

Date: May, 06, 2022

Constitution of Faculty Forum of Indian Institute of Technology Indore

1. Name:

The name of the Society is Faculty Forum IIT Indore

2. Address of the office:

The main office is situated in the state of Madhya Pradesh. At present the address of the office is as under:

Faculty Forum
Indian Institute of Technology Indore
(Simrol Main Campus)
Simrol
Indore 452020

3. Objectives:

The aims and objectives of the society are strictly non-political and are meant to:

1. Evolve institutional goals and norms appropriate to a premier institute of higher education and research.
2. Promote freedom of thought, expression and action in fulfilling academic responsibilities.
3. Ensure faculty participation in the formulation and implementation of policies of the institute.
4. Facilitate the discharge of duties and the pursuit of creativity by the members.
5. Promote highest level of ethical and professional standards among the teaching and research community.
6. Uphold and safeguard the professional, social and financial interests of the members.

7. Help the IIT Indore (hereafter referred to as IITI) administration in introducing academic and administrative reforms in conformity with a true democratic set up, improving academic and administrative efficiency and transparent functioning of institute.
8. Promote a friendly feeling and foster a spirit of comradeship, unity and co-operation amongst the members.
9. Improve the working and service conditions of the members by all established and legitimate means and ways.
10. Improve the professional status and prospect of the members.
11. Make arrangements for the defense of any violation of any right accrued to the Association or any member thereof.
12. Device ways and means with a view to help members and their families in times of distress and render help to any member who may have suffered for the furtherance of the Association.
13. Foster around developments through literature, social gatherings, amusements, entertainments, organizing symposia, debates, study, club etc.
14. Promote incubation / innovation centers and entrepreneurship activities.
15. To take steps towards amendment and liberalization of service rules with the aim to bring them in consonance with the spirit of an academic institution of national importance and in keeping with the national aspirations.
16. To evolve ways and means to address faculty grievances concerned with vital matters of policy and administration in the institute.
17. To promote faculty welfare.

The income and properties of the Society whatsoever derived or obtained shall be applied solely towards the promotion of the goals of the Society and no portion thereof shall be paid or divided amongst any of the members by way of profits.

4. Membership:

- a) All members of the faculty (Professor, Associate Professor, Assistant Professor, Contractual Faculty, Ramanujan Fellows, Ramalingaswami Fellows, INSPIRE Faculty Fellows and similar appointments) including the visiting faculty of the Indian Institute of Technology Indore who agrees to the Constitution and Rules and Regulations of the society will be eligible to be a member of the Society.
- b) All memberships are to be formally approved by the General Body Meeting (GBM)

5. Membership fee:

Each constituent member shall pay a membership fee Rs.600/- per financial year to the society. (Proposed to be deducted once a year (or on pro-rata basis) from the April month salary)

6. Executive Committee:

- a) The business and affairs of the society shall be carried on and managed by the Executive Committee (EC).
- b) The EC shall be constituted of four members including the Convener, the Treasurer and two more members of the Society.
- c) Members of the Committee shall remain in office for a period of two years and until the new Committee is constituted.
- d) Any outgoing member of the EC shall be eligible for re-election.
- e) The EC shall perform all necessary acts, matters, things and deeds which may be necessary or expedient for the purpose of the Society and in particular, the following:
 - (i) To convene the GBM.
 - (ii) To implement the resolutions and decisions of the GBM.

- (iii) To take up any matter, either on its own or at the suggestion of a member of the Society, related to the objectives of the Society.
 - (iv) To carry out election for various offices of the EC.
 - (v) To raise funds for the management of the Society under extraordinary circumstances.
 - (vi) To prepare and submit at the Annual GBM and audited Statement of account and report of the previous year.
 - (vii) To accept resignation of members.
 - (viii) To do all such acts and things that are incidental and conducive to the objectives specified in the “Constitution” of the Forum.
- f) The Committee may from time to time, constitute sub-committees as it may think fit and may delegate any of its powers to them and prescribe the functions of such sub-committees.
- g) The Convener will inform two days in advance for holding an EC meeting
- h) The minutes of every meeting of the Committee shall be read at the next meeting thereof and shall be confirmed with and without amendment.
- i) The outgoing EC shall nominate a three-member election committee towards the election of new EC.

7. Functions of the office bearers:

a) The Convener

- (i) The Convener shall look after the affairs of the Society under the direction of the EC and shall convene necessary meeting of the Society and of any other meeting, which may be necessary to be called.
- (ii) The Convener shall keep or cause to be kept proper minutes of the proceedings of the GBM of the Society and of the EC and will do everything necessary to implement the resolutions passed by the GBM as also to those passed by the EC.

(iii) The Convener shall be at liberty to spend for the purpose of the society any sum upto Rs. 500/- without the previous sanction of the EC.

(iv) The Convener shall keep all the records of the Society at a place to be determined by the EC.

(v) In absence of the Convener, he/she will nominate an EC member to act on his/her behalf.

b) The treasurer:

(i) The Treasurer shall act under the direction of the EC.

(ii) The Treasurer shall ordinarily receive all payments made to the Society and pass all necessary receipts and shall maintain proper Books of Accounts.

(iii) The Treasurer shall deposit any amount exceeding Rs. 1000/-, which is not required for immediate use into such Bank account as may be approved by the EC.

(iv) The Bank Account of the Society shall be kept in the name of the Society and shall be operated upon jointly by the Treasurer and by one other EC member who is nominated by the EC for this purpose.

8. General Body Meetings:

a) All members of the Faculty Forum shall meet from time to time to discuss issues related to the objectives. Such meetings will be termed General Body Meetings (GBMs). The Annual General Body Meeting (AGBM) of the Society will be held in the month of March.

b) An extraordinary General Body Meeting may be convened by the Committee on its own motion or upon a requisition made in writing either by the Convener or by not less than 10 members of the society. Such requisition shall specify the objective of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Society.

c) 5 days' notice specifying the place, date, hour and nature of the business shall be given to the members of any General Body Meeting, whether ordinary or extra-ordinary. Such notice shall be sent via e-mail to all the members of the forum.

d) The March General Body Meeting will transact the following business:

(i) To receive and to adopt the audited statement of accounts and the Annual Report of the Society;

(ii) To appoint an auditor for the ensuing year and

(iii) To transact such other business which may be brought before the meeting with the permission of the Convener.

e) Resignations, if any, from members of executive committee shall be considered at any period of time by calling an interim GBM minimum within a week of submission of resignation by an EC member. In case of any vacancy arising during the term, Faculty Forum shall decide in a GBM as to what action to be taken in that regard.

9. Benefit of members:

a) No member shall be entitled to become a member of Executive Committee (EC) of the Society unless her/his name is on the roll of the Society for at least six months.

b) A faculty member is entitled to avail the benefits of the society as soon as he/she becomes the member of the faculty forum. However, if a faculty member voluntarily quits membership of the society or desired to associate with the society after six months (or more than six months) of joining the institute, then he/she will avail the benefits of the society after the first six months of rejoining / joining the society.

c) Such benefits, if decided upon by the Society, shall provide for the member or her/his family during periods of (i) personal misfortune, (ii) sickness, and (iii) on any other compassionate grounds.

d) Faculty Forum Long Term Members Benefit:

The faculty forum is introducing the "Faculty Forum Long Term Members Benefit" plan from 2022-2023. As per this plan:

In case of accidental death or death due to any medical reason during the service period, the diseased family will get a one-time 3.00 Lakhs Rs. financial help from funds of the faculty forum (accumulated through membership fee or donations to the faculty forum account). In adverse situations, the diseased families will be given the same amount as soon as faculty forum fund accumulation goes more than the committed amount or by a special fund-raise call by the EC (6. Executive Committee e) (v)). This amount will be entirely separate from the other fund-raising activities at the institute level to support the diseased family. The following terms and conditions will apply to avail of the "Forum Long Term Members Benefit."

** The new faculty member must join the faculty forum during the first year of the service.*

** Every member must pay the annual fee of the forum without any failure. In case of any "long term leave" during which a faculty member is not drawing the salary from the institute, he will get the chance to continue availing the benefit of "Faculty Forum Long Term Members Benefit) after depositing the annual membership for the entire leave duration in the faculty forum account after rejoining the institute.*

** The discontinuation in payment of the annual membership fee will end the concerned member's right to avail "Forum Long Term Membership Benefit."*

** The minimum year of service remaining for new members should be at least twenty years for availing the benefit of "Forum Long Term Members Benefit." Otherwise, they have to deposit the annual fee for the remaining years (twenty years – years of service left) as one time lump sum amount in the faculty forum account during the first year of joining.*

** In case of existing faculty members (faculty members already in service before implementing "Faculty Forum Long Term Members Benefit). The existing faculty members who have not yet opted the membership in the faculty forum or left the Faculty Forum; will be given one opportunity to join the faculty forum back and avail the benefit of the "Forum Long Term Membership plan", if they deposit the annual membership fee of faculty forum for the remaining years (since they resigned from the forum). After joining the faculty forum, they have to deposit the annual membership fees of*

the forum like other members, and in case of any discontinuation in depositing the Faculty Forum annual membership fees (except on Lien or other long-term leave), their right for the "Faculty Forum Long Term Members Benefit" will end. The scope of depositing the annual faculty forum membership fee during any faculty member service period should not be less than twenty years to benefit from this plan.

** The constituted EC will have a right to increase the amount committed under "Faculty Forum Long Term Members Benefit" based on the decision taken during the "General Body Meeting" in the future.*

10. Use of Funds:

The fund of the Society shall be used for the following purposes:

- (i) for the day to day administration of the Society, the General Body meeting and for payment of honorarium for annual audit;
- (ii) for expenditure in connection with any litigation in which the member of the Society is a party.
- (iii) for payment of remuneration to the full/part time employees of the Society, if any, or for the services rendered to the Society.
- (iv) for Annual get together of the members of the Society and their family.
- (v) for the untimely death of the forum member during service, who is fulfilling the terms and conditions of "Faculty Forum Long Term Membership Benefit".*

11. Special Fund:

The Society may, by an executive decision, raise special fund for a particular purpose for which separate accounts shall be maintained.

12. Operation of Fund Accounts:

All receipts, forms and other papers in respect of deposits and withdrawals of money shall be signed by the Treasurer and by one other EC member who is nominated by the EC for this purpose. In the absence of any of them the operation of the funds and all transactions are to be done jointly by the Convener and any other member of the Executive Committee whom the Society may authorize.

13. The following registers shall be maintained by the Society:

- a) Membership Register: The Society shall maintain a Register of members containing the names, addresses, occupations, the date of admission and the date of cessation.
- b) Membership Index
- c) Membership Ledger register
- d) Book of Inventory
- e) Cash Book
- f) Attendance Registers for Annual General Conference, Extra-ordinary General Body Meeting and Executive Committee Meeting
- g) Minutes Book
- h) Correspondence files etc.

14. Amendments of the rules:

These rules shall be amended, altered or replaced at any time by a majority of two-third of the total enrolled members, at any extra-ordinary General Body Meeting (or through email confirmation) called for this purpose on condition that at least five days' previous intimation in writing of such amendments shall have been given to the members.

