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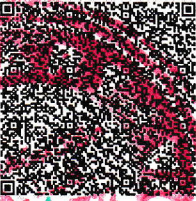
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UNDERTAKING

I, Nadeem Ahmad Siddiqui S/o Shri Mashhood Ahmad Siddiqui, Age 42 year as Administrative officer in the National Institute of Unani Medicine, Kottigepalya, Magadi Main Road, Bengaluru as under:

1. That the National Institute of Unani Medicine, Bengaluru shall revise its MoA / Rules as per the existing UGC Regulations before issuance of Notification by this Ministry.

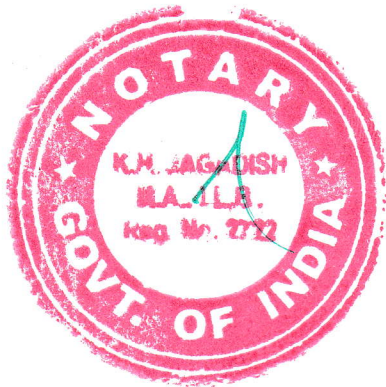
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I, the above deponent verified on oath that the above said clause is correct to my personal knowledge which is passed on record. Nothing is concealed I nit and no part of it is false, so help me God.


Nadeem Ahmad Siddiqui



18 DEC 2020





NATIONAL INSTITUTE OF UNANI MEDICINE BENGALURU

**(An autonomous Body Under
*Ministry of AYUSH, Govt. of India)**

MEMORANDUM OF ASSOCIATION, RULES & REGULATIONS, BYE-LAWS

1984

(As amended upto 28th Feb,2015)

(Erstwhile Ministry of Health & Family Welfare) *

(*Letter No. F.No. Z.28015/140/2014-NI dated 28th November,2014 of Ministry of AYUSH.)#

A handwritten signature in blue ink is located at the bottom center of the page. The signature is stylized and appears to be a cursive name.

FORM NO. 14
S. No. 375/84-85
Bangalore City Corporation

Government of Karnataka

CERTIFICATE OF REGISTRATION

I hereby certify that the "National Institute of Unani Medicine, Bangalore", Administrative Block, Directorate of Indian Systems of Medicine and Homeopathy, Ananda Rao Circle, Bangalore, is this day registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act No. 17 of 1960)

Fee paid, Rupees Fifty only. Given under my hand at Bangalore the 19th Day of December One Thousand Nine Hundred and Eighty Four.

Seal

The Registrar
of Societies Bangalore
City Corporation

Sd/-
(N.G. HAVANUR)
For Registrar of Societies
in Karnataka



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NATIONAL INSTITUTE OF UNANI MEDICINE, BENGALURU

I. MEMORANDUM OF ASSOCIATION

1. The name of the Institute is 'National Institute of Unani Medicine, Bengaluru, herein after referred to as the 'Institute'.
2. The Registered office of the Institute shall be situated at Bengaluru.
3. The objects for which the National Institute of Unani Medicine is established are:
 - (i) To promote the growth and development of Unani Medicine in the country;
 - (ii) To produce graduates and post-graduates of the Unani Medicine;
 - (iii) To undertake research on different branches and to provide and assist in providing services and facilities for research, evaluation, education training, consultation and guidance in respect of Unani Medicine;
 - (iv) To provide medical relief through Unani Medicine to the suffering Humanity on 'No profit no Loss' basis;
 - (v) To conduct experiments and develop patterns of teaching in under graduate and post graduate education in all branches of the Unani Medicine;
 - (vi) To conduct refresher courses for Unani under graduate and post graduate teachers;
 - (vii) To take over grants of money, securities and properties of any kind offered by the State Government of Karnataka for the furtherance of the objectives enumerated in the paragraph 3 above;
 - (viii) To arrange refresher courses for training of Hakims and paramedical staff;



- (ix) To seek affiliation of the Institute with Rajiv Gandhi University of Health Sciences, Karnataka and other Institutions;
- (x) The grant certificates, diplomas, degrees and other academic distinctions and titles as may be provided for in the regulations;
- (xi) To undertake and provide for the publication of journals research papers, leaflets and text books and augment and maintain libraries and information services in furtherance of the objects;
- (xii) To invite representatives of the Government, Universities and of organizations of foreign countries and prominent scientists to participate in the programme of the Institute.
- (xiii) To provide advanced training in professional techniques and theory.
- (xiv) To subscribe to, or become a member of, or cooperative or coordinate with any other association or society whose objects or similar;
- (xv) To cooperate with international and national agencies engaged in research and training in Unani Medicine and arrange for interchange of personnel, materials and data;
- (xvi) To create administrative, technical, ministerial and other posts under the Institute and make appointments thereto in accordance with the rules and regulations of the Institute;
- (xvii) To appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Institute, Salaries, Wages, gratuities, provident fund and other allowances or remuneration in accordance with the rules and regulations of the Institute;



- (xviii) To accept grants of money, securities and properties of any kind and / or procure capital, financial assistance or accommodation on such terms as may be expedient;
- (xix) To issue appeals and apply for money and funds in the furtherance of the objects of the Institute and to raise or collect funds by gifts, donations subscriptions or otherwise of cash and securities and any property, either movable or immovable, and grant such rights and privilege to the donors, subscribers and other benefactors as the Institute may consider fit and proper;
- (xx) To invest and deal with funds and money of the Institute;
- (xxi) To acquire by gift, purchase, exchange, lease, hire or otherwise, however any property, movable or immovable, which may be necessary or convenient for the purpose of the Institute and build, construct, improve, alter, demolish and repair such buildings, works and construction, as may be necessary for carrying out the objects of the Institute;
- (xxii) To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable, of the Institute for the furtherance of its objects, or any of them, subjects to prior approval of the Central Government;
- (xxiii) To accept and undertake the managements of any endowment or trust fund or donation to further the objectives of the Institute;
- (xxiv) To grant prizes, awards, scholarships, travel grants, research grant and stipends, and
- (xxv) To do all such other lawful acts and things either along or in conjunction with other organizations or persons as the Institute may consider necessary, incidental or conducive to the attainment of all or any of the above mentioned objects.

II. RULES AND REGULATIONS

Title and Definition

1. These rules and regulations may be called the National Institute of Unani Medicine, Bengaluru, Rules
2. In the Rules, unless there is anything repugnant in the subject or context:
 - (i) Institute means the National Institute of Unani Medicine, Bengaluru.
 - (ii) The Government body means the governing body of the National Institute of Unani Medicine, Bengaluru.
 - (iii) Director means the director of the National Institute of Unani Medicine, Bengaluru

Governing Body

*3. The Institute shall be controlled by, and management of its affairs entrusted to, a Governing Body. The composition of the Governing Body will be as follows:

- | | |
|---|----------------|
| 1) **Minister incharge of AYUSH | President |
| 2) Minister Incharge of Medical Education
(ISM) Govt. of Karnataka | Vice President |
| 3) Secretary, Ministry of AYUSH,
Govt. of India | Member |
| 4) Joint Secretary, Ministry of AYUSH,
Govt. of India | Member |



- | | |
|---|------------------|
| 5) Financial Advisor, Incharge of AYUSH
Govt. of India | Member |
| 6) Secretary, Medical Education,
Govt. of Karnataka | Member |
| 7) Secretary, (Finance)
Govt. of Karnataka | Member |
| 8) Vice Chancellor, Rajiv Gandhi University
of Health Sciences, Bengaluru | Member |
| 9) Advisor (Unani)/Deputy Advisor (Unani)
Ministry of AYUSH, Govt. of India | Member |
| 10) Principal of a Post Graduate college of Unani
Medicine, to be nominated by the president | Member |
| 11) Chairman, Unani Committee,
Central Council of Indian Medicine, | Member |
| 12) Director, Central Council for Research in
Unani Medicine, | Member |
| 13& 14) Two Teachers/Researchers to be
Nominated by the President | Member |
| 15) Director, National Institute of
Unani Medicine, Bengaluru | Member Secretary |

** Amended in the 6th Governing Body meeting held on 07.01.99*

*** Amended in the 11th Governing Body meeting held on 28.02.2015*

4. The Property of the National Institute shall vest in the Governing Body and in any proceedings, civil or criminal, may be described as the property of the Governing Body. In any proceedings the Institute may sue or be sued in the name of the Secretary or such other members as shall in reference to the matter concerned be appointed by the Governing Body for the occasion.
5. The director of Institute shall be the Secretary of the Governing Body. The Director shall be appointed by the Governing Body. Till such time as the Director is appointed, the President is authorized to make arrangement for an officer to function as the Secretary of the Governing Body.

Duration of Appointment of Members

6.
 - (i) Unless their membership of the Governing Body is previously terminated as in Sub-Rule (2) the term of office of the members of the Governing Body will be three years, except that, when a person has been appointed member of the Governing Body by reason of the office of appointment he holds, his membership shall terminate when he ceases to hold the office or appointment and the vacancy in the Governing Body shall be filled in by appointment of his successor in office. The vacancy of the nominee of the State Government/Government of India shall be filled in by nomination by the State Government/Government of India, as the case may be.
 - (ii) A member of the Governing Body shall cease to be such member if he resigns, or becomes of unsound mind, or becomes insolvent or is convicted of a criminal offence involving moral turpitude.
 - (iii) Resignation of membership shall be tendered to the Chairman of the Governing Body in person through the Secretary and shall not take effect until it has been accepted, on behalf of the Governing Body, by the Chairman.

- (iv) Any vacancy in the membership of the Governing Body by death or by any of the reason mentioned in these sub-rules shall be filled by the Government of India when moved to do so by the Secretary acting on behalf of the Governing Body.

Proceedings of the Governing Body

- 7 (i) The Governing Body shall meet at least once a year at such time and place as the Chairman shall decide. Other meetings of the Governing Body may be held at any time during the year as the Chairman may decide and shall be called forthwith on a requisition signed by not less than one-third members of the Governing Body. Such extra meeting shall be held at such time and place as the Chairman may decide.
- (ii) The first annual general meeting shall be held by the Institute within eighteen months of its registration. The next annual meeting of the Institute shall be held within nine months after the expiry of the year in which the first annual general meeting was held; and thereafter at least one annual general meeting shall be held
With nine months after the expiry of each year.

Provided that the Registrar of Societies may, for special reasons, extend the time within which an annual general meeting shall be held, by a further period not exceeding six months.

Provide further that except in the case referred to in the preceding proviso not more than eighteen months shall elapse between the date of the one general meeting and that of the next.

- (iii) A special general meeting may be convened at any time on the requisition of the chairman, of the Governing Body, or on the requisition of not less than one third of the total number of members of the Society, entitled to vote who shall state in writing the business for which they wish the meeting to be convened and the Governing Body shall within then days from the date of the receipt of the requisition, proceed duly to call a meeting for the consideration of the business started on a day not later than forty days from the date of the receipt of other requisition.

- (iv) If a member has no registered address in India and has not supplied to the society an address within India for giving notice to him, a notice advertised in a newspaper in Kannada and in a newspaper in English or any other language circulating in the neighbourhood of the registered office of the society shall be deemed to duly given to him on the day on which the advertisement appears in the newspapers.
8. At the annual meeting of the Governing Body, the following business shall be brought forward and disposed of:
- a. The annual report of the previous year;
 - b. The Audited copy of the balance sheet, income and expenditure account and the auditor's report for the past year;
 - c. The Budget for the next year;
 - d. Other business on the agenda;
 - e. Other business brought forward with the assent of the President.
9. Every notice calling a meeting of the government Body shall state the date, time and place at which such meetings will be held and shall be served upon every member of the Governing Body not less than 21 clear days, in the case of annual meeting and not less than 7 clear days in the case of other meeting, before the day appointed for the meeting. Such notice shall be under the hand of the secretary and shall be accompanied by the agenda of the business to be placed before the meeting.
10. The President or in his absence, the Vice-President, shall take the chair at meetings of the Governing Body. If the President/Vice-President be not present, the Governing Body may elect one of their members to act as Chairman of the meetings.
11. Seven members of the Governing Body, in addition to the President/Vice-President, present in person shall constitute a quorum at any meeting of the Governing Body.



12. All disputed questions at meetings of the Governing Body shall be determined by votes and the opinion of the majority shall prevail.
13. Each member of the Governing Body, including the president, shall have one vote and in case of equality of votes, the Chairman shall have a casting vote.
14. Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof if writing to the secretary not less than 7 days before in case of annual meeting and 5 days in case of other meeting before the day of such meeting.
15. Any business which it may be necessary for the Governing Body to perform except such as may be placed before the annual meeting, may be carried out by circulation among all its members and any resolution so circulated and approved by a majority of the members present in the country at that time shall be as effectual, and binding as if such resolution had been passed at a meeting of the Governing Body.

Powers of the Governing Body

16. The Governing Body shall have general control of the affairs of the Institute and shall have authority to do exercise and perform all the powers, acts and deeds for the planning, establishment and running of the institute, consistent with the aims and objects of the Institute.
17. The Governing Body shall have powers to create posts, subjects to specific provision in the budget on scales of pay applicable to similar posts under the Government of India or on scales of pay approved by Government of India, classify into grades and specify their designations. The Governing Body shall have full powers in the matter of expenditure from the funds of the Institute, save in the matter of pay, allowances and concessions to Government servants on foreign service, which shall be no greater than those admissible under the service rules of the Central Government.



18. (i) The Governing Body shall have full powers to make such by-laws as they shall think essential for the regulations of the business of the Institute and, in particular with reference to (i) the keeping of account (ii) the preparation and sanction of budget estimates (iii) the sanctioning of expenditure (iv) entering into contracts (v) the appointment of staff and determination of their conditions of service and (vi) any other purpose that may be necessary.
- (ii) Subject to the prior approval of the Central Government the Governing Body may alter, modify, rescind or add to the rules and regulations of the Institute at any time by a resolution passed by a majority of the members present and voting at any meeting of the Governing Body which shall have been convened for the purpose after giving due notice of such resolution to the member of the Governing Body.
19. The Governing Body may accept the management and administration of any endowment or trust fund or any subscription or donation provided that the same is unaccompanied by any condition inconsistent or in conflict with the nature and object for which the Institute is established.
20. The Governing Body may by resolution delegate to the President and to the Member-Secretary such of its powers for the conduct of business as the Governing Body may deem fit, subject to the condition that action taken by the President or by the Member-Secretary shall be reported for confirmation at the meeting of the Governing Body.
21. In the event of any business the president may take decision on behalf of the Governing Body. Such decisions shall be reported to the Governing Body at the next meeting for ratification.



Standing Finance Committee

*22. There would be a standing finance committee consisting of the following:-

- | | | |
|----|---|------------------|
| 1) | Joint secretary, Ministry of AYUSH,
Government of India | Chairman |
| 2) | Financial adviser, Incharge of
AYUSH | Member |
| 3) | Secretary, Medical Education,
Govt. of Karnataka | Member |
| 4) | Secretary, (Finance) or his nominee
Not below the level of Deputy Secretary
Govt. of Karnataka | Member |
| 5) | One expert in unani medical education
who is already a member of the governing body. | Member |
| 6) | One member of faculty not below
the rank of professor in NIUM to be
nominated by the Director of the Institute. | Member |
| 7) | Director,
National Institute of Unani of Medicine,
Bengaluru | Member Secretary |

*Note: * Substituted vide the resolution of the Governing Body meeting dated 08.11.1996*



The committee will consider and recommend all matters concerning finance of NIUM to the governing body/ executive committee. It will decide all such matters as may be delegated to it by the executive committee.

The Standing Finance Committee shall have the following functions

- (i) To consider and recommend for approval of the governing body the annual budget estimates of the institute.
- (ii) To consider and recommend for approval the annual audited account of the institution.
- (iii) To consider and recommend for approval new financial proposals which may arise during the course of the year which may not be already provided for under the budget, and to approve re-appropriation between previously approved major heads.
- (iv) To consider quarterly report submitted by the Director for information, to examine from time to time adequacy of institute, and to make appropriate for recommendation to the governing body.
- (v) All proposal for creation of new posts &
- (vi) All matters relating to invitation and acceptance of tenders.



****Scientific Advisory Committee***

****22(A).** There would be a Scientific Advisory Committee consisting of the following:-

- | | | |
|----|--|------------------|
| 1) | An eminent Scientist having experienced
in Research on Unani Medicine | Chairman |
| 2) | One Member of Governing Body | Member |
| 3) | Dean of a P.G. Unani Faculty | Member |
| 4) | One Pharmacologist having
experienced in Research on Unani Drugs | Member |
| 5) | One Scientist having
experienced in Standardization of Crude Drugs. | Member |
| 6) | One Scientist from NIMHANS
Involved in Clinical Research | Member |
| 7) | Director, CCRUM | Member |
| 8) | Adv./ Dy. Adv .(U) | Member |
| 9) | Director, NIUM | Member Secretary |

**The nomenclature of the Scientific & Academic Committee has been changed as
Scientific Advisory Committee in the 10th Governing Body meeting held on 2.03.2009*

*** Substituted vide the resolution of the 9th Governing Body meeting dated 04.04.2007*



23. The Governing Body may also appoint one or more committee or sub- committee for proper functioning of the institute and delegate to them such function and powers as it deems necessary.
24. The Director shall be the 'head of the department' in terms of S.R.2 (1) and shall exercise the powers of "Head of the Department "and inter-alia, discharge the duties mentioned below.
- a) He shall be Incharge of the administration of the institute. He shall allocate duties to officers and employees of the institute and shall exercise such supervision and executive control as may be necessary subject to the rules and regulations.
 - b) He shall be also exercise the powers as may be specified as power of the Director.
 - c) He shall also have powers to delegate any of his powers to the officers on the administrative side subject to such limitations as may be imposed by the Governing Body.

Funds of the Institute

25. The funds of the Institute will consist of the following:

- 1) Grant made by the central government and the state government of Karnataka for the furtherance of the objects of the institute.
- 2) Contribution from other sources
- 3) Income from investment and
- 4) Receipts of the institute from other sources

Application of the Income and Property

26. The income and property of the institute shall be appointed solely towards the promotion of the objects of the institute as specified in the memorandum of association and expenditure incurred shall be subject to such restrictions as the central government may from time to time impose in respect of grants or donation made by them . No part of the income or property of the institute shall be spent or transferred directly or indirectly by the way of dividends, bonus, or otherwise however to persons who at any time have been member of the institute, except by way of remuneration for services to the institute or as travelling allowances, daily allowances or other similar compensatory allowance.

* 26A. The Institute shall follow the rules and regulation of the government of India in all matters.

**26B. Proposal relating to emolument structure, i.e. adoption of pay scales, allowances and revision thereof and creation of post etc. would need the prior approval of the Govt. of India in consultations with the Ministry of Finance, Dept. of Expenditure.

27. The Bankers shall be the State Bank of India or any other nationalized Bank. All funds shall be paid into the Institute's account with the Bank and shall not be withdrawn except on the Cheque signed by Director or by such officer as may be duly empowered by the President.

28. The office of the Institute shall be situated at Bengaluru.

29. For the purpose of these Rules and Regulations as year shall be taken to mean the twelve months commencing on the 1st April, and ending on the 31st March.

*Note: * Inserted vide the resolution of the Governing Body meeting dated 06.10.1995*

*** Inserted vide the resolution of the Governing Body meeting dated 4.04.2007*

30. The accounts of the Institute shall be audited by the comptroller and Auditor General of India or by any other persons appointed by him in this behalf. The Auditor General shall have the right to demand the production of all books, accounts, vouchers and other necessary documents and papers. The Auditors shall submit a copy of the Audit Report to the *Ministry of AYUSH.
31. The Annual Report of the proceedings of the Institute and of all work undertaken during the year shall be prepared by the Governing Body for information of the Government of India.
32. The Annual Report including Annual Accounts and Audit Report of the Institute shall be made available to the *Ministry of AYUSH, Government of India within 8 months from the close of the financial year for laying it on the table of parliament.
33. The annual balance sheet and revenue account when accepted and passed at the annual meeting of the Governing Body shall be sent to the Government of India.
34. (i) No propositions for altering, extending or abridging the objects and purposes for which the Institute is established or amalgamating the Institute with any other Association, etc., shall be processed unless a special general meeting of the Governing Body has been convened for its consideration according to the Rules and Regulations of the Institute.
- (ii) No such proposals shall be carried into effect unless proposals for altering, extending or abridging the object, etc., has been delivered or sent by post to every member of the Governing Body of the Institute 10 days previous to the special general meeting of the Governing Body for the consideration thereof, nor unless such proposals have been agreed to by the vote of the two thirds of the members delivered in person or by proxy confirmed by the votes of the 2/3 of the members present at a second special meeting convened by the Governing Body at an interval of one month after the former meeting.

- (iii) The Governing Body may with the consent of not less than three fourth of its members by a resolution passed at a special general meeting convened for the purpose in accordance with the rules and regulations of the Institute and subject to the provisions of the rule 34 (iv), change its name.
- (iv) Notice in writing of every change in name, signed by the Secretary and seven members of the Governing Body changing its name, shall be sent to the Registrar of Societies, Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960) within 30 days after passing of the resolution under Rule 34(iii) for necessary action.
35. Three fourth of the members of the Governing Body of the Institute may determine that it shall be dissolved and there upon it shall stand dissolved forthwith at or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Institute and its claims and liabilities according to the Rules and Regulations of the institute applicable thereto, if any and if not, then as the Governing Body in respect of matters affecting the winding up of the institute shall find expedient provided that.
- (i) In the event of any dispute among the members of the Governing Body or if it has been replaced by a special committee as aforesaid, among the members thereof, the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction at Bengaluru and the court shall make such order in the matter as it shall deem requisite.
- (ii) Any matter decided by three-fourth of the members of the Governing Body or any special committee formed to replace the Governing Body for the purpose of winding up the affairs of the Institute present either in person or by proxy at any meeting of the Governing Body or the special committee shall not be deemed to be a matter of dispute within the meaning of sub-rule (i) above.



(iii) The Institute shall not be dissolved without the consent of the Government of India and Government of Karnataka and unless three-fourth of the members of the Governing Body of the Institute shall have expressed a wish for such dissolution by their votes delivered in person or by proxy at a special general meeting convened for the purposes.

36. If, upon the dissolution of the Institute, there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be disposed of in accordance with the agreement as may reach between the Government of India and the Government of Karnataka.

37. Notwithstanding the provisions of these Rules, the provisions of the Karnataka societies Registration Act, 1960 (Karnataka Act 17 of 1960) and the Rules made there under will apply to this Institute.



III. BYE-LAWS

Preparation and Sanction of Budget Estimates

1. The Director shall prepare, each year, before the annual meeting of the Governing Body, detailed estimates of receipts and expenditure and the anticipated opening and closing balance of the Institute for the ensuing financial year.
2. No provision shall be included in the budget estimates for any scheme which has not been duly approved by the Governing Body.
3. Should it be proposed, during the course of a financial year, to finance any scheme, which has not been included in the estimates for that year, sanction of the Governing Body shall be obtained to the method proposed for financing it, whether that be by means of supplementary grant, from the balance or by re-appropriation within the sanctioned estimates. The Director shall maintain in his office, a budget register in which he shall enter the grants received from the Govt. of India and any amount received from other sources and shall show all amount allotted for expenditure on specific heads for specific purposes. The Director shall furnish an annual certificate to the Audit as to the correctness of the annual balance.
4. The Director shall be responsible for submitting budget estimates for the ensuing financial year for approval of the Standing Finance Committee and Governing Body.
5. One copy of the finally sanctioned estimated shall be supplied to the Auditor. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
6. Approval of Standing Finance Committee and/or Governing Body is necessary to all schemes proposed to be financed from the funds of the Institute.
7. An additional or approved scheme or new emergent expenditure for the purposes and objects of the Institute can be sanctioned upto the following financial limits:

President	:	Rs. 60,000/-
Vice President	:	Rs. 40,000/-
Director	:	Rs. 25,000/-

Appropriation

8. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Bye-Laws.
9. The primary units of appropriation shall ordinarily be 'Scheme' or 'Schedule' and secondary units such as 'Salaries', 'Allowances', 'Contingents', etc. being opened, subordinate thereto, as may be required.

Re-appropriation and Expenditure Sanction

10. The Director shall have the power to re-appropriate fund from one primary unit of appropriation to another or from one secondary unit of appropriation to another within the primary unit.
11. The Director shall keep a watch over expenditure against the grants sanctioned by the Governing Body and in case where expenditure has exceeded or is likely to exceed the sanctioned grant, shall take steps to provide an additional grant or make a re-appropriation from anticipated savings under other units of appropriation with the approval of Vice-President/President.
12. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-Laws to cover it.
13. No expenditure from the funds of the Institute shall be incurred without sanction of the competent authority.
14. The Director shall have full powers to sanction the expenditure on any item included in the budget.
15. The Deputy Director (Administration) and Administrative Officers duly authorized by the Director on his behalf, shall have the power to sanction an expenditure of a miscellaneous or contingent nature up to an amount not exceeding Rs. 5,000/- in the case of Deputy Director (Administration) and Rs. 3,000/- in the case of Administrative Officers in each case.
16. The Director shall sign and execute, on behalf of the Governing Body and the Institute all agreements, contracts etc. which may be necessary for proper conduct of business and the Institute. The drafts of all contracts involving consideration exceeding *Rs. 5,00,000/- shall be submitted to the solicitor to the Govt. of India or such other officer dealing with conveyance matter in the Ministry of Law of his advice as to its correctness of their form.

(*approved vide Ministry letter No. R 14011/7/2008-NI dated 12.02.2009)



Investments

17. The funds of the Institute including the funds that could be invested under GP Fund Rules may be invested only in the following manner:
- a. In Promissory Notes, Treasury Deposit Certificates or other Securities of any State Government or Govt. of India.
 - b. In Fixed Deposits with any nationalized Bank for a specific period as would earn maximum rate of interest under Rules of the Reserve Bank of India.

Or

- c. In such other manner as the Governing Body may authorize.
18. All investments of funds of the Institute shall be made in the name of the Institute. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Director on behalf of the Institute. The safe custody of receipt will remain in the personal charge of the Director and will be verified once in six months with the Register of Securities and a certificate of verification will be recorded by the Director in the Register.
19. The Director shall maintain a register of securities held by the Institute in which transaction affecting the securities shall be recorded.

Drawl of Funds

20. Funds will be drawn from the Bank in the manner laid down in rule 25. Cheque Books will remain in the personal custody of Director or an Officer as may be authorized by the Director on his behalf.
21. Various Heads of Departments/Units, etc. of the Institute shall submit all new charges and any demand of funds to the Director. The Claims for pay and allowances and travelling allowances of the officers and contingent bills will be drawn in the

prescribed forms and submitted to the Director for payment. All bills will be checked and passed for payment by the Drawing and Disbursing Officer who may be authorized by the Director. The contingent and travelling allowances bills will be countersigned by the Director or by any officer authorized by him on his behalf before these are passed by DDO for payment. The monthly pay and allowance bill shall be received directly by DDO and passed by him. Payments will be made by means of cheque or demand draft, as the case may be.

Maintenance of Accounts, Registers and Conduct of Audit

22. The Director of the Institute shall maintain proper accounts and other relevant records and prepare annually an income and expenditure account for the year ending and balance sheet as on 31st March in such form as may be prescribed by the Governing Body and acceptable to the Auditors. The Director will be assisted by the Accounts Officer/DDO who will advise the Director for the accuracy and completeness of the accounts of the Institute.

23. The primary accounts of the Institute shall be maintained in the following Registers in the Forms prescribed in GFR:

1. The Cash Book
2. The Register of Securities
3. The Receipt Book
4. The Register of Stock of Cheque Books
5. The Register of Stock of Receipt Books
6. The Register of Stock of Non-expendable Articles
7. The Register of Leave and Pension Contributions
8. The Register of Advances, Permanent and Temporary
9. The Annual Accounts.

24. The Accounts Officer/DDO shall apply a check of the nature of pre-audit to all payments from the funds of the Institute and will maintain registers in the following form:

10. Establishment Audit Register
11. Register of Pay & Allowances of Officers and Staff
12. Travelling Allowances/LTC Registers
13. Contingent Register
14. Objection Book relating to irregular payments
15. Adjustment Register
16. Register of financial orders, delegations, etc.
17. Budget Control Accounts Register
18. Advance Register (HBA, Conveyance, Computer etc.)

25. The accounts of the Institute shall be subject to audit and the functions of the Auditor of the Institute will be exercised by the Comptroller and Auditor General of India or any person appointed by him in his behalf. Any expenditure incurred in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India or to the person/ authority so appointed by him on his behalf.
26. The Comptroller and Auditor General of India and any person appointed by in connection with audit of the accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the comptroller and Auditor General of India has in connection with the audit of the Government accounts and in particular, shall have the right to demand production of books of accounts, connected vouchers and other documents and paper and to inspect any of the offices of the Institute.
27. If expenditure from the funds of the Institute consists of a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of grant-in-aid is within the scope of the objects of the Institute as set out in the Memorandum of Association and will call for an accept a certificate of audit of that audit officer of the expenditure from the grant. The Director shall arrange to obtain and produce such certificate audit.
28. All sanctions, orders and delegation of competent authorities under the Rules and Regulations of these Bye-Laws affecting the Institute account shall be reduced to writing and communicated to the Accounts Officer.
29. The accounts of the Institute as certified by the comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon shall be forwarded annually to the *Ministry of AYUSH and also to the Governing Body.



30. The Director of the Institute shall exercise the powers similar to those of a "Head of a Department" of the Government of India and also those specified in Annexure – A attached to these Bye-Laws subject to the limits mentioned against each item therein.

Disposal of Property

31. The Director shall have the powers to dispose of the non-expendable and other articles and to write off any unserviceable and condemned articles subject to powers delegated under the provisions of Delegation of Financial Powers Rules, 1978.

CONDITIONS OF SERVICE

Appointments

32. (a) Officers and Staff of the Institute shall be classified in the following categories:

Group-A A post carrying a pay or a scale of pay with a maximum of not less than 13,500.

Group-B A post carrying a pay or a scale of pay with a maximum of not less than 10,500 but less than 13500.

Group-C A post carrying a pay or a scale of pay with a maximum over 4,000 but not less than 10,500.

Group-D A post carrying a pay or a scale of pay with a maximum 4,000 or less.

(b) Recruitment, appointment and promotion to all posts shall be made according to the National Institute of Unani Medicine Service Rules as laid down by the Governing Body and also as per guidelines/ orders/rules of the Govt. of India issued from time to time. Selection shall be made through the Selection Committee/ Departmental Promotion Committee as specified in the NIUM Service Rules.

(c) The Selection Committee shall examine the credentials of all candidates who have been called for interview and may also consider other suitable names, if any. The Selection Committee may interview any or all the candidates as it thinks fit and shall make its recommendation to the appointing authority.

(d) The powers to make an appointment to a post having a salary (excluding allowances) or a maximum in salary scale (excluding allowances) of Rs. 22,400/- per mensem or more shall vest in the Appointments Committee of Cabinet of the Govt. of India.

(e) The Appointing Authority for various posts in the Institute shall be as specified in the National Institute of Unani Medicine Service Rules, 1984.

Tenure of Appointment

33. Service under the Institute shall be temporary until it is made permanent.

(a) A person appointed on a regular vacancy shall be placed on probation for a period of two years in the case of Direct Recruitment and for one year on the case of Promotion provided probation shall apply to promoted persons only once in each Group of post at the time of this entry to that Group. In case an official is considered not fit for the post on which he is placed on probation, his reversion/termination should be considered. Cases of probation of official should be reviewed every six months. In case the result of review of performance of an official is found indifferent, he should be warned of the consequences, i.e. termination of his service/reversion to the post from which he is promoted. Such a warning should be issued atleast six months in advance after which the performance of the official concerned should be continuously kept under observation. If during the period of probation or any extension thereof, as the case may be, if the person is not found fit for temporary or permanent appointment, he shall be discharged or reverted to the post held by him prior to his appointment in the service, as the case may be.

(b) The Conditions of service of temporary official are governed by the provision of CCS (TS) Rules, 1965. The services of an official can be terminated without giving any reason under Rule 5 of the said Rules or for any misconduct under the provisions of the said Rules, after observing the procedure prescribed therein. The services of a temporary official shall be liable to termination at any time by a notice in writing given either by an official to the appointing authority or by the appointing authority to an official. The period of such notice shall be one month provided that the service of any such official may be terminated forthwith and on such termination an official shall be entitled to claim a sum equivalent to the amount of pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services or, as the case may be, for the period by which such notice falls short of one month.

(c) The service of a permanent employee can be terminated as per the rules and conditions laid down by the Govt. of India and after following the said procedures in this regard.

34. The period of probation, seniority, etc. shall be as specified in the National Institute of Unani Medicine Service Rules and as per the guidelines/orders/rules issued by the Govt. of India, from time to time.

Employees to be whole-time Servants

35. Unless otherwise provided, the whole-time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the proper authority of the Institute without any claim for additional remuneration.

Superannuation

36. The Rules governing retirement of employees of the Govt. of India, as amended from time to time, shall mutatis mutandis apply to the employees of the Institute. However,

the retirement age in respect of any category of posts may be raised to the extent the Governing Body and Govt. of India may decide.

37. The Fundamental Rules and Supplementary Rules and the General Financial Rules of the Govt. of India, as amended from time to time, shall apply mutatis mutandis to the employees of the Institute.

Private Practice

38. The service under the Institute debars the teaching, research and clinical officers from either private or consulting practice of any kind.

Status of non-officials for regulation of TA

39. Private persons who are not whole-time servants of the Institute or who are remunerated wholly or partly by fees, rank for the purpose of travelling allowance under Supplementary Rule 17 in such grade as the Institute may with due regard to their status declare. The air travel to private members shall be allowed with prior approval of the Department of AYUSH.

De-factor Permanent and Temporary Status of the Institute Employees

40. The employees of the Institute with three years of continuous service or more will, for the purpose of drawl of increments, fixation of pay, grant of personal advances, etc. be treated in the same manner and shall be subject to the same rules as are applicable to permanent Government Servants and to the staff with less than three years service, rules as for temporary Government servants shall apply.

NOTE: Bye-Laws 41 and 42 are not applicable to Government Servants employed in the Institute on Foreign Service terms.

Deputation in India and abroad

41. Such employees of the Institute as have completed five years of service and are awarded fellowships for higher studies or training in India or abroad, may be granted deputation-cum-special leave terms. The grant of these terms shall be regulated mutates mutandis by the orders issued on the subject by the Govt. of India, from time to time with the approval of the Ministry.
42. The grant of leave to employees of the Institute under the Bye-Law shall not debar employment of temporary substitutes provided the nature of duties performed requires that a substitute should be engaged.

Leave Rules

43. The Central Civil Service (Leave) Rules, 1972, as amended from time to time, shall apply mutates mutandis, to the employees of the Institute appointed other than on contract basis. Employees appointed on contract/part-time basis shall be granted leave under the same rules as are applicable to such employees of the Govt. of India.

Medical Facilities

44. The employees of the Institute shall be governed by the Central Civil Service (Medical Attendance) Rules, mutates mutandis.

Scale of Pay of various posts

45. The scale of pay and allowances applicable to various posts in the service of the Institute shall be those prescribed by the Govt. of India for similar personnel under them.

Allotment of Institute Residence to Employees

46. The employees of the Institute shall be eligible to the allotment of Institute Residential Quarters, if available, as per the rules laid down for the purpose.

Conduct, Discipline and Penalties

47. The Central Civil Service (Conduct) Rules and also the Central Civil Service (Classification, Control and Appeal) Rules of the Govt. of India will, mutates mutandis, apply to the employees of the Institute.

48. The authorities empowered to impose penalties shall be as specified in Annexure-B and the appeals from orders imposing any of the penalties specified shall be made to the authorities specified in Column 4 or 5, as the case may be, of the said Annexure and whose decision shall be final.

Other Conditions of Service

49. In respect of matters not provided for in these Bye-Laws, the rules as applicable to the Central Government servants regarding general conditions of service, pay, allowances, TA and daily allowances, foreign service terms, deputation in India and abroad, etc. and orders and decisions issued in this regard or any other regard by the Central Government, from time to time, shall apply, mutates mutandis, to the employees of the Institute.

50. Any alteration in these Bye-Laws shall require prior approval of the Governing Body of the Institute.

IV. POWERS & FUNCTIONS

ANNEXURE-A

Powers and functions of Director

(Bye-Law 30)

1. The Director shall be the Chief Executive of the Institute and shall be responsible for the co-ordination of policies, planning and execution of various programs under the Institute. Without prejudice to the generality of the foregoing provisions, the Director shall exercise such powers and discharge such functions as specified in Schedule-I and also those laid down below subject to any direction under the relevant rules as issued by the Govt. of India, from time to time.

- (a) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Institute;
- (b) He shall allocate duties to officers and employees of the Institute and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations;
- (c) All the correspondence shall be over his signature or of an officer(s) authorized by him in his behalf.
- (d) He shall also be Member (ex-officio) of all the Committees appointed by the Governing Body and shall attend at his discretion all or any meetings of such Committees;
- (e) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President;
- (f) The Director shall sign and execute on behalf of the Governing Body all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute. The drafts to all contracts involving consideration exceeding *Rs.5,00,000/- shall be submitted to the Solicitor to the Govt. of India or such other officer dealing with conveyancing matter in the Ministry of Law for his advice as to its correctness of their form.

(*approved vide Ministry letter No. R 14011/7/2008-NI dated 12.02.2009)

- (g) He shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, action, and other legal proceedings on behalf of the Institute/Governing Body.
- (h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Institute after taking competent legal advice;
- (i) The Director may, subject to such restrictions as he may think fit to impose, authorize the Departmental Heads/Deputy Director (Admn.)/Administrative Officer/Accounts Officer and Disbursing Officer, as the case may be, to exercise powers upto the extent indicated by him;
- (j) The Director may, subject to such restrictions as he may think fit to impose, authorize the Heads of the Projects, to exercise such of the powers conferred upon him under the Bye-Laws;
- (k) The Drawing and Disbursing Officer or any other officer of Group A or B authorized by the Director on his behalf shall have the power to sanction an expenditure of contingent nature upto the amount not exceeding Rs. 5,000 /- in each case.

NOTE: In the event of any authorization by the Director under items (i), (j) and (k) above, the authorized officers shall be responsible for the correctness, regularity and propriety of the decisions taken by them. However, the Director shall continue to be responsible for all such decisions taken by the authorized officers.

2. Powers of the Director in regard to writing off the irrecoverable value of stores, money, advances etc. shall not be re-delegated.
3. In case of any doubt, the matter should be referred to the *Ministry of AYUSH, Govt. of India.
4. The word 'the Government' in Schedule-I means the Govt. of India

SCHEDULE - I

SCHEDULE OF POWERS VESTED IN DIRECTOR

Sl. No.	Power	Extent
1.	To declare an Institute employee to be a ministerial servant	Full powers.
2.	To dispense with a medical certificate of fitness before appointment (in individual case)	Full powers in respect of the categories of the posts for which Director is the appointing authority.
3.	To suspend a lien	Full powers provided he is authorized to make appointments to the post in question.
4.	To transfer a lien	Full powers provided that he is authorized to make appointments to both the posts concerned.
5.	To transfer an employee from one post to another	Full powers
6.	To appoint an employee to hold a dual charge and to fix emoluments	Full powers provided he has power to make appointments in each post.
7.	To sanction grant or acceptance of honorarium	Upto a maximum of Rs. 25,000/- in each case per year.
8.	To permit teaching staff of the Institute to accept fee for examiner-ship, invigilator-ship, paper setting Valuation of answer book etc.	Full powers subject to the provision of Service Rules-12 and maximum of Rs.2,500/- in a financial year.
9.	To permit undertaking of private work and acceptance of fee	Upto Rs. 1,200/- in case of each employment per year.
10.	To decide the shortest of two or more Routes.	Full powers.
11.	To allow mileage allowance by a route other than the shortest	Full powers provide selection of the route is in the Institute's interest.

12.	To define the limits of an employee's Sphere of duty for the purpose of TA	Full powers
13.	To decide whether a particular Absence is absence or duty for the purpose of TA.	Full powers
14.	To authorize an employee to proceed on duty to any part of India	Full powers
15.	To restrict the frequency and duration of journey	Full powers
16.	To reimburse cancellation charges on Unused air/rail tickets	Full powers where the cancellation was done in the interest of the Institute.
17.	To allow actual expenses for Carriage of personal effects by road between stations connected by rail	Full powers
18.	Power to declare an officer of Group A or B to be Head of an office (Powers of head of Office to sign bills and cheques, last pay certificates, contingent registers etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him).	Full powers
19.	Power to permit an officer to countersign TA advance bills where permanent TA Advances have been sanctioned to that Officer.	Full powers
20.	To declare who shall be the controlling officer and to make rules for his Guidance	Full powers provided no employee is declared his own controlling officer.

21.	To purchase raw and prepared drugs, dressings, medicals stores hospital equipment, dietary articles, furniture's, other stores etc. for working of the Institute/Departments, Hospitals or any of its Units, for teaching, Research and Hospital purposes.	Upto the limit of budget provision for such purchase according to usual rules and prescribed procedures.
22.	Power to sanction non-recurring contingent Charges within budget limits.	Up to the limit of budget provision for such Charges within budget limits. Purchase according to usual rules and Prescribed procedure (only in respect of approved schemes)
23	Power to sanction recoupment of Permanent advance.	Full powers.
24	Power to sanction Municipal or Cantonment taxes.	Full powers.
25	Power to purchase within budget Limits Government and Non- Government publications required by him or by officers under his control,	Full powers.
26	Power to sanction the renting of Ordinary offices and hostel accommodation.	Rs.15, 000/- per annum. Subject to the Recommendation of the Finance Committee in principle, for hiring such Accommodations.
27	Maintenance of building and petty works repairs and alternations to hired and requisitioned buildings.	For ordinary repairs to Institute own building –full powers subject to budget Provision.

28	Power to sanction fixed recurring charges of a contingent character	Full powers.
29	Power to sanction telephone rents.	Full powers
30	Power to advance of pay to an officer under transfer	Full powers.
31	Power to grant advance of TA to Himself and to other employees.	Full powers.
32	Power to sanction advances and final Withdrawal from CP Fund/EP Fund/GP Fund in accordance with the Government Rules as amended from time to time	Full powers.
33	Power to sanction festival advance in Accordance with the government rules as amended from time to time.	Full powers.
34	Power to sanction advance for the purchase of Conveyance in accordance with the Government, rules as amended from to time.	Full powers.
35	Power to incur expenditure and sanction Advances for Law Suits to which the Institute is party in accordance with the Government Rules as amended from time to time.	Full powers.
36	Power to vary the terms of repayment of Advances.	Full powers.
37	Power to order retention of undisbursed pay and allowances.	Up to three months.



38	Power to sanction Children Education Allowance and reimbursement of Tuition Fees in accordance with the Central Govt. Rules as amended from time to time.	Full powers
39	Power to sanction reimbursement of Medical Expenses incurred by an employee for himself Or in respect of a member of the family in Accordance with the Central Government Rules as amended from time to time or Institute's Own rules / scheme on medical attendance as Approved by the Governing Body	Director are empowered to make suitable arrangements for providing medical facilities to the staff in areas which are not covered under CGHS provided that such agreements if they are more liberal than the Central Civil Service (Medical Attendance) Rules, 1944 will require prior approval of the Department.
40	Power to sanction the purchase of typewriter.	This will henceforth include purchase of Computers, Printers, Fax machines, Photocopiers etc., subject to observance of laid down procedure.
41	Power in regard to writing of the irrecoverable Value of stores, money, advances etc., provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant of the Institute which might possibly call for Disciplinary action requiring the orders of a higher authority.	Up to a limit of Rs.10,000/- in each case. Full powers with the approval of the Finance Committee.
41. a.	Contractual appointment against approved Posts.	Director may appoint contractual Staff for one year or till such time Regular appoints are made, Whichever is earlier, against approved Posts, subject to proper selection procedure. This also applies to selection on part-time basis.



42.	Power to order destruction of records.	Full powers subject to observance of periods or retention of records as Prescribed by the Government of India.
43.	To order, sale by auction or otherwise in the interest of Institute of unserviceable Stores or Perishable articles.	Full powers
44	Power to give gift items / medicine to visiting Dignitaries or public bodies at his discretion.	Up to Rs.1,000/- in each case.
45	Power to countersign his own travelling Allowance bills.	Full powers
46	Power to grant all kinds of leave excluding Study leave to staff of the Institute as per CCS Leave Rules.	Full powers
47	Power to grant upto five advance Increments in respect of Group C & D staff on the basis of the Recommendation of the Selection Committee.	Full powers
48	Printing and binding.	Full powers subject to codal formalities.
49	Power to incur expenditure on miscellaneous items or contingent nature.	Powers of Director limited to Rs.1.00 Lakh each time.
50	Power to purchase stationery for Offices / Hospital etc.	Powers according to necessity subject to budget provision.
51	Repair of motor vehicles.	Full powers to the Director.
52	*Emergent Expenditure Rs. 25,000/- expenditure (Generally). (*amended vide letter No. R.14011/7/2008-NI dated 28.01.2009 of Dept. of AYUSH)	The financial limits of incurring expenditure in emergent cases are subject to the following limits: <ul style="list-style-type: none"> a) Rs. 10,00,000/- Head of Governing Body / SFC by whatever name called in the MOA (depending on the clauses of the MOA) b) Rs. 5,00,000/- Chairman of the Governing Council or equivalent authority as laid down in the MOA. c) Rs. 2,00,000/- Director of the Institute. These powers must be exercised keeping in mind the definition of emergent expenditure viz, expenditure which is unforeseen and cannot be postponed.

ANEXURE – B
(Bye – Law 49)

Particulars of post	Authority empowered in impose Penalties And the Penalties which <u>May be imposed</u>		Appellate Authority	
	Minor	Major	Minor	Major
Group A-I	President	Governing Body	Governing Body	Governing body
Group A-II	President	President	Governing Body	Governing Body
Group B	Director	President	President	Governing Body
Group C	Dy. Director (Admin)	Director	Director	President
Group D	Admin Officer	Dy. Director (Admin)	Dy. Director (Admin)	Director

- Group A-I** Includes posts the maximum of the pay scale of which is not less than 22,400.
- Group A-II** Includes posts carrying a pay or a scale of pay with a maximum of not less than 14,300 but less than 18,00
- Group B** Includes posts carrying a pay or a scale of pay with a maximum of not less than 10,500 but less than 13,500
- Group C** Includes posts carrying a pay or a scale or pay with a maximum over 4,000 but less than 10,500
- Group D** Includes posts carrying a pay or a scale or pay with a maximum of 4,000 or less

V. CADRE & RECRUITMENT RULES

NOTIFICATION

PREAMBLE

In exercise of the powers conferred by Rule 18 (I) of the Rules & Regulations attached to the Memorandum of Association, the National Institute of Unani Medicine hereby makes the following Rules regulating recruitment and conditions of persons appointed to the service of the National Institute of Unani Medicine, namely:

THE NATIONAL INSTITUTE OF UNANI MEDICINE SERVICE RULES

PART I

Short Title, Commencement and Scope

1. *Short Title and Commencement*

These Rules may be called as National Institute of Unani Medicine Service Rules 1984

They shall come into force with effect from 19.12.1984*

2. *Scope*

The Scope of these rules shall extend to all the branches of the National Institute of Unani Medicine.

3. *Definition:*

In these rules unless otherwise expressly provided or unless anything repugnant in the subject or context-

- a) "Appointing authority" means the President for the post of the Director and all Group A & B posts and the Director for all the Group C & D Posts
- b) "Direct recruitment" means recruitment according to procedure laid down in part IV of these Rules.

(*Amended vide Ministry Letter No. R.13015/28/2003-Unani Desk dated 23.04.2004)

- c) "Director" means the Director of the National Institute of Unani Medicine, Bengaluru.
- d) "Department" means the Department or discipline of Unani Medicine as may be declared by the Governing body.
- e) "Discipline" means a discipline of Unani constitutes whole or part in NIUM
- f) "Experience" means the actual experience gained practically in the feeder cadre whenever applicable and where details are not spelled out.
- g) "Equivalent post" means the post, the pay scale which are identical and Nature of duties similar.
- h) "Governing body" means the Governing body of the National Institute of Unani Medicine, Bengaluru.
- i) "Government" means the Government of India.
- j) "Group post" means the post categorize as Group A, Group B, Group C & Group D as per Government norms.
- k) "Institute" means the National Institute of Unani Medicine.
- l) "Members of the Service" means a person appointed to a post in a Substantive capacity under the provisions of these Rules.
- m) "President" means the president of the Governing Body of the National Institute of Unani Medicine.
- n) "Regular appointment" means an appointment made under the provisions of these Rules after due selection by any one of the method of recruitment prescribed under these rules.



- o) "Schedule" means the schedule attached to these rules.
- p) "Service" means the National Institute of Unani Medicine Service.
- q) "State Government" means the Government of Karnataka.
- r) "Year" means financial year commencing from 1st of April every year.

4. Application

These rules shall apply to all the employees of NIUM holding posts mentioned in Column 2 of the Schedule 1

5. Interpretation

Unless the context otherwise required all doubts arising relating to the application Interpretation and scope of these rules shall be referred to the president of the Governing Body whose decisions thereon shall be final.



PART II – CADRE

6. Composition Nature and Strength of Service

- (1) Service shall consist of the following divisions namely:
- (a) Teaching and Research Division
 - (b) Administrative Division
 - (c) Technical Division
 - (d) Miscellaneous Division
- (2) Strength of the posts in each Division of the Service shall be may be determined by the Governing Body, from time to time, subject to such concurrence of Government as may be required.

7. Constitution of Service

The Service shall consists of all employee of the Institute who have been recruited in accordance with the rules in force at the time of recruitment for any of the sanctioned posts.

PART III

Method of Recruitment

8. Source of Recruitment

Subject to the provisions hereinafter contained in Rules, recruitment to posts in each Division of the Services shall be made by the following methods in the Proportion as indicated in Col 5 of the Schedule-I.

- (a) by direct recruitment in accordance with part VI of these Rules;
- (b) by promotion in accordance with part VII of these Rules;
- (c) by transfer on deputation.

PART I V

Essential Features Recruitment

9. Nationality

A candidate for direct recruitment to the Service must be:

- a) a citizen of India; or
- b) a subject of Nepal; or
- c) a subject of Bhutan; or
- d) a Tibetan refugee who came over to India before January 1st 1962 with the intention of permanently settling in India.

10. Age

A candidate for direct recruitment to a post in the service must have not attained the maximum age as prescribed in col. 3 of the Schedule – I against each post on the first day of January next following the last date fixed for receipt of applications, provided that –

(a) the upper age limit prescribed above shall be relaxed in the case of persons in service and candidates belonging to the Scheduled Castes and Scheduled Tribes, OBC candidates, the blind candidate and physically handicapped candidates as per the Government of India orders amended from time to time.

(b) However, the appointing authority may grant extra age relaxation to any candidate for reason to be recorded in writing.

11. Physical Fitness

A person suffering from any contagious disease shall be allowed to join after he is declared medically fit.

12. Reservation of Vacancies

Reservation of Vacancies in posts / services under the Institute for Scheduled Caste, Scheduled Tribe, Other Backward Classes, Physically Handicapped persons, etc., shall be as per the orders / instructions of the U.G.C. for the University System.

13. Academic and Technical Qualifications and Experience

The Academic and technical qualifications and experience shall be as provided in Column No.4 & 7 of Schedule -I for Direct Recruitment & for promotion respectively. The essential qualifications are not relaxable. However, the appointing authority may grant relaxation in experience to a candidate for reasons to be recorded in writing.

PART V

Disqualification for Recruitment

14. Canvassing

No recommendation for recruitment either written or oral other than that required under the Rule shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly may disqualify him / her for recruitment.

15. Irregular or Improper Means

A candidate who is or has been declared by the appointing authority guilty of impersonation or of submitting fabricated documents which have been tampered with or of making statements which are incorrect or false or to suppressing material information or attempting to use unfair means in the interview or otherwise resorting to any other irregular means for obtaining interview shall, in addition to rendering himself liable to criminal prosecution be debarred either permanently or for a specified period for appointment to any post in the Institute.

16. Matrimonial

He/ She shall not be eligible for appointment if he/she has more than one wife/ husband living.

PART VI

Procedure for Direct Recruitment

17. Inviting of Applications

Applications for direct recruitment as and when required in the Institute shall be invited by the Director through advertisement in at least three leading national English newspaper and equal number of Hindi / Kannada/ **Urdu newspapers and in Employment News except Group C&D posts which may be advertised only in State Level Newspapers. For the post of Director, the President shall cause to issue an advertisement through the *Ministry of AYUSH.

***Substituted vide the resolution of the 8th Governing Body meeting dated 23.03.2004*

18. Form of Application

For the post of Director, applications shall be made in the format approved by Government of India and all other posts as approved by the Director.

19. Scrutiny of Applications

For the post of Director, *Ministry of AYUSH, Government of India shall scrutinize the applications and for all other posts, Director shall cause all applications received in response of advertisement to be scrutinized for fulfilling the conditions of the advertisement and shall prepare a list of candidates to be called for Interview which shall be not more than five times the number of vacancies to be filled up on objective criteria to be recorded on file.

20. Selection of Candidates

The selection Committee / Departmental promotion Committee for various groups of posts in the service shall be as follows:

Direct Recruitment

For the post of Director:

- | | |
|---|----------|
| 1. Secretary / Joint Secretary Ministry of AYUSH,
Government of India, New Delhi | Chairman |
| 2. Secretary (Medical Education), Government of Karnataka | Member |
| 3. (4) & (5) Three Vice Chancellors / Sr. Professors to be
nominated by the Chairman | Members |
| 6. One Unani Expert to be nominated by the Chairman | Member |

***For the post of Dy. Director (Admn):**

- | | |
|---|----------|
| i. Joint Secretary (AYUSH) Incharge of Unani Division | Chairman |
| ii. Director, NIUM | Member |
| iii. Nominee of Secretary (AYUSH) from amongst
Officers of the level of Director /Joint Secretary
(*as per Letter No. R13015/19/2009-UD dated 30.09.2009 of Dept. of AYUSH) | Member |

For Group A & B Posts:

- | | |
|--|-------------------|
| 1. Secretary, AYUSH or his nominee not below the rank of
Joint Secretary, *Ministry of AYUSH,
Government of India, New Delhi | Chairman |
| 2. Secretary (Medical Education), Government of Karnataka | Member |
| 3. Advisor (Unani) Ministry of AYUSH , Govt. of India | Members |
| 4. **Two Professor of the concerned subject (Retd. Or Serving)
from a recognized institution having PG course | Member |
| 5. One expert of Unani / Modern Medicine belonging to SC/ST | Member |
| 6. Director, NIUM
(Members at Sl. No. 4 & 5 to be nominated by the Chairman)
(** Amended in the 8 th Governing Body meeting held on 23.03.2004) | Member -Secretary |

*****For Group B post i.e. AO/PA to Director**

- | | |
|------------------------------------|----------|
| 1. Joint Secretary, GOI, New Delhi | Chairman |
| 2. Director, NIUM | Member |
| 3. Deputy Director (Admin),NIUM | Member |

*****For Group C& D posts**

- | | |
|---|----------|
| 1. Deputy Director (Admin),NIUM | Chairman |
| 2. Reader, NIUM representation SC/ST | Member |
| 3. An officer nominated by Ministry of AYUSH not below
the rank of Under Secretary | Member |

(** *vide letter No. R 13015/7/2014-NI/NIUM dated 10th October, 2014 of Dept. of AYUSH)

Departmental Promotion Committee for Promotion

***For Group A & B Posts:**

- | | |
|--|------------------|
| 1. Secretary, AYUSH or his nominee not below the rank of Joint Secretary | Chairman |
| 2. Director, NIUM | Member Secretary |
| 3. One expert of the concerned subject (one step higher) | Member |
| 4. An officer belonging to SC/ST to represent the reservation policy | Member |

(Note : 3-4 to be nominated by the Chairman)

(*letter No. R 13015/1/2012-NI/NIUM dated 2nd March,2012 of Dept. of AYUSH)

****For Group B post i.e. AO/PA to Director**

- | | |
|------------------------------------|----------|
| 1. Joint Secretary, GOI, New Delhi | Chairman |
| 2. Director, NIUM | Member |
| 3. Deputy Director (Admin),NIUM | Member |

****For Group C & D posts**

- | | |
|--|----------|
| 1. Deputy Director (Admin),NIUM | Chairman |
| 2. Reader, NIUM representation SC/ST | Member |
| 3. An officer nominated by Ministry of AYUSH not below the rank of Under Secretary | Member |

(** letter No. R 13015/7/2014-NI/NIUM dated 10th October,2014 of Dept. of AYUSH)



PART VII

Procedure for Recruitment for Promotion

21. Eligibility

The holders of the post enumerated in col. 6 of the schedule 1 shall be eligible for promotion to the extent as mentioned in col. 5 to the post specified in col. 2 subject to their possessing the minimum qualifications and experience as specified in col. 7 of the schedule 1.

22. Criteria

- (1) Persons who are regularly appointed on the post of enumerated in col. 6 of Schedule 1 shall be considered for promotion. (Discipline wise in teaching division).
- (2) Promotion shall be made on the basis of merit cum seniority to the Group A & B posts and for Group C & D posts, it will be on the basis of seniority cum merit.

23. Procedure of Selection

- (1) In selection of the candidate regard shall be had to their:
 - (a) seniority (Discipline wise in Teaching Division)
 - (b) previous record of service.
- (2) As far as possible in the beginning of each year Director shall initiate process of filling the posts required to be filled up by promotion for all the posts expected to become eligible and required to be filled up by promotion. However more DPCs may be held if required during the year.
- (3) DPC will consider eligible persons for promotion on the basis of the latest seniority list keeping in view the number of posts available to be filled up by promotion.

- (4) The zone of consideration for considering the names for the post shall be in accordance with the instructions of the Department of Personal and Training for Government Departments.

24. Appointment to the Services

The panel required by the DPC shall form the basis for appointment after the same has been approved by the appointing authority. Any change in the panel recommended by the DPC can be made only on prior approval of the Governing Body.

25. Temporary Appointment

If there is a vacancy against various sanctioned posts which is not likely to be filled up soon but is required to be filled up immediately for smooth functioning of the Institute the same may be filled up by the appointing authority who may make purely temporary arrangements for filling such posts by a qualified person provided such appointment shall not be for more than six months in a year and shall not be repeated. Such appointment will be only a consolidated monthly payment equal to the gross emoluments payable to a person of that category at the minimum of pay scale.

26. Appointment by Deputation

If a particular post has been attempted to be filled up by promotion / direct recruitment but no suitable candidate could be selected, the post may be filled up by deputation by the director with the approval of the appointing authority from any of the Central / State Government Department or their Organizations or *"from recognized Unani Colleges having PG" by a person possessing the prescribed academic qualification and experience and holding equivalent posts or one level below. The duration of deputation shall be maximum 5 yrs shall not be extendable.

**Substituted vide the resolution of the 8th Governing Body meeting dated 23.03.2004*

PART VIII

Probation, Confirmation and Seniority

27. Probation

- (1) A person appointed against the regular vacancy in service shall be placed on probation for a period of two years in the case of direct recruitment and for one year in the case of promotion provided probation shall apply to promoted candidates only once in each group A, B, C & D at the time of their entry in that group.
- (2) Each probationer during the period of probation may be required to pass such examination and undergo such training as may be prescribed from time to time.
- (3) Period of probation of a person who dies or is due to retire on being superannuated during such period shall be deemed to have expired on one day earlier than the date of his death or retirement as the case may be, and the condition of passing any examination or undergoing any training shall also be deemed to have been waived.
- (4) If it appears to the Appointing Authority at any time during or at the end of the period of probation that the person has not made sufficient use of his opportunity or that he failed to give satisfaction, the appointing authority may cancel his appointment / promotion.

28. Confirmation

A candidate appointed on probation shall be confirmed by the DPC only in the service on his initial appointment at the end of period of probation, if:

- (a) he has passed the departmental examination if any
- (b) he has successfully completed the prescribed training if any and
- (c) the appointing authority is satisfied that his integrity is beyond doubt and he is fit for promotion.
- (d) The candidate whose probation period has ended and within next three months the appointing authority neither extended the probation nor confirmed him nor cancelled his probation / appointment then he will automatically be deemed to have been confirmed on the post.

29. Seniority

- (a) The Institute must maintain and published the seniority list of each category of post atleast once in every 2 yrs.
- (b) In the teaching posts, the benefit of past teaching / research services will be available to the concerned on their joining the Institute, in accordance with the guidelines of the UGC provided however, such an advantage limited to post retirement benefits only and will not influence the original seniority of such a person which shall count from his date of appointment in the Institute on that post.
- (c) That the seniority interest of the persons appointed to the services by direct recruitment to a particular cadre of the post on the basis of one and the same selection except those who do not join the services within a period of 6 months when a vacancy is offered to him shall follow the orders in which they have been placed in the list prepared.

PART IX

30. Scale of Pay

The scale of pay of a person appointed to a post in the service shall be such as may be sanctioned by the government from time to time.

31. Increment during Probation

A Probationer shall draw the first increment in the scale of pay admissible to him after the completion of the first year of probation and thereafter on completion of the satisfactory probation.

32. Regulation of Pay & allowances and other service conditions

Except as provided in these rules, the pay and allowances, leave, provident fund and other services conditions not covered under this rule shall be regulated in accordance with the rule inforce in Govt. from time to time till such rules are made in the institute.



RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, BANGALORE
IMPORTANT INFORMATION

UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

PUBLISHED FOR FACILITATING TO THE INTERESTED PERSONS, GENERAL PUBLIC



RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, BANGALORE

FOREWORD

A Vibrant democracy requires an informed citizenry and transparency of information. Conferring the right of access to information to the common man would certainly promote openness, transparency and accountability in the working of every public authority. It also ensures effective participation of people in the administration and contains corruption.

Rajiv Gandhi University of Health Sciences, in its, vision statement, has already emphasized the importance of Social Accountability amongst students, teachers and institutions.

A legal frame work has been given to implement these noble objectives by 'The Right to Information Act, 2005' (No 22of 2005).

In conformity with the above Act, Rajiv Gandhi University of Health Sciences Karnataka, has considered it essential to first compile and publish a Manual, providing details of its organization, functions and duties, procedure followed in the decision making process, related statutes, ordinances and rules used by its employees for discharging its functions and such other matters, and therefore this Manual has been prepared.

I have great pleasure in publishing the information for reference of stake holders with the fond hope that this will be a significant step in making the Right to Information Act operational as far as they relate to this University.

*Place: Bangalore
Date: 12th May 2007*

*Sd/-
VICE- CHANCELLOR*



**RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCE, KARNATAKA,
4TH 'T' BLOCK, JAYANAGAR, BANGALORE- 560 041**

NO.RTI/PIO-1/2007-08

Date: 12/05/2007

NOTIFICATION

In accordance with the provisions of **Section 4 (1) (b)** of Right to Information Act, 2005 (Central Act of 22 of 2005) Chapter II Right to Information and obligation of Public Authorities the particulars relating to "Rajiv Gandhi University of Health Sciences, Bangalore is published in the scheduled hereto annexed for Information of general public.

There may be repetition of certain facts in some paragraphs, but they are considered inevitable, intended to give a clear and comprehensive picture for the information of general public.

By Order,

Sd/-

REGISTRAR

Schedule to Notification NO.RTI/PIO-1/2007-08, Dated: 12th May 2007

The particulars of Rajiv Gandhi University of Health Sciences, Bangalore
Section 4 (1) (b) (i)

CHAPTER-1

Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore was established by an Act of Karnataka State Legislature called "The Rajiv Gandhi University of Health Sciences Act, 1994". It has received assent of His Excellency the Governor on 25 October 1994. It was first published in Karnataka Gazette special on 30th November 1994 for information.

The University started functioning from 1st June 1996.

Powers and functions of the University:

- ❖ To Provide for instruction and training in such branches of medicine and Allied sciences, as may be considered suitable and to make provision for research and for the advancement and dissemination of knowledge in Health Sciences, striving to maintain at all times highest possible standards of academic excellence;

- ❖ To institute and award degrees, diplomas, certificates and other academic distinctions for persons who shall have pursued approved courses of study in a University College or an affiliated colleges;
- ❖ To develop, upgrade and start departments in medical specialties as may be required and to provide instruction for such courses of study as it may determine;
- ❖ To hold examinations and to confer honorary degrees or other distinctions under conditions as may be prescribed;
- ❖ To prescribe conditions under which the award of any degree title, diploma and other academic distinctions may be withheld;
- ❖ To institute maintain and administer University Colleges, Hospitals and Laboratories and Institutes of Research libraries or other institutions necessary to carry out the objects of the University;
- ❖ To affiliate or recognize colleges and institutions and to withdraw such affiliation or recognition;
- ❖ To institute suspend or abolish University professorships associate professorships, Readerships. Assistant professorships, Lectureships and other teaching posts in the University and to make suitable appointments thereto;



- ❖ To institute and award fellowships, scholarships, studentships, student medals and prizes;
- ❖ To establish maintain and administer hostels, to recognize hostels not managed by the University and to suspend on withdraw such recognition there from;
- ❖ To exercise such control over the students of the University as well secure their health well being and discipline and to exercise through the affiliated colleges control for similar purpose over the students of affiliated colleges;
- ❖ To manage and control all immovable properties transferred to the University by the Government;
- ❖ To accept hold and manage any endowments donations or funds which may become vested in it for the purpose the University by grant testamentary disposition or otherwise, and to invest such endowments. Donations or funds in any manner that the University may deem fit: provided that no donation from a foreign country. Foreign foundation or any person in such country foundation shall be accepted by the University save with the approval of the Government;
- ❖ To undertake publication of works of merit and research pertaining to health sciences.



- ❖ To organize regulate and control university Union;
- ❖ To co-operate with other University and academic institutions;
- ❖ To establish and maintain University Libraries, Research station, Museums and press and publication Bureau;
- ❖ To establish research posts and to appoint suitable persons to such posts.
- ❖ To establish suitable residential accommodation to the staff of the University to the extent feasible;
- ❖ To award prizes and medals to deserving students. On the basis of approved endowments; and to generally to do such other acts or make such other provisions as may be deemed necessary or desirable to further the objectives of the University.

Headquarters, Jurisdiction - Provision to establish additional campuses:

Bangalore is the Headquarter. The whole of the State of Karnataka is its jurisdiction. The University has provision to establish campuses at such other places in Karnataka.

Features:

This University is a body corporate by the name "Rajiv Gandhi University of Health Sciences" with perpetual succession and common seal.



Membership:

Rajiv Gandhi University of Health Sciences is a Member of Association of Indian Universities at National level and Member of Inter University Board at State level.

Funds:

It has fund to which it credits its income, fees, endowments, grants. The University has been authorized to borrow money for any of the purposes to carry out the objective of the University.

Power to Audit:

Government of Karnataka has power to direct Audit of Accounts. The accounts are audited by the Controller of State Accounts once atleast in a year at intervals of not more than fifteen months. The Auditors Reports are placed before the competent authorities.

Details of Property held :

- The Government of Karnataka has authorized the University to start functioning in a part of General Hospital, Jayanagar by shifting Sanjay Gandhi Accident and Rehabilitation Center elsewhere. The University has carried out certain Civil work to suit the need of a University. It has constructed Dhanavanthri Hall and carried out other Civil work by adding 2nd floor to the existing building.
- The Government of Karnataka has sanctioned 50 acres of land in South Taluq, Bheemanakuppe, Survey No.73. The University has fenced the land for security.

CHAPTER-2

Powers and duties of Officers and employees

OFFICERS OF THE UNIVERSITY Section 4 (1) (b) (ii)

The Chancellor-His Excellency the Governor of Karnataka is the Chancellor.
 The Pro-Chancellor-Hon'ble Minister for Medical Education is Pro-Chancellor.
 The Vice-Chancellor
 The Registrar
 The Registrar (Evaluation)
 The Finance Officer

DEANS OF FACULTY

The Faculty of Medicine;
 The Faculty of Dentistry;
 The Faculty of Indian System of Medicine, Ayurveda, Unani, Yoga & Naturopathy;
 The Faculty of Homoeopathy;
 The Faculty of Pharmacy;
 The Faculty of Nursing;
 The Faculty of Bio-Medical Science & Allied Subjects.

DIRECTORS AND OTHERS

Director, Curriculum Development
 Director, Physical Education
 Director, Student Welfare
 Director, Prasara
 Librarian
 Legal Officer
 Assistant Executive Engineer
 Assistant Director
 Assistant Engineer
 Deputy Registrars
 Deputy Finance Officer
 System Managers
 System Analyst
 Programmer
 Deputy Librarian

CHAPTER-3

AUTHORITIES OF THE UNIVERSITY

1. The Senate;
2. The Syndicate;
3. The Academic Council;
4. The Finance Committee;
5. The Planning Board;
6. The Faculties;
7. The Boards of Studies and such others as may be declared by the statutes.

1. THE SENATE:

The Senate shall consist of the following members, namely:-

- i. The Vice -Chancellor.
- ii. The Secretary to Government, in charge of Health and Family Welfare or his nominee not below the rank of Deputy Secretary to Government.
- iii. The Secretary to Government in charge of Higher Education, or his nominee not below the rank of Deputy Secretary to Government.
- iv. The Director of Medical Education.

- v. The Director of Health and Family Welfare Services:
- vi. The Director of Indian Systems of Medicine and Homoeopathy:
- vii. Three Members of the Karnataka Legislative Assembly elected from amongst themselves:
- viii. Two members of the Karnataka Legislative Council elected from amongst themselves.
- ix. Six persons nominated by the Chancellor in consultation with the Vice-Chancellor from amongst persons having special interest in Health Sciences out of whom one shall be person belonging to the Scheduled castes and one belonging to the Scheduled Tribes and one shall be a woman.
- x. Five persons to be nominated by the Pro-Chancellor from amongst the graduates of Health Sciences:
- xi. Five professors elected from amongst themselves:
- xii. Five teachers, other than professors elected from amongst themselves:
- xiii. Six members each of whom elected to Medical Council of India, Dental Council of India, Pharmacy Council of India, Indian Nursing Council, Central Council of Indian Medicine and Central Council of Homoeopathy from Karnataka Chapter.
- xiv. Six Heads of colleges nominated by the Chancellor in consultation with the Vice-Chancellor by rotation for a period of three years.

2. THE SYNDICATE

The Syndicate shall consist of the following members, namely : -

- i. The Vice - Chancellor:
- ii. The Director of Health and Family Welfare, Karnataka.
- iii. The Director of Medical Education, Karnataka:
- iv. The Director of Indian System of Medicine and Homoeopathy, Karnataka.
- v. The President, Karnataka Chapter of the Indian Medical Association:
- vi. The President, Karnataka Medical Council:
- vii. Three persons elected by the Senate amongst themselves:
- viii. One professor nominated by the Vice -Chancellor by rotation, every two years:
- ix. Two Heads of University or affiliated Colleges by yearly rotation, nominated by the Vice- Chancellor.
- x. One nominee from an autonomous institution nominated by the Vice - Chancellor by yearly rotation.
- xi. Three experts in the field of Health Sciences nominated by the Chancellor on the recommendation of the Vice-Chancellor.

3. THE ACADEMIC COUNCIL

The Academic Council shall consist of the following members namely:

- (1) The Vice-Chancellor



- (2) The Director of Medical Education
- (3) The Director of Indian Medicine and Homoeopathy
- (4) Deans of Faculties
- (5) Chairmen of the Boards of Studies
- (6) Ten professors, nominated by the Vice-Chancellor, by rotation for a period of one year.
- (7) Principals of Ten Colleges, by rotation for a period of one year from amongst the following Group of colleges that only two principals are selected from each group.

In each group, selection shall be made by rotation from the list of Institutions arranged in chronological order of the date of their establishment.

- | | |
|-----------|---|
| Group I | - Medical Colleges |
| Group II | - Dental Colleges |
| Group III | - Ayurveda Unani, Homoeopathy and Yoga & Naturopathy Colleges. |
| Group IV | - Pharmacy Colleges |
| Group V | - Nursing, Physiotherapy and Colleges having other paramedical courses. |

(8) EIGHT members of whom six shall be from six faculties who have research experience and TWO shall be from among professor Emeritus nominated by the Vice-Chancellor for a period of one year.



(9) Registrar (Evaluation).

(10) Registrar - Member Secretary.

4. THE FINANCE COMMITTEE

i. The Finance Committee shall comprise of the following members.

- a. Vice-Chancellor
- b. Secretary to Government, Health & Family Welfare Department or his nominee not below the rank of Joint Secretary/ Deputy Secretary.
- c. Secretary to Government, Finance Department or his nominee not below the rank of Joint Secretary / Deputy Secretary.
- d. One member nominated by the Vice-Chancellor from amongst the Members of the Syndicate.
- e. One member nominated by the Vice-Chancellor from amongst the Senate Members.
- f. Director of Medical Education.
- g. Finance Officer- Secretary.

ii. Registrar shall be a permanent invitee.

5. PLANNING BOARD:

5.1 CONSTITUTION OF THE PLANNING BOARD:

The Planning Board shall consist of the following:

- a. The Vice-Chancellor shall be the Chairperson of the Planning Board.
- b. Not more than five persons of repute in their respective areas like Academic Administrators, Management Executives, Renowned Scientists, Technologists, Financial Experts, nominated by the Vice-Chancellor.
- c. Registrar shall be the Convener.

6. FACULTIES

Then University has the following faculties:

- i. Faculty of Medicine
- ii. Faculty of Dentistry
- iii. Faculty of Indian System of Medicine, Ayurveda, Unani, Yoga & Naturopathy
- iv. Faculty of Homoeopathy,
- v. Faculty of Pharmacy
- vi. Faculty of Nursing
- vii. Faculty of Biomedical Sciences and Allied Subjects

COMPOSITION OF THE FACULTY: Each faculty shall consist of the following:

- 1) Dean of the Faculty

- 2) Chairpersons of the Boards of Studies as may be assigned to each faculty by the Ordinances.
- 3) Not more than three teachers from each discipline from the category of Professor, Asst. Professor / Reader, Lecturer in the affiliated colleges of the University nominated by the Vice-Chancellor for a period of three years.
- 4) Five persons who are not employees of the University and who are experts in the subjects / allied subjects outside the State / within the State nominated by the Vice-Chancellor in consultation with the Syndicate for a period of three years.
- 5) Vice-Chancellor of the University by name shall be Ex-Officio member of the Faculty based on the specialization to which he/ she belongs.

7. Boards of Studies in the following subjects / Group of subjects:

1. Board of Studies in Pre-Clinical subject consisting of Anatomy, Physiology & Biochemistry.
2. Board of Post Graduate Studies in Pre-Clinical subjects consisting of Anatomy, Physiology & Biochemistry.
3. Board of Studies in Para Clinical subjects consisting of Pathology, Pharmacology, Microbiology, Forensic Medicine, Community Medicine.



4. Boards of Post Graduate Studies in Para-Clinical subjects consisting of Pathology, Pharmacology, Microbiology, Forensic Medicine and community Medicine.
5. Board of Studies in Clinical subjects consisting of Medicine, Surgery, Oto-rhino-laryngology, Paediatrics, ophthalmology, Obstetrics and Gynaecology, Orthopaedics.
6. Boards of Post Graduate Studies in Clinical subjects consisting of Medicine, Surgery, Oto-rhynolaryngology, Radiology, Anaesthesiology, Paediatrics, Ophthalmology, Obstetrics & Gynaecology, Psychiatry, Dermatology, Paediatrics Surgery, Plastic Surgery, Urology, Cardiology, Cardiothoracic Surgery, Oncology, Aviation Medicine.
7. Board of Studies in Dentistry.
8. Board of Post Graduate Studies in Dentistry.
9. Board of Studies in Pharmacy.
10. Board of Post Graduate Studies in Pharmacy.
11. Board of Studies in Nursing.
12. Board of Post Graduate Studies in Nursing.
13. Board of Studies in Homoeopathy (UG).
14. Board of Studies in Homoeopathy (PG).
15. Board of Studies in Unani Medicine.
16. Board of Studies in Ayurveda (UG) Naturopathy & Yoga
17. Board of Studies in Ayurveda (PG).



18. Board of Studies in Para Medical Subjects.

19. Board of Studies in Physiotherapy.

**COMMITTEE TO LOOK INTO ALLEGED LAPSES / PROFESSIONAL
MIS-CONDUCT**

The Vice Chancellor shall constitute the Committee from time to time consists of the following:

1. A Member of the Syndicate
2. A Member of the Senate.
3. A Member of the Academic Council
4. Dean of the Faculty concerned.
5. A legal advisor and any other officer of the university may be associated in the capacity of Invitees to assist the committee.

MALPRACTICE LAPSES ENQUIRY COMMITTEE

The Vice-Chancellor shall constitute the Committee from time to time.

The Committee shall consist of five members, including the Registrar(Evaluation) who shall be the member Secretary. At least one of the members shall have been either an Advocate who has practiced at the Bar for not less than 10 years or a person who has held positions as a Judicial Officer in the state. Other members shall be nominated from among the persons who are working as, or who have been:

1. Deans of Faculties
2. Chairpersons in the University Departments
3. Principals of colleges of the University or affiliated colleges.
4. Persons of eminence among members of the public, or
5. Persons who have held senior positions in the State or Central Government.

Among the above, as far as possible, at least one shall be a woman member. Vice-Chancellor shall appoint one of the members so nominated as Chairman.

WORKS COMMITTEE

The Vice-Chancellor constitutes Committee from time to time consisting of the following :

1. A Member of the Syndicate.
2. A Member of the Senate.
3. A Retired Chief Engineer.
4. A Retired Executive Engineer.
5. Finance Officer.
6. Registrar-Member Convener.

The University has established separate cell by designating an officer of the university to look into welfare of SC/ST Employees of the University.

The University has established a cell to look into complaints of harassment of women employees in the university.

To implement recommendations of National Commission for Women the Institutions coming under the jurisdiction of this university have been instructed to constitute Internal Security Committee headed by Head of the Institution, Police Officer of the area as a member and Students Representatives to be invited to such meetings to review security arrangements. The Internal Security Committee shall meet once in a month or twice and minutes of the meeting to be maintained by the Colleges.

To facilitate the citizens to obtain their requirements under Right to Information Act a Public Information Officer and an Assistant Public Information Officer have been designated in conformity with the above Act.

CHAPTER-4

POWERS AND DUTIES OF THE VICE-CHANCELLOR:-

(1) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University. He shall exercise all powers necessary for the due maintenance of discipline in the University.

(2) The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter:

Provided that, if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor, whose decision thereon shall be final.

(3) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and Ordinances.

(4) The Vice-Chancellor shall convene meetings of the Senate, the Syndicate and the Academic Council and he may by order in writing, delegate the power of convening any of the said meetings to any of the

officer of the University. He shall be the Ex- officio Chairman of the Syndicate. Academic Council and Finance Committee and preside over the committee in the absence of the Chancellor.

(5) The Vice-Chancellor shall ensure faithful observance of the provisions of this Act and Statutes, Ordinances, and rules.

(6) The Vice-Chancellor shall be responsible for the presentation of the annual financial estimate and the annual accounts and balance sheet to the Syndicate.

(7) The Vice-Chancellor shall be responsible for the proper administration of the University and for close co-ordination and integration of teaching, research and dissemination of knowledge.

DEANS OF FACULTIES:

THE POWERS AND FUNCTIONS OF THE FACULTY HEADED BY THE DEAN

- i) To consider the report on the matter referred to it by any of the authorities of the University.
- ii) To refer any matter to Board of Studies comprised within the faculty.
- iii) To consider and report on any recommendation referred to it by a Board of Studies before it is referred to the Academic Council.



- iv) To make suggestions or recommendations to the Syndicate and the Academic Council regarding the organization of teaching, training, research and examinations in the subjects comprised in the faculty.

POWERS, DUTIES AND FUNCTIONS OF THE REGISTRAR:-

- (1) The Registrar shall be a whole time Officer of the University and shall be appointed by the Vice-Chancellor in consultation with the Syndicate.
- (2) The salary and allowances and other conditions of service of the Registrar shall be such as may be prescribed by the Syndicate.
- (3) The Registrar shall be responsible for the due custody of records and the common seal of the University. He shall be Ex- Officio Secretary of the Senate, the Syndicate and the Academic Council of the University. He shall be bound to place before them all such information as may be necessary for the transaction of the business. He shall keep a permanent record of all courses, curricular and other information as may be necessary.
- (4) He shall perform such other duties as may be prescribed by the Statutes, Ordinances, and Rules as required from time to time by the Syndicate or the Vice-Chancellor.



POWERS, DUTIES AND FUNCTIONS OF THE REGISTRAR (EVALUATION):

- (1) The Registrar (Evaluation) shall be a whole time officer appointed by the Vice-Chancellor in consultation with the Syndicate.
- (2) He shall be in charge of the conduct of examinations in the University and matters relating thereto and shall perform such other duties as may be prescribed by the Statutes or Ordinances or as may be directed by the Vice-Chancellor.
- (3) The salary and allowances and other conditions of service of the Registrar (Evaluation) shall be such as may be prescribed by the Statutes or Ordinances.

POWERS, DUTIES AND FUNCTIONS OF THE FINANCE OFFICER:

- (1) The Finance Officer shall be a whole time Officer of the University and shall be appointed by the Vice-Chancellor in consultation with the Syndicate.
- (2) The salary and allowances and other conditions of service of the Finance Officer shall be such as may be prescribed by the Statutes or Ordinances.



(3) He shall manage the property and investments by the University. He shall advise the Vice-Chancellor in all matters pertaining to financial policy. He shall be responsible for the proper maintenance of accounts of the University, including the preparation of the annual financial estimates and annual accounts and the balance sheet.

(4) He shall ensure that no expenditure not authorized in the financial estimates as approved by the Syndicate is incurred by the University and he shall not allow any expenditure which is not sanctioned by the competent authority.

CHAPTER-5

POWERS AND FUNCTIONS OF THE SENATE:

(1) The senate shall have power to review from time to time the policies of the University and to suggest measures for the improvement and development of the University and to consider and pass resolutions on the annual accounts and audit reports of the University.

(2) Save as otherwise expressly provided in this Act, the Senate shall have the powers:-

- i. To institute and confer degrees, diplomas and other academic distinctions:



- ii. To confer on the recommendation of the Syndicate honorary degrees or other academic distinctions:
- iii. To make, amend or repeal statutes.
- iv. To consider the financial estimates prepared by the Syndicate and pass resolutions thereon:
- v. To confer on the recommendation of the Syndicate the title of Professor of Emeritus.
- vi. To exercise such other powers and perform such other duties as may be conferred by the Statutes. Ordinances and rules.

POWERS AND FUNCTIONS OF THE SYNDICATE:

The Syndicate has been invested with the following powers:

- (i) to manage and regulate the finances and all other administrative affairs of the University and for that purpose to appoint such agents as it may feel necessary and proper.
- (ii) to enter into, vary carry out and cancel contracts on behalf of the University.
- (iii) to appoint, examiners and moderators and if necessary to change or remove them and also to fix their fees, emoluments and traveling and other allowances.

(iv) to make arrangements for the conduct of examinations in the prescribed manner.

(v) to receive, acquire, hold control and administer the properties of the university both movable and immovable and to invest the funds of the University judiciously in appropriate schemes.

(vi) to cause to be maintained proper accounts of the properties and funds of the University.

(vii) to prescribe, charge and collect fees for.

- Tuition and research.
- Admission to examinations and convocations.
- Such other services as the University may undertake.
- Affiliation and inspection of colleges and registration of graduates; and
- Such other purpose as may be prescribed by the Statutes.

viii. to prepare the financial estimates of the University and to submit the same to the Senate.

ix. to administer and control the colleges, hostels, libraries, laboratories, museums, printing press and publication bureau and other institutions established or maintained by the University.



- x. to institute posts of any class or classes of non teaching staff.
- xi. to make recommendations regarding admission of colleges to affiliations.
- xii. to recognize hostels not administered by the University and to suspend or withdraw such recognition.
- xiii. to regulate supervise and control the residence and disciplines of the students of the University within the campus and its annexes, and promote their health and well being;
- xiv. to constitute and regulate the working of the employment Bureau and the Bureau of Information;
- xv. to delegate such of its functions to the Vice-Chancellor as may be prescribed by the Statutes;
- xvi. to select a common seal for the University and to provide for its custody and use;
- xvii. to arrange for the conduct of litigation by or against the University.
- xviii. to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act Statutes, Ordinances or Rules;



- xix. to institute suspend or abolish Professorship, Asst. Professorship, Lecturership or any other posts of teachers required by the University on the recommendation of the Academic Council.
- xx. to institute fellowship, traveling fellowship, scholarship, studentship, exhibition, medals and prizes.
- xxi. Deleted
- xxii. to conferment of the title of Professor Emeritus on the recommendation of the Academic Council
- xxiii. to under take publication of works of merit and research pertaining to health sciences.
- xxiv. to organize regulate & control University Union.
- xxv. to the extent feasible establish the suitable residential accommodations to the staff of the University.
- xxvi. generally to do such other acts or make such other provisions as may be deemed necessary under the Act.

POWERS OF THE ACADEMIC COUNCIL:

- (i) The Academic Council shall be the Principal Academic body of the University and shall subject to provisions of this Act, the Statutes and the Ordinances have the control and General Regulation of and be responsible



for the maintenance of standards of instruction, education and examination of the University.

ii. The Academic Council shall recommend ordinances on all Academic Matters and in particular on following matters, namely:

- a. Admission of students to the courses offered in the University.
- b. Courses of study, syllabus and scheme of Examination and conditions on which students shall be admitted to University Examinations.

iii. The Ordinance made by the Academic Council shall come into force from the date of approval by the syndicate or such other date as the syndicate may direct.

The Academic Council shall exercise the following powers subject to provisions of this Act. Statutes and Ordinances:

- a. To make proposals for Ordinances relating to Academic matters.
- b. To arrange for co-ordination of students and of teaching in colleges and in recognized institutions.
- c. To advise the University on the promotion of research.

- d. To suggest measures for revisions and innovations in Academic matters and Research Programme.
- e. To make proposals for the Institution of fellowships, scholarships, studentships and for their award.
- f. To declare the results of the various University Examinations or to appoint committees or officers to do so.
- g. To make proposals for promoting research within the University or for promoting other specialized studies.
- h. To exercise such other powers and to perform such other duties as may be required on this Act, the Statutes and Ordinances.
- i. To make proposals for allocating subjects to the various faculties.
- j. Generally advice the University on all Academic matters.

FUNCTIONS OF THE FINANCE COMMITTEE:

The Finance Committee shall perform the following functions namely:

1. To scrutinize the annual budget estimates and make its recommendations to syndicate.
2. To conduct the general examination of the accounts of the University, review the yearly audit reports and make its recommendations thereon.



3. To examine proposals of the University regarding re-appropriation of the budget.
4. To examine any such matter involving financial expenditure.
5. Notwithstanding anything in the subsection the Vice-Chancellor may in case of urgency for reasons to be recorded in writing, in case of such Expenditure in excess to the limit prescribed by the Syndicate from time to time shall report to the next earliest meeting of the Finance Committee.

POWER AND FUNCTIONS OF BOARD OF STUDIES:

1. The Board's of Studies shall recommend the detailed courses of study and curriculum or the different levels of studies in the respective subject and shall advise on all matters relating there to referred to them by the Syndicate or the Academic Council or the Faculty or the Dean of the Faculty or the Dean of the Faculty concerned.
2. A Board of Studies may bring to the notice of the Academic Council or the Syndicate matters connected with the examinations in its subjects and address them on any matters relating to improvement in the courses of study therein.
3. The Board of Studies shall have power:



- i) To prepare syllabus for several courses of study.
- ii) To prepare scheme of examinations.
- iii) To prepare panels of names of persons suitable for appointment of paper-setters / examiners / valuers.
- iv) To prepare panel of experts and specialists for being appointed as members of the Boards of appointments.
- v) To advice the University authorities on such matters as may be referred to them.

Provided that in the panels prepared in exercise of the powers under Section (iv) & (v) above, the Board of Studies shall include persons from outside the Health University.

CHAPTER -6

Procedure followed in the decision making process, including channels of supervision and accountability: Section 4 (1) (b) (iii).

Subject -wise Procedure followed is indicated below:

1. Fresh Affiliation of Colleges:

All colleges and institutions intending to teach Health Science courses, in the State of Karnataka shall apply to this University. Having regard to

these provisions of RGUHS Act, 1994, Statues and Ordinances made there under the following procedure are followed:

i. The University calls for applications for affiliation from intending Governing Body of the college or institution or in case of Government College or Institute the officer authorized in this behalf who intend to start colleges. The Notification inviting application briefly provides date from which applications are sold and the last date prescribed for receipt of application and some vital information.

ii. The application received in time addressed to the Registrar are processed in the concerned compilation and section of the University. The Vice-Chancellor being the Principal executive and academic officer of the University directs a constituted Local Inspection Committee to inspect physically the applicant's college and to submit its findings.

iii. The Vice-Chancellor or an officer authorized by him convene a meeting of an academic council and places the application seeking affiliation along with coherent notes and inspection report of LIC before academic council seeking their comments advice and recommendation. It is competent for the Vice-Chancellor to refer such application of affiliation to a Committee of Academic Council to deal with urgent matters without

waiting for a formal meeting of academic council provided the decision taken by the committee of academic council is placed before academic council for ratification in normal course of time. It is also competent for the Vice-Chancellor to invite to any meeting of committee of academic council the persons having special knowledge and experience to take part in the discussions (however such invitees shall not vote upon any of the subjects considered in the meeting of the committee of academic council).

iv. The opinion comments and recommendation of CAC or AC along with the application of affiliation are placed before Syndicate in the convened meeting. The Syndicate being the competent authority discuss deliberates and take pragmatic decision. With approval of Syndicate the proceedings / minute of the meeting of CAC / AC and also that of Syndicate are sent to Government. The Secretary to Government (Medical Education Department) after following the procedure laid down in the Karnataka Government Secretariat manual of office procedure of Government of Karnataka after such enquiry as may appear to be necessary makes recommendations for grant of application or any part thereof or refuse the application. The University issues orders accordingly. All Orders, Notifications in conformity with the recommendation of the Government are signed and issued by the Registrar under general and overall supervision and responsibility of Vice-



Chancellor. In such of the cases where GOI/Apex Bodies permission is required the University issues consent of affiliation and asks the college Management to apply to the concerned Apex Bodies such as MCI, DCI as the case may be and GOI. Only after the Management/College obtains permission/approval sanction from these authorities the University issues a Notification granting affiliation.

2. Preparation of Financial estimates of the University:

- i. Section 42 of RGUHS Act, 1994, and the Statues and the Ordinances made there under provide that every year on or before stipulated dates the Vice Chancellor shall cause preparation of financial estimates of the University for the ensuing year. Having regard to these provisions the financial estimates are prepared in the finance section under the supervision of Finance Officer.
- ii. The Finance Officer convenes the meeting of finance committee under the directions of the Vice Chancellor. The finance committee in a scheduled meeting considers the statements and makes recommendations to the Syndicate. The opinion / comments and recommendation of the Finance Committee along with the financial statement are placed before the Syndicate along with a coherent note. The Syndicate may approve



with such modifications as it deems fit. The Senate considers the financial estimates prepared by the Syndicate and passes resolution thereon.

3. Framing of Statues:

i. The University being an autonomous institution is empowered to frame statues ordinances and rules to provide for various matters stipulated in the Act. Having regard to these provisions the Senate may either on its own or on submission by the Syndicate makes Statues, amend or repeal existing Statues to make suitable provisions on specified matters. At times the Statues are drafted by the experts and placed before Senate for consideration. With such modification that the Senate considers essential the Statues are passed by the Senate.

ii. The Statues passed by the Senate are sent to Government for submission to Chancellor for assent. The Secretary to Government (Medical Education Department) after following the procedure laid down in the Karnataka Government Secretariat manual of office procedure of Government of Karnataka and after such enquiry as may appear to be necessary, submit the Statues to the Chancellor with comments. The Chancellor may give or withhold his assent thereto or refer it back to the Senate for further consideration. The Statues passed by the Senate will be

valid only if assented to by the Chancellor and come into force on the date of its publication in the Official Gazette or it comes into force on such date as the Chancellor may fix.

Appropriate authorities of the University take decisions on issues. The decisions are taken in a scheduled meeting of the respective authorities. The decision taken is read over, recorded in the form of proceedings and minutes and communicated to all members, Government and the Chancellor of the University.

CHAPTER-7

Norms set by Rajiv Gandhi University of Health Sciences for discharge of its functions: Section 4 (1) (b) (iv):

The University provides instructions and training in such branches of Medicines and Allied Sciences as are considered suitable and make provision for research and for dissemination of knowledge in health sciences. All these courses are approved to by apex bodies such as Medical Council of India, Dental Council of India, Central Council of Indian Medicine, Central Council of Homeopathy, Indian Nursing Council, and Pharmacy Council of India. These apex bodies frame regulations with prior approval of Central Government of India in all



matters pertaining to Norms set for maintaining academic standards conduct of examination and affiliation of colleges. These regulations are brought on the ordinances of this University and meticulously followed.

CHAPTER -8

The Rules, Regulations, Instructions, Manuals and Records by it under its control are used by its employees for discharging its functions.[Section4 \(1\) \(b\)\(v\).](#)

STATUTES

1. Statutes relating to rules of business of Senate, Syndicate, Academic Council
2. Statutes governing Constitution powers and functions of Finance Committee
3. Statutes relating to Election of authorities of the University.

4. Statutes relating to Constitution of Planning Board.
5. Statutes relating to appointment of Deans, Faculties, Board of Studies, Powers and Functions.
6. Statutes relating to prescription of fees.
7. Statutes relating to Convocation for award of Degrees.
8. Statutes relating to Reorganization of Institution other than colleges as Research Centers.
9. Statutes governing grant of affiliation.
10. Statutes governing permanent affiliation.
11. Statutes governing Borrowing of Money.
12. Statutes relating to withdrawal of affiliation.
13. Statutes governing conferment of Title Professor Emeritus.
14. Statutes governing Intuition of Endowment for endowment lecturers, Fellowship, Studentship and Stipends, Medals and Prizes.
15. Statutes relating to Institution of endowment for establishment of chair, Visiting Professorship, Fellowship, Consultants.

Ordinances: Having regard to Section 35 of RGUHS Act, 1994 and statutes

The following ordinances have been framed and notified.



16. Ordinances relating to Curriculum, Course content, Examination Scheme and allocation of marks in respect of each of Course conducted under Medical, Dental, Pharmacy, Nursing, Ayurveda, Homeopathy, Physiotherapy and Allied Health Sciences.

- Ordinance governing MBBS course.
- Ordinance governing MD/MS & Superspeciality courses.
- Ordinance governing BHMS course.
- Ordinance governing MD/MS & Superspeciality courses.
- Ordinance governing MD Homeopathy course.
- Ordinance governing BAMS course.
- Ordinance governing MD/MS Ayurveda course.
- Ordinance governing BUMS course.
- Ordinance governing MD Unani Medicine course.
- Ordinance governing BNYS course.
- Ordinance governing B.Pharm course.
- Ordinance governing M Pharm course.
- Ordinance governing B.Sc (Nursing Basic) course.
- Ordinance governing B.Sc (Nursing Post Certificate) course.
- Ordinance governing M.Sc (Nursing) course.
- Ordinance governing B P T course.



- Ordinance governing M P T course.
- Ordinance governing B.Sc (M.L.T) course.
- Ordinance governing M.Sc (M.L.T) course.
- Ordinance governing B.Sc (Radiography),(O T T), (Anaesthesia Tech.), Cardiac Care Tech., (Perfusion Tech.), (Neuro Science Tech.), (Renal Dialysis Tech.) and (Respiratory Care Tech.)course.
- Ordinance governing Allied Health Sciences courses.
- Ordinance governing Master of Hospital Administration course.
- Ordinance governing Psycho-Social Rehabilitation course.
- Ordinance governing PG Diploma in Health Science Libraryship course

Other Ordinances:

- i. Ordinance governing Double Valuation of Answer Scripts and Ordinance governing verification and retotaling.
- ii. Ordinance governing Malpractice of students disciplinary control.
- iii. Ordinance governing Malpractice and Lapses of examination staff and Non-Teaching employees.
- iv. Ordinance governing conduct of Re-examination in paper or papers whose answer scripts are lost, missing before announcement of results.



v. Examination Manual prescribing the duties and responsibilities of officers, staff involved in examination work.

iv. Ordinance governing Board of Appointment of Examiners.

vii. Ordinance governing enrollment of candidates leading to Ph.D.

viii. Ordinance governing enrollment for Fellowship Programme.

Rules:

i. Rules governing recruitment procedure for A & B posts.

CHAPTER - 9

Statement of categories and documents held. Section 4 (1) (b) (vi):

The University has been divided into various sections. Each such section maintains files, records, registers, admission statements, affiliation notifications question bank, ledger books of the examinations held, financial estimates, annual accounts and audited accounts of the University.

Notifications of Statues, Ordinances and Rules

Proceedings of the meetings of the Authorities

Particulars of Institutions recognized for Research work and Fellowship Programme.

PG Dissertations and Ph.D Thesis.

List of candidates to whom degrees, diploma and academic distinction awarded.

Status report of Synopsis registration

Particulars of faculty wise colleges affiliated

List of books Published by the University

Notifications of constituted authorities of the University.

Library reference books and journals

Particulars regarding Civil work carried.

Data pertaining to litigations and legal issues.

Registers of receipts of correspondence received and dispatched.

Notifications of Examinations, Calendar of Events both academic and examination. Registers pertaining to data of Panel of Examiners and Question paper setters.

Attendance Register of employees.

Receipt Books

Stock Registers of Stationery and other articles

Stock Register of Equipment, Computers etc

CHAPTER 10

Particulars of arrangement if any that exists for consultation with, or representation by, members of the public in relation to the formulation of its policy or implementation thereof: [section 4 \(1\) \(b\)\(vii\)](#)

The University has the various constituted authorities having specific functions. It is competent for the academic bodies to co-opt and invite experts in specific subjects to scheduled meetings. It is competent for the Vice Chancellor to invite to any meeting of committee academic council persons having special knowledge and experience to take part in the discussions (however such invitees shall not vote upon any of the subjects considered in the meeting of the committee of academic council). Having regard to the provisions of Act, and statues experts

Or specialists in any particular subject are invited to participate in the scheduled meeting of committee of Academic council and Board of studies. The University conducts seminars and workshops and invites experts to participate before formulating new policies in specific cases.



CHAPTER 11

Statement of the Boards the Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public **Section 4 (1) (b)(vii).**

1. The Senate;
2. The Syndicate;
3. The Academic Council;
4. The Finance Committee;
5. The Planning Board;
6. The Faculties;
7. The Boards of Studies
8. The Board of Appointment of Examiners
9. Malpractice Enquiry Committee
10. Professional Misconduct Enquiry Committee

CHAPTER 12

Others	Telephone (o)	Others /Fax
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Directory of Officers:

Officers	Telephone (o)	Others /Fax
Dr. S. Sacchidanand Vice Chancellor	26961926 26961901	26961927
Sri. Shivanand Kapashi. IAS Registrar	26961928	26961929
Dr. M K Ramesh Registrar (Evaluation)	26961930	26961931
Mrs. Zohra Jabeen Finance Officer	26961924 & 26961932	26961932
Personal Section of V C	26961926	26961927
Personal Section of Registrar	26961928	26961929
Personal Section of Reg (Eva)	26961930	26961931
Personal Section of Fin. Office	26961932	26961932

Medical Council of India, New Delhi. www.mciindia.org	011- 25367033/35/36/ 37	011- 25367024/ 25
Dental Council of India, New Delhi. www.dciindia.org	011- 23238542/ 23236740	011- 23231252

Central Council of Indian Medicine New Delhi. www.ccimindia.org	011- 28520878/2852584 7/28525464	011- 28520878
Pharmacy Council of India New Delhi.	011- 23239194/ 23231348	011- 23239184
Indian Nursing Council New Delhi.	011-23220075 011-23062726	
Association of Indian Universities, New Delhi.	011-23236105 011-23230059 (six lines) 011-23232305	011- 23232131




CHAPTER 13

The Manner of execution of subsidy Programme including the amount allocated and the details of beneficiaries of such programmes. [Section 4 \(1\) \(b\)\(xii\)](#)

Not applicable

CHAPTER 14

Particulars of recipients of concessions, permits or authorization granted by it, Section 4 (1) (b) (xiii)

Not applicable

CHAPTER 15

Details in respect of the information available to or held by it, reduced in a electronic form. Section 4 (1) (b)(xiv)

- Teachers data regarding eligible examiners
- List of examination centers
- List of observers and squad
- Examination Time Table
- Results of University examinations
- Particulars of Eligibility Certificate, Migration and NOC certificate

CHAPTER 16

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. **Section 4 (1) (b)(xv)**

The information that needs to be displayed is provided on the website of the University; www.rguhs.ac.in

No library or reading room provision has been made for public. Library facilities are available to teachers and students only.

CHAPTER 17

The names and designation and other particulars of the Public Information Officers. **Section 4 (1) (b)(xvi)**

General information regarding arrangements made consequent to Information Right Act.

The University has nominated the following officers as PIO.

As per the University order No. RGUHS/RTI/APIO/15-16/dt:26/08/2015 the University has nominated the following officers as PIO.

Sl. No	Department	Public Information Officer
1.	Affiliation & Admission (Ayush)	Dr. Riyaz Basha S Deputy Registrar
2.	Affiliation & Admission (Pharmacy)	Smt. Mangala Gowri .M Deputy Registrar
3.	Examination Section	Dr. Shivaling K Bendikai Assistant Registrar Dr. B. Usha Assistant Registrar
4.	Authority Section	Sri. K M Bharath Bhushan Section Officer
5.	Procurement section	Sri. Jayakumar Senior Assistant
6.	Establishment	Smt. Y. Nagarathna Section Officer
7.	1 Affiliation & Admission (Medical, Dental, Phd & Fellowship)	Dr. B.Vasantha Shetty, Deputy Registrar
8.	2 Affiliation & Admission (Nursing, Physiotherapy & Allied Health Sciences)	
9.	3 Student welfare/ PGET	
	4 CDC and R & D	
	5 Sports/NSS/Estate	
	6 Engineering Section	
	7 Library	

They have been authorized to receive application for information or appeal under this Act. The role of PIO and APIO has been clearly explained to them. Such of those who desire any information may approach them.

The following officer has been nominated as the First Appellate authority under **Section. 5(2)** of Right to Information Act, 2005.

Address: Sri. Shivanand Kapashi. IAS
Registrar,
First Appellate Authority
Rajiv Gandhi University of Health Sciences,
Jayanagar 4th 'T' Block,
Bangalore - 560 041.
Telephone No: 26961928.

Such other information as may be prescribed:

Section 4 (1) (b)(xvii).



Instead of seeking separate information from the University, the general public may visit the web site of the University where the information is not access such information may be applied for as per the provisions of the Act. The Applications will receive attention they deserve, it is assured the specific information sought for will be provided. Where the information sought to be provided is priced publication the general public is requested to obtain the same on payment and cooperate.

With a view to maintain confidentiality in the matters of conducting university Examinations, certain information relating to the conduct of examination is kept beyond access, general public is requested to appreciate.

