



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER), PUNE
1st F1st Floor, Central Tower, Sai Trinity Building, Garware Circle, Sutarwadi, Pune - 411021

11062011/Adm/Senate/03
3 February 2011

OFFICE MEMORANDUM

Sub: Constitution of Senate

As per the resolution No. 14-9 of the 14th Meeting of the Board of Governors held on 23 November 2010 and clause No. 7.1 of the Memorandum of Association, IISER Pune is setting up Senate with the following members to perform the duties as defined in MoA.

- a) Director, Chairman (Ex-officio)
- b) All Deans, Ex-officio
 - i) Dr. L.S. Shashidhara, Dean (Faculty and Research)
 - ii) Dr. G. Ambika, Dean (Academics, UG program)
 - iii) Dr. B.S. Madhava Rao, Dean (Doctoral studies)
- c) Fifty per cent of Professors other than Deans of Schools by rotation
 - i) Dr. Milind Watve
- d) Three Associate Professors from School other than Deans of Schools by rotation, nominated by Director
 - i) Dr. M. Jayakannan
 - ii) Dr. Rama Mishra
 - iii) Dr. Suneeta Varadarajan
- e) Three Assistant Professors from School by rotation nominated by Director
 - i) Dr. M.S. Santhanam
 - ii) Dr. Soumen Maity
 - iii) Dr. Girish Ratnaparkhi
- f) Five persons amongst Academics of repute nominated by Chairman, BoG
 - i) Dr. Satish Ogale, NCL, Pune
 - ii) Dr. B.N. Goswami, IITM, Pune
 - iii) Prof. D.D. Dhavale, University of Pune
 - iv) Prof. S. Katre, University of Pune, Bhaskaracharya Pratishthan
 - v) Dr. Saroj Ghaskadbi, University of Pune



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- g) Three members who are not members of the teaching staff co-opted by the Senate

To be identified later

- h) Registrar, Ex-officio Secretary

i) V.S. Rao

- i) Librarian

i) Dr. Umeshareddi Kacherki, Deputy Librarian

The tenure of the members other than ex officio members is three years reckoned from the date of issue of this memorandum.

A copy of the extract of MoA of IISER Pune containing the information about the Senate is enclosed for reference.

V. S. Rao

(V.S. Rao)
Registrar (officiating)

Distribution:

1. Director's office
2. Administration
3. Accounts
4. Members



7. Senate

7.1 Composition of the Senate

1. The Senate shall consist of the following members:
 - a. Director of the Institute - *ex officio* Chairman
 - b. All Dean (s) *ex officio*
 - c. Fifty per cent of the Professors other than the Deans of Schools by rotation
 - d. Three Associate Professors from the School other than the Deans of the Schools, by rotation, nominated by the Director.
 - e. Three Assistant Professors from the School by rotation nominated by the Director
 - f. Five persons from amongst Academics of repute or persons from any other field related to the activities of the Institute who are not in the service of the Institute, nominated by the Chairman of the Board of Governors.
 - g. Three persons who are not members of the teaching staff co-opted by the Senate for their specialized knowledge.
 - h. Registrar of the Institute shall be the *ex-officio* Secretary.
 1. The Librarian of the Institute.
2. The term of members other than *ex-officio* members shall be three years.

7.2 Meeting of the Senate

1. The Senate shall meet as often as may be necessary but not less than four times during an academic year;
2. One third of the total members of the Senate shall constitute the quorum for the meeting of the Senate;
3. The provisions in these Rules regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, so far as may be, be followed in connection with meeting of the Senate;
4. Any business which may be necessary for the Senate to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Senate, provided that at least one half of the total



number of the members of the Senate, have their views in favour of the Resolution;

5. Director, if present shall preside at every meeting of the Senate. In his absence, the senior most Professor shall preside over the meeting of the Senate;
6. The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar and circulated to all members of the Senate. The minutes along with suggested amendments, if any, shall be placed for confirmation at the next meeting of the Senate. After the minutes are confirmed and signed by the chairman of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, and the Board at all times during office hours.

7.3 Powers and Functions of the Senate

The Senate shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the rules and bye-laws. It shall have the following specific powers and duties:

1. To plan and co-ordinate research activities of the Institute.
2. To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
3. To consider matters of academic interest either on its own initiative or at the instance of the Board of Governors and to take proper action thereon.
4. To make arrangements for the conduct of examinations in conformity with the byelaws.
5. To recognize diplomas and degrees of Universities and other Institutes and to determine equivalence with the diplomas and degrees of the Institute.
6. To prescribe courses of study leading to degrees and diplomas of the Institute.
7. To appoint examiners, moderators, tabulators and such other personnel for different examinations and to declare the results of the examination.



8. To suggest measures for departmental co-ordination.
9. To make major recommendations to the Board of Governors on:
 - a. Measures for improvement of standards of teaching, training and research.
 - b. Institution of chairs, fellowships, scholarships, studentships, free-ships, medals and prizes etc.
 - c. Establishment or abolition of departments / centres and
 - d. Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free-ships concessions, attendance etc.
10. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governors or by itself.
11. To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Governors) as the circumstances in each case may require.
12. To take periodical review of the activities of the Departments/Centres and to take appropriate action (including making of recommendations to the Board of Governors) with a view to maintaining and improving the standards of instruction.
13. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye laws.
14. To recommend creation of all academic posts to the Governing Board.
15. To supervise the working of the library.
16. To decide on admission procedures of the Institutes.