

INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700 108

ELECTION/URGENT

No.CAF/Elec/10-3/07

18th April, 2024

OFFICE CIRCULAR

Sub. :Formation of a panel of three names for appointment of Dean of Studies.

1. Clause 8 of the Regulations under the Memorandum of Association of the Institute deals with the provisions for appointment of the Dean of Studies, which enjoins that “The Dean of Studies, who shall be responsible to the Director for the organization of the teaching and training activities of the Institute, shall be appointed by the Council for a period of two years from a panel of three names in the categories of Associate Professor, and other scientific workers of equivalent rank and above engaged in teaching, suggested by the Academic Council (A.C.)”.
2. The Academic Council in its meeting held on 23rd April 1984 adopted the following procedure for forming a panel of names for appointment of the Dean of Studies:
 - (i) The Chairman of the Academic Council (AC) shall appoint an election officer to invite and receive nominations from the members of the AC within a specified date.
 - (ii) Each nomination that is proposed by a member of the AC shall be supported by at least two other members of the AC and duly countersigned by the nominee.
 - (iii) If three or more than three nominations are received within the specified date, the election officer shall arrange for election and issue ballot papers containing the names of the nominees.
 - (iv) If less than three nominations are received from the members within the specified date, the Chairman of the AC shall appoint a Nomination Committee consisting of not less than three members of the AC. The Nomination Committee shall propose names with the consent of the nominees to make the total number of nominations three. These names shall be forwarded by the Chairman of the AC to the Election Officer to arrange for election and issue of ballot papers containing the names of three nominees.
 - (v) Each member of the AC shall have three votes.


18/04/24

- (vi) The names of three persons securing the highest number of votes shall be forwarded by the Chairman of the AC to the ISI Council mentioning the number of votes secured by each”.
3. The Director of the Institute has appointed the undersigned to act as the Election Officer for the above purpose vide circular No.CAF/Elec/10-3/01 dated 12th April, 2024.
- 4.1 In terms of regulation of the Indian Statistical Institute and resolutions of the Academic Council as aforesaid, nominations are invited from amongst the members of the Academic Council. Each nomination which is proposed by a member of Academic Council shall be supported by at least two members of the Academic Council and duly countersigned by the nominee. Specimen of nomination form is enclosed (Form No.1). One member will be eligible to propose or support not more than three nominees. Duly signed original nomination forms will be made available to all the Centers in addition to the Council Section at the Headquarters.
- 4.2 It may be noted that in terms of Bye-laws 3.7.2 of the Memorandum of Association (MOA) of the Institute :
- “A worker shall not be eligible for election/selection/appointment as a representative of employees on the Council or as a Professor-in-Charge, Head, SQC & OR or Dean of Studies or as a representative of the DCSW on the Academic Council, if he/she is due to retire on superannuation before the expiry of the stipulated term of his/her office, had he/she been so elected/selected/appointed”.
- 4.3 Nomination Forms will be issued on and from 10th May, 2024 and the last date of receiving Nomination is 27th May, 2024 (upto 04-00 p.m.).
- 4.4 Withdrawal of nomination, if any, should be communicated to the undersigned in writing by the nominee himself/herself before 04-00 p.m. of 14th June, 2024.
5. Dates of scrutiny of nominations, announcement of valid nominations polling etc. will be as per the schedule already announced.

Encl : as stated.



Election Officer
and
Senior Administrative Officer

To : Chairman and all members of the Academic Council
Copy to : Director

INDIAN STATISTICAL INSTITUTE

ELECTION/URGENT

FORM NO.1

To
Election Officer
and Senior Administrative Officer,
Indian Statistical Institute
203, Barrackpore Trunk Road
Kolkata 700 108.

Sub. : Formation of a panel of three names for appointment of Dean of Studies.

Dear Sir,

I do hereby nominate Prof./Dr./Mr./Ms. _____
(in BLOCK letters)

Roll No. _____ Designation _____
belonging to _____ Deptt./Sec./Unit etc. who is
engaged in teaching as one person in the panel of three names for appointment as Dean of
Studies for the term 2024-2026.

Yours faithfully,

Full Name _____
(in BLOCK letters)

Signature _____

Place : Roll No. _____ Designation _____

Date : Dept./Sec./Unit _____

We the following, do hereby support the above nomination.

(i) Full Name _____
(in BLOCK letters)

Place : Signature _____

Date : Roll No. _____ Designation _____

Dept./Sec./Unit _____

(ii) Full Name _____
(in BLOCK letters)

Place : Signature _____

Date : Roll No. _____ Designation _____

Dept./Sec./Unit _____

I have no objection to the nomination as proposed and supported above.

(i) Full Name _____
(in BLOCK letters)

Place : Signature _____

Date : Roll No. _____ Designation _____

Dept./Sec./Unit _____

[Handwritten signature]
18/04/24