



एशियाटिक सोसायटी फॉर सोशल साइंस रिसर्च  
**Asiatic Society for Social Science Research**

F. No. 2-50/2021 – ASSSR  
Asiatic Society for Social Science Research

18.01.2022

Mr. Ashu J  
President

**Memorandum**  
**New Ordinance 2022**

In light of the recent trends and workload pattern in **Asiatic Society for Social Science Research (ASSSR) and its allied Centres / Divisions / Cells / Publication** and based on the meeting with Executive Committee, the **New Ordinance 2022** will be in force w.e.f. **01.02.2022** and the same will be amended to the **Memorandum of Association (MoA)** in the upcoming **General Body Meeting 2022 (GBM)**.

All the members are requested to abide with the new ordinance. The rules and regulations are as follows: -

**Amendments for Official Staffs / Interns / Others: -**

1. The official staffs are strictly advised to attend all the Online / Offline Meetings organized by the Asiatic Society for Social Science Research or by its allied Centres / Divisions / Cells / Publication.
2. The official staff failing to attend **Three (3)** consecutive online / offline meetings will be given warning notice followed by relieving notice without any prior written notification.
3. The official staff failing to finish / take up **Three (3)** consecutive works assigned will be given warning notice followed by relieving notice without any prior written notification.
4. The working hours for the research staffs / coordinators will be from **07.00 PM – 08.30 PM IST** from **Wednesday to Friday** and **12.00 PM – 08.00 PM IST** on **Saturday and Sunday**. However, it will be reviewed by the Director, In-change time to time.
5. The working hours for the interns or any other equivalent position/s will be from **06.00 PM – 08.00 PM IST** from **Wednesday to Friday** and **12.00 PM – 08.00 PM IST** on **Saturday and Sunday**. However, it will be reviewed by the Director, In-change time to time.
6. The research staffs / coordinators / interns or any other equivalent positions are not allowed to skip any meeting irrespective of any valid reason with prior written consent to the reporting officer's email id 8 hours prior to the meeting. Kindly note that informal personal message/s or call/s will not be considered as written consent.

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## Asiatic Society for Social Science Research

### Amendments to ASSSR Journal: -

1. The ASSSR Journal will soon be introducing printing of hard copy of the journal issues. In this context, ASSSR Journal is planning to introduce new Subscription Plans. The new plans and its details will be uploaded on the website on or before 01.02.2022.
2. The ASSSR Journal has introduced new **Author Subscription Fee** from 01.01.2022. The charge for the Digital Object Identifier (DOI) is **Rs. 350/-** per author per article along with Hard Copy charge of **Rs. 500/-** per copy (inclusive of postal charges). Therefore, the compulsory amount an author/s has/have to pay is **Rs. 850/-** per person per article upon successful acceptance of the paper.
3. The ASSSR Journal will be soon introducing **Institution Subscription Fee, Individual Subscription Fee and Library Subscription Fee**. The details of the new Subscription Fees will be soon decided and will be available on ASSSR website.
4. The Editorial Board of the ASSSR Journal have to review the article/s as and when sent by the Editor in Chief.
5. The Editorial Board of the ASSSR Journal are not allowed to publish their article both as primary or co-author in the ASSSR Journal.

### Amendments to Centre for History and Archaeology: -

1. The Directors have to keep a track of their official email id assigned (i.e., @asssr.org) and all the communications will be made using official mail only. Use of personal email ids are strictly prohibited.
2. A **Compulsory Monthly Progress Review Meeting (CMPRM)** of Senate Members of CHA will be conducted under the headship of the Chief Executive / Nominee of Executive Committee.
3. A **Project Advisory Committee (PAC)** will be constituted for approval of the project work in the Centre every academic year. PAC meeting will be held on last week of every April.
4. An **Archaeological Survey of India Proposal Committee (ASIPC)** will be constituted for the formation of Excavation and Exploration proposals to Archaeological Survey of India. The same will be headed by Director, Exploration and Excavation Branch and the respective nominees as deemed necessary.
5. It has been made compulsory to the Branch / Cell to propose One (1) Academic Course / Webinar / Lecture / Other Activity according to their research interest in every Academic Year. The academic and technical help can be obtained from other branches as well.

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6. A sub-branch namely, “**Cell for Buddhist Studies**” will be operational from 01.02.2022. The inaugural of the Cell for Buddhist Studies (CBS) is scheduled to be held on 09.01.2022.

### **General Amendments: -**

1. A **Compulsory Quarterly Progress Review Meeting (CQPRM)** of Senate Members of CHA / Other Directors / Editorial Board will be conducted by the Executive Committee.
2. A **Compulsory Bi-Annual Progress Review Meeting (CBPRM)** of Executive Committee will be conducted by the Founding Members.
3. A **Project Approval Board (PAB)** will be constituted for approval of the project work in the ASSSR’s Constituent Units every year. PAB meeting will be held on last week of every June.
4. All the Office Staff of ASSSR (including its allied Centres / Divisions / Cells) have to compulsorily attend all the **Memorandum of Undertaking Signing Ceremony (MoUSC)** (Offline or Online) upon invitation from President / Secretary. In case of any emergency a prior written consent must be submitted to the President at [president@asssr.org](mailto:president@asssr.org) with a cc. to [secretary@asssr.org](mailto:secretary@asssr.org). Kindly note that informal personal messages or calls will not be considered as written consent.
5. The ASSSR members (non-executive or honorary) are not allowed to hold two directorial or equivalent positions at the same time.
6. A detailed Rules and Regulations of the **CMPRM, CQPRM, CBPRM, MoUSC, PAC** and **PAB** will be drafted in consultation with the Legal Advisor and will be amended to MoA on or before 31.03.2022 after GBM.
7. Any other rules and regulations if arrive before the General Body Meeting will be placed in front of the Executive Committee and Founding Member for approval and amendment to MoA.

### **Future Memorandum of Understanding (MoU): -**

1. As **ASSSR** is currently involved in signing of MoUs with different organizations across the globe and a time to time amended is required for the smooth functioning of such MoUs. Therefore, a separate edition of the MoA will be prepared that will particularly deal with MoU and the future persecutes of ASSSR in general.
2. A **Progress Review Committee (PRC)** will be constituted to evaluate the progress of the current MoUs. The PRC meeting will be held on last week of every February.
3. As ASSSR facilitate in qualitative and quantitative approach to the research study at Graduation and above level. The new stakeholder for the ASSSR will also include the school teachers, students and other agencies involved in school activities. This area will be operation only when deemed necessary as per the requirement of MoU.

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4. Any unfunctional MoU will be terminated upon the approval of the Executive Committee during the PRC meeting.

This issues with the approval of the competent authority.

Yours sincerely

(Ashu J)

ASIATIC SOCIETY FOR SOCIAL SCIENCE RESEARCH  
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Copy to:

1. Founding Member Group & Email
2. Executive Committee Members & Email
3. Senate Members of CHA & Email
4. Editorial Board Group & Email
5. ASSSR Member Email
6. Website

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