

## 4(b)(v)

### Rules and Regulation and By Laws

#### Rules of the Institution:

ಸಂಸ್ಥೆಯ ನಿಯಮಾವಳಿಗಳು : ಅಂಗೀಕೃತ ಮತ್ತು ನೊಂದಾಯಿತ ರಾಯಚೂರು ವೈದ್ಯಕೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆಯ ನಿಯಮ ಮತ್ತು ಕಟ್ಟಳೆಗಳು 2005 ಸಂಸ್ಥೆಯ ಬೈಲಾ 9ಮೋಟ ನಿಯಮಗಳು), ಸಿಬ್ಬಂದಿ ನಿಯಮಾವಳಿಗಳು ಸರ್ಕಾರ, ವಿಶ್ವ ವಿದ್ಯಾಲಯ ಮತ್ತು ಭಾರತೀಯ ವೈದ್ಯಕೀಯ ಪರಿಷತ್‌ಗಳ ನಿಯಮಗಳ ಅನ್ವಯವಾಗುತ್ತವೆ. ಇಲ್ಲಿ ಈ ಸಂಸ್ಥೆಯ ನಿಯಮ ಕಟ್ಟಳೆ ಮತ್ತು ಬೈಲಾಗಳನ್ನು ವಿವರಿಸಲಾಗಿದೆ.

**Bye – Law of the institution. Service Rules of the institute, direction issued from the Government, RGUHS & MCI. Other rules of the Karnataka Civil Service Rules of Government of Karnataka are also applicable as the case may be. These rule, books are maintained in the administrative working of the institute.**

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**RAICHUR INSTITUTE OF MEDICAL SCIENCES, RAICHUR**  
**RULES AND REGULATIONS - 2013**

**1. Short title, extent and commencement.-**

- (1) These rules and regulations shall be called the RAICHUR INSTITUTE OF MEDICAL SCIENCES, RAICHUR Rules and Regulations, 2013.
- (2) They apply to RAICHUR INSTITUTE OF MEDICAL SCIENCES, RAICHUR
- (3) They shall come into force from the date on which the Government issues a notification to that effect.

**2. Definitions.-** (1) In these rules and regulations, unless the context otherwise requires,-

- (a) "Act and Rules" means the Karnataka Societies Registration Act, 1960 and Rules made there under.
- (b) "Academic staff" means members of the staff who are wholly engaged in teaching or research programme.
- (c) "Appointing Authority" means
  - (1) Karnataka Government in respect of the first Dean/Director, Chief Administrative Officer, Chief Accounts Officer cum Financial Advisor/Accounts officer and other Gazetted officers.
  - (2) Governing Council in respect of the subsequent Dean/Director, Principal, Medical Superintendents, Group A & B posts and other equivalent posts.
  - (3) Dean and Director of the Institute for all Group 'C' and 'D' posts.
- (d) "Attached Hospitals" means the hospitals & Institutions coming under the control of the Institute.
- (e) "Bye-Laws", means the Byelaws of the Institute, framed under the Rules and Regulations, 2013 of the institute.
- (f) "Chairman" means the Chairman of the Governing Council, the standing Committees and sub committees as the case may be.



- (g) "Chief Administrative Officer" means the Chief Administrative Officer of the Institute and "Administrative Officer" means Administrative Officer of the hospital /other institution attached to the Institute, who shall be in charge of the administration.
- (h) "Chief Accounts Officer" means the Chief Accounts Officer of the Institute and "Financial Advisor" to the Dean and Director of the Institute who shall be in-charge of the Finances.
- (i) "Director" means the Dean and Director of the Institute.
- (j) "Employee" means a person in the employment of the Institute
- (k) "Governing Council" means the Governing Council of the Institute.
- (l) "Head of the Department" means the Heads of various Departments of the Institute.
- (m) "Institute" means RAICHUR INSTITUTE OF MEDICAL SCIENCES, RAICHUR
- (n) "Medical Superintendents" means one of the professors of the Medical College working in the attached hospitals of the Institute having in charge of administration.
- (o) "Meeting" means a meeting of the Governing Council, of the committees and sub committees of the Institute.
- (p) "Member" means the member of the Governing Council, of the committees and other sub committees of the Institute.
- (q) "Pay" includes "Personal pay" and such allowances specifically included in the term "pay" by the Governing Council but shall not include honorarium.
- (r) "Principal" means the Principal of Institutions.
- (s) "Selection committee" means the selection committee for selection of candidates for appointment.
- (t) "State Government" means the Government of Karnataka.
- (u) "Year" means the calendar year commencing from the first of January to 31<sup>st</sup> December of particular year and the "Financial year" means the year commencing from 1<sup>st</sup> April of any year and ending on the 31<sup>st</sup> March of the succeeding year.



(2) Other terms not specifically defined herein but are defined in the Karnataka Civil services (General Recruitment) Rules 1977, Karnataka Civil Services Rules and Karnataka Financial Code, 1958 and other rules applicable to State Government employees shall have the same meaning in these rules and regulations.


(3) Arbitration and Legal Jurisdiction of the Institute shall be at the Head quarters of the RAICHUR INSTITUTE OF MEDICAL SCIENCES, RAICHUR.

**3. Committees of the Institute.-**

(1) The Governing Council may constitute as many number of standing committees and as many number of sub-committees as it thinks fit for exercising any power or discharging any functions or responsibilities or for inquiring into or reporting or advising upon any matters specifically referred to them.

(2) A Standing Committee shall be constituted comprising members of the Institute, but a sub-committee may include non-members also but not exceeding one-third of the total members in the particular committee.

(3) The Non-Official members of the Governing Council, the Standing Committees or Sub-Committees shall receive such allowances or Sitting Fees, as may be specified under the regulations. A member so nominated to the Governing Council shall cease to hold the post on his resignation or on becoming of unsound mind or on becoming an insolvent or is convicted of any criminal offence amounting to moral turpitude. The tenure of the nominated members shall be for maximum period of 3 years or until further order of Government whichever is earlier.



**4. Management of the Institute.-** The overall administration and academic work of the Institute shall vest with the Dean and Director of the Institute subject to the direction of the Governing Council. The Principal shall assist the Dean and Director and look after the functions of the Institute during his absence or leave period in addition to his designated duties and responsibilities.

**5. Other staff of the Institute.-**

(1) The Chief Administrative Officer, Chief Accounts Officer-cum-Financial Advisor, Heads of the Departments, Professors, Associate Professors, Assistant Professors, Lecturers, Tutors, Junior Residents, Senior Residents, Assistant Surgeon/Casualty Medical Officers and other members of medical faculty, Law Officer/Legal Officers, Assistant Administrative Officers, Estate Officers, Public Relation Officers and other non teaching staff.

**6. Meeting of the Governing Council.-**

- (1) The meeting of the Governing Council shall be held at least once in a quarter or as often as possible as deemed necessary by the Chairman.
- (2) The annual general body meeting shall be held once in a year.
- (3) Proceedings of all the meetings of the Governing Council shall be recorded in the minutes book. The Member Secretary shall arrange to record the discussions and decisions and the Chairman shall approve the same after due scrutiny. No decision of the Governing Council which is against the policy of the State Government shall be implemented without the prior approval of the State Government. Any matter with financial implication shall be implemented only after obtaining the approval of the Government.
- (4) There shall be a special meetings, whenever the same are necessary and is decided by the chairman, or the same is requisitioned by not less than six members.
- (5) The quorum of the meeting shall be not less than 50 percent of the total members.





- (6) The notice of the Annual General meeting shall be issued 21 days prior to the date of meeting.
- (7) In the case of ordinary meetings, the notice of the meeting may be issued 8 days prior to the date of the meeting.
- (8) In the case of a special meeting, the notice may be issued three days prior to the date of the meeting.
- (9) Every meeting shall be presided over by the Chairman present and in his absence, the Vice Chairman shall preside over the meeting and in the absence of both, the members present shall elect one among them to function as Chairman.
- (10) If there is no quorum within half an hour from the time scheduled for holding the meeting, the meeting shall be adjourned by one hour on the same day or to any other day as decided by the person presiding over the meeting. All adjourned meetings need not have the required quorum. In case of special meetings, if within half an hour from the time scheduled for holding the meeting, if there is no quorum the meeting shall stand adjourned. The notice of the meeting shall be sent to all members to the addresses of the members as entered in the concerned register.
- (11) Non-receipt of notice need not be a reason for invalidation of the proceedings of the meeting.
- (12) Every member, including the Chairman shall have the option to cast one vote. The matter shall be decided on the majority of votes. In case of a tie, the Chairman or the presiding person shall have the option to cast a second vote. The decisions relating to service rules, amendments to rules and bye-laws or cases of financial matters shall not be considered in the absence of State Government representatives and shall not be given effect to without the prior approval of the Government.
- (13) The proceedings of the Governing Council shall not be invalid on the ground of any vacancy in the Governing Council or absence of any member.

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(14) The Chairman of the Governing Council can take decision in urgent matters subject to ratification in the ensuing Governing Council Meeting.

(15) In the annual general meeting the report of the management of the society for the previous year together with an audited copy of the balance sheet, income and expenditure account and the auditor's report shall be submitted for approval.

The First annual general meeting shall be held by the Institution within eighteen months of its registration. The next annual general meeting of the Institution shall be held within nine months after the expiry of the year in which the first annual general meeting was held and thereafter an annual general meeting shall be held within nine months after the expiry of each year.

**7. Powers and functions of the Governing Council.-**

- (1) The Governing Council shall have full powers to manage the Institute so as to serve the purpose for which it is formed.
- (2) The Governing Council shall perform the following functions, subject to provisions of Rule 6 (3) namely:-
  - (a) Framing of rules, regulations, byelaws, cadre and recruitment rules, policies and procedures for effective implementation of the purpose to carry out the day-to-day functioning of the Institute.
  - (b) To consider and approve the budget estimates and expenditure in consonance with the bye-laws.
  - (c) To invest funds in Nationalized Banks.
  - (d) To borrow money on such terms and conditions as are deemed feasible and reasonable.
  - (e) To create posts and to take action for filling up of the posts in accordance with the relevant rules.

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- (f) To enter into agreement or contract with any Government or local authority, so as to obtain any right, privilege or concession for the fulfillment of the objectives of the Institute.
- (g) To draw, accept, endorse, discount, execute, assign and otherwise deal with cheques, hundis, drafts, certificate receipts, Government securities, promissory notes, bills of exchange or other negotiable instruments of the Institute.
- (h) To pay the costs and expenditure for promotion, establishment and to carry out work of the Institute.
- (i) To take steps for making the Institute self reliant in matters of finance.
- (j) To prescribe course of study at the Institute and to take action for adding, omitting of any courses thereto or more, award degrees and diploma certificates.
- (k) To take steps for providing facilities and care to the in-patients and out patients.
- (l) To take measures for conduct of business in the meetings of Governing Council.
- (m) To ensure proper maintenance of records pertaining to finance and accounts of the Institute.
- (n) To take steps, regarding fees, charges and to allocate the work and functions to the Director, other officers and employees.
- (o) To frame rules or byelaws for getting the officials on deputation with proper delegation of powers and for imposition of penalties, duly taking action.
- (p) To take steps and decisions regarding admission under different quota, training and research.
- (q) To take action regarding mode of payment of pension, gratuity, provident fund, and other service benefits to its employees and in maintaining other funds or other matter necessary for carrying out the business of the Institute.



(r) To accord approval for appointment of retired faculty members on contract basis, if required in the absence of eligible candidates for promotion for the purpose of teaching.

**8. Power to issue directions.**-The State Government may issue *suo-moto* such directions as may be necessary or expedient in the matter of both Academic and Administrative functioning of the Institute in order to ensure standards of excellence in both Administration and Academic matters and to protect the property and finance of the Institute. It shall be obligatory on the part of the Institute to comply with such directions.

**9. Powers and functions of the Dean and Director.**- The Dean cum Director shall be the Executive Head of the Institute and Supervising Authority of the Institute in respect of Administration, Financial Functions, etc. of the Institute and the attached hospitals. The Dean shall also be the Chairman of the Arogya Raksha Samithi of the attached hospitals. The Administrative and Financial Powers of Dean and Director are as specified in Annexure-I.

**10. Powers and functions of the Director of Medical Education.**-

The Director of Medical Education shall be the coordinating officer between the Government and the respective institute. He shall exercise supervisory powers over the respective autonomous institutions in respect of administrative, academic and financial matters. All the complaints against the staff pertaining to administration, academic, financial matters of the respective Autonomous institute may be *suo motto* investigated/enquired by the Director of Medical Education and report thereon shall be submitted to Government for consideration of the Governing Council.





**11. Creation of Arogya Rakshana Samithi.-**

- (1) The Dean & Director of the institute shall be the Chairman of the Arogya Raksha Samithi and the Chief Administrative Officer shall be the Member Secretary of the Samithi. The Principal, Medical Superintendent, Chief Account Officer cum Financial Advisor, Resident Medical officer & Nursing Superintendent Gr-I of the respective Hospital shall be the Members of the Samithi.
- (2) The income arising out of treatment charges from the patients clinical charges, Donations/subscriptions etc. received from the public by the Hospital shall be deposited in a Nationalized Bank in the name of the Hospital and jointly be operated by Medical Superintendent and Chief Accounts Officer cum Financial Advisor. The funds of Arogya Raksha Samithi shall be utilized for the overall development of that Hospital. The committee shall prepare action plan for the Financial Year and submit the proposal for approval to the Governing Council. All the expenditures after approval of the action plan by the Governing Council shall be done as per the Guide lines of Karnataka Transparency in Public Procurement Act and shall be audited by chartered accountant and the same shall be submitted to the Governing Council for approval.
- (3) The Superintendents of the attached hospitals shall exercise the administrative and financial powers in respect of their hospitals as assigned by the Governing Council and as specified in Annexure-II.

**12. Transfer of the Teaching / technical staff:-** Generally, there shall be no transfers of teaching and non-teaching staff recruited or absorbed by the institute from one autonomous institute to another autonomous institute. However, under extra-ordinary circumstances and for the reasons to be recorded in writing, the Government shall have the powers to transfer any teaching or technical staff from one autonomous institute to another autonomous institute. The teaching or technical staff so transferred shall be shown last in the seniority list of that category, to which he has been transferred to,

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irrespective of this seniority in the parent institute. No such transfer can be considered without a resolution of the respective governing council to spare / accept a person.

**13. Proceedings of the meeting.-** All resolutions passed during the course of a meeting shall be circulated amongst members.

**14. Allowances to the members of the Governing Council.-**Every member shall be paid travelling and daily allowance for attending the meetings, as per the approval of the Governing Council at the rates fixed by adopting the relevant rules in the Karnataka Civil Services Rules.

**15. Legal Proceedings.-** The Dean cum Director of the Institute shall sue and be sued and represent in all legal proceedings whether civil, criminal or of any kind and sign and defend on behalf of the Institute.

**16. Development and maintenance of the Institute & its attached Hospitals and other Institutions.-** The following shall be the objects of the Institute, namely:-

- (a) Completion of ongoing schemes.
- (b) To provide amenities as per Medical Council of India Regulations.
- (c) To provide other amenities in running the Institute in a satisfactory manner.
- (d) Maintenance, repairs, supply of electricity, water and sanitation.
- (e) Improvement, maintenance regarding gardens of the Institute

**17. Absorption of Staff.-** Absorption of the regular teaching and non teaching staff on deputation from Government and shall be regulated as per the rules framed by the Government.

**18. Appointment of Dean and Director.-** (1) The Government shall appoint the First Dean cum Director, after getting satisfied as to his / her qualifications and eligibility specified in clause (3) below for a maximum period of 4 years or superannuation which ever is earlier.



- (2) Consequent on superannuation, resignation, removal, death or cessation of the term of Dean cum Director, appointment can be made temporarily for a period not exceeding six months to the said post by the Governing Council till regular appointment is made by the Governing Council.
- (3) The Governing Council shall appoint the Dean cum Director through a selection process. Such appointments shall be on the recommendations of the selection committee in accordance with the provisions of the byelaws. The term of the Dean cum Director so appointed shall be for a period of 4 years. There shall be no extension of the term.
- (4) The Dean cum Director to be appointed must have 10 years of teaching experience as Professor or Associate Professor out of which at least five years as Professor in the particular department. Preference shall be given to Professors who have worked as Head of the Department. He shall possess minimum of 5 years of Administrative Experience.
- (5) The Dean and Director shall not be removed from his office except by an order of the Governing Council passed on the ground of willful omission or refusal to carryout the provisions of the Bylaws or abuse of powers vested in him and in consideration of the report of an enquiry ordered by it under clause (6).
- (6) For the purpose of holding an enquiry under this clause, the Governing Council shall appoint a person not below the rank of District Judge. The enquiry authority shall hold the enquiry after giving an opportunity to make representation by the Dean and Director and shall submit a report to Governing Council and the Governing Council shall consider the report within three months and pass suitable orders including imposition of any suitable penalty.

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Provided that where on such enquiry it is proved that Dean and Director has misused any of powers, the State Government may also withdraw any or all of the powers that are exercised by the Director cum Dean and may confer the same on an officer of Medical Education Department not below the rank of Joint Secretary to Government till final orders are passed on such enquiry.

**19. Delegation of powers.**- (1) The Governing Council may delegate its financial, administrative and other powers to Dean cum Director and other officers of the Institute like Principal, Superintendent of the Hospitals, Chief Administrative Officer, Chief Accounts Officer-cum-Financial Advisor, Heads of the Department and to any other officers of the Institute with a view to meet functional, academic and administrative requirements with a overall intention to improve the functioning of the Institute.

(2) The Dean cum Director may exercise the powers specified in the Annexure to these rules.

**20. Appointment of Medical, Para Medical and Administrative staff.**- (1) All appointments to the Institute shall be done on the basis of provisions of C&R Rules and subject to reservation policy of the State Government.

(2) The appointment of the Dean and Director, Medical Superintendents, Professors, Associate Professors, Assistant Professors, Sr. Residents, shall be done by the Vice-chairman of the Governing Council on the recommendation of the selection committee constituted for this purpose in accordance with the rules of recruitment which shall be based on MCI regulations.

The Senior most Professor of the institute shall be appointed as Principal to assist the Dean and Director and shall be placed in-charge of the duties by the Dean and Director during his leave period or absence from the duty on official assignment in addition to his designated duties and responsibilities. He shall assist the Director in the Academic activities of the college.



- (3) The appointment of Junior Residents and Tutors shall be done by the Dean-cum-Director on the recommendation of the selection Committee constituted for this purpose in accordance with the rules of the recruitment which shall be based on MCI regulations.
- (4) The appointment of Chief Administrative officer and Chief Accounts Officer cum Financial Advisor shall be done by the State Government on deputation basis.
- (5) The Assistant Administrative Officer shall be appointed on deputation from Health and Family Welfare Department.
- (6) The Assistant Accounts Officer shall be appointed on deputation from the State Accounts Department.
- (7) The appointment of Ministerial, Nursing and Para Medical Staff shall be done by the Director on the recommendation of a selection committee and with the approval of Governing Council in accordance with the rules of recruitment.
- (8) The appointment of Para Medical Staff and other staff required for the institute as per norms of the Medical Council of India shall be made by the Dean and Director of the institute subject to the prior approval by the Governing Council.
- (9) All the appointments shall be made only against the sanctioned posts. Creation of new posts or additional posts shall be made only with the approval of the Government.
- (10) Appointment of consultants/advisors if required shall be made with the prior approval of the Governing Council for such period on such terms as decided by the Governing Council.
- (11) Subject to the prior approval of the Governing council, the retired faculty member may be appointed temporally on contract basis till eligible candidate is available. The maximum period of contract appointment shall not exceed five years.





**21. Provisions regarding service conditions.**- The service conditions including fixation of salary, age of superannuation, conduct of disciplinary proceedings and other issues shall be governed by the rules and regulations framed by the Governing Council and till such rules and regulations are framed and given effect to, the provisions of the Karnataka State Civil Services Act, 1978 and rules framed thereunder shall apply.

**22. Assets of the Institute.**- The Institute shall be the absolute owner of all movable and immovable properties including land and buildings standing in the name of the Institute and other Institutions attached to the Institute.

**23. Properties belonging the Institute shall be insured.**-No immovable properties of the Institute shall be sold or disposed of by the Governing Council without the prior approval of the State Government.

**24. Funds of the Institute.**-

The Funds of the Institute shall consist of,-

- (a) The Income derived from lands, buildings, movable and immovable properties standing in the name and possession of the Institute and transferred to the name of Institute including the attached hospitals and other Institutions on its constitution.
- (b) The grants/grant-in-aid released from time to time from the State Government, Central Government or a local authority or any individual or body from users fund, Collection of fees from the undergraduate and postgraduate students, super specialty students and from students of Paramedical courses of the respective Institute. User charges and clinical fees received from other colleges and Institutes, donations and subscriptions from public.

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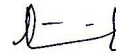
(c) The Governing Council shall be the custodian of the properties and funds of the institute including the attached Hospital and other institutions.

(d) All money received for and on behalf of the Institute shall be paid into the account opened in the name of the Institute in any Nationalized Bank duly authorised by the Governing Council. All payments exceeding Rs.500/- shall be made by Cheques.

**25. Application of the Income of Property.**- The Income and property of the Institute shall be utilized solely towards the promotion of the objects of the Institute as specified in the Memorandum of Association and any such expenditure incurred shall also be subject to the restrictions of the Central Government or the State Government, which may release grants and donations. Important properties/equipments of the Institute as decided by the Dean and Director shall be insured.

**26. Budget and Accounts.**- (1) The Chief Accounts officer cum financial advisor under the guidance of the Dean and Director shall prepare annual budget estimates each year for the ensuing year in two parts that is Recurring and Non Recurring expenditure. The budget estimates shall be prepared well in advance, so that it can be examined by the Finance Committee and approved by the Governing Council on time, but not later than 1<sup>st</sup> October of that year, after which it shall be forwarded to the Government by 15<sup>th</sup> of October of that year. The preparation of budget estimates shall be as per the financial norms of the Government. The budget estimates have to be prepared separately in respect of Plan and Non Plan duly taking into account the following:-

- (a) The estimates of the preceding year;
- (b) The approved grants for the current year; and
- (c) The estimates for the next year;
- (d) Training and Research;
- (e) Contingency fund;
- (f) Provisions for Pension.



(2) The money received by the Institute shall be invested in the Nationalized banks and also invested in the modes specified under the provisions of section (1) (d) read with section 11 (15) of the Income Tax Act, 1961 as amended from time to time with the approval of the Governing Council. The Cheques for withdrawal of amount only be issued by the Joint Signature of the Dean cum Director and Chief Accounts Officer.

**27. Audit.-** The accounts of the Institute shall be audited regularly by a Chartered Accountant or accountants as defined in the Chartered Accountants Act, 1949 (XXXVIII of 1949) appointed by the Governing Council. The State Government shall direct the accounts to be audited either by the State Accounts department or by the Accountant General. The Accounts of the Institute shall be subject to regular Internal Audit. The Governing Council shall comply with the observation of the Audit Report and the Report in this regard along with the Audit Report shall be sent to the State Government.

**28. Annual Reports.-** The Dean/Director shall present the annual report to the Governing Council before the 30<sup>th</sup> of June of the succeeding year on the working of the Institute/Hospital along with the audited balance sheet and statements of accounts showing the income and expenditure of the Institute. The Audited report of the Institution shall be sent to the Government for laying the same before the legislature.

**29. Formation of Committees.-** The Governing Council may constitute committees for any purpose and on such terms and conditions as it may specify by an order in addition to the following committees.

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**I. FINANCE COMMITTEE:** There shall be a Finance Committee consisting of the following members which shall meet on a regular interval of three months or as often as required whichever is earlier.

1	Secretary to Government, Health and Family Welfare Department Incharge of Medical Education	Chairman
2	Secretary to Government, Finance Department, or his nominee not below the rank of Deputy Secretary	Member
3	Secretary to Government, Planning Department or his nominee not below the rank of Deputy Secretary	Member
4	Director of Medical Education, or his nominee not below the rank of Joint Director	Member
5	Dean cum Director of the Institute	Member
6	Chief Administrative Officer of the Institute	Member
7	Principal of the Institute	Member
8	Medical Superintendents of Attached Hospitals	Members
9	Chief Accounts Officer cum F.A of the Institute	Member Secretary

The quorum for meeting of the Finance Committee shall be not less than five members. The proceedings of the Finance Committee shall be placed before the ensuing Governing Council meeting.

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**II. ACADEMIC COUNCIL:** There shall be a Academic Council consisting of the following members which shall meet on a regular interval of two months or as and when required for taking necessary decisions regarding academic activities.

1	Dean cum Director of the Institute	Chairman
2	Principal of the Institute	Convener
3	Medical Superintendents of attached Hospitals	Members
4	Registrar, Rajiv Gandhi University of Health Sciences or his nominee not below the rank of Deputy Registrar	Member
5	All Heads of the Departments of the Institute	Members

**III. POST GRADUATE COMMITTEE:** The Post Graduate Committee shall consist of the following members, namely:-

1	Dean cum Director of the Institute	Chairman
2	Principal of the Institute	Convener
3	Medical Superintendents of attached Hospitals	Members
4	Registrar, Rajiv Gandhi University of Health Sciences or his nominee not below the rank of Deputy Registrar	Member
5	All Heads of the Departments of the Institute	Members

Post Graduate Committee shall meet once in six months and discuss and decide upon academic activities related to P.G.Courses in various disciplines.

**IV. ETHICAL COMMITTEE:** The Ethical Committee shall be constituted as per Indian Council for Medical Research Guidelines (ICMR) to approve the synopsis of the dissertation, research activities and clinical trials that are being taken up in the Institute.

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**30. Functions of the Finance Committee.-** The functions of the Finance Committee shall be as follows, namely:-

- (a) To consider and recommend for approval of the Governing Council, the Annual Budget Estimates of the Institute after fully taking into consideration inter alia the Financial Status and commitments.
- (b) To consider and recommend for approval, the annual audited accounts of the Institution.
- (c) To consider and recommend for approval, any new financial proposals which may arise during the course of the year whether already provided for or not in the budget and to approve the re-appropriations of the major heads.
- (d) To consider the quarterly reports of receipt and expenditure submitted by the Dean cum Director and to examine from time to time the adequacy of resources, general financial position of the Institute and to make appropriate recommendations to the Governing Council ;and
- (e) To consider all proposals for creation of new posts.
- (f) Regular review of Internal Audit.
- (g) To examine the proposals with regard to training and research programme.

**31. Allotment of funds.-** The Dean cum Director shall regulate and operate the budget and allocate funds as approved by the Governing Council.

**32. Cheques.-** All cheques on banks shall be signed on behalf of the Institute jointly by the Dean cum Director and the Chief Accounts Officer. All cheques, bills, notes and other negotiable instruments payable to the Institute may be endorsed on behalf of the Institute by the Dean and Director.





- 33. Contracts.-** The Dean cum Director or the Chief Administrative Officer if so, authorized by the Dean and Director shall sign and execute on behalf of the Institute all agreements/MOUs, contracts etc., which are necessary for the appropriate conduct of business.
- 34. Disbursement of funds.-** All bills shall be scrutinized and passed for payments. The bill of the Institute for pay and allowances of the employees may be signed by the Chief Accounts Officer, who shall be the drawing and disbursing officer. All the bills including pay and allowances contingent, T.A. bills etc. shall be countersigned by the Dean cum Director before they are passed for payment.
- 35. Custody of cash and valuable documents.-** The Chief Accounts Officer shall be responsible for the custody of cash and valuable documents such as cheque books, security deposits, agreements, contracts, deeds, fixed deposit receipts, Government securities, cash book and other books of accounts.
- 36. Accounts;** The Institute shall prepare annual statements of the accounts including the balance sheet. The Chief Accounts Officer of the Institute shall advise and assist the Dean & Director on all matters concerning audit and accounts. He/she shall be responsible to the Dean & Director for the accuracy and completeness of the accounts of the Institute in accordance with the Bye-laws of the Institute. Separate annual Statements of accounts shall be prepared in respect of funds received from sources other than the Government.
- 37. Form of Accounts and Other Financial Rules:** The Governing Council shall have power to prescribe the form in which the accounts shall be kept and to frame Rules regulating all financial matters. The Dean & Director is authorized to present the budget keeping in view the requirements of the Institute and its future pattern of development and research.



**38. Purchase Committee.-** (1) The Purchase Committee shall consist of the following members, namely:-

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| (1) Secretary to Government,<br>Medical Education   | Chairman         |
| (2) Dean cum Director   | Vice Chairman    |
| (3) Representative of the Director of Medical<br>Education not below the rank of Deputy Director<br>(Medical Education) | Member           |
| (4) Medical Superintendent of respective Hospital   | Member           |
| (5) Head of the concerned Department of the Institute   | Member           |
| (6) Chief Administrative Officer of the Institute   | Member           |
| (7) Finance officer cum Chief Accounts Officer  | Member-Secretary |

(2) In cases where the value of the purchases does not exceed Rs.5 lakhs, approval may be obtained by Vice Chairman through Circulation.

(3) Quorum: Three members present at the meeting shall constitute the Quorum.

**39. Functions of the Purchase Committee.-** All purchases other than the rate contract shall be made after duly following the provisions of the Karnataka Transparency in Public Procurement Act, (KTPP Act) 1999 and Rules, 2000 thereon, subject to the approval of the Governing Council.

**40. Civil Works Committee.-** (1) There shall be a Civil Works Committee consisting of the following members, namely:-

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|---|------------------|
| (1) Secretary to Government,<br>Medical Education | Chairman         |
| (2) Dean cum Director of the Institute            | Vice Chairman    |
| (3) Medical Superintendents of attached Hospitals | Members          |
| (4) Executive Engineer of the respective division | Member           |
| (5) Chief Accounts Officer of the Institute       | Member           |
| (6) Chief Administrative Officer of the Institute | Member Secretary |

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(2) In the cases where the value of individual works does not exceed Rs.10 lakhs, approval may be obtained by Vice Chairman through Circulation.

(3) All works shall be carried by duly following the provisions of the Karnataka Transparency in Public Procurement Act, 1999 and Rules, 2000 there under, subject to the approval of the Governing Council.

**41. Functions of the Civil Works Committee.-** (1) To maintain construction activities in time of qualitative, quantitative and physical progress.

(2) To scrutinise specifications of works plan and estimates and rates of deviated works against the sanctioned estimates and duly recommend to the Governing Council.

**42. Amendment of rules:** No amendment to the name of Institute or rules of the Institute shall be made except in accordance with section 10 of the Karnataka Societies Registration Act, 1960 and its Rules, 1961.

