

Procedure followed in the decision making process

MANAGEMENT

- The management and control of the Academy and its affairs shall vest with its Council and the Council shall exercise all the powers of the Academy and do all duties of the Academy with intent to give effect to the provisions of the Articles in the Memorandum of Association and the Rules and Regulations for the time being of the Academy, except so far as the same are by the Articles or by the Rules and Regulations for the time being expressly required to be done in general meetings of the Fellows or by the President or the Executive Director of the Academy.
- All the powers of the Academy shall be vested in and exercisable by the Council except in so far as the same are by these Presents or by the Rules and Regulations for the time being of the Academy expressly required to be exercised by the Academy in a general meeting.
- The meetings of the Academy shall be of such classes and shall be held for such purposes as may from time to time be prescribed by the Rules and Regulations of the Academy and the rights of the several classes of members and of persons attached to the Academy for attending and voting at the said meetings shall be such or subject to such restrictions as may be so prescribed.
- The Academy, through the Council, shall act through properly constituted national committees in which institutions, other learned societies and academies will be associated for undertaking such scientific, technical and development activities of national and international importance as the Academy may be called upon by the public and the Government to perform.

THE GOVERNING COUNCIL

1. (a) There shall be a Council of the Academy consisting of such number of Members, with such qualifications, and to be elected and constituted as such Members of the Council in such manner and to hold office for such a period, and on such terms as to re-election and otherwise, as the Rules and Regulations for the time being direct.

(b) The Council shall consist of 26 members as given below:

- (i). The President
- (ii). Immediate Past President
- (iii). Three Vice-Presidents
- (iv). Chief Editor of Publications (Ex-officio member of the Council).
- (v). Ten Fellows-One Fellow to be elected from each of the ten Engineering Sections.
- (vi). One representative to be nominated by the Ministry of Science and Technology, Department of Science & Technology, Govt. of India, from amongst the Fellows of the Academy.
- (vii). One Fellow of the Academy to be nominated by Ministry of Human Resource Development, Govt. of India.
- (viii). One Fellow of the Academy to be nominated by Department of Space.
- (ix). One Fellow of the Academy to be nominated by Department of Atomic Energy
- (x). One Fellow of the Academy to be nominated by Defence Research & Development Organization
- (xi). A representative of All-India Council for Technical Education to be nominated by the Chairman from amongst the Fellows of the Academy.
- (xii). One Engineer Fellow to be nominated by the Indian National Science Academy.
- (xiii). One engineer representative to be nominated by CII on the INAE Governing Council
- (xiv). One engineer representative to be nominated by FICCI on the INAE Governing Council
- (xv). One engineer representative to be nominated by NASSCOM on the INAE Governing Council

(c) No act of the Council or anybody set up under Rules and Regulations of the Council shall be invalid merely by reason of

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

Unless and until, the Rules and Regulations for the time being of the Academy shall otherwise direct, the outgoing Council shall, prior to the Annual General Meeting in the year, elect the new incumbents to the vacancies of President, Vice-Presidents and other Members to the new Council. The new Council shall assume office after the Annual General Meeting on the first day of January of the next year or the next day after the date of the Annual General Meeting if it takes place after the first day of January.

DUTIES AND RESPONSIBILITIES

2. President

- a. To preside at all the meetings of the Academy and of the Council and to regulate the proceedings at such meetings.
- b. To ensure that due effect is given to the Rules and Regulations and to the Ordinances made by the Council.
- c. To be ex-officio member of all Committees appointed by the Council.
- d. In case of doubt as to the interpretation of the Rules and Regulations he will decide on the interpretation. In such case the President's interpretation shall hold until the next meeting of the Council, when the interpretation of the Rule will be discussed to be finally determined.
- e. In the event of the President being unable to perform the duties of his office due to death, resignation or any other cause or in the case of his prolonged absence from India for any reason, the senior Vice-President, shall assume the duties of the President till the Council elects a President from amongst themselves for the residual part of the term in accordance with the provisions of the Rules and Regulations 8(a), provided such residual part is not less than six months. A Fellow who occupies the office of President for such a residual part would be deemed to have had a "term" as President only if the residual part is 2/3rd of the term, namely 16 months, or more.
The seniority of the Vice-Presidents shall be based upon on the continuous number of years that the Vice-Presidents concerned have been on the roll as Fellow. If all the three Vice-Presidents have entered the Academy on the same date, the age will determine their seniority.
- f. In case of an emergent situation requiring urgent action on matters pertaining to the functions of the Academy, the President may take such decisions as he thinks fit on behalf of the Council and report the same at the next meeting of the Council for its approval.

3. Vice Presidents

(a) Vice-President (Academic, Professional and International Affairs)

- i. To plan and conduct all activities pertaining to technical programmes, studies and thrust areas –Seminars/ Workshops/ Round Tables, Local Chapter activities, Distinguished Visiting Professorship Scheme, Archives of Indian Engineering Heritage etc.
- ii. To conduct correspondence with foreign countries, relating to the business of the Academy, to return thanks for presents from foreigners made to the Academy.

(b) Vice-President (Fellowship, Awards and Corporate Communication)

- i. To plan and conduct all activities pertaining to Election to the Fellowship, Council, Office Bearers and Sectional Committees, Forum on Engineering Education.
- ii. To plan and organize activities related to all Engineering Excellence Awards/ Scholarships instituted by the Academy.

(c) Vice-President (Finance & Establishment)

- i. To plan and oversee all activities pertaining to the finance. He shall receive and hold for the use of the Academy all money paid to the Academy. He shall disburse all sums due from the Academy and shall keep exact accounts of all such receipts and payments.
- ii. He shall be the ex-officio member of all the Committees appointed by the Council from time to time except any Committee(s) as directed by the Council specifically.
- iii. To exercise general supervision over the staff and the affairs of the Academy and to assist in carrying out the Rules and Regulations and Orders made by the Council.
- iv. To enter or cause to be entered in the Minute-Books all the proceedings of the Academy and the Council before the following meeting, and to see that all letters and papers and documents of every kind connected with the business of the Academy are properly filed and preserved.

(d) In the event of any of the Vice-Presidents being unable to perform the duties of his office due to death, resignation or any other cause, or in the case of his/her prolonged absence from India for any reason, one of the other Vice-Presidents shall assume the duties till the Council elects a Vice-President from amongst themselves for the residual part of the term in accordance with the provision of the Rules and Regulations 8(b) provided such residual part is not less than two months. A Fellow who occupies the office of Vice President for such a residual part would be deemed to have had a “term” as Vice President only if the residual part is 2/3rd of the term, namely 24 months, or more.

4. Chief Editor of Publications

He shall be responsible for the preparation and printing of the publications of the Academy and shall have the right of direct correspondence with the authors and with the Press. He will have a tenure of three years which is extendable by another tenure of three years in the Council in order to ensure continuity. He will be an ex-officio member of the Council and will also be eligible for election to the post of Vice-President/President.

TERM OF COUNCIL

5. a) The term of the President will be two years and he/she will be eligible for re-election for another term of two years.
- b) The term of Vice-Presidents and elected members of the Council shall be for three years and they shall be eligible for re-election for another term of three years. One out of three Vice-Presidents and three out of ten elected Members representing Engineering Sections to retire each year.
- c) The term of the persons nominated by DST, MHRD, DOS, DAE, DRDO, AICTE, INSA, CII, FICCI and NASSCOM shall be three years. They shall be eligible for renomination for another term of three years.
6. a) No “member” (Elected or nominated) of the Council shall serve in the Council as a “member” (elected or nominated) for more than two consecutive terms or six consecutive years, except in case of the member being elected as President or Vice-President.
- b) A Member of the Governing Council, who does not attend three consecutive Council Meetings, nor sends his considered views on the agenda items of the Council Meetings, shall ipso-facto vacate his office in the Council. A vacancy arising in the Office of Vice Presidents/Chief Editor of Publications shall be filled from amongst the Members of the Council. A vacancy occurring in the Council, the Council shall be competent to fill such vacancy with Fellows affiliated to the same Engineering Section. He/she shall retain membership of the Council so long as the vacating member of the Council would in the ordinary course have retained membership and any period of membership so served less than one year shall not be taken into account in computing the period of the membership of the Council under the provision of Rules and Regulations 8(a), (b) and (c).
- c) President/ Vice-Presidents/ Members of the Governing Council will not be the candidates for any Award instituted by the Academy. However, they may participate in the Schemes/Research Projects/ Studies of the Academy.

POWERS, PROCEDURES, DUTIES OF THE COUNCIL

7. The Council shall direct and manage the affairs and property of the Academy, subject to the provisions of the Articles, the Rules and Regulations and the Resolutions of General Meetings of the Fellows and Foreign Fellows which have been duly summoned and held in accordance with the Rules and Regulations and duly recorded in the minutes of the meetings. Subject to as aforesaid, the Council shall further exercise all powers of the Academy not otherwise specifically provided for; provided such powers are not by the Articles or the Rules and Regulations, required to be exercised by the Fellows and Foreign Fellows at a General Meeting.
8. The decisions of the Council on all matters dealt with by it in accordance with the provisions in the Articles and Rules and Regulations and such resolutions of General Meetings of Fellows and Foreign Fellows as aforesaid shall be final and binding on all classes of members.

9. The Council shall frame such Ordinances, instructions and guidelines as are not inconsistent with anything contained in the Articles of Association, and Rules and Regulations for functioning of the Academy. The Council is empowered to revise, alter or rescind these as it may consider appropriate.
10. The Council may appoint Committee(s), Advisory and such other Groups for consideration of special items and subject of concern to the Academy and delegate any of its powers to such Committee(s) or Groups. The Council may, in addition, delegate any of its powers to the President, the Executive Director or such other person or persons or bodies as it may appoint or constitute from time to time for efficient working of the Academy. All such Committees or persons shall exercise powers delegated to them by the Council and in the transaction of business conform to any directions that may be given to them by the Council and subject thereto and may regulate their proceedings.
11. The Council shall meet as often as the business of the Academy may require, but not less than three times a year. At every meeting of the Council one-third of the total strength of the Council shall constitute a quorum. A meeting of the Council at which a quorum is present shall be competent to exercise all or any of the powers or discretions vested in or exercisable by the Council, notwithstanding any vacancy in the body. If at any meeting there is no quorum, the meeting shall stand adjourned for half hour and shall meet at the same place on expiry of half hour and transact the business of the meeting, with members present as the quorum.
12. To summon a meeting of the Council, the Executive Director shall issue a notice of meeting to each member of the Council together with the agenda not less than twenty one days before the date of meeting. This period of twenty-one days shall be exclusive of the day on which the notice is issued, but inclusive of the day for which the notice is given. This period shall not apply to supplementary agenda which may be issued as the exigencies of the case may require.
13. The Executive Director shall summon a special meeting of the Council on receipt of a written requisition which shall contain a specific matter desired to be discussed at this special meeting and shall be signed by atleast fifteen members of the Council and within thirty days of the receipt of the requisition. The notice of such special meeting shall state the purpose for which the meeting is called and its period shall be the same as Rules and Regulations 15. At the such meeting no business other than specified in the requisition shall be transacted.
14. At any meeting of the Council, each member of the Council present in person shall have one vote. All questions shall be decided in the Council by a majority of those persons having a right to vote. In the case of equality the President or other person presiding shall have a second and a casting vote. A postal vote of the Council shall, however, be taken whenever,
 - (a) Any six present in person at the meeting shall demand it, or
 - (b) Any fifteen whether present at the meeting or not, shall by notice in writing delivered to the Executive Director before the hour fixed for the meeting, demand it, or

The meeting of the Council shall so direct.

15. The Council shall cause a statement of the funds of the Academy and of the income and expenditure during the past year, terminating on the last day of the month of March to be made and verified and signed by the Auditors. The Council shall cause such accounts to be presented at the Annual General Meeting.
16. The Council shall draw up an Annual Report of the Council on the state of the Academy, and shall present it at the Annual General Meeting.
17. The Council may make, amend or rescind Rules and Regulations provided that the same may not be repugnant to the Memorandum of Association and no such addition, amendment or rescission shall come into operation until the same has been approved by a Special General Meeting of Fellows and Foreign Fellows.
18. The Council may call for an Extraordinary General Meeting of the Fellows and Foreign Fellows of the Academy for any specific purpose relating to the directions and management of the affairs of the Academy except for revoking, altering or amending any of the provisions of the Rules and Regulations of the Academy.

THE EXECUTIVE DIRECTOR

19. The Executive Director of the Academy shall be appointed by the Council at such remuneration and at such other terms as it may think fit.
20.
 - (a) The Executive Director shall carry out all his duties under the direction of the Council. He shall, unless exempted from the provisions hereof by the Council, devote his whole time to the business of the Academy and shall not engage in any other business or profession. He shall be in administrative charge of all the employees at the Headquarters and other offices of the Academy as may be established from time to time.
 - (b) He shall be responsible for the conduct of all correspondence and office work of the Academy, he shall maintain Roll of all classes of members and of their addresses; he shall attend all meetings of the Council and shall have the business transacted thereat correctly and fully recorded; he shall superintend the publications of the Academy; he shall have charge of the libraries of the Academy; he shall have charge of all the properties of the Academy save only the funds and moneys in the custody of the Bankers; he shall engage, subject to the approval of the Council, all persons employed under him and arrange their work and duties, and he shall generally conduct the ordinary business of the Academy in accordance with the Articles, the Rules and Regulations and the directions of the Council, and shall refer to the President any matters of importance requiring urgent decision.
 - (c) The powers of the Executive Director shall be generally defined by the Council from time to time.
 - (d) In case of an equality of votes the Chairman of the meeting shall, both on a show of hands and at a poll, have a casting vote. The acceptance or rejection of votes by the Chairman shall be conclusive for the purpose of the decision of the matter in respect of which the votes are tendered.
21. Votes may be given at a General Meeting of Fellows and Foreign Fellows either personally or by proxy. Each Fellow present in person or by proxy shall have one vote. No person shall be appointed a proxy to vote at any meeting who is not a Fellow or a Foreign Fellow entitled in his own right to vote at such a meeting.
22. The instrument appointing a proxy shall be deposited with the Executive Director not less than three days before the hour fixed for the meeting at which the person named in the proxy proposes to vote, but no instrument appointing a proxy shall be valid after expiration of three calendar months from its date.
23. A poll shall be taken by means of postal voting papers and shall be a poll of all Fellows and Foreign Fellows who at the time of despatch of such papers shall be entitled to receive notice of a meeting:
 - (a) When Fellows and Foreign Fellows demand it under the provisions of Rules and Regulations 32(b) (i); and
 - (b) When in its opinion, the Council considers it in the interest of the Academy that an appeal should be made on any question to the whole body of Fellows and Foreign Fellows.

The form and contents of the voting papers shall specify the subject matter to be voted upon and the date of return thereof, and shall be issued at least thirty days, exclusive of the day on which the papers are deemed to be issued, but inclusive of the day of return, prior to the date of return.