

INDIAN INSTITUTE OF ADVANCED STUDY RASHTRAPATI NIVAS, SHIMLA - 171005

MANUALS FOR RIGHT TO INFORMATION

(i) Particulars of Department's Functioning and Duties

On the 6th October 1964, the Indian Institute of Advanced Study came into being as a Society created by the Ministry of Education, Government of India. The following year, on the 20th of October, the Institute was formally inaugurated at Shimla by the then President of India, Professor S. Radhakrishnan.

The Institute aims at a free and creative inquiry into the themes and problems of life and thought. As a residential centre for research, it encourages creative thinking in areas of deep human significance. The environment of the Institute is eminently suitable for academic pursuits – especially in select areas of the Humanities, Indian Culture, Religion and the Social and Natural Sciences. From time to time, other fields of research have been added. It also has a comprehensive library, and documentation facilities.

The Objects of the Society are

(i). To establish, administer and manage the Indian Institute of Advanced Study, which is a residential centre for free and creative enquiry into fundamental themes and problems of life and thought.

The functions of the Institute are:

- (a) to promote creative thought in areas which have deep human significance and to provide an environment suitable for academic research. To undertake, organize, guide and promote advanced research in selected subjects in the Humanities, Indian Culture, Comparative Religion, Social Sciences, Natural Sciences and such other areas as the Institute may, from time to time, decide. In selecting these subjects, special attention shall be given to areas of national relevance and wherever possible, before selection appropriate consultations shall be held with concerned Government departments, research organizations etc.
- (b) to provide facilities for advanced consultation and collaboration and exhaustive library and documentation facilities;

- (c) to provide all facilities including financial assistance for advanced study for teachers and other scholars, for specified periods to be determined in each case;
- (d) to organize meetings, lectures, symposia and conferences. Every year three seminars will be organised at Shimla, one to expose the outcome of research at the Institute to debate and discussion, another to generate ideas and give directions to the research efforts of the Institute, and the third on the theme of National Integration;
- (e) to organise and conduct refresher courses, summer schools, and such other courses which are considered necessary by the authorities of the Institute;
- (f) to invite scientists and research scholars from India and abroad to deliver lectures or conduct research, and to pay them such remuneration as may be considered suitable;
- (g) to start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets, monographs or posters that may be considered desirable for the promotion of the objects of the Society. Institute will be selective in its publication programme and its publications will be those which will contribute to the development of the identity of the Institute.
- (g) to make arrangements for pooling the results of research, analysing and adopting them in terms of their social relevance for the public in general and for children, adolescents and youths in particular;
- (h) to collaborate with other academic and learned or governmental bodies for the dissemination of knowledge and promotion of the objects of the Society;
- (i) to institute and award fellowships, scholarships, studentships and loans, monetary assistance and prizes in accordance with the Rules and Bye-laws;
- (j) to levy such fees and other charges as may be prescribed by the Rules and Bye-laws;
- (k) to establish, maintain and manage halls and hostels for the residence of scholars, and members of the staff; and
- (l) to create academic, administrative, technical ministerial and such other posts, considered necessary by the Institute and to make

appointments thereto in accordance with the provisions of the Rules and Bye-laws.

- (ii) to take over, with the prior approval of the Central Government, any other Institute or Association, having objects wholly or in part similar to those of the Institute;
- (iii) to make Rules and Bye-laws for the conduct of the affairs of the Society and the Institute and to add, amend, vary or repeal them from time to time;
- (iv) to obtain or accept grants, subscriptions, donations, gifts, bequests from Governments, Corporations, Trusts or any persons for the purpose of the Society;
- (v) to maintain a fund to which shall be credited:
 - (a) all moneys provided by Central Government;
 - (b) all fees and other charges received by the Society;
 - (c) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - (d) all moneys received by the Society in any other manner or from any other sources.
- (vi) to deposit all moneys credited to the Fund in such banks or to invest in such a manner as the Society may, with the approval of the Central Government, decide;
- (vii) to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurances and deeds as may be necessary for the purposes of the Society;
- (viii) to pay out of the funds belonging to the Society or out of any particular part of such funds, the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rents, rates, taxes, outgoings and the salaries of the employees;
- (ix) to maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheets in such form as may be prescribed by the Central Government;

- (x) to have the accounts of the Society and the Institute audited in such manner as the Central Government may direct and forward annually to the Central Government the accounts of the Society certified by the auditors in the manner that may be prescribed by the Central Government together with the audit report thereon;
- (xi) (a) to establish and maintain Superannuation Schemes for the benefit of the employees of the Society;
- (b) to give charitable aid to the teachers, staff and other employees or former employees of the Society or their wives, children or other dependents;
- (c) to acquire, hold, dispose of and otherwise deal with property in any manner whatsoever for the purposes of the Society, provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property;
- (d) to borrow and raise moneys, with the prior approval of the Central Government, on or without security of any mortgage, charge, hypothecation or pledge over all or any of the immovable properties belonging to the Society or in any other manner whatever for the purposes of the Society;
- (e) to build, construct and maintain offices, houses, hostels, schools or other buildings, and alter, extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light, water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings are to be put or held in connection with the objects of the Society; and
- (f) to construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks or any other immovable property belonging to or held by the Society.
- (xii) to constitute committees or sub-committees to carry out the objects of the Society;
- (xiii) to delegate any or all of its powers to the Governing Body or to any of the committees or sub-committees constituted by it; and
- (xiv) to do all such lawful acts and things whether incidental to the powers aforesaid or not, as may be necessary to further the objects of the Society.

2. (a) All studies and other programmes conducted on behalf of the Society by the Institute or otherwise shall be open to persons of either sex and of whatever race, religion, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, scholars, teachers, workers or in any other connection whatsoever; and

(b) No benefaction shall be accepted by the Society which, in its opinion, involves conditions or obligations opposed to the spirit and objects of the Society.
3. The Central Government may appoint one or more persons to review the work and progress of the Society and the Institute and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt in the report and the Society or Institute, as the case may be, shall be bound to comply with such directions.
4. The Central Government may issue such directions to the Society or the Institute as it may consider necessary for the furtherance of the objects of the Society or the Institute and for ensuring their proper and effective functioning.
5. The income and property of the Society howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as the Central Government may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever by way of profit, to the persons who are or at any time have been members of the Society or Governing Body or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment, in good faith, of remuneration to any member thereof or other person in return for any services rendered to the Society or for traveling allowance, halting or other similar charges.

Areas of Activities

The Institute's Memorandum of Association has identified the perspectives that should guide research in different areas. These are:

- (a) The areas of investigation should promote inter-disciplinary research;
- (b) The themes of research should be those for which the initial facilities required are not too expensive;

- (c) The areas identified should have deep human significance; and
- (d) The principal areas should be those in which scholars of eminence can be attracted in the initial stages, both for the purposes of developing the methodological framework for inter-disciplinary research and for ensuring an acceptable quality in output that will encourage extension of such efforts to more areas in future – provided that in selecting the projects, attention should be given to areas of national relevance and whenever possible, appropriate consultations should be held with government departments, research organisations etc., in determining them. Each of these projects should, however, be for a specified period and under no circumstances, the period of such projects should be extended. At the end of each of these projects, there should be a publication setting out the results.

Areas of Studies

- (a) Social, political and economic philosophy;
- (b) Comparative Indian literature (including ancient, medieval, modern folk and tribal);
- (c) Comparative studies in philosophy and religion;
- (d) Development of world-views;
- (e) Education, culture, arts including performing arts and crafts;
- (f) Fundamental concepts and problems of logic and mathematics;
- (g) Fundamental concepts and problems of natural and life sciences;
- (h) Studies in environment – both natural and social;
- (i) Indian civilisation in the context of its Asian neighbors and the world; and
- (j) Problems of contemporary India in the context of national integration and nation-building.

The following topics may receive special attention:

- (a) Theme of Indian unity in diversity;
- (b) Integrality of Indian consciousness;
- (c) Philosophy of education in the Indian perspective;
- (d) Advanced concepts in natural sciences and their philosophical implications;
- (e) Indian and Asian contribution to the synthesis of science and spirituality;
- (f) Indian and human unity;
- (g) 'Companions' to Indian Literature;
- (h) Comparative studies of the Indian epics; and
- (i) Human Environment.

Inter-University Centre for Humanities and Social Sciences

On behalf of the University Grants Commission, the Indian Institute of Advanced Study also started functioning as the Inter-University Centre for Humanities and Social Sciences in April 1991.

One of the programmes of the Centre, is to select teachers from colleges and universities to stay at the Institute as Associates. The period of their stay is between one and three months a year. They interact with Fellows and other scholars at the Institute and also pursue their own research. The Associates of the Centre participate in all the ongoing academic programmes of the Institute.

There are two other programmes of the Centre. The first has 'Research Seminars' on front areas of research in humanities and social sciences, which are meant primarily for young researchers in universities and colleges. The second programme is of 'Study Weeks' and is meant for senior teachers in universities and colleges – and where others may also be invited to discuss contemporary problems of national and international importance.

Publications

The Institute has over 450 publications to its credit. These include monographs submitted by its Fellows and approved by experts, edited proceedings of Seminars, Symposiums and Conferences held at the Institute, lectures given by Visiting Professors, and occasional papers presented by Fellows and visitors to the Institute. The Institute also publishes a review journal, *Summerhill: IAS Review*, which carries reviews of books published by the Institute and those received from outside – as well as interviews and important information about the various academic activities of the Institute. The Institute also publishes another biannual journal, *Studies in Humanities and Social Sciences* under the aegis of Inter University Centre for Humanities and Social Sciences. A journal in Hindi entitled *Chetna: Manav Anusandhan Patrika* has recently been launched by the Institute.

Library

The Library of the Institute is one of the finest in the country. Its collection has been built by acquiring the private collections of eminent scholars like R.C. Majumdar, Abdul Majid Khan, H.C. Ray Chaudhury, and Ajit Ghosh as well as of Sir Tej Bahadur Sapru. Developed over a period of 35 years, this now has a collection of a little over 1.50 lakhs volumes of books, journals, micro-films and other document.

The collection has been mainly developed in the areas of Philosophy, Religion, Fine Arts, Sociolinguistics, Psycholinguistics, Social and Cultural Anthropology, Socio-Economic Planning and Development, Third World Economics, Ancient and Mediaeval Indian History and Culture, and Modern Indian History - and these sections are considered as outstanding. The collection of 'back volumes' of journals is rated high by its users. The major housekeeping operations of the library have been computerised and its database pertaining to the books can be accessed through the DELNET. Internet facilities are also available to library users. At present the Institute subscribed to about 460 journals and periodicals.

(ii) Powers and Duties of Department's Officers and Employees

POWERS OF THE CHAIRMAN

- (a) The Chairman shall exercise such powers and carry out such functions and duties as may be assigned to him under these Rules and under the Bye-Laws of the Society or under delegations of the Governing Body. The action taken by the Chairman shall be reported for information at the next meeting of Governing Body.
- (b) The Chairman may, in writing, delegate such of the powers as may be necessary, to any other member of the Governing Body or any other officer or authority of the Society or the Institute.

FUNCTIONS AND POWERS OF THE DIRECTOR

- (a) Subject to any directions that may be given by the Governing Body, the Director as the principal executive officer of the Society shall be responsible for the proper administration of the affairs of the Society, the Institute and Departments of the Society under the direction and guidance of the Chairman of the Governing Body. Without prejudice to the above, the Director shall also be responsible for the preparation of the accounts and the budget of the Society.
- (b) The Director shall, in all matters under his charge, have the powers and duties assigned to him in these Rules and Regulations and the Bye-Laws that may be framed or such powers and duties as may be delegated to him by the Society or the Governing Body.
- (c) The Director shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary, subject to these Rules and the Bye-Laws.
- (d) It shall be the duty of the Director to coordinate and exercise general supervision over all Research, Training, Refresher Courses/Summer

Schools and other activities under the Society and the Institute and other organizations set up by the Society.

- (e) The Director shall exercise his powers under the direction, superintendence and control of the Chairman.

(iii) Procedures followed in the decision making process, including channels of supervision and accountability

The Institute is administered by a Society and a Governing Body. These bodies are composed of eminent persons from all walks of life.

To advise the Governing Body in Financial matters, the Institute has a Finance Committee.

The Institute is headed by a Director, who is the Principal Executive Officer of the Institute, is assisted in financial and administrative matters by a Secretary, who is enjoys the status of Head of the Office.

The Institute is funded by the Ministry of Human Resource Development, Government of India. It generates modest funds by the sale of its publications and the entry fee paid by visitors to this spectacular building.

(iv) Norms set up by the Institute for discharge of its functions

- (a) The Central Civil Services (Classification, Control and appeal) rules, 1965, the Central Civil Services (Temporary Service) rules, 1965 and the Central civil Services (conduct) Rules, 1964 for the time being in force, shall apply, so far as may be, to the officers in the service of the Society, subject to necessary modifications.
- (b) In regard to all matter such as T.A. leave, increments, pay etc., the Fundamental and Supplementary Rules framed by the Government of India and such other Rules and Orders issued by the Government of India from time to time will apply *mutatis mutandis* to the officers of the Society.
- (c) The Society shall constitute and maintain a Pension Fund for the benefit of its employees.

(v) Rules, Regulations, Instructions, Manuals and Record held by the Institute

One copy of the Memorandum of Association, Rules and Regulations, and Bye-Laws of the Indian Institute of Advanced Study is placed below.

(vi) Statement of the categories of documents held by the Institute

(i) Agenda and Proceedings of the Meetings of: IAS Society, Governing Body, Finance Committee; (ii) Annual Report of the Institute; (iii) Memorandum of Associations, Rules and Regulations and Bye-Laws of the Institute; (iv) Annual Report of the Institute; (v) Memorandum of Association, Rules and Regulations, and Bye-Laws of the Institute, and (vi) Brochure of the Institute.

(vii) Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Not applicable to the Indian Institute of Advanced Study Shimla.

(viii) A statement of the Boards, Councils, Committees, and other bodies consisting of two or more persons. Whether meetings of these boards and other bodies are open to public, or the minutes of such meetings are accessible for public

The Institute is functioning under the Societies Registration Act of 1860. The name of the Society is 'The Indian Institute of Advanced Study Society' which is fully financed and governed by the Government of India. Subject to the Rules and Regulations and Bye-laws of the Society, the affairs of the Society are administered, directed and controlled by a Governing Body. To advise the Governing body in financial matters, the Institute has a Finance Committee. The names of the members of the IAS Society and Governing Body are as under.

Neither the meetings of the Society, Governing Body and Finance Committee are open to the public nor are the proceedings of these bodies accessible to public.

(ix) Directory of the Institute's Officers and employees

List enclosed

(x) Monthly remuneration received by each officer and employees, including the system of compensation as provided in its regulations

Statement enclosed

(xi) The budget allocation to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget estimates for the year 2005-2006 is enclosed

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

The Institute does not subsidise any programme.

(xiii) Particulars of concessions, permits or authorizations granted by it;

This is not applicable to the Indian Institute of Advanced Study.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form

The Indian Institute of Advanced Study has its web site with the domain name www.ijas.org

(xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public

The public can obtain information from the web site of the Institute and also by contacting its Public Information Officer.

(xvi) The name, designation and other particulars of the Public Information Officer

Dr. Meenu Aggarwal, Public Information Officer, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla. Phones: 0177-2831382 (Office)

(xvii) Such other information as may be prescribed

Academic Community:

Fellows form the core academic community of the Institute. At present there are two categories of Fellows – National Fellows and Fellows.

- (i) The term of National Fellows is for two to three years.
- (ii) The duration of Fellows ranges from a minimum of three months to a maximum of three years. This depends on the nature of work and its progress. Initially, however, a Fellowship is awarded for a period of one year only.

While Fellows of the Institute are primarily engaged in their own research on themes approved by the Institute, to further interdisciplinary dialogue, there is also considerable formal and informal interaction among them. From April to November, the Fellows' Weekly Seminar is the primary forum for formal interaction.

During their term, Fellows remain in residence from April to November. In winter – December to March – they have the option to engage in field-work, library and archival consultations outside Shimla. Limited financial assistance is provided by the Institute for this period.

At the end of term, Fellows are required to submit their completed research work in the form of a monograph to the Institute. The monographs submitted by them are considered for publication by the Institute.

Selection of Fellows

Fellowships are advertised nationwide. These are also advertised through the website of the Institute. The choice of Fellowships is made through a committee constituted by the Governing Body. The committee consists of experts in different areas of research and they assist the Director in determining the academic merit of scholars and their projects. There is a multiplicity of approaches in the selection of Fellows – and this is not necessarily confined to those who respond to advertisements. It is open to the Institute to consider the names of eminent scholars suggested by the Director, Members of the Society and Governing Body. Talent is also identified through efforts on a regional and sub-regional basis. The final decision for the award of fellowships is taken by the Governing Body of the Institute. This is done on the recommendation of a Selection Committee under the Chairmanship of the Director.

Fellowship Grant

- (a) Protection of salary in the parent department if a scholar is employed in Universities and Government Departments.
- (b) Rs.10,000/- per month (consolidated) if a scholar is unemployed/self-employed or a foreign citizen.
- (c) Between Rs. 10,000/- and Rs. 14,000/- (consolidated) if a scholar is superannuated (pension and pensionary benefits are admissible subject to a maximum of the last pay drawn).

Terms and Conditions of Fellowship

1. Residence at the Institute is compulsory.
2. Every Fellow is expected to submit a monograph to the Institute on the completion of her/his term. The Institute has the first right on its publication since it is keen that the findings of the research done at the Institute are made accessible to the wider world of scholarship.

3. Every Fellow, besides working for her/his project, is expected to participate in discussions, seminars, symposia, workshops, lectures, etc. organised by the Institute from time to time and contributes to the overall academic life of the Institute.
4. If a Fellow leaves her/his Fellowship prematurely without approval of the Governing Body or who does not submit the end product of her/his research to the Institute, she/he will not, subsequently, be associated with the Institute.

Facilities Offered to the Fellows

1. For joining the Fellowship, the Institute pays travel expenses (upto AC II train fare). The same will apply when a Fellow leaves the Institute at the end of the year.
2. Fellows are provided with reasonably furnished rent-free accommodation in the cottages that form a part of the Estate. Telephones are also provided through the EPBAX system of the Institute. All Fellows are also provided with: (i) a study which they have to share with one or two other fellows, (ii) computer and internet facilities, and (iii) certain stationary items.
3. The Institute has a well-equipped computerized library.

Depending on the availability of funds, the Institute tries to acquire books and other research materials needed by a Fellow for her/his individual research.

5. From December to March, the Fellows can work elsewhere in India, when the Institute can pay daily allowance for a certain duration depending on the tenure of Fellowship, and travel expense according to rules (daily allowance is not permissible in case a Fellow decides to work in her/his home town).
6. *Medical Dispensary:* Conveniently located on the premises, the Institute has a medical dispensary with a resident Medical Officer. This caters to the Institute family for all minor ailments and routine medical requirements of the members of the Institute and their families.

Apart from Fellows, other scholars also contribute to and benefit from the Institute. They come as: (i) Visiting Professors; (ii) Visiting Scholars; and (iii) Guest Scholars:

- (i) Visiting Professors are eminent scholars invited by the Governing Body of the Institute to deliver lectures and give seminars at the Institute. During

- an in-residence stay of up to four weeks, they also interact informally with Fellows of the Institute.
- ii) Visiting Scholars also come to the Institute on invitation. Like Visiting Professors, they too are distinguished in their respective fields, but their stay is limited to a week when all facilities of the Institute are extended to them.
 - iii) Guest Scholars visit the Institute – subject to the availability of accommodation. They are also welcome to utilize the facilities on a nominal payment.

Academic Programme

The academic activity of the Institute is the research being done by its Fellows at any given point of time. Occasionally, the Institute undertakes interdisciplinary research projects on which scholars from different disciplines work as a team. Through each year, the Institute also organizes several national level seminars on themes of contemporary relevance as well as those of fundamental theoretical significance. Often, distinguished scholars from abroad are also invited to these seminars. The Institute also organised Annual Radhakrishnan Memorial Lecture.