

MANAGEMENT COMMITTEE

Management Committee (MC)

The Management Committee is as defined in the Memorandum of Association (MOA).

Membership of the MC

The membership of the MC, the number of members, and the chair of the MC shall be as defined in the MOA, and can be changed only by a resolution of the HPSC duly approved by the General Body.

Terms of Membership

The terms of the members of the MC, constituted herein above, shall be decided by virtue of the office they are holding and shall be determined accordingly.

Rights of a Substituted Member

Should any member of the MC be unable to attend a meeting of the MC, they can nominate in writing any other staff of the NCSCM to attend the meeting on his/her behalf. Such substituted member shall have all the rights and privileges of any member of the MC for that meeting only.

Powers and duties of Chairperson of MC

The NCSCM Director shall be the Chairperson of the MC, shall preside over all meetings of the MC, and have all powers and duties of the NCSCM Director, and as such have no additional power as the Chairperson of the MC.

Powers of the MC

The MC shall have the following Powers:

- i. Approving (i) procurement of goods and equipment up to a ceiling amount of `10.0 crore, (ii) procurement of works up to a ceiling amount of `5.0 crore, and (iii) procurement of consultancy services up to a ceiling amount of `3.0 crore.
- ii. Undertake expenditures for all approved procurement by NCSCM, and to authorize the Head of Finance and Procurement Unit of NCSCM to pay against any contract entered by NCSCM.
- iii. Enter into, through the NCSCM Director, any Joint Project Agreement with National or International Partner Institution(s); and authorize the Head of Finance and Procurement Unit of NCSCM to incur expenditure under such Joint Project Agreements.
- iv. Operate as the Internal Audit Committee of the NCSCM, and review and recommend all required actions to ensure prudent financial management of the NCSCM, including recommending actions to address findings of any third-party internal audit or statutory audit of the NCSCM.

Functions of MC

In particular and without prejudice to the foregoing provision, the MC, subject to conformity to the functions of the GC and the HPSC, may;

- i. Implement or cause to implement through the NCSCM Director, the recommendations of the HPSC and the GC.
- ii. Prepare the Five-Year Research Program, and Two-Year Action Plan for the said Research Program, to be placed before the HPSC.
- iii. Prepare the annual budget and the annual action plan to be placed before the GC;
- iv. Prepare all (a) Joint Project Agreements with International Partner Institution(s) to be placed before the HPSC; and (b) Joint Project Agreements with National Partner Institution(s) to be placed before the GC.
- v. Prepare and periodically revise the Human Resources Management Manual of the NCSCM, to be placed before the GC.
- vi. Approve appointment of all staff of NCSCM below the level equivalent to 'Scientist E', and will fix remuneration and define the powers and duties of all such staff.
- vii. Monitor the financial position of the NCSCM in order to ensure smooth income flow and to review annual audited accounts.

Management Committee meetings

The MC shall meet as frequently as deemed adequate and appropriate by the NCSCM Director, ordinarily at the NCSCM premises in Chennai, and ordinarily at a notice of three days.