RULES AND REGULATIONS
OF
NATIONAL INNOVATION FOUNDATION
INDIA
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OF
NATIONAL INNOVATION FOUNDATION, INDIA

1. Short Title
These Rules and Regulations may be called Rules of the National Innovation Foundation, India.

In their scope and application these rules extend to its headquarters, all the institutes and other units of the National Innovation Foundation, India.

These rules shall come into force from the date on which the Society namely, National Innovation Foundation, India, is registered under the Societies Registration Act, 1860.

2. Definitions
In these Rules and Regulations unless there be anything in the context repugnant or inconsistent therewith :-

The Society shall mean the Society registered under the name of NATIONAL INNOVATION FOUNDATION, INDIA.

Governor Body (GB) shall mean the Governor Body of the Society constituted as provided by these Rules and Regulations.

The Executive Committee shall mean the committee constituted under rule 5 (five) of these rules as the Executive Committee of the Society.

Year shall mean the period of twelve calendar months beginning from the first day of April and ending on the thirty first day of March of the subsequent year.

Chief Innovation Officer (CIO) will also be the chief executive officer. S/he shall be appointed by the Chairperson with the approval of the board.

Executive Committee shall be set up by the Governing Board. It will facilitate CIO to function effectively.
Words importing the singular number shall be deemed to include the plural and vice versa.

3. Membership

3.1 A member of the Society shall be accepted only through nomination by Chairperson in consultation with Governing Body and after its approval by GB shall be admitted to the Society. The number of members shall not be less than eleven.

3.2 Every member of the Society shall be bound by the provisions of the Memorandum of Association and Rules and Regulations of the Society and by all decisions made from time to time by the Society in the general meetings or by the Governing Body.

3.3 Membership of the Society shall ipso facto terminate if:

3.3.1 a member dies or leaves India permanently;

3.3.2 tenders his resignation in writing to the Society, provided that such resignation is accepted by the Governing Body; or if membership expires;

3.3.3 if he ceases to be associated with the activities of the Society or the reason for his acceptance as a member ceases to exist, provided that in these cases, the Governing Body decides so after giving the member a reasonable hearing.

3.4 The Society shall maintain a roll of members, indicating their full names, addresses and occupations. If a member of the Society changes his address, he shall notify his new address to the Society, which shall thereupon change his new address to be entered in the roll of members. Where, however, a member does not notify any change of address to the Society, his address given in the roll of members shall be deemed to be his correct address.

4. Administration and Management

Subject to these Rules and such Rules as may hereafter be made from time to time, the general superintendence, direction, control, administration and management of the Society, shall vest in the Governing Body which will be assisted by the Executive Committee for the total administrative, technical and financial management of the Society under the broad guidance of the Governing Body. The Executive Committee shall have the right to authorise any of its members to sign and execute documents and contracts on behalf of the Society.
The Governing Body

Composition of the Governing Body: The Governing Body shall consist of not less than **nine** and not more than **eighteen** members to be constituted as under:

i) Chairperson
ii) Vice Chairperson and Executive Director
iii) Member
iv) Member
v) Member
vi) Member
vii) Member
viii) Member
ix) Member
x) Member
xi) Member
xii) Member
xiii) Member
xiv) Member
xv) Ex Officio, Secretary, Finance, Ministry of Finance, GOI, New Delhi
xvi) Ex Officio, Secretary, Deptt. of S & T, GOI, New Delhi
xvii) Ex Officio Member: Financial Advisor, Deptt. of S & T, GOI, New Delhi
xviii) Ex Officio Member: Chief Innovations Officer, NIF

The above constitution of the Governing Body can be modified with the approval of the Chairperson of the Governing Body. The Vice Chairperson and Executive Director shall be the ex-officio Secretary to the Governing Body. Chief Innovations Officer (CIO/CEO) of the NIF will be ex-officio member of the Governing Body.
6. Composition of the Executive Committee

The Executive Committee shall have not less than three and not more than five members to be constituted as under:

i) Vice Chairperson and Executive Director of the Governing Board: Chairperson

ii) Chief Innovations Officer (CIO): Secretary

iii) Not more than two members of the Governing Body: Members

iv) Financial Adviser, Department of S & T: Member

The above composition can be modified by the Chairperson of the Executive Committee on the recommendation of the Chairperson of the Governing Body.

7. Duration of the Membership of the Governing Body

The members of the Governing Body shall hold office for five years unless the members resign or the authority which nominated them terminates their membership earlier, which it will have power to do. The new Governing Body shall be appointed in the Annual General Meeting of the members of the Society.

8. Secretary to the Society/Governing Body

The Vice Chairperson and Executive Director shall be the ex-officio Secretary to the Society and the Governing Body. S/he shall act as the Recorder to the Governing Body and shall have charge of Register of Members and all documents relating to the Society as required under the law. S/he shall send the minutes of all the meetings to the members of the Governing Body. S/he will be assisted in this task by CIO and Chief Administrative Officer to be appointed by the CIO.

9. Chief Innovation Officer (CIO):

CIO, who will also be the Chief Executive Officer of the NIF shall be appointed by the Chairperson after approval by the Governing Board and discharge all functions under the guidance of the Executive Committee. He will be selected on the basis of his/her ability to scout and nurture innovations at grassroots level by people who often may not even be educated enough. He will carry out all the administrative and financial functions of the NIF as delegated by the GB from time to time.

CIO may be assisted by two or more advisory committees of formal and informal experts. HE/She will set up Spear Head Teams or Task Forces to galvanize action in different states or regions and also create action local teams of self-motivated professionals and innovators to pursue various goals of NIF.
10. Vacancies

10.1 In the event of any vacancy arising among the members of the Governing Body/Executive Committee by resignation or death or any other manner, such vacancy shall be filled by the Chairperson from among the members of the Society and such member shall be the member of the Governing Body/Executive Committee till Governing Body’s tenure expires.

10.2 Vacancy not to affect Proceedings: If any vacancy in the office of a member of the Governing Body/Executive Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceedings of the Governing Body/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 rule will derogate from provision regarding quorum necessary in the meetings of the Governing Body/Executive Committee.

11. Property and Income

11.1 All properties both movable and immovable and all securities belonging to the Society shall vest in the Society by its Vice Chairperson and Executive Director and Chief Executive Officer / CIO and all properties to be acquired in pursuance of the objects of the Society shall be acquired in the name of the Society by the Executive Director and Chief Executive Officer / CIO, provided that the Governing Body be empowered to authorize by resolution or by power of attorney any other members of the Governing Body or any of its employees to use, administer or occupy any of such properties for such a time as necessary for the actual running of the activities of the Society.

11.2 The property and income of the Society shall be applied solely towards the promotion of the objects of the Society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of bonus or otherwise however to the members of the Society, provided that nothing herein contained shall prevent the payment in good faith of reasonable remuneration to any officer or employee of the Society or to any member of the Society or other person for any services actually rendered in conformity with guidelines issued by Government of India from time to time. Proposals relating to emoluments structure, adoption of pay scale and revision thereof and creation of posts would be guided by the provisions of the Ministry of Finance, Department of Expenditure OM No 9(4)E-Cood/ 84 of October 15, 1984, as amended from time to time.

12. Powers of Governing Body

The Governing Body shall have the general superintendence, direction, control, administration and management of the entire work and affairs of
the Society and do all such things to carry out generally the objects of the Society as are by the Societies Registration Act, 1860 not required to be exercised or done by the Society in General Meeting. The Governing Body shall also have power from time to time to make, vary and repeal rules and regulations for the transaction and regulation of the business and affairs of the Society and itself. In case of amendments to rules requiring prior approval of Government of India, prior approval of the Government of India will be taken. It will set up two or more sub committees for resource mobilization and policy modulation in support of Innovators.

The Governing Body shall have and exercise, mainly through the Vice Chairperson and Executive Director, all the powers necessary to carry out the day-to-day management of the Society. The Governing Body may delegate various powers to any one or more directors for various purposes. Without prejudice to the generality of the foregoing powers, the Governing Body shall have the following powers:

12.1 To the same extent as natural persons might or could do, to acquire by purchase, lease, mortgage, loan, gift, grant, legacy, bequest, exchange, right, privilege or otherwise from any person, company, society, government or institution or anybody whatsoever movable or immovable properties of all descriptions deemed necessary or useful for any purpose or purposes of the Society in conformity with Delegation of Financial Powers Rules.

12.2 To make or to receive any gift, whether money or property, movable or immovable, donations in the form of debentures, stocks, shares or securities in any company or society, whether incorporated or not, or whether by gifts by a person living or by legacy, bequest, will or foundation, and whether subject to any special trust or not for any one or more of the subjects of the Society or for works connected therewith and to take such steps for securing of such contributions for the funds of the Society as may from time to time be deemed expedient, according to the law. The Society shall take prior approval of the Government of India before making any gift in the form of money or property.

12.3 To alienate by way of sale, mortgage, lease, release, loan, charge hypothecation, pledge, exchanges, hiring, gifts or otherwise with or without security, the properties or funds of the Society or any portions thereof, according to the law with prior approval of the Government of India.

12.4 To negotiate with and to enter into arrangements with any Government or authority, local or international; whether central, state, district, municipality, local university, or other public or private body as may seem conducive to the promotion or accomplishment of the objects of the Society or any of them; and to apply for, obtain, collect, receive or recover from any such Government or authority or body such grants, allowances, rights, concessions and privileges as
may seem desirable from time to time and to carry out, exercise, comply and utilize the same in accordance with the guidelines of the Department Of Economic Affairs.

12.5 To borrow money or receive money, on deposit upon such terms and with or without mortgage or other security charged on all or any property, funds, assets, rights or privileges of the Society as the Governing Body shall deem necessary or expedient and to repay the same in accordance with the guidelines of the Department Of Economic Affairs.

12.6 To promote, maintain control, give or lend money or other property or assistance to and conduct, support or subscribe to any societies, associations, companies or institutions or whether incorporated or not, or individuals having objects altogether or in part similar to the objects of the Society or otherwise deemed beneficial to the Society in accordance with the guidelines of the Department Of Economic Affairs.

12.7 To invest, lay aside, deposit, in Banks or otherwise deal with the moneys or fund of the Society not immediately required for the objects of the Society and to subscribe for, purchase, acquire, sell, endorse and negotiate in every way debentures, stocks, shares and securities of every description on the money market, in accordance with prescribed law in accordance with the guidelines of the Department Of Economic Affairs.

12.8 To open and operate on current, overdraft, savings or fixed deposit accounts with any Bank or Banks on such terms and in such manner as the Governing Body shall deem fit and that such accounts may be operated on behalf of the Society by members of the Governing Body jointly or severally or severally by any person appointed for the purpose by the Governing Body even though s/he be not a member of the society.

12.9 To make, draw, execute, accept, endorse, negotiate, buy, sell, transfer, pledge and otherwise deal with bills of exchange, promissory notes, cheques, bills of lading, railway receipts, or insured letters or parcels, postal receipts, and other negotiable commercial or transferable instruments or securities.

12.10 For any of the purpose aforesaid to employ and procure the assistance of and to suspend, discharge and dismiss group coordinators, spear head team leader and members and other personnel or staff either local or international, either for remuneration or on per diem and honoraria or gratuitously and on such terms as the Governing Body may deem fit. Further, to send or sponsor such personnel or staff or farmers and others associated with the Society to such training, research, consultation, exhibitions, and similar programs,
conducted locally or internationally that may be conducive to the attainment of any or all the objects of the Society.

12.11 To provide for the welfare of persons employed by or connected with the Society and their dependents by establishing and contributing to provident and benefit funds or by giving pensions, gratuities, bonuses, allowances or by grants of money or loans or otherwise as the Governing Body shall think fit in accordance with Government of India rules. Prior approval of the Government of India will be taken before such rules are made and finalised and the structure should strictly conform to the Government pattern.

12.12 To establish, maintain, control, conduct and close down institutions, branches, representations or agencies of the Society, local or international, in such places and on such terms as the Governing Body may from time to time deem expedient or necessary.

12.13 To commence, prosecute, defend, appear, conduct, continue, compromise, abandon, contest or submit to decree, order to judgment any civil, criminal, administrative, revenue, municipal, arbitration, conciliation or other proceeding or inquiry for the furtherance of or in conjunction with any of the objects or functions of the Society, and to engage and remove experts, doctors, lawyers, accountants, and others for any of the purposes of the Society on such terms as the Governing Body shall deem fit.

12.14 To appoint such person or persons as the Governing Body may deem fit for the purpose of representing the Society and/or the Governing Body in any legal or other proceedings to be instituted by or against the Society.

12.15 To appoint and remove and to delegate all or any persons of the Governing Body to such Committee or Committees consisting of such member or members of the Governing Body and/or others as the Governing Body may from time to time deem necessary or expedient.

12.16 Generally to do all such other things as may be deemed by the Governing Body to be incidental or conducive to the attainment of all or any of the above objects.

13. **Meeting and Quorum**

The Governing Body shall meet at least twice a year and transact such business as it may deem fit and also such business that persons in charge of the institutions or activities of the Society may place before it. The Chairperson, or in his absence the Vice Chairperson shall convene all meetings of the Governing Body at such time and place as he may deem fit.

The quorum of a meeting of the Governing Body will be one fourth of its members. The resolution through circulation will be sent to all the members of the Governing Body to be responded within 15 days of the receipt. The
resolution will be considered approved only if at least one fourth of the members of the Governing Body and the majority of those who respond approve the proposal. The circular resolution will be placed before the Governing Body for ratification in the following meeting of the Board. And such resolution shall not be deemed invalid by reason of want of notice or of vacancies for the time being in the Governing Body or for any other reason whatsoever.

14. Annual General Body Meeting

The annual general body meeting of the Society shall be held once a year in the month of June or as near thereto as possible for the following purposes:

14.1 to receive the report of the Governing Body, the Accounts of the Society and the Auditors’ Report for the year ending 31st March preceding the date of the meeting.

14.2 to check the current membership roll.

14.3 to appoint the Auditors for the year and to fix their remuneration.

14.4 to transact any other business which may be brought forward by any member of the Society with the permission of the Chairperson.

The Governing Body or the Chairperson may call an Extraordinary General Meeting of the Society, whenever in their or his opinion they or he may deem it necessary to do so.

The quorum at all General Meetings of the Society shall be five members personally present. If within half an hour from the time appointed for holding the meetings of the Society a required quorum is not present, the meeting shall stand adjourned to such other day and at such other time and place as the Chairperson may determine. If at the adjourned time also a quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall form a quorum and all business shall be validly transacted.

15 Chairperson

At all meetings of the Society or the Governing Body, the Chairperson or in his absence, the Vice Chairperson shall be the Chairperson and every member present shall have one vote. In case of absence of both the Chairperson and the Vice Chairperson, those members present shall appoint one from among themselves as Chairperson for the meeting. All resolutions, unless otherwise stated in these Rules and Regulations, will be carried by a simple majority of votes; the Chairperson, however, will have a second or casting vote in case of an equality of votes.
16. **Powers of Executive Committee**

The Executive Committee shall work under the powers delegated by the Governing Body to help in taking various administrative, organizational and financial decisions, enter into contracts, acquire, create or manage various resources and infrastructure to fulfil various objectives of the NIF. It will meet as often as decided by the Chairperson, Executive Committee but not less than two times a year. Various decisions that merit attention of the Governing Body shall be informed to the Governing Body for its information or concurrence as the case may be. The Executive Committee shall adhere to the rules and guidelines issued by the Government of India in regard to creation of posts in autonomous bodies.

17. **Validity of Acts**

All acts done by the Chairperson or Vice Chairperson or by any meeting of the Governing Body or of a Committee or by any person acting as bonafide representative of the Society, shall notwithstanding that it be discovered afterwards that there was some defect in the appointment of any of such members or persons as aforesaid, be as valid as if every such person or officer had been duly appointed, elected and qualified.

18. **Accounts and Audit**

The Society, through its Executive Committee or any other appointed members shall cause true accounts to be kept:

18.1 of the sums of money received and spent by the Society and the matter in respect of which such receipt and expenditure takes place, and

18.2 of the assets and liabilities of the Society.

These accounts shall be audited by a registered Chartered Accountant as prescribed by law.

19. **Amendments**

The Memorandum of Association of the Society and the Rules and Regulations and any rules and regulations hereafter made by the Society may from time to time be varied, added to or revoked by a majority of not less than three-fourths of the members of the Society present at a general meeting called for the purpose of such variation, addition, revocation provided that in the case of any alteration, extension or abridgement in the purposes of the Society or its amalgamation with another Society or the dissolution of the Society the relevant provisions of the Societies Registration Act, 1860 will apply.
20. **Powers to Frame Bye Laws:**

The General Body will have the power to frame bye laws needed for efficient and optimal functioning of the NIF from time to time.

21. **Dissolution of the Society**

Should the dissolution of the Society be found necessary from whatever cause in accordance with the Societies Registration Act, if any property or assets remain over the satisfaction of its debts and liabilities, the same shall not be paid to or distributed among the members of the Society or any of them, but shall be given to the Government of India or to any other person / society / institution as per the instructions issued by the Government of India.

Nothing herein laid down shall invalidate any action taken in good faith, merely on account of a technical irregularity of procedure.

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<th>No.</th>
<th>Name &amp; Address</th>
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<th>Signature</th>
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</table>
| 1   | Dr R A Mashelkar  
      Secretary, DSIR &  
      DG, CSIR,  
      Govt of India, New Delhi | Chairperson,              |           |
| 2   | Prof Anil K Gupta  
      President, SRISTI &  
      Professor, IIM- Ahmedabad | Vice Chairperson & Exec. Director |           |
| 3   | Dr E A S Sarma  
      Presently Secretary, Economic Affairs  
      GOI, New Delhi | Member                     |           |
4. Dr. V S Rammurthy  
Member  
Secretary,  
Dept of Science & Technology,  
GOI; New Delhi

5. Dr R S Paroda  
Member  
Secretary, DARE &  
DG, ICAR  
New Delhi

6. Prof J L Saha  
Member  
Director  
Indian Institute of Management  
Ahmedabad

7. Prof Kuldeep Mathur  
Member  
Professor,  
Jawaharlal Nehru University  
New Delhi

8. Ms Elaben Bhatt  
Member  
Chairperson  
Self-Employed Women Association  
Ahmedabad

9. Mr L N S Mukundan  
Member  
Chief Secretary  
Govt of Gujarat  
Gandhinagar
Revisions in Rules and Regulations of NIF:

Twenty Third Governing Body Meeting of National Innovation Foundation held on December 14, 2010 at CSIR Science Centre, New Delhi resolved following revisions in Rules and Regulations of NIF

1. Governing Board membership from eighteen to twenty members

2. Secretary DST, Secretary, Finance, and Finance Advisor of DST will not be ex-officio members of NIF governing Board.

3. Governing Board membership (ex-officio) of Secretary, AYUSH, Secretary, MSME and Chairman, SIDBI in addition to Chief Secretary, Gujarat Government and CIO/Director of NIF (existing ex-officio members)

4. Representative of Honey Bee Network will be member in NIF Governing Board, beginning with Ms Riya Sinha, President, Sristi Innovations

5. Representative of the representative of DST will be in NIF Governing Board, beginning with Dr V L Kelkar, Former Chairperson, 13th Finance Commission

6. Existing executive committee will be replaced by Finance Committee (FC).

The changes were ratified by 15th Extraordinary General Body of NIF held on December 14, 2010 at 1.00 pm at CSIR Science Centre, Lodhi Road, New Delhi

September 15, 2011

[Signature]

Vipin Kumar
Chief Innovation Officer