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HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 31st March 2016

No. 6334—ME-I-IM-01/2015(Part)-H.—In exercise of the powers conferred under sub-section (1) of Section 35 of the Veer Surendra Sai Institute of Medical Sciences And Research Act, 2014, (Odisha Act 6 of 2014) the State Government do hereby make the following First statutes :—

CHAPTER I

PRELIMINARY

1. Short title and Commencement :—

- (1) These Statutes may be called the Veer Surendra Sai Institute of Medical Sciences and Research First Statutes, 2016.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions :—

- (1) In these Statutes, unless the context otherwise requires :—
 - (a) “Act” means Veer Surendra Sai Institute of Medical Sciences and Research Act, 2014, (Odisha Act 6 of 2014);
 - (b) “Board” means the Executive Board constituted under the Act ;
 - (c) “DCI” means Dental Council of India, constituted under the Dentists Act, 1948;
 - (d) “DMLT/DMRT” means Diploma in Medical Laboratory Technician/Diploma in Medical Radiology Technician Council of Odisha(constituted vide Resolution No. 31390/H., dated the 15th November 2013 of Health & Family Welfare Department, Government of Odisha and as amended from time to time) ;
 - (e) “INC” means the Indian Nursing Council, constituted under Indian Nursing Council Act, 1947 (48 of 1947);

- (f) "MCI" means Medical Council of India, constituted under the Indian Medical Council Act, 1956(102 of 1956);
- (g) "PCI" means Pharmacy Council of India, constituted under Pharmacy Act, 1948 (68 of 1945);
- (h) "RCI" means Rehabilitation Council of India, constituted under Rehabilitation Council of India Act, 1992 (34 of 1992);
- (i) "Recognising Body" means DCI, INC, MCI or PCI;
- (j) All words and expressions used but not defined in these statutes shall have the meanings respectively assigned to them in the Act ;

CHAPTER II

OFFICERS OF THE INSTITUTE (ELIGIBILITY FOR RECRUITMENT)

3. Classification of Employees :—

(1) Except in the case of employees paid from contingencies, the employees of the Institute shall be classified as :—

(a) Academic Staff - shall include Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian, Physical Training Officer or Physical Training Instructor and such other academic posts as may be decided by the Board from time to time ;

(b) Technical Staff - shall include Assistant Engineer, System Manager, Computer Programmer, Computer Operator, Senior Laboratory Assistant, Laboratory Assistant, Senior Technical Assistant, Technical Assistant, Telephone Operator, Driver, Senior Pharmacist, Pharmacist, Nursing Sister, and such other technical posts as may be decided by the Board from time to time; and

(c) Officers and other Staff - shall include Director, Deputy Director, Dean, Associate Dean, Superintendent of Hospital, Registrar, Deputy Registrar, Assistant Registrar, Comptroller of Finance, Controller of Examination, Law Officer, Establishment Officer, Office Superintendent, Section Officers of various sections of the Institute, Security Officer, Security Inspector, Public Relations Officer, Central Purchase Officer, Stores Officer, Personal Secretaries and Personal Assistants, Senior Clerk, Junior Clerk, Senior Stenographer, Stenographer, Senior Store Keeper, Store Keeper, Peon, Daftary, Mali, Helper, Cleaner, Security Guard, Sweeper, Attendant, and such other administrative and other ancillary staff as may be decided by the Board from time to time.

(2) Subject to the approval of the State Government, the Board may create such number of academic, technical and other officers, Ministerial Posts and non-technical/ non-teaching posts for smooth functioning of the Institute.

4. Eligibility criteria for appointment to different posts:—

(1) A person shall be eligible to be appointed as Registrar if he:—

- (i) is less than 62 yrs of age;
- (ii) possesses Post-Graduation degree in any medical discipline;
- (iii) has at least 3 years experience as Professor or 8 years as Associate Professor in any medical discipline from any MCI recognised institute with total teaching experience in any MCI recognised institute for not less than 08 years;

Note:— If a candidate has training in administration/hospital administration/MBA or has worked in any administrative post for at least one year will be given preference.

(2) A person shall be eligible to be appointed as Deputy Director, Associate Dean and Deputy Registrar if he:—

- (i) is less than 62 yrs. of age ;
- (ii) possesses Post-Graduation degree in any medical discipline ;
- (iii) has at least one year experience as Professor or 5 years as Associate Professor in any medical discipline from any MCI recognised institute with total teaching experience in any MCI recognised institute for not less than 06 years.

Note:— If a candidate has training in administration/hospital administration/MBA or has worked in any administrative post for at least one year will be given preference.

(3) A person shall be eligible to be appointed as Assistant Registrar if he:—

- (i) is less than 62 yrs of age ;
- (ii) possesses Post-Graduation degree in any medical discipline ;
- (iii) must have at least three years teaching experience as Assistant Professor in any medical discipline from any MCI recognised institute.

Note:— Candidates having training in administration/hospital administration / MBA or having worked in any administrative post for at least one year will be given preference.

(4) There shall be a Controller of Examinations of the Institute, which shall be in the rank of Associate Professor of the University and a person shall be eligible to be appointed to the said post if he:—

- (i) is less than 62 yrs of age ;
- (ii) possesses Post-Graduation degree in any medical discipline ;
- (iii) must have at least 3 years experience as Associate Professor or 6 years as Assistant Professor in any medical discipline from any MCI recognised institute with total teaching experience in any MCI recognised institute for not less than 08 years.

Note:— Candidates having training in administration/hospital administration/ MBA or having worked in any administrative post for at least one year/have experience in Counselling and admission will be given preference.

- (5) There shall be a Comptroller of Finance of the institute which shall be appointed by way of deputation, or by the Executive Board in consultation with State Government from the cadre of Odisha Finance Service (OFS) in the rank of Additional Secretary to Government, on requisition being made from the Health & FW Department, to the Finance Department to sponsor the names of OFS officers in the rank of Additional Secretary to the Executive Board.
- (6) The qualification required for the post of Professor, Associate Professor & Assistant Professors, Senior Resident, Tutors shall be guided by the existing guidelines of MCI or its amendments and save as otherwise provided in these Statutes, the Odisha Medical Education Service (Method & Recruitment and Conditions of Service) Rules 2013 and as amended from time to time, shall apply *mutatis mutandis* for recruitment to the said post.
- (7) The qualification of the Ministerial staff and other non-teaching employees shall be the same for similar posts under the Government of Odisha bearing the same and equivalent scales of pay; and the scales of pay at the entry point of the ministerial staff and other employees relating to posts of various categories in the institute shall be the same as those of the staff of the Heads of Departments relating to similar post.
- (8) The qualification for appointment of technical staff such as Pharmacists and Nursing Sisters shall be guided by the existing guidelines, regulations of PCI and INC respectively.

5. Recruitment:—

- (1) All posts of the Institute, shall ordinarily be filled up through open advertisement.
- (2) The Board shall have the power to decide on the recommendation of the Director whether a particular post shall be filled up by deputation from Government Medical College or from the Government officers.
- (3) The Board shall prescribe in the Ordinance, which posts are promotional posts and initial posts.

6. Seniority:—

- (1) In all cases the date of joining in the post shall be the determining factor for determining seniority irrespective of the method of recruitment i.e. departmental promotion or open advertisement.
- (2) When officers are appointed both by promotion and by direct recruitment and *have* joined the post on the same day, the directly recruited officers shall enbloc be senior to the promoted officers.

- (3) In case of officers appointed to the service on promotion only, the *inter se* seniority shall be determined in accordance with their position in the select list;
- (4) In case of officers appointed to service by open advertisement (direct recruitment), the *inter se* seniority shall be determined according to the position in select list.

CHAPTER III

POWERS AND FUNCTIONS OF OFFICERS OF THE INSTITUTE

7. Powers & functions of the Director:—Without prejudice to the provisions and functions provided in the Act, the Director shall have the following powers and functions namely:—

- (i) Subject to the budget provisions made for the specific purpose, to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time;
- (ii) re-appropriate funds with respect to different items constituting the recurring budget up to such limit for each item as may be determined by the Board from time to time. Provided that such re-appropriation will not involve any liability in future years and every such re-appropriation shall, as soon as possible, be reported to the Board;
- (iii) waive recovery of over payment up to such limit as may be determined by the Board, from time to time, made to a member of the staff, not detected within twenty four months of payment, but every such waiver shall, as soon as possible, be reported to the Board;
- (iv) write off irrecoverable losses and irrecoverable value of stores lost or rendered unserviceable due to wear and tear on the recommendation of a Standing Committee appointed by the Board for such purpose subject to such financial limit, as may be specified by the Board from time to time;
- (v) employ technicians and workmen paid from contingencies involving such emoluments as may be stipulated by the Board, from time to time;
- (vi) send the teaching staff or other staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board, from time to time;
- (vii) sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable subject to recommendation from the officer in-charge of repair and maintenance of the building;

- (viii) sanction temporary allocation of any building for any purpose other than that for which it was constructed;
- (ix) In exceptional cases, subject to availability of funds, create temporary posts with the approval of the Board, of not more than two years' duration on approved scales of pay provided that no such post, of which the Director is not the appointing authority, shall be so created;
- (x) be the Head of the Department for purposes of rules in the Account Code, the Fundamental and Supplementary Rules and other rules of Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute;
- (xi) If, for any reason, the Registrar is temporarily absent for a period not exceeding one month, take over, or assign to any officer of the Institute, any of the functions of the Registrar as he deems fit. Provided that if, at any time, the temporary absence of the Registrar exceeds one month the Board may, if it thinks fit, authorize the Director to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month ;
- (xii) during his absence from the headquarters, authorise the Dean or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorise him for assuming such powers of the Director as may be specifically delegated to the Dean or the senior most Professor present, by him in writing;
- (xiii) Subject to approval of Board, constitute such Committees as he may consider appropriate;
- (xiv) with the approval of the Board delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the Institute.

8. Deputy Director:—

- (1) The Deputy Director shall be appointed by the Director from amongst the Professors of the Institute, on such terms and conditions as may be decided by the Board from time to time, but, he shall not be entitled to any additional monetary benefit by virtue of holding this Office.
- (2) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research and other employers.

9. Dean:—

- (1) Subject to the control and supervision of the Director, the Dean shall remain in overall charge of both (academic & administrative affairs) of the Institution, and is the custodian of the land and infrastructure and other properties of the Institute.
- (2) In the event of the occurrence of any vacancy in the office of the Director by reason of his death, 'resignation, or otherwise or in the event of the Director being unable to discharge his functions owing to absence, illness or any other cause, the Dean may discharge the functions assigned to the Director.
- (3) Without prejudice to the generality of powers, the Dean shall have the following duties and responsibilities namely;—
 - (a) implement the recommendations of MCI/Govt. issued from time to time and obtain facilitate grant of permission and subsequent recognition of any enhancement in UG, PG and Superspeciality admissions;
 - (b) comply with the objections raised by any recognising body during any inspection ;
 - (c) prepare a routine for theory and practical classes and review periodically the course curriculum as per recognising body and University guidelines;
 - (d) ensure that the students are coming to classes timely and regularly and teachers are taking classes in time;
 - (e) supervise all clinical departments along with the superintendent regarding bed side teaching, demonstrations, departmental seminars, PG teaching etc. ;
 - (f) make regular visit to all departments for maintenance of strict discipline and good governance;
 - (g) inspect the hostels along with the wardens regarding the boarding environment (room, electricity, lavatories, food etc.) and keep a check on outsiders or strangers, criminal activities in the hostel premises;
 - (h) ensure regular visit of the warden and sub-warden to hostels on daily basis to look into the grievances of students;
 - (i) organise and ensure educational programmes, refresher courses, symposia, CMEs, Guest Lectures, Staff Academic Meetings and encourage hosting State / National level conferences;
 - (j) take steps for timely conduct of examinations, affiliation work with Govt. and University and timely correspondence with recognising body University or Government as the case may be as and when required:

- (k) look into and create research atmosphere in all Departments with the help of HODs;
- (l) ensure proper use of all high-end instruments and other equipments in the departments;
- (m) encourage and actively co-operate with the students in all recreational activities, academic activities like paper presentations, quizzes, exhibitions, inter /intra college competitions, and athletic activities;
- (n) examine all complaints or allegations or grievances and take necessary action immediately;
- (o) be the Chairperson of all societies of UG, PG: Students Union, and Medical Education Unit or any other course as may be notified from time to time;
- (p) supervise the functioning and maintenance of the library, in-time purchase of books, journals etc., and consignment of old books to concerned departments;
- (q) conduct the student election in time;
- (r) keep in touch with parents and apprise the activity and performance of students and collect feedback ;
- (s) plan and propose to Government various measures for better, efficient, modern and maximum patient care and comfort in co-ordination with the Superintendent of Hospital in the entire process;
- (t) ensure punctuality of all teaching staff in the OPD, OTs and Wards for better patient care ;
- (u) co-ordinate and co-operate with the Superintendent of Hospital to prevent any corruption during patient care;
- (v) be responsible for setting up high standards of professional conduct;
- (w) ensure regular staff meetings for smooth administration;
- (x) supervise service registers/personal files of teaching and non teaching staff of the Institute ;
- (y) ensure maintenance of college statistics;
- (za) ensure maintenance of College buildings in co-ordination with R & B, Electrical, PHD & PWD departments;
- (zb) ensure proper and timely utilisation of grant-in-aid money;
- (zc) formulate short term and long term plans for growth and development of Institute;

- (zd) present the annual report and audited statement of accounts before the Governing Body by 31 st October of every year.
- (ze) be the accepting authority for PAR of Grade C employees and reviewing authority for all Associate Professors and Assistant professors and reporting authority for Professors;
- (zf) convene the College Council Meeting once in every two months to discuss and plan for the development of the institute in a constructive manner and sort out the issues during different crisis like student agitation, natural calamity etc.

(4) The Dean shall be the member-secretary of Institutional Ethics Committee.

10. Associate Deans:—

- (1) With the approval of the Board, the Director may appoint Associate Deans to assist him in discharging his duties and responsibilities,
- (2) The Associate Deans shall be appointed by the Director from amongst the teachers for a period not exceeding three years and shall hold his office during the pleasure of the Director;
- (3) The Associate Deans shall be deemed to be the officers of the Institute and will enjoy such powers and perform such duties as may be delegated to them by the Director with the prior approval of the Board;
- (4) The Associate Deans shall normally assist the respective Deans in the performance of their duties;
- (5) The Associate Deans shall not be entitled to any additional monetary benefit by virtue of holding their respective Offices;

11. The Superintendent of Hospital:—

- (1) The Superintendent of Hospital shall be in-charge and head (administrative) of the hospital.
- (2) He shall work in co-ordination with the Dean for overall development and smooth running of the hospital.
- (3) Without prejudice to the generality of powers and functions provided in the Act, the Superintendent of Hospital shall have the following duties and responsibilities, namely :—
 - (a) conduct regular supervisory round of different wards, OPDs, Indoor, ICUs, Labour rooms, Immunisation clinics etc ;
 - (b) supervise delivery of health Care by the Doctors/Paramedical staff in OPD, IPD, Casualty, OT etc ;

- (c) ensure punctuality of all staff as per the duty schedule and check the attendance register of all clinical departments;
 - (d) ensure special attention to Trauma care, casualty and labour room services;
 - (e) orient the staff for providing dedicated service, non corruption and also take stringent steps for staff indulged in corruption;
 - (l) promote good relation between all staff and public;
 - (g) ensure timely placement or indent of drugs and others for distribution to patients;
 - (h) issue work certificate of all faculties of the clinical departments furnished by the Head of the Department with a copy to the Dean;
 - (i) ensure proper redressal of grievances of patients and public;
 - (j) have administrative control over the School of Nursing;
 - (k) ensure proper functioning of Bio Medical Waste management;
 - (l) be the 2nd reporting authority for Professors of clinical departments;
 - (m) be the Accepting Officer for PAR of group C employees;
 - (n) be the Controlling Authority of House Surgeons;
 - (o) ensure implementation of all health programmes;
 - (p) take measure for generation of more users' fund;
 - (q) take measures for prevention of practice of Brokers in the institution;
 - (r) ensure proper procurement of stock and store and smooth disposal of consumables, disposables, equipment and instruments;
 - (s) sanction finance and manage different heads of accounts.
 - (t) look into the maintenance of hospital buildings with the help of hospital managers and concerned engineering departments ; and
 - (u) ensure active compliance of legal matters with the help of concerned HODs and Administrative Officer;
- (4) In matters of development of the Institute both Dean and Superintendent of Hospital together shall propose plans to the Government.
- (5) The Superintendent of Hospital shall be the Chairperson of Screening Committee of Odisha State Treatment Fund(OSTF) and sanctioning authority of OSTF, Rashtriya Swasthya Bima Yojana (RSBY), Biju Krusaka Kalyana Yojana (BKKY) and shall be the member of all other Committees of the Institute.

12. Registrar:—

- (1) The Registrar shall be whole time officer of the Institute who shall be appointed by the Board for such period and on such terms and conditions as may be approved by the Board;
- (2) Without prejudice to the powers and functions provided in the Act, the Registrar shall :—
- (i) in the execution of his duties, be subject to the immediate direction and control of the Director and shall generally render such assistance as may desired by him in performance of his official duties.;
 - (ii) make all correspondence relating to the Institute and be responsible for proper maintenance of all records of the Institute;
 - (iii) shall have disciplinary control over the Institute office;
 - (iv) be in-charge of registration of the students of the Institute and shall maintain a register of all degrees and diplomas conferred by the Institute;
 - (v) be responsible for admission of the students to the Institute;
 - (vi) have power to sanction leave of the Institute employees working under him;
 - (vii) issue notices convening the meeting of the Board and other Committees and facilitate them with requisite and relevant documents for taking appropriate decisions;
 - (viii) exercise such other powers and perform such other duties as may, be conferred and imposed on him by the Board and or the Director from time to time.;
 - (ix) be the Controlling Officer for all Technical and Administrative non teaching staff from rank of Establishment Officer and below, of the Institute as specified in the Statutes;
 - (x) have power to transfer any non-teaching employee of the Institute (except officers) from one post to other within the cadre with the prior approval of the Director;
 - (xi) have power to incur the non-recurring expenditure up to ten thousand rupees in each case and recurring expenditure up to twelve thousand rupees per annum in each case within the budgetary provision ;
 - (xii) with respect to the Institute employees working under him, exercise powers of drawing, disbursing and collection of money under relevant provisions of the Statutes ;

- (xiii) have the power to countersign the travelling allowance bills of the employees of the Institute working under him; and
- (xiv) have such other financial powers as may be delegated to him by the Board or the Director.

13. Comptroller of Finance:—

- (1) The Comptroller of Finance is a whole time officer of the Institute on deputation and shall be under the control of the Director.
- (2) The Comptroller of Finance shall act as the Secretary to the Finance Committee of the Institute constituted under these Statutes.
- (3) The Board shall have authority to review the performance of the Comptroller of Finance and may consider requesting the Government for extension of the tenure or premature withdrawal of the officer.
- (4) The Comptroller of Finance shall:—
 - (i) receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the Institute;
 - (ii) be responsible for maintenance of accounts;
 - (iii) devise and install suitable systems of accounting and business procedure for use of all Offices of the Institute ;
 - (iv) be responsible for keeping all accounts of receipt, payment and utilization of funds and also he shall prepare and submit financial reports, statement of accounts to the Finance Committee and the Board through Director;
 - (v) act as the Treasurer for all funds contributed for students' societies, if any, of the Institute and transfer the same to the bank account of the respective societies;
 - (vi) 'maintain and develop business procedures for the use of students' loan and scholarship fund;
 - (vii) develop and operate an internal audit system so that records of all offices and Institute employees responsible for the receipt or expenditure of money for keeping accounts or for the custody of property that can be verified by the audit;
 - (viii) place the financial position of the Institute before Finance Committee and the Board through the Director at its meeting;
 - (ix) scrutinize contingent bills passed by other authorized officers and if they are without error and within the budgetary provisions of the Institute and are not in violation of any law and shall hold the duty of issuing prompt payment;

- (x) perform such other duties as may be required from, time to time, by the Director with respect to matters pertaining to accounts and finances of the Institute;
- (xi) shall be the Convener of the Finance Committee meetings;
- (xii) shall prepare Annual Budget and Supplementary Budget of the Institute;
- (xiii) shall be responsible for submission of Utilization Certificates for funds received from the Government, University Grants Commission or any funding agencies and cause them to be sent in time to the Appropriate Authority;
- (xiv) shall be responsible for preparation of pay and allowance bills of the Officers, Teachers and other employees of the Institute and draw and disburse the amounts thereof giving effect to deduction of tax at source, Provident Fund, Insurance Premium, etc. ;
- (xv) shall get the Annual Reports containing annual activities, printed after its approval by Board and send copies to Government to be laid before the State Legislature;
- (xvi) purchase materials and properties required by the Institute as may be authorized by competent authorities;
- (xvii) to establish and administer such petty cash funds as are needed;
- (xviii) shall have the powers to countersign travelling allowance bills of the Institute employees working under him;
- (xix) shall have the powers to sanction expenditure upto ten thousand rupees per annum in each case chargeable to contingencies within the budget provision; and
- (xx) shall issue account slip to all employees in the month of May-June every year in respect of their P.F. deposits;

14. The Controller of Examinations—

- (1) The Controller of Examinations is a whole time officer of the Institute and shall be appointed by the Director under such terms and conditions as may be approved by the Board;
- (2) In case of vacancy, the Director may appoint an Associate Professor of the Institute on temporary basis for the post :

Provided that the period of such interim arrangement shall not exceed six months.

- (3) The Controller of Examinations shall exercise the following powers and perform the following duties, namely:—
- (i) Conduct examinations in a fair manner in the Institute and observe utmost confidentiality in the process of paper setting and printing followed by evaluation and publication of results;
 - (ii) appoint Flying Squads, Supervisors, Invigilators, Examiners, Scrutinizers, etc. from amongst the Teachers of the Institute on approval of the Director;
 - (iii) maintain Academic Records, Examination Records, Tabulation Records and processing of results, preparation of transcripts, issue of admit cards, certificates, degrees and diplomas and issue the same to the successful students;
 - (iv) act as the Member-Convener of the Examination Committee Meeting and to Conduct Boards Meeting, and Disciplinary Committee Meeting related to examination works and forwarding their recommendations to the Director for approval before publication of results;
 - (v) conduct investigations into alleged malpractices by the students and recommend action, including removal of name of such student from the Register of the Institute;
 - (vi) prepare programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Director;
 - (vii) register candidates for various examinations of the Institute and scrutinize all such cases with reference to the relevant Regulations, if any, on collection of prescribed fees;
 - (viii) initiate payment of remuneration and other allowances to the paper setters, the invigilators, the examiners, persons associated with examination process and the examination expenses, as admissible;
 - (ix) render such assistance to the Registrar, Dean as may be necessary in the performance of their duties;
 - (x) prepare examination manual covering all aspects of activities involving examination, valuation and publication of result with the approval of the Board, and shall implement it ;
 - (xi) countersign travelling allowance bills of the Institute employees working under him;
 - (xii) sanction expenditure upto ten thousand rupees per annum in each case chargeable to contingencies within the Budget provision; and
 - (xiii) be responsible for audit of the Examination Account.

15. Duty and Functions of Professor, Associate Professor and Assistant Professor—

The duty and functions of the Professor, Associate Professor and Assistant Professor shall be the same as provided in the Schedule 'A' & 'B' of Odisha Medical Education Service (Method of Recruitment and Conditions of Service) Rules, 2013 and as amended from time to time.

CHAPTER IV

AUTHORITIES OF THE INSTITUTE

16. The Board—

(1) The meetings of the Board shall be convened by the Chairperson either on his own initiative or on a requisition signed by not less than one third members of the Board.

(2) Four *ex-officio* members and four other nominated members shall form a quorum for the meeting of the Board :

Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or to such other day and such other time and place as the Chairperson may determine.

(3) All issues to be decided in the meetings of the Board, shall be finalised by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson shall have a second casting vote.

(4) The Chairperson, if present, shall preside over every meeting of the Board and in his absence the members present shall elect one from amongst themselves to preside over the meeting.

(5) A written notice of every meeting shall be sent by the Registrar to every member at least three weeks before the date of the meeting indicating place, date and time of the meeting.

(6) Besides the Chairperson, the Board reserves the right to call a special meeting of the Board at short notice to consider urgent special issues.

(7) The Registrar shall ensure that the notice of the meeting is actually received by the members.

(8) Agenda shall be circulated by the Registrar to the members at least ten days before the meeting.

(9) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting and the Chairperson may, however, permit inclusion of any item for the meeting.

- (10) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar and circulated to all members of the Board and the minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Board and after the minutes are confirmed and signed by the Chairperson, and the members present in the meeting the same shall be recorded in a minute book.
- (11) If a member of the Board other than *ex-officio* member fails to attend three consecutive meetings without leave of absence from the Board he shall cease to be a member of the Board.
- (12) All orders and decisions of the Board shall be authenticated by the signature of the Registrar or any other person authorised by the Board.

17. Academic Council—

- (1) The academic council shall have the following powers and functions namely:—
- (a) Frame and revise curricula and syllabi for the courses of studies for various Departments;
 - (b) make arrangements for the conduct of examinations, appoint examiners, moderators, tabulators and the like, declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board regarding conferment or grant of Degrees, Diplomas and other Academic Distinctions or titles;
 - (c) appoint Advisory Committees or Expert Committees or both for the Departments of the Institute to make recommendation on Academic matters connected with the working of the Department, the Heads of the Department concerned shall be the convener of such Committee;
 - (d) appoint Subcommittees from amongst the members of the Academic Council, other Teachers of the Institute and experts from outside to advise on such specific Academic matters as may be referred to any such Committee by the Academic Council;
 - (e) consider the recommendations of the Advisory Committees attached to various Departments and that of Experts and other Committees and take such action including the making of recommendations to the Board as circumstances of each case may require;

- (f) make periodical review of the activities of the Departments and take appropriate action (including making recommendations to the Board);supervise the working of the Library, promote research within the Institute and require reports on such research from the persons engaged thereon;
 - (g) provide for the inspection of the classes and the Halls of Residence in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the Institute and submit reports thereon to the Board;
 - (h) award stipends, scholarships, medals and prizes and make other awards in accordance with Ordinances and such other conditions as may be attached to the awards; and
 - (i) make recommendations to the Board with regard to creation of posts of the Academic Staff and abolition thereof, and the emoluments and duties attached to such posts.
- (2) The Academic Council shall meet as often necessary as but not less than four times during a calendar year.
- (3) Meetings of the Academic Council shall be convened by the Chairperson of the Academic Council either on his own initiative or on a requisition signed by not less than one third of the members of the Academic Council. Meeting on requisition shall be a special meeting to discuss only those items of agenda for which requisition is made. Such meeting shall be convened by the Chairperson of the Academic Council on the date and time convenient to him within 15 days of the notice given for such a requisition.
- (4) One third of the total number of members of the Academic Council shall form a quorum for a meeting of the Academic Council. The Director, if present, shall preside over every meeting of the Academic Council. In his absence, the Deputy Director shall preside and in the absence of both the Director and Deputy Director, the Senior Most Professor present shall preside over the meeting.
- (5) A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Academic Council at least a week before the meeting. The Chairperson of the Academic Council may permit inclusion of any item for which due notice could not be given.
- (6) Notwithstanding the provisions of sub-statute (3), the Director may call an emergency meeting of the Academic Council at short notice to consider urgent special issues.

- (7) The ruling of the Chairperson of the Academic Council in regard to all questions of procedure shall be final.
- (8) The minutes of the proceedings of a meeting of the Academic Council shall be drawn up by the Registrar and circulated to all members of the Academic Council present in India provided that any such minute shall not be circulated if the Academic Council consider such circulation prejudicial to the interests of the Institute.
- (9) The minutes along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Academic Council and after the minutes are confirmed by the majority vote and signed by the Chairperson of the Academic Council, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Academic Council, the Board and the Council at all times during office hours.

18. Selection Committee:—

- (1) As per the provision of the Section 27(1) of VIMSAR Act, 2014, the selection committees for selection of different teaching and non-teaching posts shall be as follows.
- (2) The Selection Committee for appointment of Professor and Associate Professor shall consist of,—
- (a) the Director;
 - (b) the Director of Medical Education and Training;
 - (c) the Dean of the Institute;
 - (d) one representative from Government, Health & FW Department, not below the rank of Additional Secretary ;
 - (e) registrar (Member-Convener) ; and
 - (f) any other member / expert to be nominated by Director.
- (3) The Selection Committee for appointment of teacher other than Professor and Associate Professors shall consist of,—
- (a) the Director;
 - (b) the Dean of Institute;
 - (c) the Head of the respective Department; and
 - (d) one representative from Government, Health & FW Department, not below the rank of Deputy Secretary ;
 - (e) Registrar (Member-Convener) ;
 - (f) any other member /expert to be nominated by Director.

- (4) The Selection Committee for appointment of non-teaching staff shall consist of—
- (a) the Director;
 - (b) the Dean of Institute;
 - (c) Superintendent of Hospital; and
 - (d) Registrar (Member-Convener) ;
 - (e) any other member to be nominated by Director.
- (5) The Selection Committee shall approve the application format, the list of documents to be verified, date of examination/interview and such other requirements. During such selection the different eligibility conditions prescribed in this statute shall be referred to. For teaching staff the OMES Recruitment Rule 2013 shall be followed. The recommendations of the Selection Committee shall be submitted to the Executive Board in order of merit for approval and appointment letters will be issued by the Director.
- (6) In case of open advertisement the Director shall float advertisement inviting applications for required posts in at least two widely circulated Odia dailies and one English daily.
- (7) In case of Departmental Promotion, the Selection Committee shall sit at least once in a year if vacancy as well as eligible candidates exist.
- (8) For Departmental Promotion, the Selection Committee shall collect the performance appraisal report of employees and also obtain the vigilance clearance from appropriate Department.

19. Institutional Ethics Committee:—The Institutional Ethics Committee constituted pursuant to Indian Council of Medical Research Guidelines for Research involving Human subjects 2006 shall continue to function in the Institute with the same members.

20. Finance Committee:—

- (1) The Committee shall meet at least once a year and five members of the Committee shall form a quorum for a meeting of the Committee.
- (2) The Chairman, if present, shall preside over the meeting of the Committee and in his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- (3) A copy of the minutes of every meeting of the Committee shall be sent to the Board and to all members.
- (4) The Finance Committee may form different finance subcommittees to look after the constructional activities, purchase and procurement of instruments and equipment, procurement of medicines, disposables, toilet articles, biomedical waste management, legal cases of the institute for which members from respective fields may be invited.
- (5) The recommendations of the subcommittees shall accordingly be approved by it for implementation.

CHAPTER V

SERVICE CONDITIONS AND SALARY

21. Finance and Service Conditions:—

- (1) All matters relating to service conditions and finance unless and otherwise mentioned in this statute shall be guided by the existing rules of Government of Odisha in that context.
- (2) The relevant rules i.e. service codes, leave rules (separate for teaching and non-teaching), OCS (CCA) Rules, 1962 (in respect of faculties and other Gr. A officers Director shall be the disciplinary authority and visitor will be the appellate authority and in respect of paramedical and hospital staff Superintendent shall be the disciplinary authority and Director shall be the Appellate Authority.
- (3) OGFR, Budget manual, GPF/EPF/CPF, Reimbursement rules, TA rules etc. will be applicable for the institute.
- (4) The delegation of financial powers of the authorities shall be decided by the Finance Committee.

22. Punishment:—The following punishments may for good and sufficient reasons be imposed on a student of the Institute after giving reasonable opportunity of hearing, namely :—

- (1) Fine
- (2) Detention in a class
- (3) Rustication
- (4) Expulsion
- (5) Any other punishment as the authority may feel proper:

Provided that where the punishment to be imposed is expulsion from the Institute the disciplinary authority shall make a report to the Board who shall have the power to rescind or modify the said punishment.

23. Disciplinary Authority:—

- (1) The Director may impose any of the punishments specified in the Statute 22 of this Statutes, with recommendations of Disciplinary Committee comprising the following members :—

| | |
|--|--------------------------------------|
| (i) Director | .. Chairperson- <i>cum</i> -Convener |
| (ii) Dean | .. Member |
| (iii) Superintendent of Hospital | .. Member |
| (iv) All Heads of the Departments of concerned semester. | .. Member |
| (v) Wardens of respective Hall of Residence | .. Member |

- (2) Without prejudice to the provisions of sub-statute (1) above the punishment of fine may also be imposed by the Dean/Superintendent HODs/ and all Officers of the Institute.
- (3) No punishment may be imposed on a student in accordance with the provisions contained in Statute 20 without giving him an opportunity to state his position in defence and without being heard in person.
- (4) Any student on whom a punishment is imposed by any authority of the Institute other than the Director, may make an appeal to the later against the order of punishment whose decision thereon shall be final.

24. Salary:—

- (1) The salary of all teaching staff shall be as per UGC norms with the approval of State Government.
- (2) The other non teaching and paramedical staff shall get salary at par with existing salary for similar staff of State Govt.

CHAPTER VI

DEPARTMENTS, FEES AND CERTIFICATES

25. Departments:—All the existing departments of the Institute shall be the departments of the Institute :

Provided that the Board may, on the recommendation of the Academic Council create or modify or abolish any Department or merge it with another Department strictly as per MCI guidelines.

26. Head of the Department:—

- (1) Each Department of the Institute shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors and Associate Professors in such manner as may be laid down by the Board, from time to time:

Provided that when in the opinion of the Director the situation so demands, the Director may himself take temporary charge of a Department or place it under the charge of a Professor of another Department/Centre for a period not exceeding six months.

- (2) The Head of the Department shall be responsible for the entire working of the Department, subject to the general control of the Director. It shall be the duty of the Head of the Department to see that the decisions of the Authorities of the Institute and of the Director are faithfully carried out and shall perform such other duties as may be assigned to him by the Director.

In case when there are more than one Professor in a department, the HOD shall be on rotation basis for a period of two years.

27. Fees:—

- (1) The Institute shall charge such fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programmes as may be determined by the Board consistent with the decision of the Academic Council and the policies laid down by the Central Government or State Government from time to time:

Provided that the Institute shall also award fee waivers to the students and research scholars in accordance with the decision of the Board and consistent with the policy of the Government and as per directions of the Academic Council from time to time.

- (2) The procedure for the deposit of fees, delay fine, entry/deletion of the names from the rolls of the academic programmes of the Institute and such other matter as may be decided by the Academic Council, shall be laid down in the Ordinances.

28. Courses and Certificates:—

- (1) The fellowships, scholarships, free studentships, exhibitions, medals and prizes shall be instituted by the Institute:
- (2) Scholarships of the value to be decided by the Board will be awarded to 25% of the students admitted to the undergraduate courses and post-graduate courses in accordance with the provisions made in the Ordinances in this behalf.
- (3) All the courses existing shall be the courses offered by the Institute, besides, the Board may start any other new course as per the existing guidelines relating to the said courses.
- (4) Research Scholarships of the value decided by the Board may be awarded to all research scholars admitted to the Institute.
- (5) The Board may, on the recommendation of the Academic Council, institute such exhibitions, medals and prizes as it considers desirable.
- (6) The awards shall be made in accordance with the provisions made in this behalf.
- (7) All proposals for the conferment of honorary degrees shall be made by the Academic Council and shall require the assent of the Board before submission to the Visitor for confirmation.

29. Residential Accommodation :— The employees of the Institute will be eligible for allotment of a house within the campus of the Institute, if available, in accordance with the rules framed by the Board, from time to time.

30. Halls and Hostels :—

- (1) The Institute shall be a residential institution and all students, research scholars and research fellows shall reside in the Halls of Residence and Hostels built by the Institute for the purpose but in exceptional cases the Director may permit a student, scholar or fellow to reside with his parent or guardian and where any such permission is accorded to a student, scholar or a fellow, such student, scholar or fellow, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent, had he resided in the Hostel.
- (2) Every resident in the Halls and Hostels shall conform to the rules laid down by the Academic Council for the purpose.
- (3) For each Hall of Residence there shall be a Wardens and such number of Assistant Warden and other staff as may be determined by the Board, from time to time.
- (4) The offices of Warden and Assistant Warden shall be held by the members of the Academic Staff of the Institute and appointment of such members shall be made by the Director.
- (5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters, corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition they shall be paid an allowance as decided by the Academic Council with the approval of the Board.
- (6) The management of the Halls of Residence and Hostels shall be in accordance with the rules laid down by the Director.

By order of the Governor

ARTI AHUJA

Principal Secretary to Government