

Constitution of NABI Biotech Club

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)

**An autonomous Institute of Department of Biotechnology, Govt. of India
Sector 81, Knowledge City, S.A.S. Nagar, Mohali – 140306, Punjab (India)**

I. TITLE

The club will be known as *NABI Biotech Club* with its headquarter at National Agri-Food Biotechnology Institute.

II. AIMS AND OBJECTIVES

1. To promote the professional activities pertaining to biotechnology research, training, teaching, policy advocacy and outreach
2. To inculcate feeling of fellowship among the members of the club and take care of their general interest through different academic and non-academic (sports, social, get together, festival celebrations, tours/trips) activities
3. To create awareness among the general public about agriculture, food and nutrition biotechnology and its applications
4. To keep the members of the club informed the various scholarships/ fellowships/ vacant positions in the area of agriculture, food and nutrition biotechnology
5. To provide information related to career opportunities to the students of NABI

III. MEMBERSHIP

The following shall be eligible to become members of the club:

- i) All scientific and technical staff including Research Associates/ Research Fellows/ Research Investigators engaged in teaching/ research/extension education at twin campus of NABI and CIAB.
- ii) All the post-graduate trainees/students.
- iii) All ex-students/staff of the NABI and CIAB.

IV. MEMBERSHIP FEE

The following shall be the registration/membership fee:

Registration fee (One time)

- i. Scientists/Technical staffs: Rs. 300/-
- ii. Students and Research Scholars: Rs. 200/-

Membership fee (Annual)

- iii. Scientists/Technical staffs: Rs. 500/-
- iv. Students and Research Scholars: Rs. 300/-

V. WORKING COMMITTEE

1. The Working Committee shall include the President, Vice-President(s), the Secretary, the Joint Secretary and the Treasurer cum Staff Secretary. The working committee may assign any task concerning the Club to any of its members.
2. The Executive Director of NABI shall be the President of the Club.
3. Vice-President (Staff) shall be the NABI Scientist.
4. Vice-President (Research Scholar) shall be a Ph.D. student of NABI.
5. Secretary shall be elected from among the Ph.D. students/research scholars (Inspire Faculty/NPDF/RA/SRFs) of the NABI.
6. Joint Secretary shall be elected from amongst the Researchers /Ph. D. students of NABI.
7. Treasurer cum Staff Secretary will be nominated by the President of the club from amongst the staff members at the NABI.
8. The working committee shall be constituted in the month of May after every two years.
9. The members (10-12) of working committee will be selected/elected among the students/RAs/SRF/JRFs who are regular member of the club.

VI. DUTIES OF THE OFFICE BEARERS

1. President

The President shall

- a. be the Chief Executive of the club and preside over all the meetings, seminars, etc.
- b. chalk out programmes for meetings, seminars, etc. for a year in consultation with the working committee.

- c. appoint sub-committees as appropriate as and when necessary for the fulfilment of the objectives of the club.
- d. perform all acts or duties usually required of an executive or a presiding officer.

2. Vice-President

The Vice-President shall

- a. in the absence of the President, perform the duties of the President with prior approval of the President.
- b. prepare plans for the Club's activities for approval by the working committee.

3. Secretary

The Secretary shall

- a. keep a complete record of all the meeting.
- b. prepare the draft of annual report in consultation with the President.
- c. present report of the club to the general body.

4. Joint Secretary

The Joint Secretary shall

- a. assist the Secretary in performing his/her duties.
- b. perform other duties as desired by the President.

5. Treasurer cum staff Secretary

The treasurer cum staff Secretary shall

- a. receive and disburse funds as sanctioned/approved by the President or approved by the general body.
- b. keep an account of all the financial transactions of the club. He/she shall prepare complete report of all financial transactions and present it half-yearly for discussion and approval by the President and general body.
- c. perform other duties as may be desired by the President and will help the Secretary in the smooth conduct of various club activities.

VII. MEETINGS

1. The meeting of the working committee will be held as and when required with a minimum of two in each year.
2. Special meeting may be held on the request of at least 25% members to discuss any matter of interest.

3. The President will be within his rights to call the meeting of the general body or the working committee whenever necessary.

VIII. DEPOSITS EXPENDITURE AND AUDIT

1. All fund of the club shall be deposited in a Bank.
2. The President may sanction withdrawals in anticipation of a resolution of expenditure by the general body provided the expenditure is in general interest of the Club.
3. The account of the Club will be audited annually by a committee appointed by the general body constituting of at least three members.

IX. FINANCIAL YEAR

The financial year of the Club shall begin on the 1st day of May each year and end on 30th April of the next year.

X. QUORUM

50% members shall constitute a quorum for the transaction of the business of the Club. If there is no quorum, the meetings will be held after a lapse of 30 min.

XI. AMENDMENT

The Constitution may be amended by two third of the members present at a meeting. Due notice for such an amendment will be given in writing to the club 15 days before the meeting.

XII. ACTIVITIES OF THE NABI BIOTECH CLUB

1. To hold workshop, seminar, symposium and conference of the young scientists in the different fields of the Agriculture, Food and Nutrition Biotechnology
2. To invite eminent scientists from India/abroad to enlighten the club members with their experiences in their fields of specialization
3. To invite motivational, lifestyle speakers to share their experiences with NABI staff and students
4. To arrange welcome/farewell functions in honour of newly joined / retiring / transferred members of the club
5. To arrange seminars, know your alumni program, competition, lecturer, paper reading contests in the field of agriculture, food and nutrition biotechnology

6. To arrange extracurricular activity competitions (speeches, extempore, poem reading) among its members at NABI campus.
7. To arrange annual indoor and outdoor sports activities at NABI campus.
8. To manage Club link on NABI website with a directory of active Committee Members
9. To honour persons who have made significant, lasting contribution to agriculture, food and nutrition biotechnology
10. To notify eminent scientists lecture amongst different CRIKC institutions

Any individual/firm/organisation engaged in biotech/agricultural/food/nutrition activities may contribute to the club through bank drafts or cheques.

Executive Committee:

President: Dr. T.R. Sharma, Executive Director NABI

Vice-president: 1. Dr. Siddharth Tiwari
2. Mr. Kaushik Shah

Secretary: 1. Dr. Rupam Bhunia

Joint Secretary: 1. Ms. Saloni Sharma
2. Mr. Vishnu Shukla
3. Mr. Shashank Singh

Treasurer cum Staff Secretary: 1. Dr. Mahendra Bishnoi
2. Mr. Suneet Verma

Working Committee Members: (10-12 numbers)

1. Dr. Parul Goel
2. Mr. Pankaj Singh
3. Mr. Aman Kumar
4. Ms. Navneet Kaur
5. Mr. Usman Ali
6. Mr. Vishal Kumar
7. Mr. Anil Kumar
8. Ms. Aakriti Chouhan
9. Mr. Ashish Kumar
10. Ms. Neha Thakur
11. Ms. Afsana Parveen
12. Ms. Gazaldeep Kaur