

1. PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

1.1 POWERS AND COMPOSITION OF THE BOARD OF MANAGEMENT

The Board of Management shall be the principal organ of management in the Institute. It shall be a compact and homogeneous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

POWERS

The Board of Management shall be principal executive body of the Institute and shall, in addition to all powers vested in it have the following powers namely:

- i) To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute not otherwise specifically provided for.
- ii) To create teaching and academic posts. To determine numbers, qualification and cadres thereof as approved by the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- iii) To appoint such Professors, Associate Professors, (Readers), Asstt. Professors (lecturers) and other academic staff as may be necessary on the recommendation of the Selection Committee.
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Asst. Professor and other academic staff maintained by the Institute, in consultation with the Academic Council.
- v) To provide for appointment of visiting Fellows and visiting Professors.
- vi) To create administrative, ministerial and other necessary post in terms of the cadres laid down or otherwise and to make appointment thereof in consultation with the Finance Committee.
- vii) To grant leave of absence to the Director or any other officer of the Institute not being the Chairman of the Board of Management and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
- viii) To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action, wherever necessary.
- ix) To manage and regulate the finances, accounts, investments property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit.
- x) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
- xi) To select emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- xii) To institute fellowship, including Traveling, Fellowships, Scholarships, Studentships, Medals and prizes in accordance with the bye-laws to be framed for the purpose.
- xiii) To amend and receive payment of fees and other charges.
- xiv) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and co-opt such persons on these committees as it thinks fit.
- xv) To appoint Auditors for the ensuring year.
- xvi) To open account or accounts of the Institute with any one or more scheduled Banks and to lay-down the procedure for operating the same.

- xvii) To manage the finance, accounts, investment, moveable properties, business and other administrative affairs of the Institute.
- xviii) To issue appeals for funds for carrying out the objectives and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contribution, gifts, prizes, scholarship, fees and other moneys to give grants and donations, to award prizes, scholarship, etc.
- xix) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works.
- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- xxi) To transfer or accept transfers of any moveable property on behalf of the Institute.
- xxii) To advice the Holding trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institute.
- xxiii) To provide building or buildings, premises, furniture, fittings, equipments, appliances, and other facilities required for carrying on the work of the Institute.
- xxiv) To execute in consultation with the Holding trustees (if any) conveyances, transfer, Government Securities re-conveyances, mortgages, leases, bonds licenses and arrangement in respect of property, moveable or immovable, belonging to the Institute or to be acquired for the purposes of the Institute.
- xxv) To appoint, in order to execute an instrument or transact any business of the Institute, any person as attorney of the Institute with such powers as it may deem fit.
- xxvi) In consultation with the Holding trustees (if any), to raise and borrow moneys on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising money and to repay and redeem any money borrowed.
- xxvii) To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- xxviii) To maintain a fund to which shall be credited:
 - a) All moneys provided by the Central or State Governments/University Grants Commission.
 - b) All fees and other charges received by the Institute.
 - c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequests or transfer.
 - d) All moneys received by the Institute in any other manner or from any other source.
- xxix) To deposit all money credited to the fund in Scheduled Banks or to invest them in consultation with the Finance Committee.
- xxx) To maintain proper accounts and other relevant records and prepare, Annual Statements of accounts including the Balance Sheet for every previous financial year, in such form as may be prescribed by the Bye –laws.
- xxxi) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Regulation/Bye-laws such person, insurance, provident fund and gratuity as it may deem fit for the benefit of the employees of the Institute and to aid in the

establishment and support of Association, Institutions, Funds, Trusts and Conveyances calculated to benefit the staff and the students of the Institute.

- xxxii) To delegate all or any of its powers to any committee or sub-committee constituted by it or to the President or the Director of the Institute or any other person.
- xxxiii) To establish, on the advice of the Academic Council Divisions and Department for the academic work and functions of the Institute and to allocate areas of Study, Teaching and Research to them.
- xxxiv) To conduct examinations or tests for admission to the Course taught in the Institute, to conduct examinations for Degrees and Diplomas and to declare the results of such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- xxxv) To establish, maintain and manage hostels for the student of the Institute.
- xxxvi) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with Academic Council and the Finance Committee.
- xxxvii) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition.
- xxxviii) The Board of Management shall be the principal executive body of the Institute and shall have the powers to take all necessary decision for the smooth and efficient functioning of the Institute.

The Board of Management shall consist of:

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| 1. Director General, ICFRE & Chancellor, FRIDU | Chairman |
| 2. Director, FRI & Vice- Chancellor, FRIDU | Member Secretary |
| 3. Deans (if any) not exceeding three by rotation and on seniority | Members |
| 4. Three nominee of the President of the Institute | Member |
| 5. One eminent academic to be nominated by the Central Government in consultation with UGC | Member |
| 6. One nominee of the Govt. of India | Member |
| 7. One nominee of the funding agency/ agencies | Member |
| 8. Three teachers, Professors/ Reader/ lecturer (by rotation) according to seniority | Member |
| 9. One nominee of the sponsoring society | Member |
| 10. The Registrar, F.R.I. (Deemed) University | Secretary |

The terms of membership of the Board of Management and its powers shall be as follows:

- a) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible to reappointment.
- b) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members if the teaching staff, whichever is less.

Meeting of the Board of Management

- i) The Board of Management shall meet at least four times a year. Not less than 15 days notice shall be given of a meeting of the Board of Management and a copy of the proceeding of each meeting shall be furnished to the President of the Institute as soon as possible after the meeting.
- ii) Each member of the above body including its Chairman shall have one vote and decision at the meeting of the board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.
- iii) Every meeting of the above Body shall be presided over by the Chairman and, in his absence by a member chosen by the members present from amongst themselves shall preside over the meeting.
- iv) Any business which it may be necessary for the above body to perform may be carried out by circulating appropriate resolution there-on among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.
- v) If a member other than Director or those representing the teachers accepts a full-time appointment in the Institute or he does not attend three consecutive meetings of the Board of Management without proper leave of absence of the Chairman, he shall cease to be a member of the above Body.

CONSTITUTION OF STANDING COMMITTEE AND APPOINTMENT OF AD-HOC COMMITTEE BY THE BOARD OF MANAGEMENT

- i) Subject to the provision of the Rules / Bye laws of the institute, the Board of Management may, by a resolution constitute such standing committee or committees or Ad-Hoc committee or committees for such purposes and with such powers as the Board may think fit for exercising any power or powers of discharging any functions of the Institute or for inquiring into, reporting and advising upon any matter of the Institute.
- ii) The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it considers suitable.

DELEGATION OF POWERS OF THE ABOVE BOARD OF MANAGEMENT

The above Board of Management may, by a resolution, delegate to the Chairman, Director or any other officer of the Standing Committee or the Ad-hoc Committee such of its powers as it may deem fit, subject on the condition that the action taken by the Chairman to the Director or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the power so delegated shall be reported at the next meeting of the Board of Management

1.2 ACADEMIC COUNCIL

The Academic Council shall be principal academic body of the Institute and shall subject to the provisions to the Memorandum of Association and the Rules and Bye-Laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter departmental co-ordination, research, examinations

and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws.

Revised Composition of the Academic Council as per New UGC Regulations 2010 (Para 1.2).

a. The Academic Council shall consist of the following persons, namely:

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| a) Director/ Vice Chancellor | Chairperson |
| b) Dean(s) of Faculties | Member |
| c) Heads of Division of Institute | Member |
| d) Ten Professors other than Heads of the Departments
(by rotation of seniority) | Member |
| e) Three Associate Professors from the Departments other than
the Heads of the Departments by rotation of seniority | Member |
| f) Three Assistant Professors from the Departments by rotation
of seniority | Member |
| g) Three persons from amongst educationist of repute
or persons from any other field related to the activities
of the Institute deemed to be University who are not in the service
of the Institution deemed to be University, nominated by the
Vice –Chancellor | Member |
| h) Three persons who are not members of the Teaching staff
co-opted by the Academic Council for their specialized
knowledge | Member |
| i) The Registrar, who shall be the Secretary of the Academic Council | Secretary |

Note: The representation of different categories shall be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

The term of member other than ex-officio members shall be two years. They shall not be eligible to continue further unless every one has completed one term.

Note: The representation of different categories should be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the council.

b. Powers and functions of the Academic Council

The Academic Council shall be the principal academic body of the Institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties viz.,

- To exercise general supervision over the academic work of the Institute and to give directions regarding methods of instruction, evaluation or research or improvements in academic standards.
- To promote research within the institute, acquire reports on such researchers from time to time.

- c) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action there-on.
- d) To make arrangements for the conduct of examinations in conformity with the bye-laws.
- e) To maintain proper standards for the examinations.
- f) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the Institute.
- g) To prescribe courses of study leading to degrees and diplomas of the Institute.
- h) To appoint examiners, moderators, tabulators, and such other personal for different examinations.
- i) To suggest measures for departmental co-ordination.
- j) To make recommendations to the Board of Management on:
- k) Measures for improvement of standards of teaching, training and research.
 - (i) Institution of fellowships, traveling, Scholarships, Medals, Prizes, etc.
 - (ii) Establishment or abolition of Department /Centers,
 - (iii) Bye-Laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowship and Studentships, Free ships, concessions, attendance, etc.
- l) To appoint sub-committees to advise on such species matters as may be referred to it by the Board of Management.
- m) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may requisite.
- n) To take periodical review of the activities of the departments / centers and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of Institution/ Institute.
- o) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.
- p) To recommend institution of Teaching Posts-Professors, Readers, lecturers to the Board of Management.

c. Meeting of the Academic Council

- i) The Academic Council shall meet as often as may be necessary but not less than three times during the Academic year.
- ii) One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii) Any business which it may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution circulated and approved by simple majority shall be effective and binding as if such resolution had been passed in the meetings of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

1.3 FINANCE COMMITTEE

a. The finance committee shall consist of the following members:

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| 1. Director, FRI & Vice Chancellor, FRIDU | Chairman |
| 2. A person nominated by the Society or Trust | Member |
| 3. Two nominees of the Board of Management one of whom shall be a Member of the BOM | Member |
| 4. A representative of the Central Govt. | Member |
| 5. Finance officer (Registrar, FRIDU) | Non member Secretary |

b. Terms of office of the Members of the Finance Committee–

All members of the Finance Committee other than ex-officio members shall hold office of a term of three years.

c. Powers and functions of the Finance Committee–

- i) The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure
- ii) The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for consideration and there after submitted to the Board of Management together with comments of the Finance Committee for approval.
- iii) The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the years based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed
- iv) No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- v) To recommend to the Board of Management the creation of all types of posts.

1.4 BOARD OF STUDIES (SYLLABUS REVIEW COMMITTEE)

a. The Board of studies of each faculty/ department shall consist of :-

- a) Dean of faculty/ Head of the Department Chairman person
- b) All Professors of the faculty /Department
- c) Two Associate Professors of the faculty/ Department by rotation of seniority.
- d) Two Assistant Professor of the faculty/ Department by rotation of seniority.
- e) Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

The powers and functions of the Board of studies shall be prescribed by the Bye-Laws of the Institute.

1.5 RESEARCH COMMITTEES

Subject to the general supervision of the Academic Council, all matters connected with the Doctoral programme of a Ph.D. Scholar shall be dealt with in accordance with these ordinances by the following committees:

- i) The Research Degree Committee (RDC)
- ii) The Research Advisory Committee (RAC)
- iii) The Screening Committee

1.5.1 RESEARCH DEGREE COMMITTEE (RDC)

- a) The **RDC** shall consist of the following:-
 - i) Director or his nominee (Chairman)
 - ii) Four experts nominated by the Director for two years
 - iii) Heads of the concerned Divisions
 - iv) Supervisor and Co-supervisor, if any, of the Ph.D. Scholar
 - v) The Registrar (Member Secretary)

- b) The **RDC** shall:
 - a) Consider the recommendations of the RAC with regard to appointment or change of supervisor/co-supervisor.
 - b) Consider the report of the examiners and take the decision for the award of degree.
 - c) Consider the report of RAC regarding extension of the term of registration of a Ph.D. Scholar beyond four years.
 - d) The RDC will ascertain whether the certificate has been issued by the supervisor regarding incorporating corrections as suggested by the examiners.
 - e) The RDC may act against the supervisors who may be found lacking in their duty as Supervisor. The RDC may even consider debarring the Supervisor from taking further scholars.

1.5.2 RESEARCH ADVISORY COMMITTEE (RAC)

- a) The standing **RAC** for the Ph.D. Scholars in each discipline shall be constituted by the Director, FRI/Research Centers concerned.
- b) The **RAC** shall consist of the following:-
 - (i) Chairman
 - (ii) Two experts from outside the division/institute.
 - (iii) One expert from the division
 - (iv) One Statistician/Research Methodology Expert
 - (v) Supervisor and Co-supervisor-Ex-officio Member
 - (vi) Member Secretary – **Head of Division** (in case of FRI)/
Nodal Officer or his nominee (in case of research center)

The standing RAC shall be constituted for two years. The member secretary may convene the meeting of RAC in consultation with the chairman and the other members as and when necessary.

- c) **The RAC shall:**
 - i) Examine the synopsis received from the applicant for enrollment as Ph.D. Research Scholar and shall hold a synopsis seminar in which all the Forest Officers/Scientists/RAC/Research Scholars of the concerned Division/Research Center shall participate. The suggestions made in the seminar may be incorporated in the synopsis already submitted by the candidate. The RAC after holding the synopsis seminar shall recommend appropriate topic for registration and approve the synopsis after necessary revision/correction/modification as per the Ph.D.

Ordinance. The recommendation of RAC should come in the Performa as given in Appendix-3;

- ii) Recommend supervisor/co-supervisor as per clause 5 of the Ph.D. Ordinance.
- iii) Examine the qualification of the Supervisor and will ensure that the supervisor/co-supervisor is qualified to guide research scholar in the concerned field of research.
- iv) Recommend, if necessary, in consultation with the Supervisor/Co-Supervisor for constitution of an Advisory Committee consisting of the Scientist/Teacher/Forester concerning the field of research of the Research Scholar. The Advisory Committee shall help/guide the Research Scholar in his/her research work in consultation with and overall supervision of the Supervisor;
- v) Examine the application of the Research Scholar for extension of his/her term of registration beyond four years and recommend to the RDC for extension of his/her term of registration for maximum of one year; also examine the progress reports of the research scholars as per synopsis
- vi) Recommend short-term basic course in Silviculture/Forestry/Forest Management/Mensuration/Forest Ecology subjects for those who have no knowledge of these subjects;
- vii) To hold pre-thesis submission seminar of a Research Scholar who has completed his/her research work and recommend a panel of eight examiners giving brief bio-data and indicating major areas of research/expertise of the examiners.

While making their recommendations the RAC shall see that the recommendations are made in conformity with the ordinance and such other directives as may be issued from time to time by the Academic Council in regard to matters connected with Ph.D. research.

1.6 COUNSELING SUB COMMITTEE

a) **There shall be a Counseling sub Committee** for the purpose of counseling the research scholars and the concerned supervisors including the resolution of grievances if any.

b) The Counseling sub Committee shall consist of the following: -

1. Dean (Academic), FRI (Deemed) University : Chairman
2. Any two Head of Divisions of FRI/other research center: Members
(To be nominated by the Director, FRI /Chairman Academic council)
3. One Officer other than from FRIDU& its research centres : Member
(To be nominated by the Director, FRI /Chairman Academic council)
4. Registrar, FRI (Deemed) University : Member Secretary

All the cases involving academic/research interests of the research scholar and the supervisor should be addressed to the Director, FRI.

c) Terms of the reference of the Sub Committee shall be as follows:-

- i. The committee shall look into all the matters that may be referred to it by Chairman, Academic Council.
- ii. The Chairman, Academic Council may direct office of the Registrar, FRI (Deemed) University to examine the cases related to academic/research

interests of the research scholar and the supervisor and may issue suitable instructions. In exceptional cases, which may require detailed analysis, the Director/Chairman Academic Council may refer such cases to the Counseling Sub Committee for its opinion.

- iii. The Sub Committee may study the specific cases and devise its own procedure to analyze the issue referred to it and may submit its recommendation to the Director. The Director, FRI/Chairman Academic Council may pass appropriate order on the recommendation of the Counseling Sub Committee.
 - iv. The Chairman of the Sub Committee may convene the meeting of the Sub Committee as and when necessary.
 - v. Counseling Sub Committee shall examine the representations referred to it by the Research Degree Committee/Academic Council and may submit its recommendation to the Research Degree Committee/Academic Council.
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2 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

2.1 OFFICERS OF THE INSTITUTE

The following shall be the officers of the Institute:

- i) Director
- ii) Registrar, FRI (Deemed) University
- iii) Finance Officer and such other officers as may be prescribed in the Bye Laws

2.1.1 CHAIRMAN

- i) The Institute shall have a Chairman who of his office as Director General of Indian Council of Forestry Research & Education shall, when present preside over the convocations of the Institute. He shall be appointed by the Govt. of India
- ii) Where power is conferred upon the chairman to nominate person to authorities, the Chairman shall to the extent necessary nominate persons to represent the various interests for the furtherance of the objects of the Institute.

2.1.2 DIRECTOR

The Director shall be a whole time salaried officer of the Institute and shall be appointed with the concurrence of Govt. of India from a panel to be drawn by the Board of Governors of Indian Council of Forestry Research & Education.

The Director shall hold office normally for a term of five years.

If the office of the Director become vacant due to death, resignation or otherwise the President shall make an interim arrangement till the post is filled up through proper selection committee as per rules. However in his absence due to illness or any other cause the Director shall entrust the work of the office of the Directorate, temporarily to an officer next to him for the period of his absence.

- i) The Director shall be the Principal academic and executive officer of the Institute and shall exercise general supervision or control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.

- ii) The Director may if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institute under the Memorandum of the Association and the Rule and regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority on the action taken by him on such matters. Provided that if the authority concerned as mentioned in clause (i) above is of the opinion that such action ought not have been taken it may refer the matter to the Chairman whose decisions thereon shall be final.

Provided further that any person in the service of the Institute is aggrieved by the action taken by the Director under the said clause he shall have the rights to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him and there upon the Board of Management may confirm, modify or reverse the action taken by the Director.

- iii) The Director General, Indian Council of Forestry Research & Education shall be the Ex-officio Chairman of the Board of Management and the Director shall be the Ex-officio Chairman Academic Council and the Finance Committee.
- iv) It shall be the duty of the Director to ensure that the Memorandum of Associations, Rules, Bye-Laws and Regulations of the Institution are duly observed and implemented and he shall have all the necessary powers in this regard.
- v) The Director shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
- vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- vii) The Director shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws /Regulations.
- viii) The Director shall exercise such other powers as may be delegated to him by the Board of Management/Executive Council.
- ix) The Director shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
- x) The Director shall have the power to convene or caused to be convened meetings of the various bodies of the Institute.

2.1.3 HEADS OF THE DEPARTMENT

- i) There shall be a Head of Department for each of the Departments in the Institute who shall be appointed by the Director from the Amongst the Professors of the Department. Provided that if there is no Professors in the department the Director may appoint a Reader as Head of the Department.
- ii) The term of appointment of the Head of the Department shall normally be 3 years and shall be eligible for reappointment for one more term.
- iii) The powers and functions of the Head of the Department shall be prescribed by the Bye-laws of the Institute.

2.1.4 REGISTRAR

2.1.5

- a) The Registrar F.R.I. University shall be a whole time salaried officer of the institute and shall be appointed by the Recruitment Board of Indian Council of Forestry Research & Education.

- b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-Laws.
- c) When office of the Registrar F.R.I. University is vacant or when the Registrar F.R.I., University is absent by the reason of illness or any other reason the duties and function of the Registrar F.R.I. University shall be performed by such other person as the Director may appoint for the purpose
- d) The Registrar, FRI (Deemed) University shall be ex-officio Secretary of the Board of Management, the Academic Council Planning and Monitoring Board but shall not be deemed to be member of any of these authorities.
- e) The Registrar F.R.I. University shall be directly responsible to the Director of the Institute.
- f) The following shall be the duties of the Registrar; FRI (Deemed) University.
 - i) To be Custodian of the records the fund of the institute and such other property of the Institute as the Institute as the Board of Management may commit to his charge.
 - ii) To conduct the official correspondence on behalf of the authorities of the Institute.
 - iii) To issue notices convening meetings of the authorities of the Institute and of all committees and Sub-Committees appointed by any of these authorities.
 - iv) To keep the minutes of the meetings of all authorities of the institute and of all committees and Sub-Committees appointed by any of these authorities.
 - v) To make arrangements for and supervise the examinations conducted by the Institute.
 - vi) To represent the Institute in suits or proceedings by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
 - vii) To enter into agreement, sign documents and authenticate records on behalf of Institute.
 - viii) To hold in special custody books and documents of the Institute.
 - ix) To safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, reading rooms, equipment's and other properties of the Institute.
 - x) To perform such other duties as may specified by the Board of Management or the Director from time to time.

2.1.5 FINANCE OFFICER

The Finance Officer shall be whole time salaried officer of the Institute and shall be appointed by the Recruitment Board of Indian Council of Forestry Research & Education.

The Finance Officer shall work under the supervision of the Director and is accountable to the Board of Management through the Director. He should be an advisor to the Director for financial matters. He shall be the ex-officio Non member Secretary of the Finance Committee, subject to the control of the Board of Management to manage property and investment of the Institute, he shall be responsible for the preparations of annual estimates and Statements of Accounts for submission to the Finance Committee and the Board of Management

3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

- i. It shall be the duty of the Director to ensure that the Memorandum of Associations, Rules, Bye-Laws and Regulations of the Institution are duly observed and implemented and he shall have all the necessary powers in this regards.

- ii. The Director shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.
 - iii. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
 - iv. The Director shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws /Regulations.
 - v. The Director shall exercise such other powers as may be delegated to him by the Board of Management/Executive Council.
 - vi. The Director shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.
 - vii. The Director shall have the power to convene or caused to be convened meetings of the various bodies of the Institute.
 - viii.
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4 NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Same as mentioned in point 3 of above

5 RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS UNDER CONTROL

Memorandum of Association (MoA) of Forest Research Institute (Deemed) University consisting of rules, regulation and instructions is available with Vice-Chancellor, Dean (Academic) and Registrar of Forest Research Institute (Deemed) University.

6 STATEMENT OF THE CATEGORIES OF DOCUMENT UNDER CONTROL

The list of categories of documents of Forest Research Institute (Deemed) University is available in Registrar office and Ph.D section. Other documents pertaining to classes, faculties and honorarium are available in Dean (Academic) office.

7 ARRANGEMENT FOR CONSULTATION

RTI 2005 has already been implemented in Forest Research Institute (Deemed) University. The details of Public Information Officer:

Dr. A.K.Tripathi, Registrar & Public Information Officer,
Forest Research Institute (Deemed) University
P.O. I.P.E., Kaulagarh Road,
Dehradun-248 195 (India)
Office: 0135-2757021-26 Extn : 4439 (O), 0135-2751826
E-mail: tripathiak@icfre.org

8 STATEMENT OF BOARD, COUNCIL, COMMITTEES AND OTHER BODIES

The details of duration, powers, No. of members and meeting of Board of Management, Academic Council, Finance Committee, Board of Studies, Research degree Committee, Research Advisory Committee are available in the MoA of Forest Research Institute (Deemed) University . UGC norms are totally followed for constitution and membership for above mentioned committees.

9 DIRECTORY OF OFFICERS AND EMPLOYEES

Officers and staff are the faculty members of Forest Research Institute (Deemed) University and their details are available in the website of FRI.

10 MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES

Forest Research Institute (Deemed) University has not permanent faculty. Only the officers and staff of FRI, ICFRE and outside experts constitute the faculty of Forest Research Institute (Deemed) University and they have been engaged on honorarium bases (Rs. 500/-Lecture for Outside expert, Rs. 150/-Lecture for inside expert i.e. FRI and ICFRE faculty)

16 NAME AND DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

Dr. A.K.Tripathi, Registrar & Public Information Officer,
Forest Research Institute (Deemed) University
P.O. I.P.E., Kaulagarh Road, Dehradun-248 195 (India)
Office: 0135-2757021-26 Extn : 4439 (O), 0135-2751826
E-mail: tripathiak@icfre.org