

V. DUTIES AND FUNCTIONS OF OFFICERS OF THE INSTITUTE

5.1 Duties of the Director

5.1.1 Business of the institute

It shall be the duty of the Director to carry on the work of the Institute under the control of the Council in accordance with the Rules and Bye-laws for the administration and management of the institute. In cases of emergency, he may take such action as may be deemed necessary and report it to the Council.

5.1.2 Direction and Control of the staff

All members of the staff of the Institute shall be under the general control of the Director.

5.1.3 Supervision of work

The Director shall exercise general supervision over the programme of work and the research projects of the Institute.

5.1.4 Co-ordination of work

The Director may call for the general plan of work of each group at the beginning of each year and at any other time as he may consider necessary and co-ordinate the work of the various groups/Divisions in the Institute.

5.1.5 Annual Report

The Director shall submit to the Council the Annual Report of the Institute by the end of June each year.

5.2 Duties of Group Leaders/Heads of Divisions

A Group Leader/Head of Division shall discharge such duties and functions as may be assigned to him by the director.

5.3 Duties of Scientific Staff

5.3.1 Supervision

Professors, Associate Professors and Readers shall supervise and guide the work in their respective subjects under the general direction of the Director or a group Leader/Head of Division who has been so authorized by the Director.

5.3.2 Research programme

Every Professor or Associate Professor or Reader shall submit to the Director, from time to time or when called upon to do so, his research programme and that of the members of staff and students working with him.

5.3.3 Periodical Reports

Every member of scientific staff shall submit periodical reports of his work. There shall be not less than one such report in the course of each year.

5.3.4 Seminars, lectures

Every member of scientific staff shall hold or take part in seminars, besides giving lectures, and guidance to research workers attached to him.

5.3.5 Teaching Programme

Every Professor, Associate Professor, Reader and Lecturer shall participate in the Teaching Programme of the Institute and shall perform such duties and functions in this behalf as may be assigned to him by the Director.

5.3.6 Sanction for Research Work

All new schemes of research to be conducted at the institute which may involve any expenditure, shall be submitted to the Director through proper channel for sanction.

5.4 Duties of the Registrar

5.4.1 Secretarial Work

The Registrar shall act as the Secretary to the Council.

5.4.2 Work under the General Control of the Director

In all matters concerning the institute, the Registrar shall act under the General control and orders of the Director.

5.4.3 Correspondence

The Registrar shall be in charge of correspondence relating to the Institute, subject to instructions of the Director.

5.4.4 Office Management

The Registrar shall be in charge of the Administrative staff and the general maintenance staff of the Institute.

5.4.5 Maintenance of the premises

The Registrar shall look after the maintenance and upkeep of the premises and the property of the Institute.

5.4.6 Annual Budget Estimates

The Registrar shall prepare the Annual Budget Estimates of the institute for the Director, for submission to the Council.

5.5 Duties of other Employees

Other employees of the institute shall perform such duties and functions as may be assigned to them by the Director from time to time.

VI. STUDY, RESEARCH AND TEACHING

6.1 The Institute will carry out fundamental and applied researches in Nuclear and other Physical and Biological Sciences.

6.2 The Institute will organize teaching and training programmes as may be decided by the Council in accordance with rules and orders to be made from time to time.

VII. EXECUTION OF CONTRACTS AND OTHER INSTRUMENTS ON BEHALF OF THE INSTITUTE

7.1 Contract with Director

All contracts between the Institute and the Director shall be signed by the Chairman or any other person authorized by the Council for the purpose.

7.2 Contracts with others

All other contracts by or on behalf of the institute shall be signed by the Director or by an officer of the institute empowered by him in this behalf.