

**Andhra Pradesh Government of Medical and Dental Institutions  
(Conversion into Semi-Autonomous Institutions)  
Act No.31 of 2007**

[G.O.Ms. No.21, Health, Medical & Family Welfare (E1) Dept., 21<sup>st</sup> January, 2008]

In exercise of the powers conferred by section 38 of the **Andhra Pradesh Government Medical and Dental Institutions (Conversion into Semi-Autonomous Institutions) Act, 2007**, the Governor of Andhra Pradesh hereby makes the following first regulations for the institutions covered under the **Andhra Pradesh Government Medical and Dental Institutions (Conversion into Semi-Autonomous Institutions) Act, 2007**.

**FIRST REGULATIONS**  
**CHAPTER – I**

**1.** These regulations shall be called the First Regulations of the **Andhra Pradesh Government Medical and Dental Institutions (Conversion into Semi-Autonomous Institutions) Act, 2007**.

**2. Definitions:-**

(1) In these regulations, unless the context otherwise requires,

(a) 'Act' means the **Andhra Pradesh Government Medical and Dental Institutions (Conversion into Semi-Autonomous Institutions) Act, 2007**;

(b) 'Committee' means the committee constituted by the Executive Board or the Director;

(c) 'Employee' means an Officer or member of the staff of the Institute other than a teacher as defined in the Act;

(2) Words and expressions not defined in these regulations and used in the Act shall have the same meaning assigned to them in the Act.

**CHAPTER – II**

**Powers and functions of the Vice – President of the Institute**

**3.** The Vice President shall have the following powers and functions, namely:-

(a) To preside over the meetings of the Executive Board of the Institute;

(b) To nominate members to the Governing Council and Executive Board as laid down in the Act;

(c) To fill up any vacancy in the membership of the Governing Council and the Executive Board for the residuary period;

(d) To invite any person not being a member of the Governing Council or the Executive Board to attend those meetings;

(e) To convene any emergency meeting of the Executive Board;

(f) To preside over the convocation in the absence of the President;

(g) To deal with the matters referred to him under the proviso to sub-section (2) of Section 18 of the Act;

(h) To perform such other functions concerning the Institute as are entrusted to him by the President.

## **CHAPTER – III**

### **PROCEDURE FOR MEETINGS OF VARIOUS AUTHORITIES MEETINGS OF THE GOVERNING COUNCIL**

4. Date, Time and Place of the Meetings:- (a) The meetings of the Governing council shall be held either in the premises of the Institute or at such places and at such date and time as the President may determine from time to time;
  - (b) The President may convene a meeting of the Governing Council as and when necessary provided that the Governing Council shall meet atleast twice in a calendar year and that the period between the two meetings shall not exceed six months.
  
5. Notices for the meetings:-
  - (a) Notice in writing for calling a meeting of the Governing Council shall be sent by the Director to all members not later than 15 days before the meeting.
  - (b) Notice for calling a meeting may be served upon each member either personally or by post under certificate of posting.
  
6. Agenda for the Meetings:- The Director shall send the agenda for every meeting along with explanatory notes of each item of the agenda to the members not later than seven days before the meeting. The agenda for a meeting may include:-
  - (i) Matters relating to functions of the Governing council specified under Section 10 of the Act.
  - (ii) The Annual Report as provided under Section 30 of the Act.

Provided that the President may include in the agenda at any time before or during a meeting for consideration:-

  - (i) Fresh items of Business,
  - (ii) Items supplementary to those included in the Agenda.
  
7. Discussions:- The items on agenda shall be taken up for discussion in the order in which they find place on the agenda unless otherwise decided.
  
8. Resolution of Members:-
  - (i) In case a member of the Governing Council proposes to move a resolution at a meeting of the Governing Council he shall give notice thereof in writing to the Director so as to reach him not less than 12 days before the date of the meeting and if such notice has been given, the proposed resolution shall be circulated to the members after approval by the President.
  - (ii) The subject shall be admitted if it complies with the following conditions, namely:-
    - (a) It shall relate to a matter within the cognizance and powers of the Institute;
    - (b) It shall be clearly and precisely expressed and shall raise substantially one definite issue;

- (c) It shall neither contain inferences ironical expressions or defamatory statements nor shall it refer to the conduct or character of persons except in their official or public capacity;
  - (d) It shall not refer to any matter which is under adjudication by a court of Law; and
  - (e) It shall not raise substantially same question as that raised and decided in the Governing Council during the six months preceding the date of the meeting at which it is to be moved unless prior consent of the President has been obtained.
- (iii) Any member who has given notice of a resolution may in writing withdraw such resolution, at any time.

9. Emergency meetings:-

- (a) An emergency meeting of the Governing Council shall be convened as provided under sub-section (3) of Section 13 of the Act. The requisition for such meeting shall contain the terms of resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at an emergency meeting provided that the President may bring any urgent business before such emergency meeting with or without notice.
- (b) A notice specifying the place, date and time of the emergency meeting as approved by the President shall be sent by the Director to the members at least seven days before the date of a meeting under a certificate of posting if sent by post or by telegram. The agenda shall be sent under a certificate of posting if sent by post atleast five days before the meeting.

10. Quorum:- Six members of the Governing Council including the presiding member shall form the quorum at any meeting to transact the business.

11. Adjourned Meetings:- If the requisite number of members to form quorum is not present within thirty minutes from the time appointed for holding a meeting, the meeting shall stand adjourned and the members shall meet on a date, time and place fixed by the President.

Provided that atleast seven clear days notice is given to the members present and to each member who is not present at the meeting on the same or the following day by post or telegram or special messengers as the case may require. There shall be no quorum for the adjourned meeting.

12. Presidency over a meeting:- The President shall preside over every meeting of the Governing Council. If the President is not present at any such meeting, the Vice –President shall preside over the meeting. If both the President and the Vice-President are not present at any such meeting, the members present shall choose one member from among themselves as the President of the meeting.

13. Voting:-

- (a) All matters shall be decided by consensus. In case of dispute, the decision shall be by majority of the votes cast by the members present. The President shall be entitled to vote on any question. If the votes equally divided, the President shall have a casting vote.

- (b) On any matter being put to vote the manner in which the vote of the meeting shall be taken and shall be left to the discretion and direction of the President.

14. Recording of Business:-

- (a) The proceedings of the meeting shall be recorded by the Director of the Institute.
- (b) The views or opinions expressed by the members at the meetings shall not ordinarily be recorded in the proceedings. But if any member insists that his views on any point or matter be recorded his views shall be recorded in the proceedings. The note of dissent, if any, given by any member shall also be recorded in the proceedings if that member so insists.
- (c) The proceedings of the meetings of the Governing Council shall be circulated to all members. If no objection is taken by any member who was present at the meeting to the correctness of the proceedings within seven days of the sending proceedings, they shall be deemed to be correct. If objection be taken within the time aforesaid, a letter shall be sent to the Director specifying the points which require correction in the proceedings. The validity or otherwise of objections, if any, received from the members present at the meeting shall be decided by the President whose decision shall be final.

15. Transaction of Business by circulation of papers:-

- (a) Any business which may be necessary for the Governing Council to transact may, if the President so directs, or is considered urgent by the Director, be dealt with by circulation of papers under registered cover among all members at their usual addresses.
- (b) When any business is so referred to the members by circulation, a period of not less than fifteen clear days, shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued.

Provided that if no reply is received within the stipulated period from any member, the resolution so circulated shall be deemed to have been approved by the member concerned.

- (c) If a resolution is circulated, the results of circulation shall be communicated to all the members.

16. Maintenance of Secrecy:- All notes circulated to the members and the decisions taken by the Governing Council shall be treated as strictly confidential and the members shall observe secrecy in all such matters.

### **MEETINGS OF THE EXECUTIVE BOARD**

17. Date, time and place of the Meetings:-

- (a) The meetings of the Executive Board shall be held either in the premises of the Institute or at such places as and at such date and time as the Vice-President may determine from time to time.
- (b) The Vice-President may convene a meeting of the Executive Board as and when necessary provided that the Executive Board shall meet at least once in three months.

18. Notices for the meetings:-

- (a) Notice in writing for calling a meeting of the Executive Board shall be sent by the Director to all members not later than ten days before the meeting.
- (b) Notice for calling a meeting may be served upon each member either personally or by post under certificate of posting.

19. Agenda for the meetings:- The Director shall send the agenda for every meeting along with explanatory notes of each item of the agenda to the members not later than seven days before the meeting. The agenda for a meeting may include matters relating to the powers of the Executive Board specified under section 12 of Act.

Provided that the Vice-President may include in the agenda at any time before or during a meeting for consideration.

- (i) Fresh items of business
- (ii) Items supplementary to those included in the agenda.

20. Discussions:- The items on agenda shall be taken up for discussion in the orders in which they find place on the agenda unless otherwise decided.

21. **Resolutions by Members:-**(i) In case a member of the Executive Board proposes to move a resolution at a meeting of the Executive Board he shall give notice thereof in writing to the Director so as to reach him not less than seven days before the date of the meeting and if such notice has given, the proposed resolution shall be circulated to the members after approval by the Vice-President.

(ii) The subject shall be admitted if it complies with the following conditions, namely:-

- (a) It shall relate to a matter within the cognizance and powers of the Executive Board.
- (b) It shall be clearly and precisely expressed and shall raise substantially one definite issue.
- (c) It shall not contain inferences, ironical expressions of defamatory statements nor shall it refer to the conduct or character of persons except in their official or public capacity.
- (d) It shall not refer to any matter which is under adjudication by a court of law; and
- (e) It shall not raise substantially same question as that raised and decided in the Executive Board during the six months preceding the date of the meeting at which it is to be moved unless prior consent of the Vice-President has been obtained.

(iii) Any member who has given notice of a resolution may in writing withdraw such resolution, at any time.

22. **Emergency Meeting:-** (a) An emergency meeting of the Executive Board shall be convened by the Director under the directions of the Vice- President if a requisition signed by not less than three members of the Executive board is sent to the Director. The requisition for such meeting shall contain the terms of resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at an emergency meeting provided that the Vice-President may bring any urgent business before such emergency meeting with or without notice.

(b) A notice specifying the place, date and time of the emergency meeting as approved by the Vice-President shall be sent by the Director to the members at least seven days before the date of a meeting under certificate of posting if sent by post or by telegram. The agenda shall be sent under certificate of posting if sent by at least five days, before the meeting.

**23. Quorum:-** Three members of the Executive Board including the presiding member shall form the quorum at any meeting to transact the business.

**24.** If the requisite number of members to form quorum is not present within thirty minutes from the time appointed for holding a meeting, the meeting shall stand adjourned and the members shall meet on a date, time and place fixed by the Vice- President.

Provided that at least seven clear days notice is given to the members present and to each member who is not present at the meeting on the same or the following day by post or telegram or special messenger as the case may require. There shall be no quorum for the adjourned meeting.

**25. Presidency over a meeting:-** The Vice- President shall preside over every meeting of the Executive Board.

**26. Voting:-** (a) All matters shall be decided by consensus. In case of dispute, the decision shall be by majority of the votes cast by the members present. The presiding member shall be entitled to vote on any question. If the votes equally divided, the presiding member shall have a casting vote.

(b) On any matter being put to vote the manner in which the vote of the meeting shall be taken and shall be left to the discretion and direction of the presiding member.

**27. Recording of business :-** (a) The Director shall act as Secretary to the Executive Board and the proceedings of the meeting shall be recorded by the Director.

(b) The views or opinions expressed by the members at the meetings shall not ordinarily be recorded in the proceedings. But, if any, member insists that his views on any point or matter be recorded, his views shall be recorded in the proceedings. The note of dissent, if any, given by any member shall also be recorded in the proceedings if that member so insists.

(c) The proceedings of the meetings of the Executive Board shall be circulated to all members. If no objection is taken by any member who was present at the meeting to the correctness of the proceedings within seven days of the sending of the proceedings, they shall be deemed to be correct. If objection be taken within the time aforesaid, a letter shall be sent to the Director specifying the points which require correction in the proceedings. The validity or otherwise of objections, if any, received from the members present at the meeting shall be decided by the Vice-President of the Institute whose decision shall be final.

28. Transaction of business by circulation of papers: - (a) Any business which may be necessary for the Executive Board to transact may, if the Vice-President so directs, or is considered urgent by the Director, be dealt with by circulation of papers under registered cover among all members at their usual addresses.
- (b) When any business is so referred to the members by circulation, a period of not less than ten clear days shall be allowed for the receipt of replies from the members, such period to be counted from the date on which the notice of business is issued.
- Provided that if no reply is received within the stipulated period from any member, the resolution so circulated shall be deemed to have been approved by the member concerned.
- (c) If a resolution is circulated, the results of circulation shall be communicated to all the members.
29. Maintenance of secrecy:- All notes circulated to the members and the decisions taken by the Executive Board shall be treated as strictly confidential and the members shall observe secrecy in all such matters.

### **Academic Council**

30. Conduct of meetings:- There shall be atleast two ordinary meetings of the Academic Council in a year on the dates to be fixed by the Director.
31. Notice:- The Registrar of the Institute who shall be the Member-Convener of the Academic Council shall under the direction of the Director (Chairman of the Academic Council) give not less than ten days notice, of an ordinary meeting.
32. Special meetings:- (i) The Director may, whenever he considers it necessary convene a special meeting of the Academic council and may give such notice as circumstances may permit. In such cases the agenda papers shall be issued to the members along with the notice of the meeting.
- (ii) A special meeting of the Academic Council shall be called on requisition signed by atleast one-third members of the Academic Council. The requisition for the special meeting shall be accompanied by the text of the proposal or proposals, along with the names of the proposer and the seconder of each such proposal. The meeting under orders of the Director shall be convened by the Registrar not later than twenty one days after the receipt of the requisition from the members.
- (iii) The Director may bring any urgent business before such special meeting with or without notice.
- (iv) The Director shall preside at the meetings of the Academic Council.
33. Proposals from members:- (i) The Registrar, Member-Convener shall, not less than ten days prior to the date fixed for an ordinary meeting of the Academic Council, issue to the members, a notice stating the date, time and place of the meetings and prescribing the last date for receiving proposals from the members, i.e., five days before the date fixed for the meeting.

- (ii) Any member, who wishes to move a proposal at a meeting shall forward a copy of the proposals to the Registrar so as to reach him atleast five days before the date fixed for the meeting.
  - (iii) After the proposals have been received from the members, the Registrar, shall atleast three days before the date fixed for the meeting, issues to the members preliminary agenda papers showing the business to be brought before the meeting, the text of the proposals to be proposed, (of which notice in writing has previously reached him) and the names of the proposer and seconder, of each proposal.
34. Re-opening of an issue:- No matter which has already been decided at a meeting of the Academic Council, shall be brought forward for discussion within the same Academic year, except with the special permission of the Director or the consent of the two-thirds of the total number of members present at the meeting at which it is proposed to re-open the question.
35. Quorum:- (a) The quorum for a meeting of the Academic Council shall be one-third of the members of the Academic Council.
- (b) No resolution, proposal, or other matter of business of which previous notice has not been given shall be brought up before the Academic Council except with the special permission of the Chairman.
36. Voting:- All decisions at the meeting of the Academic Council shall be taken by consensus. In cases of dispute, the decision shall be by majority of the votes cast by the members present at the meeting. The chairman shall be entitled to vote on any question. If the votes equally divided, the Chairman shall have a casting vote.
37. Recording of proceedings:- The proceedings of the Academic Council shall be recorded by the Registrar who shall be its Convener. In the absence of Registrar, the Executive Registrar shall record the proceedings.
38. Circulation of proceedings:- The proceedings of the meetings of the Academic Council shall be circulated to all members. If no objection is taken by any member who was present at the meeting to the correctness of the proceedings within seven days of the sending of the proceedings, they shall be deemed to be correct. If objection be taken within the time aforesaid, a letter shall be sent to the Registrar specifying the points which require correction in the proceedings. The validity or otherwise of objections, if any, received from the members present at the meeting shall be decided by the Director whose decision shall be final.
39. Maintenance of secrecy:- All notes circulated to the members and the decisions taken by the Academic Council shall be treated as strictly confidential and the members shall observe secrecy in all such matters.



### **Finance Committee**

40. Date, time and place of the meeting:- The meetings of the Finance Committee shall be held in the premises of the Institute or at such place and such date and time as the Director of the Institute may determine from time to time. The Director of the Institute may convene a meeting of the Finance Committee as and when necessary.
41. Notice for the meetings:- (i) Notice in writing for calling a meeting of the Finance Committee shall be sent by the Registrar (Member Convener of the Finance Committee) to all members not later than ten days before the meeting. The notice shall be served on each member either personally or by post under certificate of posting. The Registrar shall send agenda for every meeting along with explanatory notes of each item of the agenda to the members, not later than five days before the meetings.
- (ii) The Director of the Institute shall preside over the meeting. The Registrar who is the Member Convener shall record the proceedings.
42. Recording of proceedings: The proceedings of the meeting so recorded shall be circulated to all members for information.

### **Selection Committee**

43. Date, time and place of the meeting:- The meeting of the Selection Committee shall be held on such date, such time and such place as the Director of the Institute may determine from time to time.
44. Record of proceedings:- The Director of the Institute shall preside over all the meetings. The Registrar shall act as Member Convener and shall record the proceedings.

## **CHAPTER - IV**

### **Other matters in Respect of Constitution of Authorities**

45. Term of Office and vacancies among members of Academic Council:-
- (i) Save as otherwise provided, the term of a nominated member of the Academic Council shall be two years from the date of nomination.
- (ii) An ex-officio member shall continue so long as he holds the office by virtue of which he is such a member.
- (iii) Any vacancy in the membership occurring before the next reconstitution or before the expiry of the prescribed period shall be filled by nomination of another person by the Director.
- (iv) A member nominated under clause (iii) shall continue for the remainder of the term of a member in whose place he is nominated.
- (v) An outgoing member shall be eligible for re-nomination.
- (vi) A member may resign his office by writing under his hand addressed to the Director but, he shall continue in office until his resignation is accepted by the Director.

46. Traveling Allowances, Daily Allowances and remuneration to be paid to the members of Governing Council, Executive Board, Academic Council, Finance Committee and other Committees:- (i) Members of the various authorities of the institute and those of the Committees shall not receive any remuneration or other allowance except traveling and daily allowances for attending meetings of the Authorities or Committees in which they are members.
- (ii) The members of the Authorities, the standing and ad-hoc Committees, if they are Full-time officers of Government or any organization shall be entitled to such traveling and daily allowances for the performance of journeys for attending the meetings or for attending any other work of the Institute, as are admissible under the rules applicable to them for journeys performed on official duty.
47. Finance Committee:- The person holding office of the Financial Controller at the commencement of the Act, shall serve as Finance Officer under Section 24 of the Act.

## **CHAPTER - V**

### **Conditions of service of Officers, Teachers and other Employees**

48. Tenure of office, salaries and other conditions of service of officers, Teachers and employees:- (i) The tenure of office of the teaching faculty of the Institute, shall be as below subject to the maximum age limit of 65 years:
- |                          |   |              |
|--------------------------|---|--------------|
| (1) Tutors               | - | upto 3 years |
| (2) Assistant Professors | - | upto 5 years |
| (3) Associate Professors | - | upto 4 years |
| (4) Professors           | - | upto 3 years |

The term of the teaching faculty shall be renewable by the Executive Board after completion of the term for which the faculty is appointed.

Provided that the term of the teaching faculty appointed as above shall not be extended beyond the age of 65 years.

The Services of employees other than the Director, Dean, Medical Superintendent, Registrar and Teaching faculty shall continue to be governed by the Government Rules in force for the different categories of staff.

The services of Director, Dean, Medical Superintendent, Executive and categories of teaching faculty shall be taken on contractual basis with the following terms and conditions:

**(a) Consolidated emoluments per month:**

|           |                               |                     |
|-----------|-------------------------------|---------------------|
| <b>1.</b> | <b>Director</b>               | <b>Rs. 1,30,000</b> |
| <b>2.</b> | <b>Dean of Studies</b>        | <b>Rs. 1,20,000</b> |
| <b>3.</b> | <b>Medical Superintendent</b> | <b>Rs. 1,20,000</b> |
| <b>4.</b> | <b>Executive Registrar</b>    | <b>Rs. 1,00,000</b> |
| <b>5.</b> | <b>Professor</b>              | <b>Rs. 1,00,000</b> |
| <b>6.</b> | <b>Associate Professor</b>    | <b>Rs. 90,000</b>   |
| <b>7.</b> | <b>Assistant Professor</b>    | <b>Rs. 75,000</b>   |
| <b>8.</b> | <b>Tutor (Qualified)</b>      | <b>Rs. 40,000</b>   |

**(b) Allowances:**

- (i) Accommodation within the campus, if available on payment of standard rent as fixed by the Executive Board.
  - (ii) Sponsorship by the Institute - for attending one State conference, one National Conference in a year and one international conference every two years - Provided paper is presented.
  - (iii) Free treatment for self and family (spouse, dependant children and dependant parents) as per existing medical reimbursement rules of Govt. of Andhra Pradesh.
  - (iv) LTC – every 2years for Home town – every 4 years – anywhere in India.
  - (v) Permission for the Pay Clinic, if any, run by the concerned Government Medical College/ Hospital/ Arogyasri patients/public as decided by the Executive Board.
- (i) Notwithstanding anything contained in these regulations, the teaching faculty whose services are borrowed from the Central Government, the State Government or any other bodies on the terms and conditions prescribed by them for officers on foreign service as applicable such service and those on contract basis shall be governed by the terms of their appointment.
- (ii) The teaching faculty may accept remuneration in respect of the following items after obtaining the prior permission of the Director:-
- (a) as Examiners in other Universities and Institutes;
  - (b) as the members of the University Commission or Inspection Commission;
  - (c) Such other items as may be approved by the Director.

**CHAPTER - VI****Powers and Duties of Director and other Officers Powers and Functions of the Director**

49. As Chief Executive and Academic Officer of the Institute, the Director shall also exercise the following powers, namely:

General- (i) He shall be entitled to be present at and address at any stage any meeting of any Committee of the Institute. He shall have the power to delete any item of the agenda of that Committee and the right to refer back for reconsideration any recommendation of that Committee.

- (ii) He shall have the right to inspect all Departments, Sections, Laboratories, etc., of the Institute and he may express his views thereon to the appropriate officers / members of staff of the Institute.
- (iii) He shall have power to constitute such Committees as he may deem necessary to assist him in the performance and discharge of his duties as the Chief Executive and Academic Officer of the Institute.

- (iv) The power of the Director to interpret any provisions of the Act, rules, regulations and standing orders made thereunder, in case of dispute, shall be subject to an appeal to the Vice-President through the Director within 90 days of such interpretation or ruling of the Director. The decision of the Vice-President thereon shall be final.
50. Academic Powers: (i) He shall have power to invite persons for guest lectures and to sanction their remuneration and Traveling Allowances within the budget provision.
- (ii) He shall be the final authority with regard to admissions into any course or training programme of the Institute subject to the guidelines of the affiliating University i.e., Dr.NTR University of Health Sciences, Vijayawada.
- (iii) He shall decide all matters relating to scholarships, stipends, bursaries, free-ships and other financial concessions.
- (iv) He shall recommend examiners from the panel of examiners suggested by the Academic Council to the affiliating University.
- (v) He shall have power to invite to the Academic Council, persons having proficiency in the speciality concerned from among the faculty of the Institute or from outside.
- (vi) He shall have power to declare the Heads of Departments of the Institute from time to time.
51. Administrative Powers:- (i) He shall have power to institute an enquiry in respect of any matter concerning the Institute.
- (ii) Whenever any officer or teacher or employee of the Institute is absent from duty on leave or for any other reason or whenever any post has not been filled up, the Director may make such arrangements as may be necessary for the proper discharge of duties of that officer or teacher or employee for such period as may be necessary.
- (iii) He shall cause to be prepared and submit the Annual Financial Statement, Annual Statement of Accounts and the Annual Report to the Government.
- (iv) He shall be responsible for the maintenance of discipline among the students, teachers and employees of the Institute and shall have powers necessary for this purpose as per the rules governing the posts.
- (v) He shall have power to grant all kinds of leave to the officers, teachers and employees of the Institute and sanction annual grade increments.
- (vi) He shall have power to depute employees of the Institute to attend conferences or for any purpose connected with the Institute and to sanction their Traveling Allowances. Out of the budgeted grant or from savings.
- (vii) He shall make appointments to such of the posts as may be delegated by the Executive Board.

52. Financial Powers:- The Director shall have power:

- (i) to sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;
- (ii) to countersign his own Traveling Allowance Bill and Traveling Allowance Bills of the officers, teachers and employees of the Institute.
- (iii) to re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved.
- (iv) to sanction the temporary transfer of amounts from one fund to another provided that such transfers are reported to the Governing Council in its next meeting.
- (v) to open and operate accounts on behalf of the Institute in such banks and in such manner as the Governing Council may decide.
- (vi) to sanction expenditure for any machinery, equipment or apparatus, consumables the cost of which does not exceed Rs.1,00,000/- in respect of each item at a time subject to ratification by the Executive Board and recommend procurement of the same by Andhra Pradesh Health Medical and Housing and Infrastructure Development Corporation which is the nodal agency for providing infrastructure to State Health Department.
- (vii) to incur expenditure upto a maximum of Rs.500/- on presentation of mementos for exchange visitors and other specialists as and when occasion may demand and consistent with the need.
- (viii) to sanction expenditure upto Rs.5,000/- at any time for payment towards specialized services.
- (ix) to sanction within the budget provision charges for translation, compilation and the revision of books and publication of original works.
- (x) to sanction expenditure for the purchase of furniture, office equipment, stationery etc., subject to availability of funds.
- (xi) to sanction remission and write off of irrecoverable losses and damages of stores, equipment and other property of the Institute not exceeding Rs.2,000/- in each case;
- (xii) to approve the plans and estimates prepared by the Institute's Engineering staff and sanction construction of buildings, additions and repairs to the buildings subject to availability of funds and to recommend execution of said works by A.P. Health Medical Housing and Infrastructure Development Corporation which is the nodal agency for providing infrastructure to State Health Department.
- (xiii) he shall exercise such other financial powers as are delegated to him by the Governing Council.

53. Miscellaneous:- He shall have power to delegate any of his academic, administrative and financial powers to any Committee or officer or teacher or employee of the Institute.

54. Powers and Duties of the Dean:- The Dean shall have the following powers and duties, namely:-
- (i) He shall generally assist the Director in maintaining the standards, co-coordinating teaching and research in the faculty.
  - (ii) He shall take part in the selection of Lecturers, Residents and Honorary Consultants.
  - (iii) He shall assist the Director to achieve the following objectives of the Institute:
    - (a) to provide for post-graduate teaching in the science of modern medicine and other allied sciences including physical and biological sciences;
    - (b) to provide clinical services and institute research studies in various specialities of medical and allied sciences;
    - (c) to organize and conduct Post-Graduate course in medical disciplines and problems related to the medical specialities;
    - (d) to train members of the Medical Profession in Medical Specialities and Paramedical personnel including nursing profession;
    - (e) to conduct lectures, seminars, study groups, workshops etc., on problems related to medical specialities;
    - (f) to publish research papers, treatises, books and periodicals and other literature relating to medical specialities and health in general;
    - (h) to prescribe syllabus, scheme of instructions and scheme of examination for various courses to be instituted at the Institute as per the norms prescribed by the Medical Council of India / Dental Council of India and guidelines of Dr.NTR University of Health Sciences.
    - (i) to guide and organize continuing Medical Education programme in different Departments of the faculty.
    - (j) to suggest panel of examiners for various examinations and to suggest names against casual vacancies of examiners.
  - (iv) He shall associate himself in the selection of candidates for admission to the various courses offered by the Institute.
  - (v) He shall make recommendations to the Director for the award of academic prizes, awards, scholarships, stipends, free-ships, bursaries etc.,
  - (vi) He shall carry out such other duties as regards academic matters as may be assigned to him by the Director from time to time.

55) Powers and Duties of the Registrar:- In addition to the powers and duties conferred upon the Registrar under the Act he shall have the following powers and duties, namely:-

- (i) He shall receive applications for entrance test for admission to the courses of the Institute and shall keep a permanent record of all courses, curricula and other information as may be necessary.
- (ii) He shall be responsible for admission of students to the Institute including the supervision of the entrance examination as per the guidelines prescribed by Dr.NTR University of Health Sciences, Vijayawada.
- (iii) He shall be responsible for the general discipline of the employees working in the Institute's office and shall have disciplinary control over such employees.
- (iv) He shall have the power to countersign the T.A. bills and sanction leave to the employees working under him.
- (v) He shall be present at the meetings of the Governing Council the Executive Board and the Academic Council and assist the Director whatever manner he is required and participate in the meetings of such other committees as may be constituted.

## **CHAPTER – VII**

### **MISCELLANEOUS MATTERS**

56. Management of the properties:-

- (i) The Government shall continue to be owning the property of the Institute;
- (ii) The Institute shall use its land and buildings for the purpose of the Institute.
- (iii) Any matter relating to construction, extension, modification, lease, sale etc., shall be subject to the prior approval of the Government.
- (iv) Every employee of the Institute, if offered residential accommodation in the premises of the Institute shall stay in that residence and pay therefore, such rent and other charges as may be fixed by the Institute.

57. (i) Creation of posts:- The Executive Board shall create the posts of teachers on the recommendation of the Academic Council in consultation with the Governing Council. The qualifications for teachers shall be prescribed by the Executive Board on the recommendation of the Academic Council as per the MCI/DCI norms.

(ii) Appointments: Appointments shall be made duly following the rules of reservation as applicable to any other Government Medical / Dental Institutions.

(iii) Admissions: Admission of students shall be as per the admission policy adopted in Government Medical / Dental Institutions as per the guidelines of the Dr.N.T.R. University of Health Sciences.

58. i).(a) Fees and other charges from the candidates seeking admission to the courses:- (i) Fees and other charges shall be on par with other Government Medical / Dental Institutions

- (b) Policy on collection of charges/ fees of the patients will be the same as applicable to Government Medical / Dental Colleges / Hospitals
- (ii) The amounts of fees chargeable under each category at various levels of academic pursuit, the term of payment and the penalties for late payment shall be as laid down by the Academic Council as prescribed by the affiliating University.
- (iii) A student for admission shall not be permitted to attend classes until all the fees prescribed by the Institute and other amounts due are paid. No student shall be allowed to appear at an examination unless he has paid the examination fee and other dues payable by the date fixed by the Institute.
- (iv) Any fee once paid shall not be refunded. However, the Security Deposit will be refunded after the Librarian and Head of the Department concerned have certified that no dues are outstanding against the student.
60. Pension:- The Director, Dean, Medical Superintendent, Registrar and Teaching Faculty directly recruited by the Institute are not eligible for Pension.
- The Teaching faculty on deputation to the Institute shall be governed by the relevant pension and provident fund rules of their respective parent Departments.
61. Savings: The standing orders, administrative instructions or directions as issued by the Director before the commencement of the Act, shall continue to be in force in so far as they are not inconsistent with the provisions of the Act and the rules and the regulations made there under until such time they are repealed, amended or altered by the regulations and the standing orders.

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