

1st Meeting of the Governing Councils of  
Karnataka Institute of Medical Sciences, Hubli/Vijayanagar  
Institute of Medical Sciences, Bellary to be held on  
4-4-1995 at Committee Room, Vidhana Soudha, Bangalore.

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### A G E N D A   N O T E S

#### I.   MODE OF APPOINTMENT TO VARIOUS POSTS:

##### RECRUITMENT OF DIRECTOR:

It is proposed to recruit a Director as per the following criteria.

##### QUALIFICATION:

- (a) Should be 3 holder of a Basic Degree in Allopathic system of Medicine recognised by any University established by Law in India.
- (b) Should have post Graduate qualification in Allopathic system of Medicine recognised by any University established by Law in India.

##### TEACHING AND ADMINISTRATIVE EXPERIENCE:

##### TEACHING EXPERIENCE:

- (a) Should have 20 years teaching experience in any Medical College.
- (b) Should have teaching experience of not less than 10 years after acquiring P.G. Qualification of which not less than 5 years shall be in a post not lower than the rank of a Professor or any other equivalent post.

##### ADMINISTRATIVE EXPERIENCE:

- (a) As Principal of any Medical College  
OR
- (b) 5 years experience as Professor and Head of the Department and Superintendent of Teaching Hospital.  
OR
- (c) 5 Years experience as Professor and Superintendent of Teaching Hospital.  
OR
- (d) As Director of any National and Regional Research Institute  
OR

(e) 5 Years experience as Professor and Head of the  
Department in a teaching Hospital/Medical College  
OR

(f) Joint Director of Medical Education.

AGE: Maximum of 56 years at the time of Recruitment.

AGE OF RETIREMENT: On attaining 60 years of Age.

PAY SCALE:

To attract the best available talent and in view of the extra administrative academic and professional responsibilities, Government may fix the pay scale of the Director at Rs.5150-6600, equivalent to the scale of Director of Medical Education.

MODE OF RECRUITMENT:

For Director's post, applications will be called for openly. The Committee will consider such of the applications which are suitable.

The Applications have to be called for separately KIMS, Hubli, <sup>Or</sup> VIMS Bellary those who are interested in both autonomous institutions.

It is proposed to recruit through open advertisement and to authorise the Principals to issue the advertisements in all leading newspapers including All India News Papers.

Further, the present Principals of the respective colleges are made incharge Directors for the present. This is submitted to the Governing Council for information.

I. (B) RECRUITMENT OF PRINCIPALS:

- i) Preference will be given for existing Principals/ eligible Professors to be appointed as Principals.
- ii) If there are no suitable candidates, selection will be made by open advertisement. Qualification and experience will be as per existing State Government norms.

I. (C) RECRUITMENT OF PROFESSORS:

- a) Preference will be given for existing Professors working in the Institute to be absorbed in the institution if they are willing. Their seniority will be fixed with reference to their inter-se seniority.



- b) Further, if Professors are not willing to continue, then the vacancies in each subject will be notified and recruitment will be made as follows:-
- (i) In the first round, restrict the advertisement to eligible Assistant Professors, working in four Medical Colleges and who are willing for posting as Professors.
  - (ii) Next, if enough people are not available, then to authorise the Director/Principal of the Institute to issue advertisements for those posts by open Advertisements.

I. (D) RECRUITMENT OF ASSISTANT PROFESSORS:

- i) In the first instance, preference will be given for Assistant Professors to be absorbed from same Institute.
- ii) Next, if persons are not available then Assistant Professors from other Medical Colleges will be taken.
- iii) Next, Lecturers including OOD Lecturers who are eligible for promotion as Assistant Professors will be considered.
- iv) Open Advertisement.

I. (E) RECRUITMENT OF LECTURERS:

- i) The first preference to be given to regular lecturers who are working in the Institute for absorption.
- ii) Next preference to Lecturers who are working on OOD basis and willing for absorption.
- iii) Till C & R Rules are finalised for each Institution, the existing State Government Rules will be followed. The Director must immediately arrange to prepare and finalise the C & R Rules.
- iv) Open Advertisement.

...4.

II. APPROVAL OF SELECTION COMMITTEES FOR RECRUITMENT TO  
VARIOUS POSTS:

The Members of Selection Committee for the following posts will comprise as follows:

1. DIRECTOR:
  - (1) Minister for Medical Education - Chairma
  - (2) Secretary, HFW
  - (3) Director of Medical Education
  - (4) Director of Health Services
2. PRINCIPAL-
  - (1) Secretary, HFW Chairma
  - Chief (2) Director
  - Administra- (3) Director of Medical Education
  - tive Officer (4) University Representative
3. PROFESSORS:
  - (1) Director Chairma
  - (2) Representative from HFW Dept.
  - (3) Representative from DME
  - (4) University Representative
  - (5) Subject Expert.
4. ASSISTANT
  - (1) Director Chairma
  - PROFESSORS: (2) Representative from HFW Dept.
  - (3) Representative from DME
  - (4) Representative from University
  - (5) Subject Expert
  - (6) Principals
5. LECTURERS:
  - (1) Director Chairma
  - (2) Representative from HFW Dept.
  - (3) Representative from DME
  - (4) University Representative
  - (5) Subject Expert
  - (6) Principals
6. ALL OTHER POSTS:  
(Gazetted / Technical / Ministerial etc.,)
  - (1) Director Chairma
  - (2) Representative of HFW Dept,
  - (3) Representative of DME
  - (4) Medical Superintendent
  - (5) Principal
  - (6) Chief Administrative Officer

III. BUDGET PROVISION:

To pass a resolution for provision for quarterly grants for Grant-in-aid from Government on par with other autonomous institutions. The Grant-in-aid is provided under DME's Budget.

IV. APPOINTMENT OF VARIOUS STANDING COMMITTEES OF THE INSTITUTE.

I. PURCHASE COMMITTEE:

- |  |    |        |
|--|----|--------|
| (1) Director   | .. | Chair  |
| (2) Representative of HFW Department not below the rank of Deputy Secretary            | .. | Member |
| (3) Representative of DME - not below the rank of Deputy Director of Medical Education | .. | Member |
| (4) Principal  | .. | Member |
| (5) Medical Superintendent   | .. | Member |
| (6) F.A. to DME  | .. | Member |
| (7) Prof. of the concerned HOD   | .. | Member |
| (8) Two other specialists to be nominated by the Governing Council                     | .. | Member |

II. FINANCE COMMITTEE:

- |   |    |          |
|---|----|----------|
| (1) Secretary/Additional Secretary, HFW Department                | .. | Chairman |
| (2) Director  | .. | Member   |
| (3) Representative of FD (not below the rank of Deputy Secretary) | .. | Member   |
| (4) Representative of HFW Dept. (not below the rank of Dy.Secy.)  | .. | Member   |
| (5) FA to DME   | .. | Member   |
| (6) Representative of DME (not below the Rank of DME)             | .. | Member   |
| (7) Principal   | .. | Member   |

III. ADMINISTRATIVE COMMITTEE:

- |   |    |          |
|---|----|----------|
| (1) Director                                | .. | Chairman |
| (2) Principals                              | .. | Member   |
| (3) Medical Superintendent                  | .. | Member   |
| (4) C.A.O. (ME)                             | .. | Member   |
| (5) Administrative Officer of the Institute | .. | Member   |

IV. CIVIL WORKS COMMITTEE:

- |  |    |          |
|--|----|----------|
| (1) Director   | .. | Chairman |
| (2) Superintending Engineer (North) Public Works Dept.     | .. | Member   |
| (3) Representative of HFW Dept. (not below the rank of DS) | .. | Member   |
| (4) Joint Director/CAO (ME)                                | .. | Member   |
| (5) Medical Superintendent                                 | .. | Member   |

V. APPROVAL OF FINANCIAL BYE LAWS:

(As per Annexure - I)

VI. Delegation of Administrative and Financial powers to the Director on par with Kidwai/Jayadeva Institute.  
(As per Annexure - II).

VII. Any other subjects, as deemed necessary by the Chairman

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ANNEXURE - I

FINANCIAL BYELAWS

There shall be a standing Financial Committee.

The composition of the Finance Committee shall be:

- |  |            |
|--|------------|
| i) Commissioner & Secretary<br>to Govt. Finance Dept.                | - CHAIRMAN |
| ii) Vice-Chancellor of the<br>concerned University or<br>his nominee | - Member   |
| iii) One nominee of the<br>Secretary to Govt.<br>Planning Dept.      | - Member   |
| iv) Director of Medical Education                                    | - Member   |
| v) Director of the Institute   | - Convener |

The standing Finance Committee shall meet at least twice a year and as and when required.

**QUORUM:**

Three members present at the meeting shall constitute the quorum.

**FUNCTIONS OF THE FINANCE COMMITTEE:**

The function of the Finance Committee shall be:

- (a) To consider & recommend for approval of the Governing Council the annual budget estimates of the Institute after fully taking into consideration inter alia the financial commitments of the Govt. of Karnataka to the Institute.

The budget estimates approved by the Governing Council on the recommendations of the Finance Committee shall be subjected to availability of funds. The budget proposals shall be forwarded to the Govt. of Karnataka with a request to make necessary provision for funds.

- (b) To consider & recommend for approval the Annual audited accounts of the Institute.
- (c) To consider & recommend for approval the new financial proposals which may arise during the course of the year whether already provided for or not in the budget and to approve the re-appropriations between previously approved major heads.
- (d) To consider quarterly reports of receipts & expenditure submitted by the Director for information to examine from time to time the adequacy of resources of funds and the general financial position of the Institute and to make appropriate recommendations to the Governing Council.
- (e) To consider all proposals for creation of new posts.

2. BUDGET ESTIMATES:

The annual budget showing the estimates of receipts and expenditure of the Institute shall be prepared in two parts Part I relating to standing charges & Part II relating to fresh charges. The budget estimates shall be prepared well in advance so that they may be examined by the Finance Committee and approved by the Governing Council not later than 1st October before being forwarded to the Govt. latest by 15th October of every year.

3. FINANCIAL POWERS OF DIRECTOR:

The Governing Council may delegate financial powers to the Director suitably and the model set of rules regarding financial powers & administrative powers is enclosed herewith.

4. ALLOTMENT OF FUNDS:

The Director shall regulate and operate the budget as approved by the Governing Council.

...3.

5. FUNDS OF THE INSTITUTE:

All moneys received for and on behalf of the Institute shall be paid into an account opened in the name of the Institute in one or more Nationalised banks authorised by the Governing Council. All payments exceeding Rs.500/- shall ordinarily be made by cheques except in the following payments to be made in cash.

- 1) Salaries & allowances of Class - C & D staff
- 2) Other classes of payments specifically authorised to be made in cash by the Director.

6. CHEQUES:

All Cheques on the bank shall be signed on behalf of the Institute by joint signatures of the Director & the Secretary & Treasurer until the post of Chief Administrative Officer/Administrative Officer & the accounts Officers are created. Alternatively the Director shall specify the officers who shall sign the cheques. All cheques, bills notes and other negotiable instruments payable to the Institute may be endorsed on behalf of the institute by the Director until the posts of the Administrative Officer/Accounts Officer are created.

7. CONTRACTS:

The Director or the Chief Administrative Officer/Administrative Officer, if so authorised by the Director shall sign and execute on behalf of the institute all agreements/contracts, etc., which may be necessary for the appropriate conduct of business.

8. DRAWAL OF FUNDS:

Funds shall be drawn from the Bank on presentation of claims by the Director in the prescribed forms/bills. All bills will be scrutinised and passed for payment by the Accounts Officer. The pay & allowances bills of the employees may be signed by an Officer declared to be the drawing and disbursing Officer by the Director. The



contingent and T.A. bills will be countersigned by the Director before these are passed by the Accounts Officer for payment. The monthly pay and allowances bills shall be received directly by the Accounts Officer and passed for payment by him.

9. ACCOUNTS:

The Institute shall prepare annual statements of accounts including balance sheet in the prescribed form enclosed. The Accounts Officer of the Institute will advise the Director on all matters concerning audit & accounts. So will be responsible to the Director for the accuracy and completeness of the accounts of the Institute in accordance with the Byelaws of the Institute. Separate annual statement of accounts should be prepared in respect of funds received from sources other than the Government.

10. FORM OF ACCOUNTS & OTHER FINANCIAL RULES:

The Governing Council shall have power to prescribe the form in which the Accounts shall be kept and frame the rules regulating the finance and accounts matters. Till such time these rules are framed, the accounts of the Institute shall be maintained in the existing form and the Director is authorised to present the budget and accounts in a suitable form keeping in view the requirements of the Institute and its future pattern of development.

11. CUSTODY OF CASH & VALUABLE DOCUMENTS:

The Drawing & disbursing Officer shall be responsible for the safe custody of cash and valuable documents such as cheques (books), security deposits, agreements and contracts fixed deposit receipts Government securities Cash book etc.

...5.

12. AUDIT

The annual accounts of the Institute shall be audited by certified auditors appointed by the Governing Council. The accounts may also be subject to audit by the Accountant General of Karnataka.

13. FINANCIAL AND OTHER POWERS:

The financial and other powers as provided in the schedule to the Financial Byelaws shall be exercised by the Director. The Director may with the approval of the Governing Council delegate any of his powers to the Officers subordinate to him.

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No. EST(1)/ 22 /95-96

Office of the Director,  
Karnataka Institute of Medical  
Sciences, Hubli, dt:6-4-95

Copy forwarded to all the Professor and Head of the Department, KIMS, Hubli for information with a request to bring the contents of the above matter to their subordinate officers and officials.

Copy to all the case workers concerned section/Library/Warden, Boys & Girls Hostel/Project Officer, PPC, KMC Hubli.

Copy forwarded to the Superintendent, KIMS Hospital, Hubli for information and needful.

  
(DR. LALITHA M. MAHALE)  
I/c. Director  
K.I.M.S. Hubli.

vrk/6.4.