



**BOSE INSTITUTE
KOLKATA**

RIGHT TO INFORMATION ACT – 2005

INFORMATION HANDBOOK

YEAR: 2025 - 2026

Information under Right to Information Act, 2005

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PREAMBLE

Bose Institute is an Autonomous Scientific Research Institution founded by Acharya J. C. Bose in 1917, registered under the West Bengal Societies Registration Act XXI of 1860, and financed by the Department of Science and Technology, Ministry of Science and Technology, Government of India.

The main objective of this handbook is to provide information as desired in Section 4(1)(b) of the Right to Information Act, 2005.

As required under the Act, **Smt. Noreen Bhattacharjee, Deputy Registrar**, has been designated as the 'Public Information Officer' of the Institute, who can be contacted for information to be provided under the said Act. The particulars of the CPIO are given in Chapter 17.

CHAPTER 1

PARTICULARS OF ORGANISATION, MISSION, VISION, FUNCTIONS AND DUTIES

Particulars of the organisation

Bose Institute is an Autonomous Scientific Research Institution registered under West Bengal Societies Registration Act XXI of 1860 and financed by the Department of Science and Technology, Ministry of Science and Technology, Government of India having its registered Office at **93/1, Acharya Prafulla Chandra Road, Kolkata – 700 009**. This Institute has the following seven campuses.

- **Main Campus – 93/1, Acharya Prafulla Chandra Road, Kolkata – 700 009. (Registered Office)**

and the following campuses: -

- **Unified Academic Campus, Block – EN 80, Sector – V, Salt Lake City, Kolkata – 700 091, and Centre for Astroparticle Physics and Space Science, Salt Lake Campus, Block – EN 80, Sector – V, Salt Lake City, Kolkata – 700 091.**
- **Centenary Campus – P-1/12, C.I.T Scheme VII M, Kolkata – 700 054.**
- **Falta Experimental Farm, 24 Parganas (South), West Bengal.**
- **Acharya J.C. Bose Biotechnology Innovation Centre (Madhyamgram Experimental Farm), 24 Parganas (North), West Bengal.**
- **Shyamnagar Experimental Farm, 24 Parganas (North), West Bengal.**
- **Acharya J C Bose High Altitude Research Centre, Mayapuri Campus , 16, A. J. C. Bose Road, Darjeeling, PIN – 734101, West Bengal.**

Mission

The core mission of Bose Institute can be summarized in the words of our founder, Acharya J. C. Bose, *“The advancement of science and also the diffusion of knowledge are the principal objectives of the Institute”*. Our mission is to provide a unique platform for cutting edge interdisciplinary scientific research, both basic and applied, its dissemination among the society and human resource development for a modern India. By encouraging interdisciplinary sciences, Bose Institute strives to perform seamless research, as perceived by our founder and the first inter-disciplinary scientist, which could lead to complete and in-depth understanding of scientific problems.

Vision

The vision of Bose Institute is best captured in the declaration of the Acharya J. C. Bose's foundation day speech on November 30, 1917, "***I dedicate today this Institute – not merely a laboratory but a temple***". Acharya's dream vision was to set up a research institute where Indians could carry out scientific research, the backbone of any modern society, unhindered by the colonial masters. The vision was not only the advancement of science by Indian scientists, but also the diffusion of the generated knowledge among the larger society, to build a self-reliant and modern India.

Functions and Duties: The objectives of the Society are as follows: -

- (1) The advancement of knowledge by means of research.
- (2) The diffusion of knowledge by organizing discourses, demonstrations and lectures to be given original workers in it and thinkers.
- (3) To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

Duties of Director

The Director is the Head of the Institute. Subject to the overall control of the Council, it shall be the duty of the Director to carry on the objects and business of the Institute in accordance with the Regulations and Byelaws of the Institute and other rules framed by the Council from time to time. In the day to day administration of the Institute, the Director shall be the final authority. He shall bring to the notice of the Council at the meeting for its confirmation any action, which in emergency, he may have found necessary to take to run the Institute. The Director may also issue Standing Orders to regulate the activities of the Institute and the staff attached thereto. In academic matters, it shall be his responsibility to maintain and improve the level of excellence of the work of the Institute and for this purpose he shall have the right to give advice and direction whenever necessary. On the administration side, despite the functions delegated to the Registrar directly by the Regulations and Byelaws and/or to be delegated in the future, Director's decision shall be the final in all matters until in any particular case the Council has a different view and suggest modification. He shall maintain the hierarchical and vertical devolution of authority from the Chairman of the Department, Registrar and downwards.

Duties of Registrar

- (i) Act as the Chief Administrative Officer with overall charge of the administration (establishment, accounts, purchase, EMR, store, civil & electrical, etc.) and responsibility for its smooth and efficient running.
- (ii) Act as non-member Secretary of the Council of Bose Institute, secretary of the Finance Committee, and secretary of Selection Committees and such other Committees as may be provided by the regulations, by-laws or otherwise. Responsibilities include preparing agenda items, issuing notices of the meetings, drafting the corresponding minutes and implementing the same.
- (iii) Monitor legal matters, RTI matters, vigilance matters, and disciplinary matters.
- (iv) Remain in charge of the office and day-to-day administration, and all such administrative and technical staff of the Institute, the supervision of whose work is delegated by the Competent Authority, and to exercise such disciplinary control as may be necessary for the purpose.
- (v) Will be responsible for the maintenance and upkeep of the Institute buildings and equipment, furniture and fittings and to be in charge of the lands allotted to the Institute.
- (vi) Will be responsible for submitting the draft Budget to the Finance Committee for consideration and to the Council for sanction.
- (vii) Sign cheques as provided for in the Regulations and Byelaws.
- (viii) Sign contracts entered into by or on behalf of the Institute, as provided for in the regulations and by-laws.
- (ix) Serve as the chief liaison officer with the Department of Science & Technology (DST), other DST units/PSUs/aided Institutions/other Central Government/State Government Institutions, etc.
- (x) Maintain public relations as well as to interact with the scholars, scientists, scientific assistants, etc.
- (xi) Act under the general control of the Director, to assist the Director in discharge of his/her work to perform such other duties as mentioned in the regulations and by-laws and/or those entrusted by the Director or delegated to by the Council, consistent with regulations and bylaws, and any other assigned.

DUTIES & RESPONSIBILITIES OF THE CHAIRMAN OF A DEPARTMENT

- (a) The Chairman of a Department shall be In Charge of Administrative duties of the department and be responsible for its smooth and efficient functioning. It shall be his/her duty to see that a high standard of research work is maintained in the department.
- (b) He shall act as the representative of the department at the meetings of Chairmen of Departments with the Director and shall place there the views and requirements of members of his department.

RESPONSIBILITIES OF THE DEAN(S)

Sl no.	Name of the honorary post	Responsibilities
1.	Dean, Faculty Affairs (FA)	a) Overseeing all faculty related matters, including faculty recruitment and promotion b) Selection of Faculty Fellows (DST-INSPIRE, Ramanujan etc.) c) Overseeing Emeritus and similar academic positions including fellows d) Implementation of research integrity
2.	Dean, Academic Affairs (AA)	a) Overseeing all academic matters of MSc and PhD students, from admission to the award of degrees b) Overseeing all matters related to interns and project students, postdoctoral fellows and research associates c) Overseeing student welfare and extracurricular activities
3.	Dean, Research & Development (R&D)	a) Overseeing all EMR, IMR and sponsored projects b) Promoting research collaborations with academia and industry c) Facilitating acquisition and flow of research funding d) Looking after intellectual property rights and patents. Executing memoranda of understanding, material transfer agreements etc.
4.	Dean, Public Relations & Outreach (PRO)	a) Developing and implementing public relations strategies and outreach programs and events b) Creating and distributing information and promotional materials such as annual reports, brochures and newsletters c) Managing social media, media coverage and responding to media inquiries and public concerns d) Liaising with government agencies and other relevant organizations e) Seeking out and securing sponsorships and funding opportunities f) Responsible for resource generation (CSR funds for museum) g) In-charge of the museums h) Responsible for Alumni relations
5.	Dean, Business Development	To facilitate ● Incubation Centre

Sl no.	Name of the honorary post	Responsibilities
		• Collaborations with industry • Consultancy services and commercialization of research outputs • External funding from private sources, corporations, and philanthropic organizations • Oversee efforts to secure CSR funding

CHAPTER 2
POWERS AND DUTIES OF THE DIRECTOR, OFFICERS AND
EMPLOYEES

Sl.No.	Post	Powers and Duties
01	Director	As mentioned on Page no. 5. Duties of the Director
02	Academic staff	It shall be the duty of the Academic staff to work towards the achievement of the objects of the Institute as provided for in the Regulations & Byelaws. For this purpose, every member of the Academic staff shall have the right to initiate and develop independent research work and shall submit periodical reports of his work (there shall not be less than one such report during each year) through the Chairman of each Department/Head of Section /Division.
03	Technical staff	It shall be the duty of such staff to render such technical assistance in Central Instruments Facilities/High End Scientific Instrumental facilities i.e., HRMS, NMR, Cryo EM, Microscope, X-Ray, etc./Laboratories/Workshops/Fields/etc. as would be necessary and called for, with a view to ensure that the respective establishments function smoothly and efficiently.
04	Administrative staff	It shall be the duty of such staff to render such administrative and/or administrative service as may be assigned from time to time with a view to ensure smooth and efficient discharge of functions of the Institute.
05	Auxiliary staff	It shall be the duty of such staff to render such help and assistance to the above staff and / or respective Departments / Sections / Divisions as may be called for in the interest of the work involved.

CHAPTER 3

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

The Director, Deans, Chairpersons of the Scientific Departments & Registrar carry out the various functions of the Institute as per procedures laid down in the Regulations & Byelaws and Service Rules of the Institute and as per decisions of the Council and Finance Committee of the Institute.

CHAPTER 4

NORMS FOR DISCHARGE OF FUNCTIONS OF BOSE INSTITUTE

1. Memorandum of Association and Regulations and Byelaws of Bose Institute.
2. Bose Institute Service Rules & Recruitment Rules, Part - I [Service Rules].
3. Bose Institute Service Rules & Recruitment Rules, Part-II [Recruitment Rules].
4. General Financial Rules 2017.
5. Government of India guidelines.

CHAPTER 5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

The following is a list of the Rules, Regulations etc., which are used for discharging functions by the Institute:

1. Memorandum of Association and Regulations and Byelaws of Bose Institute.
2. Bose Institute Service Rules & Recruitment Rules, Part - I [Service Rules].
3. Bose Institute Service Rules & Recruitment Rules, Part-II [Recruitment Rules].
4. General Financial Rules 2017.
5. Government of India guidelines.

CHAPTER 6

A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The following is the list of the category of the documents which are held by the Institute:

Sl. No.	Description of record
1.	Attendance Register
2.	Leave Register
3.	Dispatch Register
4.	Messenger Book
5.	Store Index Register
6.	Dead Stock Register (separately for perishable consumable articles and non-consumable articles)
7.	Stock Register
8.	Logbook of Institute Vehicles
9.	Register of Advances
10.	Register of Books received in Library
11.	Register of Books issued
12.	TA Register
13.	LTC Register
14.	Contingent Register
15.	HBL Register
16.	Medical Reimbursement Register
17.	Fund Control Register
18.	Grant Register
19.	Cash Book and Books of Accounts
20.	Register of Valuables
21.	Undisbursement Register
22.	Cheque Register
23.	Gate Pass
24.	Security Register, etc.

CHAPTER 7

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION

As Bose Institute is an Autonomous Research Institute receiving 100% grant-in-aid from Ministry of Science and Technology, Department of Science and Technology, Government of India, New Delhi, there is no occasion for consultation with or representation by the members of the public in relation to the affairs of the Institute.

CHAPTER 8

A STATEMENT OF COUNCILS CONSTITUTED AS ITS PART

Please visit: <http://www.jcbose.ac.in/bi-council>

CHAPTER 9

DIRECTORY OF OFFICERS AND EMPLOYEES

Name of the Office: BOSE INSTITUTE

Please visit the “People” section in the following link for details regarding the directory of officers and employees.

<http://www.jcbose.ac.in/home>

As on 31.03.2026.

CHAPTER 10

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS.

As on 31.03.2026

Sl. No.	Designation	Pay Matrix Level
1	Director	15
2	Professor	14
3	Professor	13A
4	Associate Professor	13
5	Assistant Professor	12
6	Registrar	12
7	Deputy Registrar	11
8	Librarian	13
9	Assistant Registrar	10
10	Accounts Officer	10
11	Audit & Finance Officer	10
12	Workshop Superintendent	10
13	Office Superintendent	7
14	Accountant	7
15	Overseer-cum-Caretaker	7
16	Sr. Technical Assistant	7
17	Senior Assistant	6
18	Publication Assistant	6
19	Cashier	6
20	Senior Laboratory Assistant	6
21	Senior Field Assistant	6
22	Junior Overseer-cum-Caretaker	5
23	Junior Laboratory Assistant	5
24	Junior Library Assistant	5
25	Stenographer	5
26	Junior Assistant	4
27	Junior Mechanic (Mechanical)	2
28	Junior Mechanic (Electrical)	2
29	Plumber	2
30	Driver-cum-mechanic	2
31	Duftry	2

CHAPTER 11

THE BUDGET ALLOCATED

(Particulars of all plans, proposed expenditures, and reports on disbursement made)

For the financial year 2025-2026: Rs. 90.69/- Crore

CHAPTER 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, ETC.

Bose Institute does not execute any subsidy programme

CHAPTER 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

NIL

CHAPTER 14

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

All information is to be gathered from the official website of Bose Institute given below:

<http://www.jcbose.ac.in/home>

CHAPTER 15

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

The information about the Institute is available at the website:

<http://www.jcbose.ac.in/library>

The working hours of the library are 9.45 a.m. to 6.15 p.m. on all working days.

CHAPTER 16

THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

Public Information Officer:

Sl. No.	Name and Designation	Phone No.	Fax	Email	Address
01	Mrs. Noreen Bhattacharjee, Deputy Registrar	033-2367-6002	NIL	noreen@jcbose.ac.in	Bose Institute, Unified Academic Campus, Block – EN 80, Sector V, Salt Lake, Kolkata - 700 091.