സംഘങ്ങൾ രജിസ്റ്റർചെയ്യുന്നതു സംബന്ധിച്ച സർട്ടിഫിക്കറ്റ്

1955-ലെ 12-ാമത് തിരുവിതാംകൂർ-കൊച്ചിസാഹിത്യ, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ രജിസ്റ്ററാക്കൽ ആക്ട്

ക്രമ നമ്പർ TVM/TC/366/2021 വർഷം 2021

1955-ലെ 12-ാമത് തിരുവിതാംകൂർ-കൊച്ചിസാഹിത്യ, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ രജിസ്റ്ററാക്കൽ ആക്ട് അനുസരിച്ച് KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL

ഇന്നേ ദിവസം രജിസ്റ്റർ ചെയ്തതായി ഞാൻ ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

2021 വർഷം 5 മാസം 4 ാം തീയതിയായ ഇന്ന് ഞാൻ കൈയൊപ്പു വച്ചു നൽകിയിരിക്കുന്നു

സൊസൈറ്റി രജിസ്ട്രാർ തിരുവനന്തപുരം

സംഘം രജിസ്ട്രാർ

സൊസൈറ്റി രജിസ്ട്രാർ തിരുവനന്തപുരം

Dr. K.M. Abraham CFA
Former Chief Secretary to
Government of Kerala &
Former Whole Time Member, Securities
and Exchange Board of India (SEBI)

K-DISC
Kerala Development and Innovation Strategic Council
CHAIRMAN
Ex-Officio Secretary to Government
Plg. & Econ. Affairs
(Developement and Innovation)

No 67/2021/K-DISC

25/02/2021

Dear Sir,

Sub: Registration of K-DISC as a society regarding

I am herewith furnishing the documents for registration of Kerala Development and Innovation Strategic Council (K-DISC) as a society under the Travancore Cochin Literary Scientific and Charitable Societies Act 1955 as directed by the Government vide G.O (Ms) No 8/2021/P&EA dated 24/02/21.

1. Government order G.O (Ms) No 8/2021/P&EA dated 24/02/2021 with Annexure 1 showing list of Governing Body and Executive Committee and Annexure 2 showing MoA and Rules and Regulations.
2. Copy of the MoA and Rules and Regulations printed in stamp paper duly signed by members.
3. Proof of remittance of registration fees dated 24/02/2021.

Yours sincerely

Dr. K. M. Abraham
Chairman KDISC

P. P. Ninan
District Registrar
Thiruvanathapuram

3rd floor, India Heights, Government Women's College Road, Vazhuthacaud, Thycaud P.O - 695 014, Thiruvananthapuram, Kerala, India.
Tel: (Mob) +91 8547497773 E-mail : abrahamk@gov.in

GOVERNMENT OF KERALA

Abstract

Planning & Economic Affairs Department – Restructuring and Registration of Kerala Development and Innovation Strategic Council(K-DISC) as a Society as per the provisions of Travancore Cochin Literary, Scientific and Charitable Societies Act 1955 – Sanctioned - Orders issued.

PLANNING & ECONOMIC AFFAIRS (D) DEPARTMENT

G.O.(Ms)No.8/2021/P&EA Dated,Thiruvananthapuram, 24/02/2021

Read 1. G.O.(Rt)No.272/2013/Plg dtd 08.07.2013.
2. G.O.(P)No.26/2017/Plg dtd 30.12.2017.

ORDER

As per the GO read as 1st paper above Government have constituted Kerala State Innovation Council to compliment and supplement the activities of National Innovation Council. Further as per the GO read as 2nd paper above, Government had restructured the existing Kerala State Innovation Council as Kerala Development and Innovations Strategic Council (K-DISC).

2. In the Budget Speech 2020 – 21, as per Para 29 it has been declared to restructure K-DISC as a society in order to undertake the enhanced roles in skilling and innovation.

3. The Government have examined the matter in detail and are pleased to restructure Kerala Development & Innovation Strategic Council (K-DISC) as a

society under the Travancore Cochin Literary, Scientific and Charitable Societies Act, 1955 with the Governing Body and Executive Committee attached in **Annexure-I** to this order. The Memorandum of Association and Rules & Regulation of Kerala Development & Innovation Strategic Council are attached in **Annexure - II** to this order.

4. Sanction is also accorded for creation of the following additional posts in the Society.

Sl. No. (1)	Name of Post (2)	Number of Post (3)	Department (4)
1	Senior Administrative Officer (In the level of Joint Secretary to Govt.)	1	General Administration Department Government Secretariat
2	Senior Finance Officer (In the level of Joint Secretary to Govt.)	1	Finance Department Government Secretariat
3	Section Officer	2	General Administration Department Government Secretariat
4	Section Officer	2	Finance Department Government Secretariat
5	Assistant Gr-I	7	General Administration Department Government Secretariat
6	Assistant Gr-I	6	Finance Department Government Secretariat

5. The terms and conditions of method of appointment of the above mentioned posts will be issued separately.

6. The Chairman, K-DISC is authorized to initiate steps for registering the K-DISC as a Society as per the provisions of Travancore Cochin Literary, Scientific and Charitable Societies Act, 1955 under intimation to Government.

(By order of the Governor)
DR VENU V IAS
ADDITIONAL CHIEF SECRETARY

1. The Chairman, Kerala Development And Innovation Strategic Council, Thiruvananthapuram.
2. The Secretary, Kerala Development And Innovation Strategic Council, Thiruvananthapuram.
3. The Members of Governing Body and Executive Committee, K-DISC Society (through the Secretary, Kerala Development and Innovation Strategic Council, Thiruvananthapuram)
4. The Member Secretary, Kerala State Planning Board, Thiruvananthapuram.
5. The Principal Accountant General, (Audit), Kerala, Thiruvananthapuram.
6. The Accountant General (A&E), Kerala, Thiruvananthapuram.
7. The General Administration (SC) Department, (vide item No. 4640 dtd 10.02.2021)
8. The Finance Department
9. The Finance (Administration) Department
10. The Law (Conveyance Cell) Department (vide U.O No.3289/Convey.2/2021/Law dtd. 08.02.2021)
11. The General Administration (Special B) Department
12. The General Administration (Special E) Department
13. The General Administration (Services A) Department
14. The General Administration (Services E) Department
15. The I & PR (Web and New Media) Department (for publishing in website)

16. Stock File/Office Copy

Forwarded /By order

Signature Not Verified
Digitally signed by Sebimol V P
Date: 2021.02.24 11:10:33 IST
Reason: Approved

Section Officer

Copy to

The PS to Hon'ble Chief Minister

The PS to Hon'ble Minister for Finance

The PS to Opposition Leader

The PA to Chief Secretary

The PA to Additional Chief Secretary, Planning and Economic Affairs Department

The CA to Additional Secretary, Planning and Economic Affairs Department

Annexure I

GOVERNING BODY

1. Chief Minister of Kerala - Chairperson
2. Minister for Industries
3. Minister for Finance
4. Minister for Agriculture
5. Minister for Higher Education
6. Minister for Labour
7. Vice Chairperson, Kerala State Planning Board
8. Vice Chancellor, Digital University
9. Vice Chancellor, APJ Abdul Kalam Technological University
10. Vice Chancellor, Kerala Health University
11. Vice Chancellor, Kerala Agriculture University
12. Vice Chancellor, Kerala Veterinary and Animal Science University
13. Vice Chancellor, Kerala University of Fisheries and Ocean Science
14. Vice Chancellor, Cochin University of Science and Technology
15. Additional Chief Secretary, Planning and Economic Affairs
16. Additional Chief Secretary, Finance Department
17. Chief Executive Officer, Additional Skill Acquisition Programme, Kerala
18. Chief Executive Officer, Kerala Start-up Mission
19. Chief Executive Officer, ICT Academy of Kerala
20. Chief Executive Officer, Trivandrum Engineering Science and Technology Research Park (TrEST Park)
21. Chief Executive Officer, Bio 360 – Life Sciences Park
22. Chief Executive Officer, Kerala State Information Technology Infrastructure Limited
23. Managing Director, Kerala State Industrial Development Corporation Limited(KSIDC)
24. Director General, Kerala Institute of Local Administration
25. Chief Executive Officer, Technopark
26. Executive Vice Chairperson, K-DISC
27. Member Secretary and Chief Executive Officer, K-DISC
28. Executive Director, Planning Competency Development and Innovation Systems, K-DISC
29. One among the Executive Directors of K-DISC on rotation.
30. Seven experts of International/ National eminence by Government in the following areas but not restricted to
    - I. Nanoscience
    - II. Genomics and Genetics
    - III. Data Sciences
    - IV. Deep learning
    - V. Machine learning
    - VI. Artificial Intelligence
    - VII. Robotics
    - VIII. IoT (Internet of Things)
    - IX. Machine vision

X. Renewable Energy
XI. Smart, Moderate and Composite materials
XII. Innovation Systems
XIII. Digital Transformation
XIV. Climate-change and Global warming
XV. Social Enterprises
XVI. Augmented/Virtual/Mixed Reality

as independent members.

EXECUTIVE COMMITTEE

1. Minister for Industries
2. Minister for Finance
3. Minister for Agriculture
4. Minister for Higher Education
5. Minister for Labour
6. Executive Vice Chairperson, K-DISC
7. Member Secretary and Chief Executive Officer, K-DISC
8. Vice Chancellor, Digital University
9. Additional Chief Secretary, Finance department or his/her nominee not below the rank of Secretary
10. Additional Chief Secretary, Planning & Economic Affairs or his/her nominee not below the rank of Additional Secretary
11. Three among the eminent experts in the Governing Body nominated by the Government as independent members.
12. Executive Director (Planning Competency Development and Innovation Systems)



കേരളം केरल KERALA

K 331360

MEMORANDUM OF ASSOCIATION
AND
RULES & REGULATIONS

K-DISC
Kerala Development and Innovation Strategic Council

KILIYALLOOR MANI
FALAYAM VENDOR
India Institute of Commerce Bldg.
University P.O, Thiruvananthapuram-34

09 FEB 2021

No. Ps5ool 95.2.2021
Kerala Development and Innovation Strategic Council (K-DISC)

Annexure II

MEMORANDUM OF ASSOCIATION
AND
RULES & REGULATIONS

K-DISC
Kerala Development and Innovation Strategic Council

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KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL (K-DISC)

MEMORANDUM OF ASSOCIATION

I Name :	Kerala Development and Innovation Strategic Council (hereinafter referred to as K-DISC.)
II (a) Registered Office: and address	The Registered Office of K-DISC is at India Heights, Women's College Road, Vazhuthacaud, 695014.
(b) Jurisdiction:	State of Kerala (hereinafter referred to as State)
III Aims and Objectives:	Existing Kerala Development and Innovation Strategic Council (K-DISC) shall be formed as a society by the Government of Kerala (hereinafter referred to as Government) and registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Act, 1955 (Act XII of 1955) for achieving any one or more of the following objectives:

a) **Promotion of innovation** in the State to meet pressing challenges in development through judicious application of Science and Technology, for increased productivity competitiveness and employment, and to foster equitable and inclusive development.

b) Establishment of a **supportive eco system** for innovation across the state that facilitates experimentation, risk taking, and creativity.

c) Strengthening of **skills, behaviours, and attitudes of knowledge economy talent pool,** particularly of the youth, to strengthen innovation and eliminate barriers to physical, human, and knowledge capital.

d) **Enhancing of innovation spirit and talent, specifically young talent**, by supporting greater innovation at institutional level including teaching institutions, Medium Small and Micro Industries, Research and Development institutions, Government Departments, Public and Private sector bodies, Local Government and Corporates.

e) **Knowledge creation and management** as well as addressing information asymmetries related to innovation.

f) **Developing strategies for strengthening capabilities in proactively developing Industrial Revolution 4.0 Technologies** in the State jointly with Universities, Research Centres and Academic Institutions and promoting the development of start-ups jointly with the Kerala Start up Mission and innovation collectives in the State.

g) **Providing support to the Government in establishing Centres of Excellences in key areas of the Knowledge Economy** and develop systems for Digital Transformation in various sectors jointly with Universities and other Institutions in the State.

h) **Developing systems for translational Engineering in the State jointly with Universities** for translating research in Research and Development Centres into Start-ups and Innovation Collectives.

i) **Systematic promotion of grass root level and rural innovations** and linking them to the Innovation Ecosystem.

IV. **For the attainment of its objectives, K-DISC shall:**

a. Support the Government, to formulate an innovation policy and a long and medium-term Innovation Roadmap, including mapping of opportunities in the State.

b. Support the Government in preparing other related policies and strategies that impact innovation.

c. Develop and support implementation of a multi-sector strategy to build capacity of knowledge workers including human resource practices, creativity management and knowledge management impact to foster innovation.

d. Undertake external and internal evaluations for the purposes of accountability, learning and policy revision as required.

e. Provide advisory services to Government Departments and institutions and agencies in utilising funds allocated for innovation and Research and Development and help to mobilise additional resources both human and financial, for the purpose.

f. Administer the Innovation Challenge Fund and Knowledge Innovation Fund created by the Government to promote and sustain innovations.

g. Organise challenges and hackathons, identify and reward talents in innovation and disseminate successful innovation examples for adoption.

h. Plan, establish and manage directly the Innovation ecosystem and hubs in the state and the districts with all the necessary infrastructure and support facilities to promote technology/social entrepreneurship and building technology /social enterprises.

i. Set up Research and Development facilities, Design and Pilot Production facilities and Commercialisation facilities to be utilised by innovators, innovation collectives, entrepreneurs, and start-ups.

j. Support software developers by installing high performance computers and advanced data communication facilities.

k. Build skill development programmes for knowledge workers and help the state skill, re skill and up skill it's manpower to strengthen innovation.

l. Create, share, use knowledge for :

i) Enhancing awareness of the public in Kerala and nationally on innovation.

ii) Setting up information bureau, library, and documentation centre and communication facilities for use by entrepreneurs.

iii) Organising centralised seminar, conference and recreation facilities to support innovators, entrepreneurs, innovation collectives, start-up and social enterprises.

iv) Conducting local, national and international seminars, conferences, workshops, training programs, study tours and marketing campaigns in India and abroad.

v) Generating knowledge and information through strengthened partnerships in research and joint programmes with Academic and Research and Development Institutions, National and International Bodies.

m. Create networks among innovators, entrepreneurs, innovation collectives and start-ups and provide all assistance to obtain Government and financial clearances.

n. Contract project feasibility and product identification studies for high technology products and social enterprise products.

o. Set up and assist joint ventures with Indian and Foreign companies for technology transfer and setting up of high technology business units in the region.

p. Form marketing teams to promote K-DISC facilities and attract innovators, entrepreneurs, innovation collectives, start-ups from India and abroad.

q. Create a pool of mentors in the fields of business, finance, marketing, social inclusion, legal and other such areas and provide mentoring service to the innovators, entrepreneurs, innovation collectives and start-ups promoted by K-DISC.

r. Encourage formation of innovation collectives, innovation hubs in the colleges and universities and local government.

s. Promote innovation collectives and develop synergies at various levels in innovation promotion.

t. Promote knowledge driven ventures by students, faculty, local entrepreneurs, non-resident Indian entrepreneurs.

u. Identify innovation champions and to organise leadership and training programmes for them.

v. Organise seminars, lectures, workshops to promote and further innovation.

w. Create community of practices and shelves of innovation projects in various development sectors jointly with research and academic institutions and open it up for development by young innovators.

x. Develop problem statements of Government Departments, Micro, Small and Medium Scale Enterprises and other agencies including Local Governments and develop mechanisms for curating them and developing them as initiatives for proof of concepts and pilots through joint initiatives with the agencies concerned and also involving young ideators, start-ups, research centres and established institutions

y. Create necessary Information Technology support systems and web-based portals for promoting the development of an innovation ecosystem in the State and

z. Perform all other activities to further the objectives of K-DISC and the State Government to achieve its objectives related to innovation.

V. **Institutional Framework of K-DISC : -**

i. K-DISC shall be a non-profit society.

The income and property of K-DISC shall be applied only for the promotion of the objects of K-DISC as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or otherwise :

Provided that nothing therein shall prevent payment in good faith of remuneration to any officer or servants or to any member or other person in return for any services rendered to K-DISC and the assets of K-DISC shall be transferred to such other Society having similar objects or to the State Government in the event of dissolution of K-DISC.

ii. **K-DISC** shall **be managed within a governance framework that allows independent and autonomous authority, responsibility and flexibility for dynamic operation and can inter alia do the following to achieve its objectives,**

a. Appoint, control and terminate such staff as may be required for effective and efficient management of the affairs of the society.

b. Help competent people from within the country as well as from abroad be encouraged and attracted to participate in the activities of K-DISC.

c. Ensure mobility of staff from other organisations including the various Government Departments State/Central Public sector undertakings and Autonomous organisations and Societies to K-DISC and back is made possible to ensure rapid achievement of the objectives of the K- DISC.

d. Put in place a Result Based Management System with well-defined Key Result Areas and Key Process areas for efficient functioning.

e. Establish special procedures with focus on electronic systems to facilitate and enable smooth functioning of K-DISC and various activities including matters relating to personnel, finance, administration, purchase, travel etc.

f. Constitute or cause to be constituted Innovation Ecosystem at places in the region, *inter alia*, to utilise local talent to implement programs undertaken by K-DISC.

g. Receive grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any financial contribution in cash and securities and of any property, either movable or immovable within the country or/and abroad including United Nation and other international agencies like World Bank, Asian Development Bank, Japan International Cooperation Agency and other multilateral or bilateral agencies subject to prevailing laws, and to invest and deal with funds and moneys of K-DISC and to vary, alter or transfer investments from time to time.

h. Grant Certificates, prizes and awards in furtherance of the objectives of K-DISC and

i. Do / get done, all such other lawful things that is conducive or incidental to administration of K-DISC and the attainment and furtherance of the above objectives.

VI. **K-DISC shall establish District Innovation Councils (DInC) in all districts within the state as its district arm with the following objectives.**

a. Encourage innovation spirit in the district to achieve K-DISC's objectives.

b. Help K-DISC build an innovation ecosystem comprising of schools, training institutes, Polytechnics, Engineering Colleges, Research centres and Centres of Excellence at the district level.

c. Link young talent in the various educational institutions in the district with Young Innovation Program and other challenges.

d. Create a pool of mentors at the district level and to link the mentor pool with the young innovators through the mentor-mentee platform of K-DISC.

e. Identify local innovations and disseminate successful innovation examples for adoption.

f. *Integrate local governments in the district and institutions, functionaries, and* departments in Kerala at the district level with the Kerala Innovation Fund.

g. Stimulate innovation by supporting partnerships among colleges, local governments, Departments, the Centres of Excellences and Research Centres in the district proactively with K-DISC.

h. Encourage small and medium enterprises to submit proposals for technological and social innovation that will lead to significant commercial and public benefits proactively with K-DISC.

i. Create a network of local rural innovators in the district and devise systems for showcasing innovations, and

j. Create public workspaces jointly with local governments for engaging ideators, start-ups, industry consultants, research centres and other agencies for promoting innovation

VII. **The activities of K-DISC shall be conducted by Governing body and Executive Committee as per the Rules and Regulations which are appended to this Memorandum of Association.**

VIII. **We, the several members whose names, signatures, occupations and addresses are given here under are desirous of being formed into an association/society in accordance with the provisions of Travancore Cochin Literary, Scientific and Charitable Societies Act of 1955 and in pursuance of the Memorandum of Association and in testimony of this, we have subscribed our names and signatures hereunder on this Fifteenth day of February 2021.**

Sl.No.	Name	Occupation and Address	Designation	Signature
1	Dr. V. Venu	Additional Chief Secretary, Planning and Economic Affairs Department, Government of Kerala, Secretariat, Government of Kerala, 695001	Member	
2	Dr. K. M. Abraham	Chairman, Kerala Development and Innovation Strategic Council, (K-DISC), India Heights, 3rd Floor, Thycaud P.O,	Member	

Dr. VENU V IAS
Additional Chief Secretary
Planning & Economic Affairs
Higher Education, Environment
Archaeology, Archives & Museum Departments

Sl.No.	Name	Occupation and Address	Designation	Signature
		Thiruvananthapuram 695014		
3	Dr. Saji Gopinath	Vice Chancellor, Kerala University of Digital Sciences, Innovation and Technology, Technocity Campus, Mangalapuram, Thonnakkal P.O, Kerala 695317.	Member	
4	Sri. Santhosh Kurup	Chief Executive Officer, ICT Academy of Kerala),-1, Tejaswani Building, Technopark.	Member	
5	Dr Koshy P Vaidyan	Chief Executive Officer, Trest Park, TC- 4/2322, GEM building, (Opp) CET, Sreekaryam - Kulathoor Rd, Sreekariyam, *Thiruvananthapuram, Kerala* 695016	Member	
6	Dr Rajasree M S	Vice Chancellor, APJ Abdul Kalam Technological University, College of Engineering campus, Alathara Road, Ambadi Nagar, Thiruvananthapuram, 695016	Member	
7	Dr. Jayasankar Prasad	Chief Executive Officer, Kerala State Information Technology Infrastructure Limited, Felicity Square, 7th Floor, Mahatma Gandhi Road, Statue, Thiruvananthapuram 6895001	Member	

KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL (K-DISC)

RULES AND REGULATIONS

I. General: -

1. The name of the society shall be Kerala Development and Innovation Strategic Council hereinafter referred to as K-DISC.
2. The Registered Office of K-DISC shall be at India Heights, Women's College Road, Vazhuthacaud, 695014.
3. K-DISC shall be a society formed by the Government of Kerala.

II. Institutional Framework of K-DISC:

a) K-DISC shall be managed within a governance framework that allows independent and autonomous authority, responsibility and flexibility for dynamic operation and can *inter alia* do the following to achieve its objectives:

1. Appoint, control and terminate such staff as may be required for effective and efficient management of the affairs of the society.
2. Help competent people from within the country as well as from abroad be encouraged and attracted to participate in the activities of K-DISC.
3. Ensure mobility of staff from other organisations including the various Government Departments, State/Central Public sector undertakings and Autonomous organisations and Societies to K-DISC and back is made possible to ensure rapid achievement of the objectives of the K- DISC.
4. Put in place a Result Based Management System with well-defined Key Result Areas and Key Process areas for efficient functioning.
5. Establish special procedures with focus on electronic systems to facilitate and enable smooth functioning of K-DISC and various activities including matters relating to personnel, finance, administration, purchase, travel etc.
6. Constitute or cause to be constituted Innovation Ecosystem at places in the region, *inter alia,* to utilise local talent to implement programs undertaken by K-DISC.
7. Receive grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any financial contribution in cash and securities and of any property, either movable or immovable within the country or/and abroad including United Nations and other international agencies like World Bank, Asian Development Bank, Japan International Cooperation Agency and other multilateral or bilateral agencies subject to prevailing laws, and to invest and deal with funds and moneys of K-DISC and to vary, alter or transfer investments from time to time.
8. Offer Certificates, prizes and awards in furtherance of the objectives of K-DISC and
9. Do / get done, all such other lawful things that is conducive or incidental to administration of K-DISC and the attainment and furtherance of the above objectives.

III. Organisational Form:

a) K-DISC shall be a non-profit society.

b) The income and property of K-DISC shall be applied only for the promotion of the objects of K-DISC as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or otherwise :

Provided that nothing therein shall prevent payment in good faith of remuneration to any officer or servants or to any member or other person in return for any services rendered to K-DISC and the assets of K-DISC shall be transferred to such other Society having similar objects or to the State Government in the event of dissolution of K-DISC.

IV. Official and financial year:

The official and financial year of K-DISC shall be from 1st day of April in the year to 31st day of March in the following year.

V. Divisions of K-DISC:

a) K-DISC shall have five divisions headed by the respective Executive Directors viz:

i. Planning Competency Development and Innovation System

ii. Skills, Employment and Entrepreneurship

iii. Innovation Technologies

iv. Social Enterprises and inclusion

v. Management Services

VI. Organisational Structure of Divisions:

a) The following shall be the organisational structure of the divisions:

i. The Management Services division shall comprise of three subdivisions.

a. Human Resource Establishment, Administration and Services.

b. Finance and Accounting.

c. Procurement and shall be

headed by a Senior Administrative Officer, a Senior Finance Officer and a Senior Procurement Manager respectively.

The Human Resource Establishment, Administration and Services shall comprise of two sections each headed by a section officer with three assistants each.

The Finance and Accounting shall comprise of two sections with six assistants. headed by two section officers, the first one reporting to a Júnior Finance Officer handling finance and accounting and the other reporting to a Finance Manager handling Internal audit both reporting to Senior Finance Officer.

The Procurement section shall have one section headed by a section officer and three assistants.

ii. The four divisions listed in V a) i to iv above shall have two subdivisions each headed by Programme Managers. The division shall comprise of Senior Programme Executives and Programme Executives handling various schemes and programmes.

iii. The District Innovation Councils set up shall be administratively part of the Planning Competency Development and Innovation Systems and shall comprise of a Senior Programme Executive and Programme Executive.

VII. Membership:

a) The members of K-DISC shall be the persons nominated from time to time by Government of Kerala, who have neither resigned nor suspended or terminated from membership of K-DISC as per the Rules and Regulations. The first members of K-DISC are those persons who have been nominated by the Government of Kerala in this behalf and have subscribed their names to the Memorandum of Association of K-DISC and these rules. However, only a person who is not rendered unfit and attained the age of maturity will only be admitted to its membership.

b) All the members of K-DISC shall have voting right.

c) Where a person becomes a member of the Governing Body by reason of the office or appointment he holds, his membership of the Executive Committee shall terminate when he ceases to hold that office or appointment.

d) Any member shall cease to be a member of K-DISC on the withdrawal of his/ her nomination as member of Government of Kerala.

VIII. Management of K-DISC - Governing Body:

a) K-DISC shall be governed by its Governing Body (GB) consisting of,

1) Chief Minister of Kerala- Chairperson
2) Minister for Industries
3) Minister for Finance
4) Minister for Agriculture
5) Minister for Higher Education
6) Minister for Labour
7) Vice Chairperson, Kerala State Planning Board
8) Vice Chancellor, Kerala University of Digital Sciences, Innovation and Technology
9) Vice Chancellor, APJ Abdul Kalam Technological University
10) Vice Chancellor, Kerala University of Health Sciences
11) Vice Chancellor, Kerala Agricultural University
12) Vice Chancellor, Kerala Veterinary and Animal Science University
13) Vice Chancellor, Kerala University of Fisheries and Ocean Science
14) Vice Chancellor, Cochin University of Science and Technology

15) Secretary, Planning and Economic Affairs
16) Secretary, Finance
17) Chief Executive Officer, ASAP Kerala
18) Chief Executive Officer, Kerala Start-up Mission
19) Chief Executive Officer, ICT Academy of Kerala
20) Chief Executive Officer, Trivandrum Engineering Science and Technology Research Park
21) Chief Executive Officer, Bio 360 – Life Sciences Park
22) Chief Executive Officer, Kerala State Information Technology Infrastructure Limited
23) Managing Director, Kerala State Industrial Development Corporation Limited
24) Director General, Kerala Institute of Local Administration
25) Chief Executive Officer, Techno park
26) Executive Vice Chairperson, K-DISC
27) Member Secretary, K-DISC
28) Executive Director, Planning Competency Development and Innovation Systems
29) **Seven** experts of International/ National eminence shall be appointed for a period of five years by Government as **independent members** in the following areas but not restricted to

    i. Nano science
    ii. Genomics and Genetics
    iii. Data Sciences
    iv. Deep learning
    v. Machine learning
    vi. Artificial Intelligence
    vii. Robotics
    viii. IoT (Internet of Things)
    ix. Machine vision
    x. Renewable Energy
    xi. Smart, Moderate and Composite materials
    xii. Innovation Systems
    xiii. Digital Transformation
    xiv. Climate-change and Global warming
    xv. Social Enterprises
    xvi. Augmented/Virtual/Mixed Reality

IX. Meetings of Governing Body:

a) The Governing Body of K-DISC shall meet once in every calendar. The time, date and place of meeting shall be notified to all members with clear notice of not less than fourteen days. The notice for the meeting shall be put up on the notice board in addition to mailing it through post or email to each member.

b) A report on the working of K-DISC together with the audited statement accounts of the just preceding financial year shall be circulated by the Executive Vice Chairperson or Member Secretary to all the members at least seven days before the date fixed for the Governing Body Meeting.

c) The quorum for the meeting shall be two-third of the members eligible to attend and vote at the Governing Body. If the quorum is not present within thirty minutes of the time fixed for the meeting the same shall be adjourned to the same day next week at the same time and place when the business of the meeting shall be proceeded with irrespective of the quorum. When a meeting is adjourned for transacting the business unfinished or for want of quorum, no notice of the adjourned meeting shall be given. It will be sufficient if the notice for the adjourned meeting is published on the notice board of K-DISC and announced in the meeting by the Member Secretary. In the adjourned meeting, where there is no quorum no policy matter of K-DISC shall be considered, and decision taken.

d) The Governing Body may meet with the consent of the Chairperson through online video conference/audio conference.

e) Decision in any matter already taken in a previous meeting where there was quorum shall not be changed or altered in the adjourned meeting where there is no quorum.

f) The minutes of the Governing Body of K-DISC shall be circulated to the members within thirty days after the meeting. Objections to the minutes, if any, must be communicated to the Member Secretary within seven days from the date of receipt of the minutes. Member Secretary in consultation with the Chairperson, of the Governing Body shall make necessary changes in the minutes if the objections are accepted and the decision shall be communicated to the member by the Member Secretary. If any changes are affected the same must be communicated to all the members.

g) Unless specifically required under any other clauses hereto, the resolution are to be passed unanimously or by voting by a majority of members present in the meeting and shall be binding on all the members. In the event of there being an equal number of votes for and against any resolution, the Chairperson shall have an additional casting vote.

X. Business of the Governing Body :

(i) The ordinary business of the Governing Body shall be:-

a. To appoint the Executive Committee, to change the membership of the Executive Committee at any time, to fill all vacancies in it and to discharge it, either with or without assigning reasons.

b. To approve the projects and schemes with budgetary details to be implemented during the next year.

c. To receive and adopt the Annual Report for the year.

d. To consider and pass the audited statement of accounts.

e. To appoint an auditor for the official year and determine his or her remuneration.

f. To consider any resolution, notice of which has been received in writing from Members by the Member Secretary not less than ten days before the date of the meeting and which is approved by the Executive Committee.

g. The Governing Body shall make Rules & Regulations, as they deem fit and expedient, consistent with the memorandum of association and Rules &Regulations, as they deem fit and expedient, for the management, wellbeing and administration of the affairs of K-DISC and for carrying into effect the provisions of these Rules &Regulations.

h. To repeal, amend or modify any Rules or Regulations made by the Governing Body of K-DISC.

i. The Rules &Regulations made by the Governing Body shall be binding upon the members until they are repealed or modified by the Members Meeting with two thirds majority of members present and voting.

j. To propose from time-to-time alteration, addition and modifications to the Rules & Regulations of K-DISC to meet the aims and objectives of K-DISC.

k. Consideration for approval or otherwise, the amendments or cancellation of any Regulation or Regulations made by the Executive Committee.

l. Any other matter with the permission of the Chairperson.

XI. Voting in Meetings of Governing Body :

All the members are eligible to vote at the Governing Body or in the Meeting of members. Voting shall ordinarily be by show of hands or by secret ballot if so, decided by the Chairperson or demanded by not less than one third of the members present.

XII. Executive Committee:

(a) K-DISC shall have an Executive Committee with the following composition:

i) Minister for Industries

ii) Minister for Finance

iii) Minister for Agriculture

iv) Minister for Higher Education

v) Minister for Labour

vi) Executive Vice Chairperson of K-DISC

vii) Member Secretary, K-DISC

viii) Vice Chancellor, Kerala University of Digital Sciences, Innovation and Technology

ix) Finance Secretary or his nominee not below the rank of Secretary

x) Secretary, Planning or Economic Affairs or his/her nominee not below the rank of Additional Secretary

xi) Three among the eminent experts in the Governing Council nominated by the Government as independent members for a period of five years

xii) Executive Director (Planning Competency Development and Innovation Systems)

(b) Government may nominate one of the Ministers above as the chairperson of the Executive Committee for such tenure as it deems fit.

XIII. Functioning of Executive Committee:

a) The management of K-DISC shall be vested with the Executive Committee. Any casual vacancy arising in the office of Executive Vice Chairperson, Member Secretary shall be filled by K-DISC as directed by Government.

b) The Government of Kerala or the Governing Body may at its discretion remove any of the members of the Executive Committee at any time and may fill the vacancy as casual vacancy.

c) Any vacancy arising in the Executive Committee from the retirement, death, insolvency or any other unforeseen event shall be notified by the Member Secretary to the Government of Kerala, who is the nominating authority, at the earliest requesting it to nominate a member to fill the vacancy.

d) Any of the Executive Committee members will automatically be removed from the Executive Committee, if he/she ceases to be a member of K-DISC.

XIV. Vacancy not to affect Proceedings:

If any vacancy in the office of a member of the Executive Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act of proceedings of the Executive Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from the provision regarding quorum required in meetings of the Executive Committee

XV. Meetings of Executive Committee:

a) The Executive Committee shall meet at least once in every quarter of an official year to review *inter alia* functioning of K-DISC, the Income and Expenditure Accounts, Passing of Bills for payment, Proposals made by the members etc.

b) All meetings of the Executive Committees hall be held at Registered Office or at a predetermined place as decided by the Chairperson.

c) The Executive Committee may meet with the consent of the Chairperson through online video conference/audio conference.

d) The Chairperson shall preside over all the meetings of the Executive Committee. But in his absence, the members present shall elect a person to preside over from among themselves for that particular meeting.

e) Four members of the Executive Committee present in person shall form a quorum. If the quorum is not present within thirty minutes from the time fixed for the meeting, it shall stand adjourned to the same day next week at the same hour and place. If a quorum is not available for the adjourned meeting, the business of the Executive Committee Meeting shall be transacted by the members present and any decision

taken at the Meeting will be considered as regular approval of the Executive Committee.

f) A minimum of seven days advance notice in writing shall be given to all the members of the Executive Committee by the Member Secretary. However, emergency meetings can be convened with shorter notice as directed by the Chairperson, if the circumstances so warrant.

g) Any resolution approved by a majority of members present in a meeting shall bind all the members of the Executive Committee. In the event of there being an equal number of votes for and against any resolution, the Chairperson shall have an additional casting vote.

XVI. Powers of the Executive Committee:

a) To approve budget and admitting the expenditure of all projects and schemes approved by the Governing Body.

b) To monitor and review periodically the activities of the Member Secretary - Chief Executive Officer K-DISC and take appropriate measures, as deemed fit, to meet the aims and objectives of K-DISC.

c) To approve plans and schemes of K-DISC included in the State budget and such decisions shall be deemed to be equivalent to that of a Departmental Working Group, Special Working Group or equivalent in Government and shall not require any further reference to the Government.

d) To exercise full powers to approve and sanction expenditure under every head and item provided in the Annual and Supplementary Budgets.

e) To re-appropriate the funds sanctioned in the budget approved by the Executive Committee.

f) To create posts in K-DISC for Technical and Administrative staff on contract basis not exceeding three years.

g) *To frame Service Rules for the appointment and terms and conditions of service of* the Technical and Administrative staff who are appointed on contract or daily wages and to implement the same.

h) To grant increments and to impose suspension/penalties such as fine/ withholding/barring of increments/reduction in grade/post, dismissal or discharge etc. to staff.

i) To approve foreign travels of staff for purposes sanctioned by the governing body.

j) To fix the sitting fees to the Members of the Governing Body, Executive Committee for their participation in meetings.

k) To fix such remuneration for Resource Persons to participate in discussions, meetings in furtherance of the objectives of K-DISC

l) In particular, and without prejudice to the generality of the foregoing power, such regulations may provide for or delegate to the Executive Vice Chairperson or Member Secretary K-DISC all or any of the matters of routine nature.

m) To delegate some of its powers, functions and duties to any member of K-DISC.

n) To form/appoint, from time to time, sub-committees from amongst its members and/or staff of K-DISC and assign and/or delegate to them some of its powers, duties and functions as it may deem fit.

o) To authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.

p) To appoint consultant(s) for carrying out items of work included in the sanctioned budget proposals.

q) To grant awards, concessions or other monetary assistance, on such terms and conditions as it may select for any study on a subject in which K-DISC is interested.

r) To publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of K-DISC.

s) *To write-off irrecoverable losses of stores and moneys in excess of Rs.5,000/- each* case provided that:

   i) The loss is not due to theft, fraud or neglect and

   ii) It does not disclose a serious negligence on the part of any employee of the K DISC.

t) To approve the Annual Report of K-DISC.

u) To appoint mentors for mentoring the Innovators, innovation collectives as and when necessary.

v) To exercise the authority for the interpretation of these Rules &Regulations made by them and the decision of the Executive Committee upon any question of interpretation or upon any matter affecting K-DISC not provided for by these Rules &Regulations shall be binding on the members, till a final decision is taken by the Meeting of members and such Rules and Regulations shall be placed before the immediately ensuing meeting of members for its consideration and decision.

w) To examine the accounts, to pass bills for payment to regulate all changes and to exercise superintendence over all the affairs of K-DISC and branches of its management.

x) To enter into or authorize Executive Vice Chairperson or Member Secretary to enter into agreement with any parties for the attainment of the objects of K-DISC.

y) To take decisions about the purchase of fixed assets.

z) To sell any movable property of K-DISC after obtaining the concurrence of two third majority of members present in a duly convened members meeting for this purpose.

aa) *To invest and deal with the funds of K-DISC upon such securities and in such* manner as from time to time be determined.

bb) To borrow funds from banks or institutions for the purpose of K-DISC on the security of the assets of K-DISC.

cc) To raise money in such manner as the meeting of members shall think fit and in particular by the issue of debentures perpetual or otherwise charged upon all or any of the properties belonging to K-DISC.

dd) To purchase, take on lease or in exchanges, which the Executive Committee may consider necessary or convenient for the purpose for which K-DISC is established.

ee) To construct, renovate, maintain or alter any building premises or works as are deemed necessary for convenience for the purpose of K-DISC provided the Executive Committee shall obtain previous sanction of the Meeting of members for any expenditure exceeding Rs. 1,00,000/- at a time.

ff) To appoint an internal auditor every year.

gg) To reconstitute the District Innovation Council and to nominate new members in vacancies arising.

hh) To appoint persons in contract positions in K-DISC for a period of not more than three years through a transparent process.

XVII. Budget and Accounts:

a) The Executive Committee shall recommend the Annual Budget before the end of March every year for approval to the Governing Body.

b) Moneys forming part of the funds of K-DISC vested in the Executive Committee shall be deposited in the name of K-DISC in an approved Bank which shall be any Nationalised, Commercial or Scheduled Banks.

c) All the incomes, earnings, movable and/or immovable properties of K-DISC will be solely utilized and applied towards the promotion of the objectives as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of K-DISC or to any persons claiming through any one or more of the members. No member of K-DISC shall have any personal claim on any movable and/or immovable properties of K-DISC or make any profit, whatsoever, by virtue of his membership.

d) The accounts of K-DISC shall be audited annually by a Chartered Accountant or Accountants appointed by the members meeting.

e) The Comptroller and Auditor General shall audit the accounts of K-DISC as per the provisions in the Comptroller and Auditor General (Duties, Power and Conditions of Service) Act, 1971.

XVIII. Management and Operation of Funds:

a) K-DISC will operate as a no-profit, no-loss organisation supported by grants and other contributions, loans, advances etc from the State Government, Central Government, Banks, Public financial institutions, Private financial institutions or International agencies, and income generated from the properties, services or other activities of K-DISC to be used for the expenses incurred in carrying out its objectives. K-DISC can receive donations or gifts from any person, or persons within India or abroad.

b) All moneys received for or on behalf of K-DISC shall be placed, in the name of K-DISC, in current and / or savings and fixed deposit account with any of the Nationalised/ Scheduled / Commercial bank (s) or with financial institution of repute promoted by State / Central Government Institutions and all payments by

K-DISC will be made there from. All releases by way of grants from the Government as plan or non-plan shall be also maintained in this account.

c) Funds of K-DISC shall be deposited with any of the Nationalised/ Scheduled / Commercial bank (s) or with a financial institution of repute promoted by State / Central Government Institutions as desired by Executive Committee and shall be operated jointly by Member Secretary along with Executive Vice Chairperson or Executive Director (Management Services).

d) The Executive Committee may fix the powers for the disbursement/ utilisations of funds of the K- DISC by the office bearers and employees of K-DISC from time to time.

e) All the payments out of the funds of K-DISC shall be made only after the due authentication by the Member Secretary of K-DISC or by an officer to whom such powers have been duly delegated by the Executive Committee.

f) The Executive Committee shall submit a Report on the working of K-DISC annually to the Government of Kerala. Such Report shall contain particulars regarding the work of K-DISC during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of K-DISC during the said year.

XIX. District Innovation Council:

i) The District Innovation Council shall consist of the following members:

a. District Panchayat President (Chairperson).

b. Members nominated by K-DISC.

c. Registrars of Universities within the District nominated by K-DISC.

d. Representative of Lead Bank nominated by K-DISC.

e. Chief Executive Officer of Industrial Parks or Techno parks within the District nominated by K-DISC.

f. Representative of Medium Small and Micro Enterprises association nominated by K-DISC.

g. Representative of Start-up Mission Incubation Centre in the District nominated by K-DISC.

h. District Collector (Secretary).

XX. Qualifications, Powers and Duties of Executive Vice Chairperson:

a) The Executive Vice Chairperson shall be a person of eminence in the field of technology, business, finance, manufacturing, legal etc.

b) The Executive Vice Chairperson shall have general supervision and control over all the affairs of K-DISC.

c) The Executive Vice Chairperson shall be designated as an *Ex-Officio* Secretary to Government at the level of Principal Secretary to Government or higher as Government may decide and shall have the rank, status and powers of such Secretary

in all matters relating to the duties enjoined on him/her under these Rules & Regulations.

d) The Executive Vice Chairperson shall be the person responsible for strategic direction of K-DISC within the policy framework defined by the Governing Body and shall discharge all the duties of the Executive Committee in between two meetings consistent with the approvals by the Governing Body and the Executive Committee.

e) The Powers, duties of Executive Vice Chairperson shall be the following.

i. Take decisions regarding urgent and important matters subject to ratification by the Executive Committee.

ii. Set up Task forces to create new directions and pursue goals of K-DISC.

iii. Appoint functionaries based on recommendation of Talent Scouting Committee shall rest with Executive Vice Chairperson.

iv. Sanction up to Rs.7 lakh (Rupees Seven lakh only) in each case on items of studies, surveys, research, pilot projects etc as may be necessary subject to budget provision, either directly by the K-DISC or through established research or technical institutions.

v. Hire Consultants wherever necessary for a maximum period of 1 year.

vi. Sanction tours within the country on duty of the Chairman himself, Members & other officers of the K-DISC.

vii. Engage persons on daily wages at the rates fixed by the Government for studies/ projects and other specific tasks.

viii. (i) Sanction hiring of private buildings without monetary limit, on production of the rent and non-availability certificates from the Public Works Department.

(ii) Sanction hiring of private buildings without insisting on the rent and non-availability certificates from Public Works Department, subject to an upper ceiling of Rs.50,000/- per month.

ix. Sanction disposal of unserviceable articles/scrap disposal other than vehicles up to a limit of Rs. 15 lakh (Rupees Fifteen lakh only).

x. Sanction repair of vehicles up to Rs. 30,000 (Rupees Thirty thousand only) per vehicle at a time, subject to availability of budget provision for the purpose and on production of an essentiality certificate from Public Works Department Asst. Executive Engineer (Mech).

xi. Sanction expenditure not exceeding Rs.100 lakh (Rupees Hundred lakh only) in respect of purchase of stores (except vehicle), subject to budget provision being available and Store Purchase Rules being observed.

xii. Sanction expenditure, which does not exceed Rs.50 lakh (Rupees Fifty lakh only), in respect of purchase of computer and peripherals, (except laptops), subject to budget provision being available and subject to the concurrence of Information Technology Department.

xiii. Sanction expenditure relating to Annual Maintenance Contract up to a limit of Rs.3 lakh (Rupees Three lakh only) subject to the rules in force. In case of Annual Maintenance Contract of IT related items e.g., Computer & Peripherals, other

hardware, software and other programmes, concurrence of Information Technology Department shall be additionally required. In the case of other equipment/machines, concurrence of Public Works Department or other accredited agencies shall be additionally required.

xiv. Sanction expenditure up to Rs.30,000 (Rupees Thirty Thousand only) per annum for petty expenses if sufficient budget provision is available.

xv. Sanction expenditure up to Rs. 2 lakh (Rupees Two lakh only) per annum for contingencies if budget provision is available.

xvi. Sanction condemnation of vehicle having upset value up to Rs.2 lakh (Rupees Two lakh only), subject to the certificate issued by the Public Works Department authorities and the guidelines and norms fixed in G.O. (Ms) No. 110/76/PWD dated 10.05.1976 and subsequent amendments of the same.

xvii. Sanction write off up to Rs. 50,000 (Rupees Fifty thousand only) per each case with an annual limit of Rs. 10 lakh (Rupees Ten lakh only) subject to compliance of Article 300 to 303 and Article 161 of Kerala Financial Code Vol-1.

xviii. Sanction expenditure for purchase of furniture up to Rs.5 lakh (Rupees Five lakh only)subject to budget provision being available and observing Store Purchase procedure and as per G.O.(P) 224/2000/Fin dated 27.01.2000 or its amendments made by Government from time to time.

xix. Sanction repair of equipment and small machineries up to Rs.3 lakh (Rupees Three lakh only) subject to budget provision and subject to production of essentiality certificate from the respective engineer as the case may be.

xx. Sanction condemnation of small machines, Air Conditioner, refrigerators etc. upto an upset value of Rs. 2 lakh (Rupees Two lakh only) subject to the issuance of Public Works Department certificate and following usual procedures for condemnation.

xxi. Sanction expenditure up to Rs. 3 lakh (Rupees Three lakh only) for shifting of offices (loading and unloading charges will be at the rate fixed by Labour Department). For other items, tender procedure as stipulated in Store Purchase Rules may be followed.

xxii. Sanction payment towards compliance of court orders up to an amount of Rs.5 lakh (Rupees Five lakh only), subject to budget provision and following relevant rules and procedures as the case may be.

xxiii. Sanction refund of revenue up to Rs. 20000 (Rupees Twenty thousand only), subject to the condition stipulated in Rule 200 Kerala Treasury Code Vol-1 and Article 35 & 36 Kerala Financial Code Vol-1.

xxiv. Sanction temporary advance upto Rs.10,000 (Rupees Ten thousand only), subject to the condition stipulated in Article 99 Kerala Financial Code Vol-1.

XXI. Qualifications, Powers and Duties of Member Secretary:

a) The Member Secretary shall be a person with at least twenty five years of overall experience in technology development or management/knowledge development process in recognized research or academic institution or in Government, having a minimum of ten years in heading/establishing institutions and involved in

pioneering initiatives at the State level preferably with experience in developing systems for innovation in process or technology promotion at the State/Institution level.

b) The Member Secretary shall be the Chief Executive Officer of K-DISC and shall exercise general supervision and control over all the affairs of K-DISC in conformance with functions assigned to him/her by the Governing Body, Executive Committee or Executive Vice Chairperson from time to time.

c) The Member Secretary shall have the rank and status of a Secretary to Government and shall be designated as an Ex-Officio Secretary to Government

d) The Member Secretary shall have the powers of such Secretary in all matters relating to the performance of duties enjoined on him/her under these Rules & Regulations.

e) The Powers and duties of the Member Secretary: -

i. The Member Secretary shall maintain the records connected with the management of K-DISC.

ii. Maintain correct and prompt proceedings of all meetings of the Executive Committee and of the Governing Council and meeting of members.

iii. Effect the routine and recurring payments.

iv. Initiate legal action/file suits on behalf of K-DISC and he/she shall defend all suites/legal proceedings against K- DISC as the. competent authority

v. Cause the annual budget to be presented before the members in Governing Body and get it approved.

vi. Present before the Governing Body of K-DISC a report on the working of K-DISC for the previous year duly approved by the Executive Committee.

vii. Incur expenditure not exceeding Rs.50,000/- (Rupees Fifty Thousand only) or as fixed by the Executive Committee from time to time and shall present at the next meeting of Executive Committee a statement of expenditure so incurred for its approval.

viii. Suspend any employee of K-DISC pending inquiry into any case of grave default where he considers such a course is necessary in the interest of the management of K-DISC and shall place before the next meeting of Executive Committee a full report on the default for further action. He/she shall be competent after due inquiry to fine any employee of K-DISC an amount not exceeding Rs.500/- and also to suspend any part time employee of K-DISC for a period not exceeding two weeks provided the delinquent shall have right of appeal against such orders of the Member Secretaryto the Executive Vice Chairperson.

XXII. Role of Executive Directors:

Executive Directors: Executive Directors shall be the head of the respective divisions of K-DISC and assist the Member Secretary in managing the affairs of K-DISC.

XXIII. General provisions regarding meeting of Members of Society:

a) The Executive Vice Chairperson or Member Secretary shall at any time, on the decision of the Executive Committee or on the written requisition of not less than two third of the Members entitled to vote, call a meeting of the members in consultation with the Chairperson within seven days of such decision or requisition giving at least fourteen days clear notice. The decision or requisition shall state the subject or subjects to be considered at the meeting, which shall be incorporated in the notice.

b) The quorum for the meeting shall be two-third of the members eligible to attend and vote at the Members meeting. If within half an hour from the time fixed for the meeting the quorum is not present the meeting if convened on the requisition of the members shall be dissolved and if convened at the instance of the Executive Committee shall be adjourned to the same day the next week at the same time and place when the business of the meeting shall be proceeded with irrespective of the quorum. When a meeting is adjourned for transaction of business remaining unfinished or for want of quorum no notice of the adjourned meeting shall be given.

c) Notwithstanding anything contained in any other clause, no decision to amend or modify the memorandum of association or the rules and regulations of K-DISC or a decision to sell K-DISC properties can be taken in a meeting or adjourned meeting unless the quorum specified for the said amendments or modifications is present.

d) The Chairperson shall preside at every meeting. In the absence of the Chairperson the Executive Vice Chairperson or in his absence the members present can elect a chairperson from among themselves.

e) Decision shall be made by majority vote of members present except in the cases otherwise specified in the rules. The Chairperson shall be entitled to an additional casting vote in case of a tie.

XXIV. General provisions regarding aspects of Compliance of Travancore Cochin Literary, Scientific and Charitable Societies Registration Act 1955

a) The society shall maintain a register of members as provided under Section 15 of the Travancore Cochin Literacy, Scientific and Charitable Societies Act ,1955

b) The Minutes and proceedings of the meetings of members shall be organized as per Section 7 Sub Section 4 of the Travancore Cochin Literacy, Scientific and Charitable Societies Act ,1955

c) The society may sue or be sued in the name of the Member Secretary of the Society as per the provisions in Section 9 of the Travancore Cochin Literacy, Scientific and Charitable Societies Act ,1955

d) All books of accounts with respect to sum of money received and expended for and on behalf of the society and matters of which the receipt and expenditure shall take place and assets and liabilities of the society shall be maintained by the Member Secretary of the society as per the provisions of Section 12 of the Travancore Cochin Literacy, Scientific and Charitable Societies Act ,1955

e) The approval of annual balance sheet, audit report of the balance sheet and the income and expenditure account by the Governing Body shall be in accordance with the Section 13 of the Travancore Cochin Literacy, Scientific and Charitable Societies Act ,1955

XXV. K-DISC administration, organisation and committees:

i) The following arrangements shall be made for the management and governance of K-DISC:

1. The Executive Director Planning, Competence Development and Innovation system shall be a professional of at least twenty-five years' experience in a recognized research or academic institution or government with at least 5years' experience in planning resource management at the state level.
2. The Executive Director Innovation Technologies shall be an Engineer/Scientist of at least twenty-five years' experience in a research or academic institution of which at least 5 years shall be in emerging technology areas like Artificial Intelligence, Block chain, Machine learning, IoT renewable energy etc. at the state level.
3. The Executive Director (Social Enterprises and Inclusion) shall be a professional with twenty-five years' experience in development sector in reputed agencies or institutions of which at least 5 years shall be in social enterprise development or programmes focusing on empowerment and inclusion of the marginalized including ethnic groups, women, people with disabilities, trans gender at the state level.
4. Executive Director (Skills, Employment and Entrepreneurship) shall be a human resource professional with around twenty to twenty-five years overall professional experience of which more than ten years shall be in industry. Of this at least 5 years shall be associated directly with skilling functions at state/regional level or indirectly in academic interface programme in reputed corporate. Exposure to National Skilling Frameworks and sound understanding of the potential of latest technology trends at national and international level essential.
5. The Executive Director (Management Services) shall be an officer from Government not below the rank of Special Secretary to Government.
6. The Senior Administrative Officer shall be an Officer from the General Administration Department in Government not below the rank of Joint Secretary to Government well versed in heading administrative systems at an institutional level.
7. The Senior Finance Officer shall be an officer from the Finance Department in Government not below the role of Joint Secretary to Government.
8. The Junior Finance Officer shall be an officer from the Finance Department in Government in the rank of Deputy Secretary/Under Secretary to government.
9. The Senior Procurement Manager shall be a professional graduate / postgraduate with at least 15 years of experience in handling procurement functions of which at least five years should be in public sector institutions.
10. The Finance Manager shall be a Charted Accountant with 5 years' experience in finance, business development etc.
11. The Executive Director (Management Services), Senior Finance Officer, Senior Administrative Officer, Junior Finance Officer, Section Officer and Assistants shall

officiate respectively as Special Secretary, Joint Secretary, Deputy/Under Secretary, Section Officer and Secretariat Assistant in the Planning and Economic Affairs (Innovation) department and the team shall report to the Chief Minister through the Member Secretary and Chief Executive Officer.

12. The Executive Vice Chairperson, the Member Secretary and the officers listed in sub-clause 11above shall constitute a wing of the Planning & Economic Affairs Department under the nomenclature of Planning (Development & Innovation) wing reporting directly to the Chief Minister.

XXVI. Committees of K-DISC

i. K-DISC shall have the following Committees for management of various activities of K-DISC level.

a) Human Resource Management and competency Development Committee

The following shall constitute a talent scouting committee for Human Resource Management and Competency Development which will recommend scouting of talents like consultants and senior positions in K-DISC:-

i) Member Secretary,

ii) Vice Chancellor, APJ Abdul Kalam Technological University

iii) Vice Chancellor, Kerala Technical University,

iv) Executive Director (Planning, Competency Development and Innovation Systems),

v) Senior Administrative Officer, and

vi) One of the independent members nominated by the Executive Committee.

b) Procurement Committee : -

(i) The following shall constitute the procurement committee which shall approve procurement of products and services required by K-DISC:-

1. Member Secretary
2. Finance Secretary, Government of Kerala or his nominee not below the rank of *Secretary*
3. Executive Director (Innovation Technologies)
4. Executive Director (Management Services)
5. Senior Finance Officer
6. One of the independent members nominated by the Executive Committee

(ii) The procurement shall follow the store purchase manual of the Government of Kerala. The General Financial Rules of Government of India shall be followed for components not covered under the store purchase manual.

c) Risk Management Committee:-

i. The following shall constitute the Risk Management Committee which shall specifically examine innovate projects which involve high risk. The Committee shall devise strategies for involving Risk Management in the entire innovation cycle of K-DISC and monitor Risk Management effectiveness:-

1. Executive Vice Chairperson
2. Member Secretary
3. Chief Executive Officer, Start-up Mission
4. Executive Director (Planning Competency Development and Innovation Systems)
5. One of the independent members nominated by the Executive Committee *for a period of five years*

d) Internal Audit Committee:-

The following shall constitute the Internal Audit Committee which shall be put in place systems of internal audit.

1. Executive Director (Management services).
2. Senior Finance Officer.
3. Finance Manager.
4. Procurement Manager.
5. One of the Programme managers on rotation.

XXVII. Matters Requiring Prior Approval of Government:

The following matters shall require the prior approval of the Government: -

a. Appointment of the Executive Vice Chairperson of the society.
b. Appointment of a full time technocrat as Member Secretary.
c. Creating Contract positions in K-DISC for a tenure of more than three years.
d. Creating permanent posts in K-DISC.
e. Purchase of vehicles
f. Disposal of immovable assets viz. land and
g. Winding up of the Society.

XXVIII. Seal of K-DISC

The Member Secretary is authorized to execute all documents and contracts and to affix the Seal of K-DISC on such documents on the direction of the Executive Committee. Member Secretary shall be responsible for the safe custody of the seal of K-DISC.

XXIX. Amendment of Memorandum of Association, Rules and Regulations:

Notwithstanding anything contained in the Rules and Regulations of K-DISC, any amendment or modification to the Memorandum of Association and/or Rules and Regulations shall be effected only at a duly convened meeting of members where at least two third of the members shall be present and at least three fifth of the members present shall vote in favour for effecting such amendment or modification.

Not with standing anything contained in these Rules and Regulations amendments there to shall, only be brought with the prior approval of the Commissioner of the Income Tax, who has jurisdiction over K-DISC.

This shall be done in accordance with the provision of the section 18 of the Travancore Cochin Literary Scientific and Charitable Societies Act, 1955.

XXX. Resolution of Disputes:

If any dispute, doubt or difference shall arise between the members of K-DISC under or relating to the construction of these presents or K-DISC's property, rights, credits or effects or to the accounts, business or transactions whatsoever, every such dispute, doubts or difference shall be referred to arbitration of the Government of Kerala whose decision shall be final.

XXXI. Dissolution of K-DISC:

K-DISC shall be dissolved in accordance with the provisions of The Travancore Cochin Literary, Scientific and Charitable Societies Act 1955(Act. XII of 1955) after obtaining the prior approval of the Government of Kerala in that behalf. If, upon the dissolution of K-DISC, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of K-DISC, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of K-DISC that such property shall be given to the Government of Kerala to be utilized for any of the purposes according to the provisions of law for the time being in force.

DECLARATION:

Certified that this is the true copy of the Rules and Regulations of K-DISC:-

We, the members of the Governing Body whose names, addresses and signatures are given below, having associated ourselves for the purpose described in these Rules and Regulations do hereby subscribe our names to these Rules and Regulations and set our several and respective names hereunto and form ourselves into a Society in accordance with the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Act 1955 (Act.XII of 1955) on this Fifteenth day of February, 2021.

Sl.No.	Name	Occupation and Address	Signature
1	Dr. V. Venu	Additional Chief Secretary, Planning and Economic Affairs Department, Government of Kerala, Secretariat, Government of Kerala, 695001	
2	Sri. Santhosh Kurup	Chief Executive Officer, ICT Academy of Kerala, -1, Tejaswani Building, Technopark	
3	Dr. Jayasankar Prasad	*Chief Executive Officer, Kerala* State Information Technology Infrastructure Limited, Felicity Square, 7th Floor, Mahatma Gandhi Road, Statue, Thiruvananthapuram 695001	

Dr. VENU V. IAS
Additional Chief Secretary
Planning & Economic Affairs
Higher Education, Environment
Archaeology, Archives & Museum Departments
Trivandrum - 695 581

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സൊസൈറ്റിയുടെ പേര്	:KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL
ഓൺലൈനായി വിവരങ്ങൾ സമർപ്പിച്ച തീയതി	:24/02/2021
	:25/02/2021
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