
- iii. Contribution from other sources such as corporate social responsibility, grants, donations, endowments, awards.
- iv. Income from investment with the approval of Government. The detailed guidelines regarding income from investment will be incorporated by framing financial rules of the Institute.
- v. Receipts of the Institute from other sources including money borrowed with or without security.
- vi. Funds from other agencies for carrying out other activities of the Institute.
- vii. Consultancies, Technology transfer, design, development, contracts, CSR funds etc.

16. LEGAL ACTION

The Director may sue or be sued in the name of the Society/Institute in all legal proceedings.

17. SEAL OF THE INSTITUTE

The Director is authorized to execute all documents and contracts and to put in the seal of the Institute on such documents. The custody of the seal should be with the Director.

18. BOOKS OF ACCOUNTS

18.1 The Society shall maintain such books of accounts and other books with respect to the following:

- (a) All sums of money received and expended for and on behalf of the society and the matters in respect of which the receipt and expenditure takes place; and
- (b) the assets and liabilities of the Institute.

18.2 The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws with the approval of the Government.

18.3 The Institute shall prepare a budget in respect of each financial year showing the receipts and expenditures and submit the same to the Government and Registrar with due approval of the Executive Committee/Governing Council.

18.4 All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts following the guidelines of the Government from time to time and the accounts are to be managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.

18.5 The accounts shall be audited by a chartered accountant appointed by the Institute and shall be submitted to the Government with due approval of the Governing Council.

19. ANNUAL BALANCE SHEET

19.1 The Society/Institute shall prepare an annual balance sheet and income and expenditure statement for the period.

- 19.2 The balance sheet and income and expenditure shall be audited by an auditor duly appointed with the approval of the Governing Council.
- 19.3 The balance sheet and income and expenditure duly signed by at least three members of the Governing Council and approved by the Governing Council during its general meeting shall be filed with the Registrar.

20. ADDITION/DELETION/MODIFICATION OF RULES AND REGULATIONS

- 20.1 These Rules and Regulations may, from time to time, be altered, added to and modified by the Governing Council and Rules and Regulations so altered, added to and modified shall operate from such date as shall be notified.
- 20.2 Whenever it shall appear to the Governing Council/Executive Committee of the Institute that it is advisable to alter, extend or a bridge this Rules and Regulations for such purposes as are mentioned in the Memorandum of Association, the Executive Committee may submit the proposal to the Governing Council in a written or printed report, and may convene a special meeting of Governing Council for the consideration thereof according to the Rules & Regulations and by-laws. No such proposal shall be deemed to have been approved unless such reports have been delivered by hand or sent by registered post or by e-mail to every member of the Governing Council 21 days prior to the date of special meeting convened at the instance of the Executive Committee for the consideration thereof, and unless proposal shall have been agreed to by the votes cast in favour of the proposal by the members entitled to do so, and such votes are not less than three times the number of votes, if any cast against the resolution by members so entitled and voting and attended by not less than half number of members of the Governing Council.

- 20.3 Whenever it shall appear expedient to the Executive Committee of the Institute to amend the name, Rules & Regulations and Byelaws of the Institute, the Executive Committee may submit proposal to a special Governing Council meeting convened for the purpose of which notice shall have been delivered by hand or registered post or by e-mail to every member of the Governing Council 21 days prior to the date of the special meeting. The resolution proposing the amendments shall be passed by the votes cast in favour of the resolution by members who are entitled to do so, provided such votes are not less than three times the number of votes, if any, cast against the resolution by members so entitled and voting.

21. ANNUAL REPORT

- 21.1 The Institute shall prepare an annual report every year indicating all activities undertaken by the Institute and placed the same before the Executive Committee for submission to the Governing Council.
- 21.2 Copies of the annual accounts and annual report as approved by the Governing Council shall be submitted to the Government of Kerala for approval/audit.

22. DISSOLUTION OF SOCIETY

The society may be dissolved in accordance with the provisions prescribed vide section 23 Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955) after obtaining previous consent of the Government of Kerala in that behalf.

23. DECLARATION

In all circumstances the Institute shall functioning in accordance with the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

CERTIFIED that this is a true copy of the Rules and Regulations of the Institute.

Sl	Name & Address	Signature
1	Ex-Officio Principal Secretary Science & Technology Department, Govt of Kerala.	Sd /-
2	Principal Secretary Health & Family Welfare Department, Govt. of Kerala	Sd /-
3	Prof. M Radhakrishna Pillai Former Director Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
4	Dr. B Ekbal Former Member, Planning Board	Sd /-
5	Prof. Chandrabhas Narayana Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
6	Shri. M.C. Dathan Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram	Sd /-
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Sd /-
8	Dr.E.Sreekumar Director Institute of Advanced Virology (IAV); Thiruvananthapuram	Sd /-

ANNEXURE III

Rule No	Provisions as per proposal	Suggestion by Finance	Amendments made	Remarks																											
6.1	<p>The composition of the Executive Committee will be as follows:</p> <table border="1"> <tr> <td>1</td> <td>Director, Institute of Advanced Virology (IAV)</td> <td>Chairperson (Ex Officio)</td> </tr> <tr> <td>2</td> <td>Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>3</td> <td>Head of Administration/ Administrative Officer, IAV</td> <td>Member Convener (Ex Officio)</td> </tr> </table>	1	Director, Institute of Advanced Virology (IAV)	Chairperson (Ex Officio)	2	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)	3	Head of Administration/ Administrative Officer, IAV	Member Convener (Ex Officio)	<p>എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയിൽ ഒരു ധനകാര്യ മെമ്പർ/ഡയറക്ടറുടെ ഉൾപ്പെടുത്തേണ്ടതാണ്.</p>	<p>The composition of the Executive Committee will be as follows:</p> <table border="1"> <tr> <td>1.</td> <td>Principal Secretary, Science & Technology Department, Government of Kerala</td> <td>Chair person</td> </tr> <tr> <td>2</td> <td>Director, Institute of Advanced Virology (IAV)</td> <td>Director (Ex Officio)</td> </tr> <tr> <td>3</td> <td>Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>4</td> <td>Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>5</td> <td>Head of Administration/ Administrative Officer, IAV</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>6</td> <td>Member Secretary, Kerala State Council for Science, Technology & environment.</td> <td>Member (Ex Officio)</td> </tr> </table>	1.	Principal Secretary, Science & Technology Department, Government of Kerala	Chair person	2	Director, Institute of Advanced Virology (IAV)	Director (Ex Officio)	3	Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary	Member (Ex Officio)	4	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)	5	Head of Administration/ Administrative Officer, IAV	Member (Ex Officio)	6	Member Secretary, Kerala State Council for Science, Technology & environment.	Member (Ex Officio)	<p>Suggestion of Finance Department included</p>
1	Director, Institute of Advanced Virology (IAV)	Chairperson (Ex Officio)																													
2	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)																													
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<p>6.7.7</p>	<p>The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the building committee.</p>	<p>നിർമ്മാണ പ്രവർത്തനങ്ങളുടെ കാര്യത്തിൽ അതത് സമയം നിലവിലുള്ള economy orders കൃത്യമായി പാലിക്കേണ്ടതാണ്.</p>	<p>The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the technical committee subject to the economy orders existing from time to time.</p>	<p>Suggestion by Finance Department included</p>
<p>6.7.11</p>	<p>The Executive Committee shall have power to sanction special disability leave and study leave of the employees of the Institute.</p>	<p>ലീവ് സംബന്ധിച്ച് സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുള്ള ഉത്തരവുകൾ, പരിപത്രങ്ങൾ എന്നിവ പാലിക്കപ്പെടേണ്ടതാണ്.</p>	<p>The Executive Committee shall have power to sanction special disability leave and study leave of the employees of the Institute in accordance with the orders / circulars issued by the Government from time to time.</p>	<p>Incorporated the suggestions from Finance Department</p>
<p>12.7</p>	<p>All expenditure within the budget/grant shall be approved and sanctioned by the Director subject to the following conditions:</p>	<p>ചെലവ് സംബന്ധിച്ച് പരിധി നിർണ്ണയിക്കുകയും നിശ്ചിത പരിധിക്കുള്ളിൽ ചെലവിന് സർക്കാരിന്റെ /ധനകാര്യവകുപ്പിന്റെ അനുമതി ആവശ്യമാണ് എന്ന് വ്യവസ്ഥ</p>	<p>All expenditure within the budget/grant shall be sanctioned by the Director in accordance with the administrative sanction issued by the Government subject to the following conditions:</p>	<p>Incorporated the suggestions from Finance Department</p>

		ചെലവുകളും ചെയ്യേണ്ടതാണ്.		
12.7.1	Expenditure on certain heads and items, above certain monetary ceiling which is to be specified by the Governing Council, shall require prior approval of the Executive Committee. However, the Director shall have the power to incur expenditure from the external grants received by the Institute in accordance with the terms and conditions governing the sanction of the grant.	Expenditure on certain heads and items, above certain monetary ceiling which is to be specified by the Governing Council, shall require prior approval of the Executive Committee. എന്നതിലും	In the case of plan projects for which Government have issued Administrative Sanction expenditure above Rs. 50,00,000/- (Rupees Fifty lakh only) shall be with the approval of the Executive Committee. The expenditure from the external grants received by the Institute will be in accordance with the terms and conditions of the funding agency.	Since Administrative Sanction is issued by Government no further approval is not needed from Government.
12.7.2	The Director may delegate his financial power to any other officer, if required.	The Director may delegate his financial power to any other officer, if required. എന്നതിലും govt അനുമതി തേടണം എന്ന് വ്യവസ്ഥ ചെയ്യുക.	The Executive committee may delegate financial power to the Director/any other officer, if required, and the same has to be get ratified by the Governing Council.	The power of delegation was given to Executive Committee and Governing Council

<p>12.7.3</p>	<p>The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within six months of the close of the financial year.</p>	<p>Annual Financial Statement Executive കമ്മിറ്റിക്ക് സമർപ്പിക്കുന്നതിനുള്ള സമയപരിധി 3 മാസമായി കുറയ്ക്കുക</p>	<p>The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within three months of the close of the financial year.</p>	<p>Incorporated the suggestions from Finance Department</p>
<p>12.8.1</p>	<p>Appoint all the staff from the rank list prepared by the duly appointed Selection Committee, against sanctioned posts, project positions and on contract basis.</p>	<p>കരാർ അടിസ്ഥാനത്തിലോ അല്ലാതെയോ നിയമനങ്ങൾ നടത്തുമ്പോൾ സർക്കാർ അനുമതി തേടേണ്ടതും ആയത് സംബന്ധിച്ച ചെലവുകൾ (ശമ്പളം ഉൾപ്പെടെ) പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ്</p>	<p>Appointing authority of all staff in the sanctioned post/project position on permanent/contract basis by strictly following the Government orders.</p>	<p>Incorporated the suggestions from Finance Department. Since the procedure follows Government orders, need not specifically mention the manpower component</p>

<p>12.8.7</p>	<p>Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in connection therewith.</p>	<p>ഇൻസ്റ്റിറ്റ്യൂട്ടിനു വേണ്ടി (സ്ഥാപനം/ജംഗമ) സ്വത്തുകൾ ആർജ്ജിക്കുന്നതിന് ധനകാര്യവകുപ്പിന്റെ അനുമതി തേടുക, സ്റ്റോർ പർച്ചേസ് നിബന്ധനകൾ പാലിക്കുക എന്നീ വ്യവസ്ഥകൾ ഉൾപ്പെടുത്തുക.</p>	<p>Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in and strictly following the store purchase rules applicable from time to time, and as per Government norms.</p>	<p>Incorporated the suggestions from Finance Department</p>
<p>12.9.1</p>	<p>The Director may create temporary positions for the functional requirement of the Institute against specific projects or programmes with the approval of the Executive Committee.</p>	<p>താല്ക്കാലിക തസ്തികകൾ സൃഷ്ടിക്കുന്നതും സർക്കാർ അനുമതിയോടെ മാത്രം എന്ന് ചേർക്കേണ്ടതും ചെലവ് പ്രോജക്ട്</p>	<p>The Director may create temporary positions for the functional requirement of the Institute against the plan projects or programmes with the approval of the Government.</p>	<p>Incorporated the suggestions from Finance Department. Since the procedur</p>

		ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാ ണ് .		e follows Governm ent orders, need not sppecific ally mention the manpowe r compone nt
12.9.4	To undertake official journeys under intimation to Department of Science and Technology; and to sanction the tour programmes of self and all other employees of the Institute (within India/abroad)	യാത്രകൾ സംബന്ധിച്ച് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾ /പരിപത്രങ്ങൾ എന്നിവ പാലിക്കേണ്ടതും വിദേശ യാത്രകൾ സംബന്ധിച്ച് നിയമപ്രകാരമുള്ള മുൻകൂർ അനുമതി തേടേണ്ടതുമാണ്.	To undertake official journeys and to sanction the tour programmes of self and all other employees of the Institute following the rules/orders of the Government from time to time. The sanctioning of the foreign tour will be with the prior approval of the Government.	Incorpora ted the suggestio ns from Finance Departm ent
12.9.7	For expediency in programme implementation, the Director shall have the following financial powers:	സബ് ക്ലാസ്സ് ഒന്നും ചേർത്തിട്ടില്ലാത്തതിനാൽ ആയത്	Deleted	Incorpora ted the suggestio

		ഒഴിവാക്കുക.		ns from Finance Department
12.9.11	To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute	വൃക്ഷങ്ങൾ ഉൾപ്പെടെയുള്ള വിഭവങ്ങളുടെ ലേലവും തുടർനടപടികളും വന്നനിയമങ്ങൾ അനുശാസിക്കും പ്രകാരം നിർവ്വഹിക്കേണ്ടതാണ്.	To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute in accordance with the rules of the Forest & Wildlife Department.	Incorporated the suggestions from Finance Department
12.9.12	To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Institute	മെഡിക്കൽ റീയിമ്ബേഴ്സ് മെന്റ് സംബന്ധിച്ച് സർക്കാർ ഉത്തരവുകൾ പാലിക്കേണ്ടതാണ്.	To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Government/ Institute subject to the availability of fund.	Incorporated the suggestions from Finance Department
12.9.13	To sanction construction works for execution on a proper estimate, with the approval of the Executive Committee.	നിർമ്മാണ പ്രവർത്തനങ്ങൾ സംബന്ധിച്ച സാമ്പത്തിക അധികാരങ്ങൾ ഗവേർണിംഗ് കൗൺസിൽ /	To sanction construction works for execution on a proper estimate upto a value of Rs.50,00,000/- (Rupees Fifty lakhs only) and the works for the value upto Rs.1,00,00,000/- (Rs.One crore only)	Incorporated the suggestions from Finance Department

		<p>എക്സിക്യൂട്ടീവ് കമ്മിറ്റി / ഡയറക്ടർ എന്നിവർക്കുള്ളത് പ്രത്യേകം പ്രസ്താവിക്കേണ്ടതാണ്.</p>	<p>with the approval of the Executive Committee and for any amount more than Rs.1,00,00,000/- (Rs.One crore) with the approval of Governing Council</p>	
<p>12.9.14</p>	<p>To take buildings on rent for housing the office and other facilities of the Institute, but only with the approval of the Executive Committee.</p>	<p>കെട്ടിടങ്ങൾ വാടകയ്ക്ക് എടുക്കുന്നത് നിലവിലുള്ള പി.ഡബ്ല്യൂ ഡി. ചട്ടങ്ങൾ/ വാടക ചട്ടങ്ങൾ എന്നിവ അനുസരിച്ച് ചെയ്യേണ്ടതാണ്.</p>	<p>To take buildings on rent for housing the office and other facilities of the Institute as per the Public Works Department norms, with the approval of the Executive Committee.</p>	<p>Incorporated the suggestions from Finance Department</p>
<p>12.9.15</p>	<p>To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure on their work in the interest of the Institute, like honoraria, T.A/D.A., sitting fees, stipend etc. as per rules and bye-laws of the Institute</p>	<p>പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ എന്ന വ്യവസ്ഥ ഉൾപ്പെടുത്തേണ്ടതാണ്.</p>	<p>To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure, on their work in the interest of the institute like honoraria, T.A/D.A., sitting fees, stipend etc. as per rules approved by the Executive Committee of the institute.</p>	<p>Incorporated the suggestions from Finance Department. Limit of the expenditure is not specified as it will be in</p>

				accordance with the Government norms/funding agency.
15 (iii)	Contributions from other sources.	Properties and Funds vested in Governing Council/Executive Committee എന്നതിൽ Contribution from other Sources എന്നതിൽ sources എന്തൊക്കെയാണെന്ന് നിബന്ധന ചെയ്യണം.	Contributions from other sources such as Corporate, Social responsibility, Grants, Donations, Endowments, awards.	Incorporated the suggestions from Finance Department
15 (iv)	Income from investments	Iv,ൽ Income from Investments എന്നതിൽ Investment സർക്കാർ അനുമതിയോടെ എന്ന് നിഷ്കർഷിക്കുകയും	-	The suggestions will be incorporated while framing the financial

		ആയതിൽ നിന്നുള്ള വരുമാനം ചെലവാക്കുന്നതിന് മാനദണ്ഡങ്ങൾ ഏർപ്പെടുത്തുകയും വേണം.		rules
18.2	The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws.	സർക്കാർ അനുമതിയോടെ എന്ന് കൂടി ചേർക്കുക.	The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws with the approval of the Government.	Incorporated the suggestions from Finance Department
18.4	All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts and managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.	ബാങ്ക് അക്കൗണ്ടുകൾ തുടങ്ങുന്നത് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾക്ക് വിധേയമായി എന്ന് നിബന്ധന ചെയ്യണം.	All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts following the guidelines of the Government from time to time and the accounts are to be managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.	Incorporated the suggestions from Finance Department
18.5	The accounts shall be audited by a chartered accountant appointed by the Institute and shall be	ഓഡിറ്റ് ചെയ്ത അക്കൗണ്ടുകൾ ഗവേണിംഗ്	The accounts shall be audited by a chartered accountant appointed by the Institute and shall be	Incorporated the suggestio

	<p>approved by the Governing Council</p>	<p>കൗൺസിലിന്റെ അംഗീകാരത്തോടെ സർക്കാർ അംഗീകാരത്തിനായി സമർപ്പിക്കേണ്ടതാണ് എന്ന് ചേർക്കുക.</p>	<p>submitted to the Government with due approval of the Governing Council</p>	<p>ns from Finance Departm ent</p>
		<p>തസ്തികകൾ സൃഷ്ടിക്കുന്നതിനും വാഹനങ്ങൾ വാങ്ങുന്നതിനും മുൻകൂർ സർക്കാർ അനുമതി ആവശ്യമാണ് എന്ന വ്യവസ്ഥ കൂടി ചേർക്കേണ്ടതുണ്ട്.</p>	<p>Included in the clause 12.8.7</p>	<p>Incorporated the suggestions from Finance Department</p>

GOVERNMENT OF KERALA
(Sri.PINARAYI VIJAYAN MINISTRY)
NOTES FOR THE COUNCIL OF MINISTERS

1. File No. : A3/50/2021-S&TD
2. Department : Science & Technology (A) Department
3. Subject : The approval of Memorandum of Association and Rules & Regulations of Institute of Advanced Virology.- Reg
4. Date of Chief Minister's Order for placing before the Council : 04/10/22
5. (i) Does the case involve financial commitments/implications : Yes
- (ii) If the answer to the above is in the affirmative, whether Finance Department has been consulted and their remarks incorporated in the Council Note : Yes
6. Are any other Departments concerned with the case and if so, have they been consulted and their remarks incorporated in the Note for the Council : Yes
7. Name of Joint Secretary who submitted the Draft Note : Bindu.C.Varghese
8. Name of Ex-Officio Principal Secretary who approved the Draft Note : Prof. K.P Sudheer
9. Date of approval of the Draft Note for the Council by the Ex-Officio Principal Secretary : 24/12/22
10. Name of Chief Secretary who approved the Draft Note : Dr.V.P.Joy
11. Date of approval of the Draft Note for the Council by the Chief Secretary : 26/12/22
12. Name of Minister who approved the Draft Note : Sri.Pinarayi Vijayan
13. Date of approval of the Draft Note for the Council by the Minister : 09/01/23
14. Date of submission of fair copies : ~~09/01/23~~ 10
15. Date of decision by the Council of Ministers :
16. Number and date of the G.O/letter communicating the decision :

Notes for the Council of Ministers

1. This note is regarding the approval of Memorandum of Association and Rules & Regulations of Institute of Advanced Virology.

2. As per G.O(MS)No.1/2018/S&TD dated 05/03/2018, administrative sanction was accorded for the establishment of Institute of Advanced Virology. Institute of Advanced Virology started functioning in Bio360 Life Science Park in October 2020.

3. Memorandum of Association and Rules & Regulations of the institute is essential for the registration of the Institute as a society as per the Travancore - Cochin Literary Scientific and Charitable Societies Registration Act, 1955 section III. Accordingly the Director, Institute of Advanced Virology has submitted the Memorandum of Association and Rules & Regulations of the Institute for approval. When the file was forwarded to the Law Department for vetting the draft Memorandum of Association and Rules & Regulations that department suggested certain modifications. The modified Memorandum of Association and Rules & Regulations submitted by Institute of Advanced Virology was forwarded to Law Department for vetting, that department opined the following.

“The Travancore - Cochin Literary Scientific and Charitable Societies Registration Act, 1955, സെക്ഷൻ 3 പ്രകാരം ഒരു സൊസൈറ്റിയുടെ Memorandum of Association രജിസ്റ്റർ ചെയ്യുന്നതിനായി പ്രസ്തുത സൊസൈറ്റി രൂപീകരിക്കുവാൻ ഉദ്ദേശിക്കുന്ന

ഏഴു വ്യക്തികളോ അല്ലെങ്കിൽ അതിൽ കൂടുതൽ പേരോ ആയതിൽ ഒപ്പു വെയ്ക്കണം എന്ന് നിഷ്കർഷിക്കുന്നു. ഗവേർണിംഗ് കൗൺസിൽ അംഗങ്ങൾ തന്നെ കരട് Memorandum of Association നിൽ ഒപ്പു വെയ്ക്കണമെന്ന് നിയമത്തിൽ നിഷ്കർഷിക്കുന്നില്ല. അങ്ങനെ പരിശോധിക്കുമ്പോൾ ഭരണ വകുപ്പ് ഇപ്പോൾ ലഭ്യമാക്കിയിട്ടുള്ള കരട് Memorandum of Association ക്രമത്തിലാണുള്ളത് എന്ന് കാണാവുന്നതാകുന്നു. പ്രസ്തുത ആക്ടിലെ സെക്ഷൻ 4(2) പ്രകാരം Rules and Regulations-ൽ ഗവേർണിംഗ് കൗൺസിലിലെ മൂന്നിൽ കുറയാത്ത അംഗങ്ങളു് ഒപ്പിട്ട് സാക്ഷ്യപ്പെടു ത്തേണ്ടതായിട്ടാണുള്ളത്. ആയതിനാൽ ഭരണ വകുപ്പിന് മേൽപ്രകാരം നടപടി സ്വീകരിക്കാവുന്നതാണ്.”

4. Based on the remarks of Law Department, when the file was circulated to the Hon'ble Chief Minister for approval of the draft Memorandum of Association and Rules & Regulations of Institute of Advanced Virology, the Hon'ble Chief Minister opined the following

“Submit the Memorandum of Association and Rules & Regulations before the Council of Ministers. The following persons may be nominated as Govt.nominees in the Governing council of Institute of Advanced Virology.

1. Dr. William Hall, Senior Advisor, IAV & Professor of School of Medicine, University College, Dublin.
2. Shri. M.C. Dathan, Mentor (Science), Govt. of Kerala & Former

Director, VSSC Thiruvananthapuram.

3. *Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram*
4. *Prof. Suresh Das, Emeritus Professor, Indian Institute of Science Education and Research (IISER), Thiruvananthapuram*
5. *Prof S. MurtySrinivasula; Professor (Biology); Indian Institute of Science Education and Research (IISER), Thiruvananthapuram*
6. *Dr.B.Ekbal, Former Member, Planning Board*
7. *Dr. Jacob John, Retd. Prof. Clinical Virology, Christian Medical College, Velloor.*

The following 8 members may be included for registering Institute of Advanced Virology as a society.

1. *Ex-Officio Principal Secretary, Science & Technology Department.*
2. *Principal Secretary, Health & Family Welfare Department.*
3. *Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram*
4. *Dr.B.Ekbal, Former Member, Planning Board*
5. *Prof.Chandrabhas Narayana, Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram*
6. *Shri. M.C. Dathan, Mentor (Science), Govt. of Kerala & Former Director, VSSC Thiruvananthapuram.*
7. *Dr. Jacob John, Retd. Prof. Clinical Virology, Christian Medical*

College, Velloor.

8. Dr.E.Sreekumar, Director, Institute of Advanced Virology.

5. While circulating the file for approving the draft Cabinet Note the Chief Secretary ordered to obtain the remarks of Finance Department. The remarks of the Chief Secretary is extracted below.

“സൊസൈറ്റിയുടെ ധനകാര്യ അധികാരങ്ങളുടെ delegation, സർക്കാർ നൽകുന്ന ഗ്രാന്റിന്റെ വിനിയോഗം, സൊസൈറ്റിയുടെ അക്കൗണ്ട്സ് മാനേജ്മെന്റ് തുടങ്ങിയ financial implications ധനകാര്യ വകുപ്പുമായി കൂടിയാലോചിച്ച് പരിശോധിച്ചിട്ടുള്ളതായി കാണുന്നില്ല. അതിനാൽ ധനകാര്യ വകുപ്പിന്റെ അഭിപ്രായം ലഭ്യമാക്കി അതുകൂടി ഉൾപ്പെടുത്തി പുതുക്കിയ കഠിപ്പ് സമർപ്പിക്കുക.”

6. Based on the orders of the Chief Secretary the file was forwarded to Finance Department and that department opined as follows **“ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് അഡ്വാൻസ്ഡ് വൈറോളജിയുടെ കരട് നിയമാവലിയിൽ ചുവടെ പറയുന്ന ഭേദഗതികൾ വരുത്താൻ ഭരണവകുപ്പിനോട് അഭ്യർത്ഥിക്കുന്നു.**

ചട്ടം 6.1. ൽ എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയിൽ ഒരു ധനകാര്യ മെമ്പർ/ഡയറക്ടറെ ഉൾപ്പെടുത്തേണ്ടതാണ്.

ചട്ടം 6.7.7 ൽ നിർമ്മാണ പ്രവർത്തനങ്ങളുടെ കാര്യത്തിൽ അതത് സമയം നിലവിലുള്ള economy orders കൃത്യമായി പാലിക്കേണ്ടതാണ്.

ചട്ടം 6.7. 11 ൽ ലീവ് സംബന്ധിച്ച് സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുള്ള

ഉത്തരവുകൾ, പരിപത്രങ്ങൾ എന്നിവ പാലിക്കപ്പെടേണ്ടതാണ്.

ചട്ടം 12(7)ൽ ചെലവ് സംബന്ധിച്ച് പരിധി നിർണ്ണയിക്കുകയും നിശ്ചിത പരിധിക്കു മുകളിൽ ചെലവിന് സർക്കാരിന്റെ/ധനകാര്യ വകുപ്പിന്റെ അനുമതി ആവശ്യമാണ് എന്ന് വ്യവസ്ഥ ചെയ്യേണ്ടതാണ്.

ചട്ടം 12-7-1,ൽ Expenditure on certain heads and items, above certain monetary ceiling which is to be specified by the Governing Council, shall require prior approval of the Executive Committee. എന്നതിലും

ചട്ടം 12-7-2 ൽ The Director may delegate his financial power to any other officer, if required. എന്നതിലും govt അനുമതി തേടണം എന്ന് വ്യവസ്ഥ ചെയ്യുക.

12-7-3-ൽ Annual Financial Statement Executive കമ്മിറ്റിക്ക് സമർപ്പിക്കുന്നതിനുള്ള സമയപരിധി 3 മാസമായി കുറയ്ക്കുക.

ചട്ടം 12-8-1-ൽ കരാർ അടിസ്ഥാനത്തിലോ അല്ലാതെയോ നിയമനങ്ങൾ നടത്തുമ്പോൾ സർക്കാർ അനുമതി തേടേണ്ടതും ആയത് സംബന്ധിച്ച ചെലവുകൾ (ശമ്പളം ഉൾപ്പെടെ) പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ്.

ചട്ടം 12-8-7 ൽ ഇൻസ്റ്റിറ്റ്യൂട്ടിനു വേണ്ടി (സ്ഥാപന/ജംഗമ) സ്വത്തുക്കൾ ആർജ്ജിക്കുന്നതിന് ധനകാര്യവകുപ്പിന്റെ അനുമതി തേടുക, സ്റ്റോർ പർച്ചേസ് നിബന്ധനകൾ പാലിക്കുക എന്നീ വ്യവസ്ഥകൾ ഉൾപ്പെടുത്തുക.

ചട്ടം 12 -9 -1ൽ താല്ക്കാലിക തസ്തികകൾ സൃഷ്ടിക്കുന്നതും

സർക്കാർ അനുമതിയോടെ മാത്രം എന്ന് ചേർക്കേണ്ടതും ചെലവ് പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ്.

ചട്ടം 12 -9 -4-ൽ യാത്രകൾ സംബന്ധിച്ച് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾ /പരിപത്രങ്ങൾ എന്നിവ പാലിക്കേണ്ടതും വിദേശ യാത്രകൾ സംബന്ധിച്ച് നിയമപ്രകാരമുള്ള മുൻകൂർ അനുമതി തേടേണ്ടതുമാണ്.

ചട്ടം 12 -9 -7 ൽ സബ് ക്ലാസ്സ് ഒന്നും ചേർത്തിട്ടില്ലാത്തതിനാൽ ആയത് ഒഴിവാക്കുക.

ചട്ടം 12 -9 -11-ൽ വൃക്ഷങ്ങൾ ഉൾപ്പെടെയുള്ള വിഭവങ്ങളുടെ ലേലവും തുടർനടപടികളും വനനിയമങ്ങൾ അനുശാസിക്കും പ്രകാരം നിർവ്വഹിക്കേണ്ടതാണ്.

ചട്ടം 12 -9 -12-ൽ മെഡിക്കൽ റീ-ഇംവേഷ്‌മെന്റ് സംബന്ധിച്ച് സർക്കാർ ഉത്തരവുകൾ പാലിക്കേണ്ടതാണ്.

ചട്ടം 12 -9 -13 -ൽ നിർമ്മാണ പ്രവർത്തനങ്ങൾ സംബന്ധിച്ച സാമ്പത്തിക അധികാരങ്ങൾ ഗവേർണിംഗ് കൗൺസിൽ / എക്സിക്യൂട്ടീവ് കമ്മിറ്റി / ഡയറക്ടർ എന്നിവർക്കുള്ളത് പ്രത്യേകം പ്രസ്താവിക്കേണ്ടതാണ്.

ചട്ടം 12 -9 -14-ൽ കെട്ടിടങ്ങൾ വാടകയ്ക്ക് എടുക്കുന്നത് നിലവിലുള്ള പി.ഡബ്ല്യു. ഡി. ചട്ടങ്ങൾ/വാടക ചട്ടങ്ങൾ എന്നിവ അനുസരിച്ച് ചെയ്യേണ്ടതാണ്.

ചട്ടം 12-9-15 -ൽ പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ

അധികരിക്കാതെ എന്ന വ്യവസ്ഥ ഉൾപ്പെടുത്തേണ്ടതാണ്.

ചട്ടം 15-ൽ *Properties and Funds vested in Governing Council/Executive Committee* എന്നതിൽ

iii, ൽ *Contribution from other Sources* എന്നതിൽ *sources* എന്തൊക്കെയാണെന്ന് നിബന്ധന ചെയ്യണം.

iv, ൽ *Income from Investments* എന്നതിൽ *Investment* സർക്കാർ അനുമതിയോടെ എന്ന് നിഷ്കർഷിക്കുകയും ആയതിൽ നിന്നുള്ള വരുമാനം ചെലവാക്കുന്നതിന് മാനദണ്ഡങ്ങൾ ഏർപ്പെടുത്തുകയും വേണം.

ചട്ടം 18(2)ൽ സർക്കാർ അനുമതിയോടെ എന്ന് കൂടി ചേർക്കുക.

ചട്ടം 18(4)ൽ ബാങ്ക് അക്കൗണ്ടുകൾ തുടങ്ങുന്നത് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾക്ക് വിധേയമായി എന്ന് നിബന്ധന ചെയ്യണം.

ചട്ടം 18(5)ൽ ഓഡിറ്റ് ചെയ്ത അക്കൗണ്ടുകൾ ഗവേണിംഗ് കൗൺസിലിന്റെ അംഗീകാരത്തോടെ സർക്കാർ അംഗീകാര ത്തിനായി സമർപ്പിക്കേണ്ടതാണ് എന്ന് ചേർക്കുക.

കൂടാതെ തസ്തികകൾ സൃഷ്ടിക്കുന്നതിനും വാഹനങ്ങൾ വാങ്ങുന്നതിനും മുൻകൂർ സർക്കാർ അനുമതി ആവശ്യമാണ് എന്ന വ്യവസ്ഥ കൂടി ചേർക്കേണ്ടതുണ്ട്.

ഇതിന് ബഹു. ധനകാര്യ മന്ത്രിയുടെ അംഗീകാരമുണ്ട്.“

7. The aforesaid remarks of Finance Department and the amendments made to the draft Rules & Regulations submitted by Institute of Advanced Virology may please be seen at Annexure III. When

submitted to Hon'ble Chief Minister for approval, the Hon'ble Chief Minister has ordered to place the draft Memorandum of Association and Rules & Regulations before the Council of Ministers for approval

8. As per the orders of the Hon'ble Chief Minister the proposal for the approval of draft Memorandum of Association (Annexure I) and Rules & Regulations (Annexure II) of Institute of Advanced Virology are submitted before the Council of Ministers for approval.

Points for Decision

I. Whether the following persons may be nominated as government nominees in the Governing Council of Institute of Advanced Virology?

1. Dr. William Hall, Senior Advisor, IAV & Professor of School of Medicine, University College, Dublin.
2. Shri. M.C. Dathan, Mentor (Science), Govt. of Kerala & Former Director, VSSC Thiruvananthapuram.
3. Prof.M.Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.
4. Prof. Suresh Das, Emeritus Professor, Indian Institute of Science Education and Research (IISER), Thiruvananthapuram.
5. Prof S.MurtySrinivasula; Professor (Biology); Indian Institute of Science Education and Research (IISER), Thiruvananthapuram.

6. Dr.B.Ekbal, Former Member, Planning Board.
7. Dr. Jacob John, Retd. Prof. Clinical Virology, Christian Medical College, Velloor.

II. Whether the following 8 members may be included as for Registering Institute of Advanced Virology as a society?

1. Ex-Officio Principal Secretary, Science & Technology Department.
2. Principal Secretary, Health & Family Welfare Department.
3. Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.
4. Dr.B.Ekbal, Former Member, Planning Board.
5. Prof.Chandrabhas Narayana, Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram.
6. Shri. M.C. Dathan, Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram.
7. Dr. Jacob John, Retd. Prof. Clinical Virology, Christian Medical College, Velloor.
8. Dr.E.Sreekumar, Director, Institute of Advanced Virology.

III. If decisions I and II are approved, whether draft Memorandum of Association of Institute of Advanced Virology attached as Annexure I may be approved with the incorporation of the above modifications?

IV. Whether the draft Rules & Regulations of Institute of

Advanced Virology attached as Annexure II may be approved with the modifications proposed in Annexure III?

INSTITUTE OF ADVANCED VIROLOGY

at

Bio360 Life Science Park, Thonnakkal P.O,

Thiruvananthapuram-695317, Kerala, India

Memorandum of Association

- I. **NAME:** The name of the Institute shall be 'Institute of Advanced Virology'.
- II. **OFFICE:** Registered office address of this Society/Institute shall be as follows:
- Institute of Advanced Virology
Bio 360 Life Sciences Park
Thonnakkal P.O
Thiruvananthapuram
Kerala, India – 695317
- III. **OBJECTIVES:** The objectives of the Institute are:
1. To carry out and promote advanced research in virology and related inter disciplinary areas.
 2. To provide high level training in virology and to serve the needs of development in these areas.
 3. To interact adequately with other institutions within the state, national and international levels in applied research.
 4. To provide a forum for discussion in areas of virology to the interest of the state and the nation.
 5. To organize periodic workshops and training programs in selected areas concerning virology.
 6. To disseminate diffusion of knowledge in virology through publications and visual media and to publish monographs and reports in thrust areas of research in virology.
 7. To create infrastructure facilities for undertaking applications related to research and development in virology.

8. To identify and develop technologies and to formulate projects for implementation and if necessary, for manufacture of vaccines and diagnostics for meeting national needs.
9. To develop facilities for diagnosis based on latest technologies for viral diseases.
10. To interact and develop collaborative programs with other national and international institutions of repute.
11. To provide advanced training to students at post graduate and research levels in virology.
12. To conduct refresher programs.
13. To accept grants, scholarships, donations, subscriptions, endowments and administer the same for fulfillment of the objectives of the Institute.
14. To develop de novo or by acquisition of early leads and deliverables generated by others new or improved vaccines and delivery system of vaccine and cell-based technologies, diagnostics, antiviral therapeutics.
15. To study the life cycle of the viruses, their classification, structure, molecular biology, their relations with the environment, their transformations including genetic level changes and studies on insects/animals which act as virus hosts/ carriers.
16. To strengthen epidemic preparedness rapid response and risk communication to the public apart from the high-end research in the area of basic as well as translational virology.
17. To equip the Institute to biosafety level measures to handle high risk viruses (biosafety level 3 initially and eventually to level 4).
18. To become a center of excellence in research in advanced virology and to act as a platform for productive scientific exchange at the most advanced international level.
19. To play a crucial role in addressing local national and global needs in virology research and to make important contributions.
20. To create a world class infrastructure in the region for carrying out cutting edge research in modern virology fully embracing the international biosafety and environmental guidelines.
21. To survey and document viral infections and creating database to monitor and predict trends.
22. To implement public health approaches in controlling and eliminating viral infections in the state including outbreak responses.

23. To carry out clinical and epidemiological research in defining viral disease feature and severity and study response to vaccines in the local population in relation to ethnicity and culture.
24. To depute scientist to participate in national and international virology related conventions.
25. To provide services related to viral disease diagnosis, prevention and control in the region.
26. To develop skilled human resources for carrying out virology research by offering advanced academic and training programs.
27. To do all such other acts and take all such steps as may further on all the aforesaid objectives.

The Names and Address of the members of the **Governing Council** of the Institute are as follows:

1	Hon'ble Chief Minister of Kerala	Chairperson
2	Hon'ble Minister for Health & Family Welfare, Govt. of Kerala	Vice Chairperson (Ex Officio)
3	Chief Secretary, Govt. of Kerala	Ex Officio Member
4	Secretary, Department of Biotechnology, Govt. of India	Ex Officio Member
5	Secretary, Department of Science and Technology, Govt. of India	Ex Officio Member
6	Director General, Indian Council of Medical Research, Govt. of India	Ex Officio Member
7	Additional Chief Secretary (Finance), Govt. of Kerala	Ex Officio Member
8	Principal Secretary, Science & Technology, Govt. of Kerala	Ex Officio Member
9	Principal Secretary (Health), Govt. of Kerala	Ex Officio Member
10	Secretary, Animal Husbandry, Govt. of Kerala	Ex Officio Member

11	Director, National Institute of Virology (NIV) Pune	Ex Officio Member
12	Director, Vector Control Research Centre, Puducherry	Ex Officio Member
13	Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Ex Officio Member
14	Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Thiruvananthapuram	Ex Officio Member
15	Director, Health Services, Govt. of Kerala	Ex Officio Member
16	Director, Medical Education, Govt. of Kerala	Ex Officio Member
17	Chairperson, Research Advisory Committee, Institute of Advanced Virology	Ex Officio Member
18	Director, Institute of Advanced Virology (IAV)	Convenor (Member)

In addition to the above 18 members, members will be nominated by the Government of Kerala. The following members are proposed as Government Nominees in the first Governing Council of IAV:

1	Dr. William Hall, Senior Advisor, IAV & Professor of School of Medicine, University College, Dublin	Member
2	Shri. M.C. Dathan. Mentor (Science), Govt. of Kerala & Former Director, VSSC Thiruvananthapuram	Member
3	Prof. M Radhakrishna Pillai, Former Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Member
4	Prof. Suresh Das, Emeritus Professor, Indian Institutes of Science Education and Research (IISER), Thiruvananthapuram	Member

5	Prof S. Murty Srinivasula; Professor (Biology); Indian Institutes of Science Education and Research (IISER), Thiruvananthapuram	Member
6	Dr.B.Ekbal Former Member, Planning Board	Member
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Member

The Governing Council of the Institute shall be responsible for the overall administration of the Institute and to ensure that the objectives of the Institute as set forth in this Memorandum of Association is being carried out by framing appropriate Rules & Regulations.

IV. DECLARATION

We the several persons whose names and address are given below, having Association and set out hands and form ourselves into a society, under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955(Act XII of 1955).

Sl	Name & Address	Signature
1	Ex-Officio Principal Secretary Science & Technology Department, Govt of Kerala.	Sd /-
2	Principal Secretary Health & Family Welfare Department, Govt. of Kerala	Sd /-
3	Prof. M Radhakrishna Pillai Former Director Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
4	Dr. B Ekbal	Sd /-

	Former Member, Planning Board	
5	Prof. Chandrabhas Narayana Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
6	Shri. M.C. Dathan Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram	Sd /-
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Sd /-
8	Dr.E.Sreekumar Director Institute of Advanced Virology (IAV); Thiruvananthapuram	Sd /-

INSTITUTE OF ADVANCED VIROLOGY

at

Bio360 Life Science Park, Thonnakkal P.O,

Thiruvananthapuram-695317, Kerala, India

RULES AND REGULATIONS**1. SHORT TITLE**

These Rules and Regulations shall be called "Rules and Regulations" of the Institute of Advanced Virology.

2. DEFENITIONS

In these Rules and Regulations, unless the context otherwise requires;

2.1 "Bye-laws" means the bye-laws of the Institute of Advanced Virology.

2.2 'Chairperson' means the Chairperson of the Governing Council/Executive Committee of the Institute of Advanced Virology.

2.3 'Director' means the Director of the Institute of Advanced Virology.

2.4 'Executive Committee' means, the executive committee of the Institute of Advanced Virology.

2.5 "Government" means Government of Kerala.

2.6 'Governing Council' means the Governing Council of the Institute of Advanced Virology.

2.7 "IAV" means Institute of Advanced Virology

2.8 "Society" means the Institute of Advanced Virology.

2.9 "Year" means the period of twelve months beginning from the first of April and ending on the thirty first day of March of the next year.

3. GOVERNING COUNCIL

3.1 The Governing Council of the Institute shall be responsible for the overall administration of the Institute and to ensure that the objectives of the Institute as set forth in the Memorandum of Association is being carried out.

3.2 Powers, Duties and Functions of the Governing Council

- 3.2.1 It shall be the function of the Governing Council generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.
- 3.2.2 The Governing Council shall support and promote advanced research in Virology and related inter disciplinary areas.
- 3.2.3 The Governing Council shall have general control of the affairs of the Institute and authority to exercise all the powers and perform all the acts and deeds consistent with the aims and objectives of the Institute.
- 3.2.4 The Governing Council shall have the powers to make such Rules & Regulations and Byelaws as may be required for the regulation of business of the Institute.
- 3.2.5 The Governing Council may by resolution delegate to the Executive Committee and the Director of the Institute such of its powers for the conduct of business as deemed fit.
- 3.2.6 The Governing Council shall have all the powers over the budgetary funds received from the Government, and it can decide on the items of expenditure needed by the Institute. The Governing Council shall ensure that the expenditure is in accordance with the Rules & Regulations and byelaws of the Institute.
- 3.2.7 The property of the Institute shall vest in the Governing Council. In any legal proceedings, the Institute may sue or be sued in the name of the Director, or such other member appointed by the Governing Council for such purpose.
- 3.2.8 Governing Council shall scrutinize and submit budget, annual accounts and annual report of the institute to the Government every year before the due date stipulated.
- 3.2.9 If circumstances demand, the Chairperson may exercise the powers of the Governing Council and report the action taken in the next meeting of the Governing Council for ratification.
- 3.3** The Governing Council may, as deemed fit, delegate some of its powers to the Executive Committee/Director by framing appropriate byelaws.

4. ADMINISTRATION AND MANAGEMENT

Subject to these Rules and Regulations and Bye-laws as may hereafter be made from time to time, the administration and management of the Institute shall vest in the Governing Council; which shall be assisted by the Executive Committee for the total administrative, technical and financial management of the Institute, for periodic reviews, monitoring of the activities of the Institute, and to take remedial measures, as deemed fit, to meet the aims and objectives of the Institute.

4.1 OFFICE BEARERS

4.1.1 Chairperson,

Executive Committee- Principal Secretary,
Science & Technology Department,
Government of Kerala.

4.1.2 Director

- The Director of the Institute shall be a Scientist of eminence in the field of Virology or related discipline appointed by the Government of Kerala.

5. CONSTITUTION OF GOVERNING COUNCIL

5.1 The Governing Council of the Institute shall be constituted as per the Article III of Memorandum of Association of the Society/Institute.

5.2 Modification

The constitution of the Governing Council can be modified only as per the decision of the Governing Council by appropriate modification of Rules & Regulations.

5.3 Convenor

The Director of the Institute shall be the Convenor of the Governing Council.

5.4 Meetings of the Governing Council

- 5.4.1 The Governing Council of the Institute shall meet as often as necessary but at-least once in a year and one of the meetings shall be the Annual Governing Council meeting.
- 5.4.2 The minutes of all proceedings of general meetings to be entered in books kept for the purpose and such minutes are to be signed by the convenor of the Governing Council. The convenor of the Governing Council will be responsible towards maintaining the details of the members, minutes book and other registers/documents and filing the details with the Registrar as prescribed vide section 7 Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

5.5 Notices to Members

All meetings of the Governing Council shall be called by notices by the Director or any other officer authorised by the Chairperson, giving a minimum of not less than 15 clear days before the day appointed for the meeting. The notice of meetings shall be served to all members through e-mail/registered/speed post. Any change in the address/e-mail id of member shall be duly intimated by the member to the Convenor. In case of failure to do so, all notices and communications shall be sent only to the current registered address/e-mail id.

5.6 Procedure towards conducting the meeting of the Governing Council

- 5.6.1 The meeting of the Governing Council shall be held at such date, time and place as decided by the Chairperson.

- 5.6.2 All meetings of the Governing Council shall be called by notices by the Director or any other officer authorised by the Chairperson, giving a minimum of not less than 15 clear days before the day appointed for the meeting.
- 5.6.3 A special Governing Council meeting may be convened at any time by the Chairperson or on the requisition of one-fourth of the total members of the Governing Council of the Institute or on request by the Director of the Institute.
- 5.6.4 Request should be made in writing to the Chairperson stating the business for which the meeting is being convened, and the convener shall within 10 days from the date of requisition, proceed duly to call a meeting for the consideration of the business stated, on a day not later than 40 days of the date of receipt of the requisition.
- 5.6.5 If the Chairperson is not present at the meeting of the Governing Council, the vice-chairperson will preside the meeting. If the vice-chairperson is also not present, the members present shall elect one from amongst themselves to preside over the meeting.
- 5.6.6 A minimum of nine (9) members of the Governing Council shall form the quorum. If there is no quorum at a meeting, the meeting shall be adjourned to a future date. If there is no quorum on the adjourned date also, the meeting shall be held with the available members.
- 5.6.7 All decisions of the Governing Council shall be taken by a majority of votes of the members present and voting.
- 5.6.8 Each member shall have one vote, in case of a tie the Chairperson shall have a casting vote.

6. EXECUTIVE COMMITTEE

6.1 Constitution

The composition of the Executive Committee will be as follows:

1	Principal Secretary, Science & Technology Department, Government of Kerala	Chairperson
2	Director, Institute of Advanced Virology (IAV)	Convenor (Ex Officio)
3	Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary	Member (Ex Officio)
4	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)
5	Head of Administration/ Administrative Officer, IAV	Member (Ex Officio)
6	Member Secretary, Kerala State Council for Science, Technology & Environment	Member (Ex Officio)

In addition to these ex-officio members, one nominee from among the scientists of IAV, one nominee from among the technical staff of IAV and two external nominees will be included in the committee. These additional members will be nominated by the Chairperson of the Executive committee and the same will get ratified from the Governing Council.

6.2 Modification

The constitution of the Executive Committee can be modified only as per the decision of the Governing Council by appropriate modification of Rules & Regulations.

6.3 Convenor

The Director of the Institute shall be the Convenor of the Executive Committee.

6.4 Meetings

The Executive Committee shall meet as often as needed but not less than three (3) times in a financial year.

6.5 Notice to Members

All meetings of the Executive Committee shall be called by notices by the Convenor or any other officer authorised by the Chairperson, giving a minimum of not less than 7 clear days before the day appointed for the meeting. The notice of meetings shall be served to all members through e-mail/registered/speed post. Any change in the address/e-mail id of member shall be duly intimated by the member to the Convenor. In case of failure to do so, all notices and communications shall be sent only to the current registered address/e-mail id.

6.6 Procedure

The procedure for the meeting of Executive Committee shall be as stipulated in the bye-laws.

6.7 Powers, Duties and Functions of the Executive Committee

- 6.7.1 It shall be the function of the Executive Committee generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.
- 6.7.2 General powers and responsibilities of the Executive Committee shall be devolved by the decision of the Governing Council.
- 6.7.3 The Executive Committee shall administer, direct and control the affairs and funds of the Institute, and shall have the authority to exercise all powers of the Institute in respect of the expenditure, subject to such limitations as the Governing Council may impose from time to time.
- 6.7.4 The Executive Committee may delegate powers to the Director as may be necessary for their efficient functioning.
- 6.7.5 The Executive Committee can recommend towards framing, altering, amending and addition of the Rules &

Regulations and byelaws of the Institute to the Governing Council.

- 6.7.6 The Executive Committee shall approve the request for disposal of all unserviceable condemned items or surplus stores, office furniture, materials at site of works, dismantled materials etc.
- 6.7.7 The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the technical committee subject to the economy orders existing from time to time.
- 6.7.8 The Executive Committee shall scrutinize the annual financial statement and submit it to the Governing Council.
- 6.7.9 The Executive Committee shall scrutinize the annual report submitted by the Director and forward it to the Governing Council.
- 6.7.10 The Executive Committee shall have the power to include
special invitees to participate in the discussions at the meeting of the Executive Committee.
- 6.7.11 The Executive Committee shall have power to sanction special disability leave and study leaves of the employees of the Institute in accordance with the orders/circular issued by the Government from time to time.

7. DURATION OF MEMBERSHIP OF GOVERNING COUNCIL / EXECUTIVE COMMITTEE

All members of the Governing Council and Executive Committee other than the Ex-Officio Members shall hold their membership for a period of three (3) years. Where a person becomes a member of the Governing Council/Executive Committee by a

reason of the office or appointment he/she holds, his/her membership shall terminate when he/she ceases to hold that office or appointment. Other members shall hold membership for three years unless members resign or the authority which nominated them terminates their membership. The power to terminate the membership of a nominated member of the Governing Council/Executive Committee is vested with the Chairperson, Governing Council/Chairperson, Executive Committee respectively.

8. VACANCIES

When a vacancy occurs in the office of a nominated member of the Governing Council through death, resignation or for any other reason, the Director shall, as soon as possible notify to the Chairman, Governing Council, who will be the nominating authority. The nomination will be from a panel of members submitted by the Director of the Institute. The Chairman, Governing Council reserves the right to nominate a person other than from the panel submitted by the Director of the Institute.

When a vacancy occurs in the office of a nominated member of the Executive Committee through death, resignation or for any other reason, the Director shall, as soon as possible notify to the Chairman, Executive Committee, who will be the nominating authority. The nomination will be from a panel of members submitted by the Director of the Institute. The Chairman, Executive reserves the right to nominate a person other than from the panel submitted by the Director of the Institute.

9. VACANCY NOT TO AFFECT PROCEEDINGS

If any vacancy in the office of a member of the Governing Council or Executive Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceeding of the Governing Council or Executive Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the

appointment of a person acting as a member. Nothing in this Rules and Regulations will derogate from the provision regarding quorum necessary in meetings of the Governing Council / Executive Committee.

10. BYE-LAWS

The Governing Council may frame bye-laws not inconsistent with these Rules and Regulations of the Institute, and may in particular provide for the following matters:

- I. Conduct of business and the procedures to be adopted in the meetings of Governing Council/Executive Committee.
- II. Powers, duties and functions of the Executive Committee /Director as well as officers and employees of the Institute.
- III. Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any other financial contributions and securities and/or any property, either movable or immovable, from within the country and/or abroad including international agencies, subject to prevailing laws.
- IV. Finance, Budget and Accounts of the Institute
- V. Investment of and dealing with funds and moneys of the Society/Institute.
- VI. Execution of contracts and other instruments, on behalf of the Institute.
- VII. Conduct and defence of legal proceedings and manner of signing pleadings.
- VIII. Service Rules for the employees of the Institute.
- IX. Establishment and maintenance of various social security measures for the benefit of employees of the Institute.
- X. Constitution of various committees for the administration of Institute and prescribing their powers, duties and responsibilities.
- XI. Procedure for appointment of members to various committees, termination of membership and re-constitution of committees.
- XII. Such other matters as may be necessary for the administration of the Institute.

11. EMPLOYEES OF THE INSTITUTE

Subject to provisions of these Rules and Regulations, the employees of the Institute shall consist of:

- (a) Scientific Staff
- (b) Technical Staff
- (c) Administrative Staff
- (d) Such other officers and employees as may be considered necessary for the functioning of the Institute.

12. APPOINTMENT, FUNCTIONS & POWERS OF THE DIRECTOR

- 12.1 The appointment of Director shall be made by the Government of Kerala. The emoluments, allowances and other conditions of service shall be fixed by the Government of Kerala.
- 12.2 The Director shall supervise and exercise administrative control on the staff of the institute and shall be responsible for realising the mission of the institute, creating an environment in the Institute conducive to promote excellence in research and development and other activities of the Institute.
- 12.3 Managing the affairs of the Institute as per the decisions of the Governing Council and other Committees constituted.
- 12.4 The Director shall have powers, in all matters delegated to him by the Governing Council/Executive Committee and shall be accountable for optimum utilisation of the resources and efficient running of the Institute.
- 12.5 It shall be the duty of the Director to carry on the work of the Institute under the control of the Governing Council and the Executive Committee for the proper administration and management of the Institute. However, in the case of an emergency, he may take such action as may be necessary and report it to the Executive Committee/Governing Council.

- 12.6 All members of the staff of the Institute shall be under the general control of the Director, who may issue standing orders from time to time.
- 12.7 All expenditure within the budget/grant shall be sanctioned by the Director in accordance with the administrative sanction issued by the Government subject to the following conditions:
- 12.7.1 In the case of plan projects for which Government have issued administrative sanction, expenditure above Rs. 50,00,000/- (Rupees Fifty lakhs only) shall be with the approval of the Executive Committee. The expenditure from the external grants received by the Institute will be in accordance with the terms and conditions of the funding agency.
- 12.7.2 The Executive Committee may delegate financial power to the Director/any other officer, if required, and the same has to be get ratified by the Governing Council.
- 12.7.3 The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within three months of the close of the financial year.
- 12.8 Subject to the overall control of the Executive Committee, the Director shall perform the following additional functions:
- 12.8.1 Appointing authority of all staff in the permanent sanctioned post by Government/project positions on permanent/contract basis by strictly following the Government orders. All post creation in the Institute shall be with the approval of Government.
- 12.8.2 Appoint Consultant(s); adjunct/visiting/honorary/emeritus faculty; Officers on deputation for carrying out items of work/academic/research programs included in the sanctioned budget proposals.

- 12.8.3 Make provisions for; and conduct study, teaching, training, seminar or research either on its own or through other institutions in the field of Virology and related areas.
- 12.8.4 To initiate and implement academic activities including certificate, diploma, masters, doctoral and post-doctoral programs; finalization of selection criteria and conduct of selection through centralised procedures; institutional affiliation to universities and other academic centres to fulfil the mission and vision of the Institute.
- 12.8.5 Co-operate with any other organisation or institution in the matter of training, research, finance and other things related to the objectives of the Institute.
- 12.8.6 Enter into contracts or agreement for and on behalf of the Institute.
- 12.8.7 Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in and strictly following the store purchase rules applicable from time to time and as per Government norms.
- 12.8.8 Improve, manage, develop any property or properties belonging to or at the disposal of the Institute as he may deem fit on behalf of the Institute.
- 12.8.9 Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.

- 12.8.10 To generate, manage and license Intellectual Property Rights (IPR) on behalf of the Institute.
 - 12.8.11 Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Institute.
- 12.9 The Director shall have the following additional administrative powers for expediency in the programme implementation.
- 12.9.1 The Director may create temporary positions for the functional requirement of the Institute against the plan projects or programmes with the approval of the Government.
 - 12.9.2 To sanction all kinds of leave to the employees. Special disability leave and study leave shall be granted by the Director with approval from the Executive Committee in accordance with the rules of the Institute from time to time.
 - 12.9.3 To clear the probation; sanction increments and promotion to all employees based on their merit and requirements of the work and also subject to the rules relating to it.
 - 12.9.4 To undertake official journeys and to sanction the tour programmes of self and all other employees of the Institute following the rules/orders of the Government from time to time. The sanctioning of the foreign tour will be with the prior approval of the Government.
 - 12.9.5 To sanction T.A. to self, to members, consultants, invitees, trainees and to all employees for the journeys in the interest of the Institute.
 - 12.9.6 To sanction destruction of old records, as per existing Manual of Office Procedures of the Government of Kerala.
 - 12.9.7 To incur non-recurring contingent expenditure.

- 12.9.8 To incur expenditure towards hospitality charges in connection with meetings, visit of experts and guests of the Institute.
- 12.9.9 To recommend the disposal of all unserviceable or surplus stores, office furniture, materials at site of works, dismantled materials to the Executive Committee.
- 12.9.10 To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute in accordance with the rules of the Forest & Wildlife Department.
- 12.9.11 To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Government/Institute subject to the availability of fund.
- 12.9.12 To sanction construction works for execution on a proper estimate upto a value of Rs.50,00,000/- (Rupees Fifty lakhs only) and the works for the value upto Rs.1,00,00,000/- (Rupees One crore only) with the approval of the Executive Committee and for any amount more than Rs.1,00,00,000/- (Rupees One crore only) with the approval of Governing Council.
- 12.9.13 To take buildings on rent for housing the office and other facilities of the Institute as per the Public Works Department norms, with the approval of the Executive Committee.
- 12.9.14 To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure, on their work in the interest of the Institute like honoraria, T.A/D.A, sitting fees, stipend etc. as per rules approved by the Executive Committee of the Institute.
- 12.9.15 To conduct and defence legal proceedings on behalf of the Institute and sign the connected legal documents.
- 12.9.16 To sanction refund of receipts.
- 12.9.17 To institute research fellowships.

13. DELEGATION OF POWERS

The Executive Committee may delegate some of its powers, functions and duties to the Director by framing appropriate byelaws.

14. APPOINTMENT

The appointments to the sanctioned positions of the Institute shall be carried out by the Director following service rules of the Institute and on the recommendation of the duly constituted selection committee. The employees so appointed will be governed by the service rules of the Institute.

15. PROPERTIES AND FUNDS VESTED IN THE GOVERNING COUNCIL/ EXECUTIVE COMMITTEE

The properties and funds of the Institute shall vest in the Governing Council and shall consist of:

- i. Grants made by the Govt. of Kerala.
- ii. Grants made by the Govt. of India.
- iii. Contribution from other sources such as corporate social responsibility, grants, donations, endowments, awards.
- iv. Income from investment with the approval of Government. The detailed guidelines regarding income from investment will be incorporated by framing financial rules of the Institute.
- v. Receipts of the Institute from other sources including money borrowed with or without security.
- vi. Funds from other agencies for carrying out other activities of the Institute.
- vii. Consultancies, Technology transfer, design, development, contracts, CSR funds etc.

16. LEGAL ACTION

The Director may sue or be sued in the name of the Society/Institute in all legal proceedings.

17. SEAL OF THE INSTITUTE

The Director is authorized to execute all documents and contracts and to put in the seal of the Institute on such documents. The custody of the seal should be with the Director.

18. BOOKS OF ACCOUNTS

18.1 The Society shall maintain such books of accounts and other books with respect to the following:

- (a) All sums of money received and expended for and on behalf of the society and the matters in respect of which the receipt and expenditure takes place; and
- (b) the assets and liabilities of the Institute.

18.2 The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws with the approval of the Government.

18.3 The Institute shall prepare a budget in respect of each financial year showing the receipts and expenditures and submit the same to the Government and Registrar with due approval of the Executive Committee/Governing Council.

18.4 All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts following the guidelines of the Government from time to time and the accounts are to be managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.

18.5 The accounts shall be audited by a chartered accountant appointed by the Institute and shall be submitted to the Government with due approval of the Governing Council.

19. ANNUAL BALANCE SHEET

19.1 The Society/Institute shall prepare an annual balance sheet and income and expenditure statement for the period.

- 19.2 The balance sheet and income and expenditure shall be audited by an auditor duly appointed with the approval of the Governing Council.
- 19.3 The balance sheet and income and expenditure duly signed by at least three members of the Governing Council and approved by the Governing Council during its general meeting shall be filed with the Registrar.

20. ADDITION/DELETION/MODIFICATION OF RULES AND REGULATIONS

- 20.1 These Rules and Regulations may, from time to time, be altered, added to and modified by the Governing Council and Rules and Regulations so altered, added to and modified shall operate from such date as shall be notified.
- 20.2 Whenever it shall appear to the Governing Council/Executive Committee of the Institute that it is advisable to alter, extend or a bridge this Rules and Regulations for such purposes as are mentioned in the Memorandum of Association, the Executive Committee may submit the proposal to the Governing Council in a written or printed report, and may convene a special meeting of Governing Council for the consideration thereof according to the Rules & Regulations and bye-laws. No such proposal shall be deemed to have been approved unless such reports have been delivered by hand or sent by registered post or by e-mail to every member of the Governing Council 21 days prior to the date of special meeting convened at the instance of the Executive Committee for the consideration thereof, and unless proposal shall have been agreed to by the votes cast in favour of the proposal by the members entitled to do so, and such votes are not less than three times the number of votes, if any cast against the resolution by members so entitled and voting and attended by not less than half number of members of the Governing Council.

- 20.3 Whenever it shall appear expedient to the Executive Committee of the Institute to amend the name, Rules & Regulations and Byelaws of the Institute, the Executive Committee may submit proposal to a special Governing Council meeting convened for the purpose of which notice shall have been delivered by hand or registered post or by e-mail to every member of the Governing Council 21 days prior to the date of the special meeting. The resolution proposing the amendments shall be passed by the votes cast in favour of the resolution by members who are entitled to do so, provided such votes are not less than three times the number of voted, if any, cast against the resolution by members so entitled and voting.

21. ANNUAL REPORT

- 21.1 The Institute shall prepare an annual report every year indicating all activities undertaken by the Institute and placed the same before the Executive Committee for submission to the Governing Council.
- 21.2 Copies of the annual accounts and annual report as approved by the Governing Council shall be submitted to the Government of Kerala for approval/audit.

22. DISSOLUTION OF SOCIETY

The society may be dissolved in accordance with the provisions prescribed vide section 23 Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955) after obtaining previous consent of the Government of Kerala in that behalf.

23. DECLARATION

In all circumstances the Institute shall functioning in accordance with the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

CERTIFIED that this is a true copy of the Rules and Regulations of the Institute.

Sl	Name & Address	Signature
1	Ex-Officio Principal Secretary Science & Technology Department, Govt of Kerala.	Sd /-
2	Principal Secretary Health & Family Welfare Department, Govt. of Kerala	Sd /-
3	Prof. M Radhakrishna Pillai Former Director Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
4	Dr. B Ekbal Former Member, Planning Board	Sd /-
5	Prof. Chandrabhas Narayana Director, Rajiv Gandhi Centre for Biotechnology (RGCB), Thiruvananthapuram	Sd /-
6	Shri. M.C. Dathan Mentor (Science), Govt. of Kerala & Former Director, VSSC, Thiruvananthapuram	Sd /-
7	Dr. Jacob John Retd. Professor, Clinical Virology Christian Medical College, Vellore	Sd /-
8	Dr.E.Sreekumar Director Institute of Advanced Virology (IAV); Thiruvananthapuram	Sd /-

ANNEXURE III

Rule No	Provisions as per proposal	Suggestion by Finance	Amendments made	Remarks																											
6.1	<p>The composition of the Executive Committee will be as follows:</p> <table border="1"> <tr> <td>1</td> <td>Director, Institute of Advanced Virology (IAV)</td> <td>Chairperson (Ex Officio)</td> </tr> <tr> <td>2</td> <td>Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>3</td> <td>Head of Administration/ Administrative Officer, IAV</td> <td>Member Convener (Ex Officio)</td> </tr> </table>	1	Director, Institute of Advanced Virology (IAV)	Chairperson (Ex Officio)	2	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)	3	Head of Administration/ Administrative Officer, IAV	Member Convener (Ex Officio)	<p>എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയിൽ ഒരു ധനകാര്യ മെമ്പർ/ഡയറക്ടറുടെ ഉൾപ്പെടുത്തേണ്ടതാണ്.</p>	<p>The composition of the Executive Committee will be as follows:</p> <table border="1"> <tr> <td>1.</td> <td>Principal Secretary, Science & Technology Department, Government of Kerala</td> <td>Chair person</td> </tr> <tr> <td>2</td> <td>Director, Institute of Advanced Virology (IAV)</td> <td>Director (Ex Officio)</td> </tr> <tr> <td>3</td> <td>Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>4</td> <td>Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>5</td> <td>Head of Administration/ Administrative Officer, IAV</td> <td>Member (Ex Officio)</td> </tr> <tr> <td>6</td> <td>Member Secretary, Kerala State Council for Science, Technology & environment.</td> <td>Member (Ex Officio)</td> </tr> </table>	1.	Principal Secretary, Science & Technology Department, Government of Kerala	Chair person	2	Director, Institute of Advanced Virology (IAV)	Director (Ex Officio)	3	Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary	Member (Ex Officio)	4	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)	5	Head of Administration/ Administrative Officer, IAV	Member (Ex Officio)	6	Member Secretary, Kerala State Council for Science, Technology & environment.	Member (Ex Officio)	<p>Suggestion of Finance Department included</p>
1	Director, Institute of Advanced Virology (IAV)	Chairperson (Ex Officio)																													
2	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)																													
3	Head of Administration/ Administrative Officer, IAV	Member Convener (Ex Officio)																													
1.	Principal Secretary, Science & Technology Department, Government of Kerala	Chair person																													
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3	Secretary, Finance Department, Govt. of Kerala or an officer authorised by the Secretary	Member (Ex Officio)																													
4	Additional/Joint Secretary, Science & Technology Department, Govt. of Kerala	Member (Ex Officio)																													
5	Head of Administration/ Administrative Officer, IAV	Member (Ex Officio)																													
6	Member Secretary, Kerala State Council for Science, Technology & environment.	Member (Ex Officio)																													

6.7.7	The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the building committee.	നിർമ്മാണ പ്രവർത്തനങ്ങളുടെ കാര്യത്തിൽ അതത് സമയം നിലവിലുള്ള economy orders കൃത്യമായി പാലിക്കേണ്ടതാണ്.	The Executive Committee shall sanction construction works for execution on a proper estimate recommended by the technical committee subject to the economy orders existing from time to time.	Suggesti on by Finance Departm ent included
6.7.11	The Executive Committee shall have power to sanction special disability leave and study leave of the employees of the Institute.	ലീവ് സംബന്ധിച്ച് സർക്കാർ പുറപ്പെടുവിച്ചിട്ടുള്ള ഉത്തരവുകൾ, പരിപത്രങ്ങൾ എന്നിവ പാലിക്കപ്പെടേണ്ടതാണ്.	The Executive Committee shall have power to sanction special disability leave and study leave of the employees of the Institute in accordance with the orders / circulars issued by the Government from time to time.	Incorpora ted the suggestio ns from Finance Departm ent
12.7	All expenditure within the budget/grant shall be approved and sanctioned by the Director subject to the following conditions:	ചെലവ് സംബന്ധിച്ച് പരിധി നിർണ്ണയിക്കുകയും നിശ്ചിത പരിധിക്ക മുകളിൽ ചെലവിന് സർക്കാരിന്റെ /ധനകാര്യവകുപ്പി ന്റെ അനുമതി ആവശ്യമാണ് എന്ന് വ്യവസ്ഥ	All expenditure within the budget/grant shall be sanctioned by the Director in accordance with the administrative sanction issued by the Government subject to the following conditions:	Incorpora ted the suggestio ns from Finance Departm ent

		ചെയ്യുകയും ചെയ്യേണ്ടതാണ്.		
12.7.1	Expenditure on certain heads and items, above certain monetary ceiling which is to be specified by the Governing Council, shall require prior approval of the Executive Committee. However, the Director shall have the power to incur expenditure from the external grants received by the Institute in accordance with the terms and conditions governing the sanction of the grant.	Expenditure on certain heads and items, above certain monetary ceiling which is to be specified by the Governing Council, shall require prior approval of the Executive Committee. എന്നതിലും	In the case of plan projects for which Government have issued Administrative Sanction expenditure above Rs. 50,00,000/- (Rupees Fifty lakh only) shall be with the approval of the Executive Committee. The expenditure from the external grants received by the Institute will be in accordance with the terms and conditions of the funding agency.	Since Administrative Sanction is issued by Government no further approval is not needed from Government.
12.7.2	The Director may delegate his financial power to any other officer, if required.	The Director may delegate his financial power to any other officer, if required. എന്നതിലും govt അനുമതി തേടണം എന്ന് വ്യവസ്ഥ ചെയ്യുക.	The Executive committee may delegate financial power to the Director/any other officer, if required, and the same has to be get ratified by the Governing Council.	The power of delegation was given to Executive Committee and Governing Council

12.7.3	The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within six months of the close of the financial year.	Annual Financial Statment Executive കമ്മിറ്റിക്ക് സമർപ്പിക്കുന്നതിനുള്ള സമയപരിധി 3 മാസമായി കുറയ്ക്കുക	The Director shall prepare the annual financial statement and annual report and submit it to the Executive Committee. This shall be done within three months of the close of the financial year.	Incorporated the suggestions from Finance Department
12.8.1	Appoint all the staff from the rank list prepared by the duly appointed Selection Committee, against sanctioned posts, project positions and on contract basis.	കരാർ അടിസ്ഥാനത്തിലോ അല്ലാതെയോ നിയമനങ്ങൾ നടത്തുമ്പോൾ സർക്കാർ അനുമതി തേടേണ്ടതും ആയത് സംബന്ധിച്ച ചെലവുകൾ (ശമ്പളം ഉൾപ്പെടെ) പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ്	Appointing authority of all staff in the sanctioned post/project position on permanent/contract basis by strictly following the Government orders.	Incorporated the suggestions from Finance Department. Since the procedure follows Government orders, need not specifically mention the manpower component

12.8.7	Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in connection therewith!	ഇൻസ്റ്റിറ്റ്യൂട്ടിനു വേണ്ടി (സ്ഥാപന/ജംഗമ) സ്വത്തുകൾ ആർജിക്കുന്നതിന് ധനകാര്യവകുപ്പിന്റെ അനുമതി തേടുക, സ്റ്റോർ പർച്ചേസ് നിബന്ധനകൾ പാലിക്കുക എന്നീ വ്യവസ്ഥകൾ ഉൾപ്പെടുത്തുക.	Acquire in the name of the Institute by purchase, lease, gift, grant, donation or otherwise howsoever lands, buildings, easements, rights, privileges and any property movable or immovable in India to carry out all or any part of the objectives of the Institute on such terms as he/she may think proper and authorise the execution or doing for and on behalf of the Institute all such assurances, acts, deeds, instruments, agreements and necessary documents as he/she shall think fit in and strictly following the store purchase rules applicable from time to time, and as per Government norms.	Incorporated the suggestions from Finance Department
12.9.1	The Director may create temporary positions for the functional requirement of the Institute against specific projects or programmes with the approval of the Executive Committee.	താല്ക്കാലിക തസ്തികകൾ സൃഷ്ടിക്കുന്നതും സർക്കാർ അനുമതിയോടെ മാത്രം എന്ന് ചേർക്കേണ്ടതും ചെലവ് പ്രോജക്ട്	The Director may create temporary positions for the functional requirement of the Institute against the plan projects or programmes with the approval of the Government.	Incorporated the suggestions from Finance Department. Since the procedur

		ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ നിയന്ത്രിക്കേണ്ടതുമാണ് .		e follows Government orders, need not specifically mention the manpower component
12.9.4	To undertake official journeys under intimation to Department of Science and Technology; and to sanction the tour programmes of self and all other employees of the Institute (within India/abroad)	യാത്രകൾ സംബന്ധിച്ച് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾ /പരിപത്രങ്ങൾ എന്നിവ പാലിക്കേണ്ടതും വിദേശ യാത്രകൾ സംബന്ധിച്ച് നിയമപ്രകാരമുള്ള മുൻകൂർ അനുമതി തേടേണ്ടതുമാണ്.	To undertake official journeys and to sanction the tour programmes of self and all other employees of the Institute following the rules/orders of the Government from time to time. The sanctioning of the foreign tour will be with the prior approval of the Government.	Incorporated the suggestions from Finance Department
12.9.7	For expediency in programme implementation, the Director shall have the following financial powers:	സബ് ക്ലാസ്സ് ഒന്നും ചേർത്തിട്ടില്ലാത്തതിനാൽ ആയത്	Deleted	Incorporated the suggestio

		ഒഴിവാക്കുക.		ns from Finance Department
12.9.11	To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute	വൃക്ഷങ്ങൾ ഉൾപ്പെടെയുള്ള വിഭവങ്ങളുടെ ലേലവും തുടർനടപടികളും വനനിയമങ്ങൾ അനുശാസിക്കും പ്രകാരം നിർവ്വഹിക്കേണ്ടതാണ്.	To sanction the sale in auction of fallen and dead trees standing on the lands of the Institute in accordance with the rules of the Forest & Wildlife Department.	Incorporated the suggestions from Finance Department
12.9.12	To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Institute	മെഡിക്കൽ റീയിമ്ബേഴ്സ് മെന്റ് സംബന്ധിച്ച സർക്കാർ ഉത്തരവുകൾ പാലിക്കേണ്ടതാണ്.	To sanction claims for the reimbursement of medical expenses of all employees of the Institute including himself subject to Medical Benefit rules of the Government/ Institute subject to the availability of fund.	Incorporated the suggestions from Finance Department
12.9.13	To sanction construction works for execution on a proper estimate, with the approval of the Executive Committee.	നിർമ്മാണ പ്രവർത്തനങ്ങൾ സംബന്ധിച്ച സാമ്പത്തിക അധികാരങ്ങൾ ഗവേർണിംഗ് കൗൺസിൽ /	To sanction construction works for execution on a proper estimate upto a value of Rs.50,00,000/- (Rupees Fifty lakhs only) and the works for the value upto Rs.1,00,00,000/- (Rs.One crore only)	Incorporated the suggestions from Finance Department

		എക്സിക്യൂട്ടീവ് കമ്മിറ്റി / ഡയറക്ടർ എന്നിവർക്കുള്ളത് പ്രത്യേകം പ്രസ്താവിക്കേണ്ടതാണ്.	with the approval of the Executive Committee and for any amount more than Rs.1,00,00,000/- (Rs.One crore) with the approval of Governing Council	
12.9.14	To take buildings on rent for housing the office and other facilities of the Institute, but only with the approval of the Executive Committee.	കെട്ടിടങ്ങൾ വാടകയ്ക്ക് എടുക്കുന്നത് നിലവിലുള്ള വി.ഡബ്ല്യൂ ഡി. ചട്ടങ്ങൾ/ വാടക ചട്ടങ്ങൾ എന്നിവ അനുസരിച്ച് ചെയ്യേണ്ടതാണ്.	To take buildings on rent for housing the office and other facilities of the Institute as per the Public Works Department norms, with the approval of the Executive Committee.	Incorporated the suggestions from Finance Department
12.9.15	To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure on their work in the interest of the Institute, like honoraria, T.A/D.A., sitting fees, stipend etc. as per rules and bye-laws of the Institute	പ്രോജക്ട് ചെലവിന്റെ 10-15% -ൽ അധികരിക്കാതെ എന്ന വ്യവസ്ഥ ഉൾപ്പെടുത്തേണ്ടതാണ്.	To constitute Committees, Task groups and Fora of Academics and Technical Personnel, engage consultants and trainees and sanction expenditure, on their work in the interest of the institute like honoraria, T.A/D.A., sitting fees, stipend etc. as per rules approved by the Executive Committee of the institute.	Incorporated the suggestions from Finance Department. Limit of the expenditure is not specified as it will be in

				accordance with the Government norms/funding agency.
15 (iii)	Contributions from other sources.	Properties and Funds vested in Governing Council/Executive Committee എന്നതിൽ Contribution from other Sources എന്നതിൽ sources എന്തൊക്കെയെന്ന് നിബന്ധന ചെയ്യണം.	Contributions from other sources such as Corporate, Social responsibility, Grants, Donations, Endowments, awards.	Incorporated the suggestions from Finance Department
15 (iv)	Income from investments	Iv,ൽ Income from Investments എന്നതിൽ Investment സർക്കാർ അനുമതിയോടെ എന്ന് നിഷ്കർഷിക്കുകയും	-	The suggestions will be incorporated while framing the financial

		ആയതിൽ നിന്നുള്ള വരുമാനം ചെലവാക്കുന്നതിന് മാനദണ്ഡങ്ങൾ ഏർപ്പെടുത്തുകയും വേണം.		rules
18.2	The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws.	സർക്കാർ അനുമതിയോടെ എന്ന് കൂടി ചേർക്കുക.	The accounts are to be maintained in such manner as prescribed by the Governing Council by framing appropriate financial rules as byelaws with the approval of the Government.	Incorporated the suggestions from Finance Department
18.4	All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts and managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.	ബാങ്ക് അക്കൗണ്ടുകൾ തുടങ്ങുന്നത് നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾക്ക് വിധേയമായി എന്ന് നിബന്ധന ചെയ്യണം.	All moneys received by the Institute other than the budgetary allocation from Government of Kerala shall be deposited in nationalised bank accounts following the guidelines of the Government from time to time and the accounts are to be managed as per the financial rules of the Institute. However, the budgetary funds received from the Government of Kerala shall be maintained in the Government treasury.	Incorporated the suggestions from Finance Department
18.5	The accounts shall be audited by a chartered accountant appointed by the Institute and shall be	ഓഡിറ്റ് ചെയ്ത അക്കൗണ്ടുകൾ ഗവേണിംഗ്	The accounts shall be audited by a chartered accountant appointed by the Institute and shall be	Incorporated the suggestions

	<p>approved by the Governing Council</p>	<p>കൗൺസിലിന്റെ അംഗീകാരത്തോടെ സർക്കാർ അംഗീകാരത്തിനായി സമർപ്പിക്കേണ്ടതാണ് എന്ന് ചേർക്കുക.</p>	<p>submitted to the Government with due approval of the Governing Council</p>	<p>ns from Finance Department</p>
		<p>തസ്തികകൾ സൃഷ്ടിക്കുന്നതിനും വാഹനങ്ങൾ വാങ്ങുന്നതിനും മുൻകൂർ സർക്കാർ അനുമതി ആവശ്യമാണ് എന്ന വ്യവസ്ഥ കൂടി ചേർക്കേണ്ടതുണ്ട്.</p>	<p>Included in the clause 12.8.7</p>	<p>Incorporated the suggestions from Finance Department</p>