

AUTONOMY
FOR MEDICAL/DENTAL/NURSING
AND ASSOCIATED HOSPITALS
GOVERNMENT OF MADHYA
PRADESH
MEDICAL EDUCATION
DEPARTMENT
NEW GOVERNMENT MEDICAL
COLLEGE, RATLAM (M.P.)

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MEMORANDUM OF ASSOCIATION OF THE SOCIETY

1. The name of the Society shall be New Government Medical College & Associated Hospital, Ratlam.
2. The registered office of the society shall be situated at New Govt. Medical College and Associated Hospitals, Ratlam in the State of Madhya Pradesh.
3. The object for which the society is established is to run New Govt. Medical College, Ratlam and associated hospitals, in the State of Madhya Pradesh as an autonomous college with a view to give freedom to :
 1. Determine, prescribe and implement courses of study and syllabi. As prescribed by various professional councils established by the act of parliament MCI, DCI, INC etc.
 2. Prescribe rules of admission; subject of course as prescribed by professional council and the reservation policy will be as per constitution of India and State Government.
 3. Evolve methods of evaluation and to conduct examination.
 4. To improve hospital services.
 5. Encourage people's participation in improving the quality of medical education and the services of affiliated hospitals by mobilizing with their voluntary efforts the local resources for the cause of Medical Education and by promoting at the local level with their co-operation intellectual climate conducive to pursuit of scholarship and excellence.

The Management of the affairs of the society is entrusted by the regulations of the society to the executive committees and the names and address of the first members are given below:-

1. Chairman : Minister, Medical Education Govt. of Madhya Pradesh.
2. Dy. Chairman : Minister In charge for Ratlam District Govt. of Madhya Pradesh
3. Member : Commissioner Medical Education Govt. of Madhya Pradesh
4. Member : Director of Medical Education or his nominee not below the rank of the Jt. Director.
5. Member : Local head of PWD.
6. Member : Two representative of Medical Teachers based on seniority by rotation.
7. Member : General Council Nominee of the University belonging to the faculty of medicine (not below the rank of Professor)
8. Member : General Council Nominee of the MCI/DCI/INC nominated by the President of the Council (not below the rank of Professor)
9. Member : Principal Secretary / Secretary or his nominee in the General Council.
10. Member : Superintendent of the Associated Hospitals/Hospital, nominated by the Dean/Principal
11. Member : One Member having donated Rs. Five Lacs or more to the Institution nominated by State Government.
12. Member Secretary : Dean/Principal of the College.

One of the regulation of the society duly certified as required by sub-section (3) of section (6) of the Madhya Pradesh Society Registrkaran Adhinyam 1973 (No. 44 of 1973) (p.no.7) is filled with this Memorandum of Association.

We, the several persons whose names and address are subscribed below are desirous of forming a society in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in presence of the witness as shown below:

S.N.	Name of the Subscriber& Official Designation	Address	Signature
1	Mrs Gauri Singh IAS Principal secretary Medical Education Govt. of M P	Banglow No 2/23, char imli Bhopal	
2	MrSheoShekhar Shukla IAS Commissioner Medical Education Govt. of M P	Office of the Commissioner Medical Education Satpura Bhawan, Bhopal	
3	Mr M B Ojha IAS Divisional Commissioner	Divisional Commissioner office, Ujjain	
4	DrUlka Shrivastava Director Medical Education	Office of Director Medical Education, Satpura Bhawan, Bhopal	
5	Mrs Tanvi Sundriyal IAS Collector Ratlam	Collectorate Ratlam	
6	Dr Sanjay Dixit Dean New Govt Medical College Ratlam	AH 23, Sukhliya Indore	
7	Dr A Chandelkar Civil Surgeon Ratlam	District Hospital campus Ratlam	

We, the undersigned, certify that we know the above signatures and they have put their signature before us. We also, declare that we are not the members of the society.

1. Name.....address.....

2. Name.....address.....

**REGULATION OF THE NEW GOVT. MEDICAL COLLEGE RATLAM
AUTONOMOUS SOCIETY RATLAM, MADHYA PRADESH**

Regulations of the New Govt. Medical College Ratlam and associated Hospitals Ratlam (M.P.) (Vide section 66 (3) of the Madhya Pradesh society RegistrickaranAdhniyam. 1973) (P.No.7)

1. DESCRIPTION OF NAMES

- (1) In these regulations unless the subject or context otherwise requires:
- (a) “College” Means the Autonomous New Govt. Medical College, Ratlam.
 - (b) “Society” means the New Govt. Medical College and associated hospitalRatlam .
 - (c) “State Government” means the government of the State of Madhya Pradesh.
 - (d) “University” means the “Madhya Pradesh Medical Science University, Jabalpur”
 - (e) “Vice Chancellor” means vice Chancellor, “Madhya Pradesh Medical Science University, Jabalpur”
 - (f) “Director” means Director of Medical Education, M.P. Bhopal
 - (g) “Dean/Principal” means the Dean of Medical College/Dental College/ Nursing College and Associated Hospitals.
- (II) Unless where the context otherwise indicates.
- (a) Words impairing the singular number shall include the plural number and vice versa and
 - (b) Words impairing the masculine gender shall include the feminine gender.

2. AUTHORITIES OF THE SOCIETY:

- (I) Executive Committee
- (II) General council
- (III) Finance Committee
- (IV) Such other committee as may be constituted by the Executive committee withers as standing committee with specified functions or committees for a specific purpose or object.

3. COMPOSITION OF GENERAL COUNCIL

The General Council of the society shall consist of the following members:-

1. Minister Medical Education : President
2. Minister In charge for Ratlam District Govt. of Madhya Pradesh : Vice president
3. Principal Secretary/Secretary Medical Education Govt. of Madhya Pradesh or his nominee not below the rank of Deputy Secretary : Member
4. Principal Secretary/Secretary Finance Department Govt. of Madhya Pradesh or his nominee not below the rank of Deputy Secretary. : Member
5. One Member of Parliament to be nominated by state Govt. : Member
6. Two Members of Legislative Assembly to be nominated : Member
7. Mayor of the town where Medical College is located. : Member
8. Commissioner of the Revenue Division in which College is located. : Member
9. Ex-president of General Council : Member
10. Nominee of MCI/DCI/INC
11. Commissioner Medical Education Govt. of Madhya Pradesh : Member
12. Director of Medical Education of his nominee, not below the rank of Jt. D.M.E. : Member
13. Local President, Indian Medical Association : Member
14. One Representative of Parents to be nominated By State Govt. : Member
15. Representative of Ex-students of the College be nominated : Member
16. All these persons who have donated Rupees two lacs or more for the college/hospital : Member
17. Two representative of Medical College Teachers. Based on Seniority to be nominated be State Govt. by rotation. : Member
18. Local Head of PWD : Member
19. Superintendent of the Associate Hospitals/Hospital. nominated by Dean/Principal : Member
20. Nominee of the Univ. (to be nominated by the Vice Chancellor of the concerned Univ.) not below the rank of Professor. : Member

- | | | | |
|-----|---|---|---------------------|
| 21. | Divisional Joint. Director Public Health & Family Welfare Dept. | : | Member |
| 22. | Chief Medical & Health Officer/ Civil Surgeon of Ratlam | : | Member |
| 23. | Dean/Principal of the College | : | Member
Secretary |

The State Government may vary the composition and strength of Society at any time as it may deem it subject of the approval registrar, Firms and Societies.

4. POWERS OF THE GENERAL COUNCIL:

The general council of the society shall transact the following business:

- (i) To lay down the board policies and programs of the college and hospital.
- (ii) To review from time to time the implementation of the policies laid down earlier.
- (iii) To consider and approve the fee structures and other charges payable by students and patients for various courses and services as proposed by executive committee.
- (iv) To devise methods of enable the college and hospital to generate its own resources to supplement the funds provided by the state government.
- (v) To consider and approve the annual financial estimates of the society.
- (vi) To consider and approve the annual report, audited annual accounts and balance sheet of the society.
- (vii) To Institute scholarships, fellowships. Studentship, medals, prizes and certificates on the advice of the executive committee.
- (viii) To consider and approve the recommendation of executive committee to appoint auditors for the accounts of the society for the next year and to fix up their remuneration.
- (ix) To consider and approve the recommendations of the academic committee.

5. WORKING OF THE GENERAL COUNCIL (Notice/Agenda/Quorum):-

- (i) The General Council of the society shall ordinarily meet twice every year, Provided that the Dean/Principal may whenever she/he thinks fit, and/or on the written requisition of not less than 3rd/5th members, call a special meeting.
- (ii) Every notice calling a meeting of the General Council of the society shall state the date, time and place at which such meeting will be held and shall except in the case of a special meeting, be sent to every member of the General Council of the Society by registered post not less than fifteen clear days before the day appointed for the meeting.
- (iii) 3rd/5th members of the General Council of the society including the president shall constitute a quorum for any meeting of the society. However, no quorum will be necessary for a meeting which was earlier postponed due to lack of quorum.
- (iv) Every meeting of the General Council of the society shall be presided over by the president and in the absence by the presiding officer (elected by members present)
- (v) Each member of the General Council of the society including the president shall have one vote and if there is a quality of votes on any question to be determined by the General Council of the society, the president/presiding officer shall in addition have and exercise a casting vote.

6. ROLE OF MEMBERS: -

(i) The New Govt. Medical College RATLAM and Associated Hospital Society shall keep a roll of its members in the college land every member including the president of the society shall, sign the roll. The roll should record the occupation and address of each member. No person shall be deemed to be a member or be entitled to exercise the rights and privilege of a member unless he has signed the roll as aforesaid.

(ii) If a member of New Govt. Medical College RATLAM and Associated Hospitals, Society, change his address, he may notify to the secretary his new address, but if he fails to notify such new address, his address as recorded at the roll of the members shall be deemed to be address.

7. EXECUTIVE COMMITTEE:

The Executive Committee shall be the principal execution body the society and shall consist of the following members:

The management of the affairs of the society shall be entrusted to the executive committee which shall have the following composition:

1. Chairman : Commissioner Ujjain Division. Madhya Pradesh.
2. Member : Commissioner Medical Education Govt. of Madhya Pradesh
3. Member : Director of Medical Education or his nominee not below the rank of the Jt. Director
4. Member : Local head of PWD
5. Member : Two representative of Medical Teachers based on seniority by rotation.
6. Member : General Council Nominee of the University belonging to the faculty of medicine (not below the rank of Professor)
7. Member : General Council Nominee of the MCI/DCI/INC nominated by the President of the Council (not below the rank of Professor)
8. Member : Principal Secretary / Secretary or his nominee in the General Council.
9. Member : Collector Ratlam District, Ratlam
10. Member : Superintendent of the Associated Hospitals/Hospital, nominated by the Dean/Principal
11. Member : One-Donor Member to the Institution nominated by State Government.
12. Member : Chief Medical & Health Officer/ Civil Surgeon of Ratlam
13. Member Secretary : Dean/Principal of the College.

In case the Chairman, is not present then the Chairman shall be appointed by the member present from the members present.

The State Government may at any time vary composition of the Executive Committee or substitute any of the members or appoint any new member as it may deem fit subject to prior approval Registrar Firms Society.

8. WORKING OF THE EXECUTIVE COMMITTEE:

- (i) The Executive Committee of the society shall meet as often as necessary and at least once in every three months at such state and time as the chairman may from time to time determine provided that the Dean/Principal may, whenever she/he thinks fit, and/or on the written requisition or not less than 3rd/5th members call a special meeting.
- (ii) Every notice calling a meeting of the Executive Committee of the Society shall state the date, time and place at which such meeting will be held and shall except in the case of a special and all meeting, be sent to every member of the Executive Committee of the Society by registered deposit not less than ten days before the day appointed for the meeting.
- (iii) 3rd/5th members of the Executive Committee of the society including the president shall constitute a quorum for any meeting of the society. However, No quorum shall be needed for a meeting which has been postponed earlier due to lack of quorum.
- (iv) Every meeting of the Executive Committee of the society shall be provided over by the president and in his absence by the presiding officer (elected by members present);
- (v) All the questions brought before the executive committee shall be decided by a majority of votes such member of the Executive Committees of the Society including the president shall have one vote and of three is an equality of votes on any question to be determined by the Executive Committee of the Society. The President/Presiding Officer shall in addition have and exercise a casting vote.

9. FUNCTION OF THE EXECUTIVE COMMITTEE:

The Executive Committee shall have the following functions:

- (a) To regulate and enforce discipline among members of teaching and non teaching staff in accordance with the rule/procedures laid down in this regard, by the State government.
- (b) To supervise and control the financial management of the college and hospital and to approve the bye-laws to regulate expenditure.
- (c) To delegate to the Dean/Principal such financial and administrative powers as the committee thinks fit in respect of the funds of the society.
- (d) To delegate to the superintendent such financial and administrative powers as the committee thinks fit in respect of the funds of the society.
- (e) To recommend to the state government transfer or acceptance of transfer of any immovable property of the college, with previous approval of Registrar Firm's and Societies.
- (f) To recommend to the General Council the fees and other charges payable by the students and patients of the college and hospital after obtaining advice of the academic council and finance committee.
- (g) To recommend to the General Council institution of scholarships, fellowships, studentships, medal, prizes and certificates.
- (h) To propose institution starting of new programs of study leading to degrees and/or diploma and/or certificate course/s subject to approval by professional council.
- (i) To accept endorsements and donations.
- (j) To perform such other functions and may be necessary to further the objectives of the society with prior approval of the Government.
- (k) To enter into collaboration with similar organization in India or abroad for furtherance of the objectives of the society.
- (l) To take over or acquire by purchase. Gift or otherwise from the government and other public bodies or private individual movable and immovable properties or other funds together with any attendant obligations and engagement not inconsistent with the

objects of the society and within the frame work of section 21 of MP Society RegistrikaranAdhiniyam 1973 (p.no.11)

- (m) To purchase or otherwise acquire on lease or hire any movable or immovable property subject to provisions laid down under section 21 of M.P. Society 'RegistrikaranAdhiniyam 1973 (p.no.11)
- (n) To appoint advisory boards, expert committees or other special committees for such purpose and with such powers as may deem fit and also to desolve any or all the them.
- (o) To frame rules not with these regulations for the administration and management of the society without prejudice to the generally of the foregoing provisions, such rules may provide for all or any of the following matters, namely:-
 - (i) The preparations and sanction of budget estimates, the sanctions of expenditure, making and execution of contracts, the investment of funds of the society etc.
 - (ii) The procedures for appointments, the terms and tenure of appointments, emoluments, allowances. Rules of discipline, rules relating to payment of pension and gratuity to staff and other conditions of service of the officers and staff of the society.
 - (iii) The procedure for the maintenance of account of the funds of the society and conduct of audit of these accounts.
 - (iv) Such other matters as may be necessary for the furtherance of the objects and proper administration of the affairs of the society.
- (p) To appoint auditors and to fix their remuneration and to have the accounts of the society auditors to appointed.
- (q) To depute members of all and vice-versa, in India and Abroad.
- (r) To work towards making the society grow and develop into a regional/national institute for research and training.

10. POWERS AND RESPONSIBLITES OF THE DEAN/PRINCIPAL/CHIEF EXECUTIVE OFFICER (CEO):

- (i) The Dean/Principal shall be the Chief Executive Officer. The CEO shall be responsible to convene meeting of the Executive Committee and General Council at such date and time as decided by the Chairman/President as the case may be.

- (ii) The CEO shall exercise such powers and carryout such functions and duties as may be assigned to him under these regulation and bye-laws of the society or under delegation of Executive Committee.
- (iii) The CEO may, in writing delegate such powers, as may be necessary to the officer's of the Institution.
- (iv) The CEO will be responsible for overall good govern of the Institution.
- (v) The Dean/Principal of the Institution shall be appointed by recruitment by Government through of a recruitment committee consisting of Chief Secretary as Chairman, Principal Secretary/Secretary Medical Education, PS/Secretary GAD, chairman of MP PSC or the nominee all members and DME as member secretary.
- (vi) The Dean/Principal shall be the principal academic officer of the institution and shall be responsible for co-ordination of the various programs and activities of the institution and their proper implementation. He shall in addition. Exercise such powers and perform such function as are prescribed in there regulations or rules or are delegated to him from time to time by the Executive Committee or the Chairman.
- (vii) Dean/Principal shall maintain linkage with the relevant Departments and agencies,

11. THE FUND OF THE SOCIETY:

It will consist of:

- (a) All receipts from the Central/State Government/UGC and other such bodies.
- (b) All fees and other charges levied by the society.
- (c) All receipts by way of grants, gifts, donations, benefactions, bequest by the individuals or institutions, and
- (d) Any other receipts.

The funds of the society shall be kept in any scheduled bank as defined in the Reserve Bank of India, Act, 1934 (No. 2 of 1934) and shall be spent as per the

budget approved by the General Council and the procedure laid down in the bye laws made by the executive committee in this regard on the advice of the finance committee. Bank account will be operated by the any two of the member secretary superintendent or D.D.O. of the College

All receipts of the college from the State Government shall be spent as per State Government Rules / Institutions.

1. The College will have faculty with proven academic and research/publication record, sound academic background and adequate teaching experience.
2. The appointment to faculty positions and non-teaching staff shall be made by the society in accordance with Government's approved rules.
3. Society may create new posts for the working of its institutions till then the work of the society will be carried out by the existing staff of the college.
4. Existing staff of the institutions will be given a choice to opt for the service of a society instead of the state government. Those whose opt for society services shall remain employee of the society and will be entitled for all the benefits including promotion etc. On post available with the society. The employees who do not opt for the society (where they are posted) shall remain state government employees and will be transferred to a pool from which they will be posted in different Government and Autonomous Institutions.

12. THE INSTITUTION:

It will have the following committee to ensure proper management of academic and financial affairs:

13. ACADEMIC COUNCIL:

(a) Composition:

- | | | | |
|-------|--|---|----------|
| (i) | The Dean/Principal----- | : | Chairman |
| (ii) | All the Heads of the Department | : | Member |
| (iii) | Four Teachers of the college representing
Rotation on the basis of seniority of services
In the Medical Education Department | : | Member |

- (iv) Not less than four experts from Medical College : Member
outside the State.
- (v) Dean Faculty of Medicine : Member
- (vi) Superintendent of Associated Hospital, : Member
Nominated by the Chairman of academic Secretary
Council

(b) Terms of the Members:

The terms of the nominated members shall be two year.

(c) Meetings

The Dean/Principal shall convince meeting of the academic council at least once a year.

(d) Functions:

With prejudice to the generality of functions mentioned the academic council shall have powers to:-

- (i) Scrutinize and recommend the proposals with or without modification of the Boards of studies with regard to courses of study, the academic regulations curricula, syllabi and modifications there of, instructional and evaluation arrangements, methods, procedures relevant there to etc. provided that where the academic council differs on any proposal it will have a right to return the matter for reconsideration to the Board of Studies concerned or reject it after giving reasons to do so.
- (ii) Follow regulations of MCI/DCI/INC and instructions of State Government regarding the admission of students to different programs of study in the college.
- (iii) Frame regulations for conduct to examinations and intimate measures for improving quality of teaching evaluation and student advisory program in the college.
- (iv) Make regulations for research activities. Sports, extracurricular activities proper maintenance and functioning of the playgrounds and hostels.
- (v) Recommend to the Executive Committee proposal for institution of new programs of study subject to MCI/DCI/INC, APPROVAL

- (vi) Recommend to the Executive Committee institution of Scholarships studentship, fellowships, prizes and medals and to frame regulations for the award of the same.
- (vii) Advise the Executive Committee on suggestion's pertaining to academic affairs made by it, and
- (viii) Perform such other functions as may be assigned by the Executive Committee.

14. BOARD OF STUDIES:

(A) COMPOSITION

- (i) Head of the Department concerned : Chairman
- (ii) The teachers of each specialization up to a : Member
Maximum of five teachers from a department
- (iii) One expert in the subject from outside the : Member
College to be nominated by the academic council
- (iv) One post graduate meritorious aluminous : Member
To be nominated by principal.

(B) MEETING

The Dean/Principal of the college shall draw schedule for meeting of the Boards of studies for different departments. The meeting may be scheduled as an when necessary but necessarily once a year.

(C) FUNCTIONS:

The board of studies of a department in the college shall

- (i) prepare syllabi for various courses keeping in view the objectives of the college and the national requirement for consideration and approval of the academic council in accordance with guidelines of MCI/DCI/ INC.
- (ii) Suggest metrologies for innovative teaching and evaluation techniques.
- (iii) suggest panel of names to the academic council for appointment of examiners.

(iv) to coordinate research teaching extension and other academic activities in the dept.

15. FINANCE COMMITTEE:

(a) Composition

- (1) The Dean/Principal----- : Chairman
- (2) Once person having experience : Member
In banking/finance to be
- (3) Two senior teachers of the college to be : Member
Nominated in rotation by the Dean/
Principal for the Year.
- (4) Joint Director, Treasury of the : Member
concerned Revenue Division
- (5) All Superintends of the associated : Member
Hospital's
- (6) Senior Most Administrative Officer : Member
of the Institution to be nominated by Secretary
the Chairman

(b) Meeting

Finance committee will meet as and when required at least once in a month.

(c) Functions

The finance committee will aid and assist the Executive Committee in financial management of the society and in particular perform the following functions:-

- (a) Frame Draft bye-laws for the expenditure of the fund of the society for the consideration of the Executive Committee.
- (b) Prepare Annual Financial estimate (annual budget)
- (c) Ensure that the annual budget (annual financial estimates) is prepared and approved by the competent authority body well before the commencement of the ensuing financial year.
- (d) Monitor the budget the course of the financial year and recommend, if necessary modification in the budget.

- (e) Shall maintained such books of accept and other books in relation to accounts in such from and in such manner as it thinks fit.
- (f) Take measures for preparation of annual accounts and forward the same to the auditors.
- (g) Consider audit reports and record its comments for facilitating decisions by the General Council.
- (h) Suggest panel of auditors for the consideration of the General Council, and
- (i) Scrutinize and make recommendations with regard to all proposals relating to creation of posts and sanction of capital and other expenditure.
- (j) Scrutinize and make recommendations with regards to all proposals relating to purchase of equipment's instruments/materials and sanction of capital and other expenditure.

16 RECRUITMENT COMMITTEE:

(a) Composition;

- (i) Principal Secretary/Secretary of Medical : Chairman
- (ii) Commissioner Medical Education : Member
Govt. of Madhya Pradesh
- (iii) Director of Medical Education : Member
- (iv) Two experts of the subject from outside : Member
State to be appointed by chairman from
panel of 10 suggested by Director
Medical Education
- (v) Dean/Principal of the Institution : Member
Secretary

(b) Functions

The recruitment committee will assist the Executive Committee in filling the vacant posts and in particular perform the following functions:

- (a) Recruitment committee will make appointment and perform for the Medical and non-medical teaching and gazette posts of the college and Hospital on the vacant posts.
- (b) Will appoint subcommittee for appointment and D.P.C. of vacant non gazettes posts of the COLLEGE AND HOSPITAL'S

- (c) Decide the type of appointment for filling vacant posts.
- (d) Advertise the vacant posts in accordance with existing recommendations/ rules of MCI/ICI/IMC and the government of Madhya Pradesh rules.
- (e) Conduct the examination and/or interview and issue appointment letter.
- (f) The conduct D.P.C for promotion to the higher issue (up to professor for all categories in Medical and non Medical teacher category)

17 HOSPITAL ADVISORY COMMITTEE:

(a) Compositions:

- (i) Commissioner of the revenue division in which the College is located : Chairman
- (ii) Member of parliament : Member
- (iii) Five members of the Legislative assembly to be Nominated by president of General Council : Member
- (iv) Four prominent Citizens including two women : Member
- (v) Collector of the Districts in which the college is located : Member
- (vi) Two of those persons who have donated Rupees Five lacs or more to the Hospital. to be nominated by the Chairman for the term of two year for more than two terms) : Member
- (vii) Divisional superintendent engineer of PWD : Member
- (viii) Superintendent of the Hospital : Member
Secretary

In case there are more than one Hospital affiliated with Medical college then there will be only one “Hospital advisory Committee” and the senior most superintend of the Hospitals will be the member secretary and other superintendent’s will be the members.

(b) Functions Of The Hospital Advisory Committee:

This committee will meet as and when required at least twice every year.
Member Secretary will call the meeting.

- (i) To make recommendation to the Executive Committee for improving hospital services and to star new Service.
- (ii) To recommend to the Executive Committee on other matters related improvement of the Hospital Service.

18. DURATION OF MEMBERSHIP:

- (i) Where a member of the General Body, Executive or other Committee becomes a member by reason of the Office of appointment he holds, his membership of that body shall terminate when he ceases to hold that office or appointment.
- (ii) Members appointed or nominated by the Govt. shall hold office for two years from the date of appointment or nomination. No member shall be eligible for appointment or nomination for more than two consecutive terms.

19. APPLICATION OF GOVERNMENT RULES:

The Executive Committee shall have the power to frame rules for all service and disciplinary matters of its employees, except where such power is reserved by the government. Till such rules are frame, the relevant existing government rules shall be applicable in all such cases.

20. BYE-LAWS:

The Executive Committee shall have power to frame and amend bye-laws not inconsistent with the Memorandum of Association. Regulations and the rules for the administration and management of its affairs.

With prejudice to the finality of the foregoing provision such bye-laws may provide for the following matters:

- (i) The preparation and sanction of budget estimate the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the society and the sale of alteration of such investment and accounts and audits.
- (ii) Powers, functions and contract of budgets of such committees or advisory panels as may be constituted from time to time.
- (iii) The procedure, terms and tenor of appointment. Allowances, rules of discipline and other commissions of service of officers and staff of the letters.

- (iv) Such other matter as may be necessary for the furtherance of the objects and proper administration of the affairs of the society:

21. MEETING AND PROCEEDINGS OF THE SOCIETY:

- (i) Meeting of the various authorities of the society shall be provided over by the respective chairman and in his absence the members present may elect a chairman for that meeting.
- (ii) 3rd/5th of the members shall constitute the quorum at any meeting of any authority.
- (iii) Not less than 15 clear days notice shall be given for an all the meeting but this condition may be relaxed for reasons to be recorded in writing by the Chairman for any special/extra-ordinary meeting.
- (iv) Every notice calling a meeting shall state the date, time and place at which such meeting will be held and shall be signed by the member secretary of the body concerned or any other official authorized by the chairman in his behalf.
- (v) The meeting shall be held at such intervals as the chairman may decide. Or when at least 3rd/5th members of any authority of desire in a notice given in writing.
- (vi) Each member shall have one vote and if there is an equality of votes on any question to be decided. The chairman or the proceeding officer shall have a casting vote.
- (vii) The authorities shall function notwithstanding that any persons who is entitled to the member by reason of his office is not a member for the time being and notwithstanding any other vacancy its body. Whether by non appointment by the authority entitled to make the appointment or otherwise and not act or proceeding of the happening of any of the above evinces or of any deficits in the appointment of any of its members.
- (viii) Any business which may be necessary for the authoress to perform may be carried out by circulation amongst all its members and by resolution so circulated and approved by a majority o members signing shall be as effectual land bindings as if such resolution had been passed at a meeting of the body.
- (ix) Minute's indication the decisions taken in a meeting of any authority of the society shall be recorded in a book which shall be signed by the person presiding.

- (x) Confirmation of the minutes. The member-Secretary of executive Committee shall record the proceedings of the meeting in a minute book kept for the purpose. The minutes recorded by the members secretary of the executive committee shall be circulated to the members duly approved by the chairman and shall be confirmed at the next meeting.

22. DISQUALIFICATION:

- (a) A person shall be disqualified from being appointed or being continued as a member of any of the authorities of the society.
 - (i) If has is of unsound mind or is deaf mute or suffers from contagious leprosy.
 - (ii) If he is a un discharged insolvent. and
 - (iii) If he has been convicted by a Court of law of an offence involving moral turpitude.
- (b) If any question arises as to whether a person is or has been subjected to any disqualifications as mentioned above the question shall be referred for decision to the Registrar and decision of Registrar shall be final and binding to all.

23. RESIGNATION:

Any member other than an ex-office member any authority may resign by a letter addressed to the Dean/Principal (CEO) and the resignation shall take effect as soon as it is accepted by Executive Committee or by the Government is case of the Chairman and other Official Members.

24. CESSATION OF MEMBERSHIP;

A non official member of the General Council or Executive Committee shall cases to be a member there of if:

- (i) He resign or becomes physical unfit.
- (ii) He does not attend three consecutive meetings of the General Council or the Executive Committee as the case may be, without prior intimation, in writing, to the Chairman of the meeting.

25. FILING UP OF CASUAL VACANCIES:

Casual vacancies among the members (other than ex-office members) of any authority or any other committee of the society shall be filled as soon as it may be

convenient and the person or the authority who appointed or co-opted the member whose place has been become vacant for the residual term for which the person whose place he fills would have been a member, such appointment should be approved by Executive Committee.

26. ANNUAL REPORT:

- (i) The annual report of the society and of works undertaken during the year shall be prepared by the Executive Committee for the information of the members of the General Council.
- (ii) The annual report and the yearly accounts of the society and the audit report together with the comments of the Executive Committee if any shall be placed before the General Council at the Annual Meeting for information as suggestions.
- (iii) As soon as the annual report and audited accounts are finalized and placed before the General Council a copy of the same shall be forwarded to the registrar of Societies, M.P. as prescribed under section 28 of the M.P. societies RegistrarianAdhiniyam 1973 (p.no. 12)

27. POWERS OF STATE GOVERNMENT:

The State Government may be order for the reasons to be specified there of suspend the execution of any resolution of order of the society, if such resolution, order or act is inconsistent with the powers conferred by the rule and/or detrimental to the public interest. If the Chief executive Officer feels that some resolution of the general council/executive committee is detrimental to the interest of the institution or adversely affects the interest of the Government or incur the financial burden, one time or continued (for which prior approval has not been obtained) he may immediately stay execution of such resolution and refer the major to the government whose decision will be final and binding.

28. AMMENDMENT OF REGULATIONS:

Subject to the provisions as laid down under section 10 and 11 read with 29 the M.P. Society RegistrarianAdhiniyam, 1973 (p.no.8) the General Council have the power to frame any now rules and Regulations as it may deem fit from time to time for the purpose of implementing its objectives and for management of the society, estate and funds and also to alter any of the existing rules and regulations or repeal any of them

and substitute others, provide that all such alternation/deletions/amendments/additions are decided upon at a duly convened meeting of General Council for the motion to be carried through in the General Council Meeting duly convened for the purpose, 2nd/ 3rd majority of the members.

29. SUITS BY AND AGAINST THE SOCIETY:

For the purpose of section 22 M.P. Society RegistrickaranAdhinyam 1973 the dean/ Principal shall be considered the Secretary of the Society and Society may be or may be sued the name of the secretary of society.

30. CONTRACTS

The entire contract for and on behalf of the society shall be executed in the name of the society by the secretary or person specifically authorized by the General Council

31. ANNUAL LIST OF EXECUTIVE COMMITTEE:

Once in every year a list of the office bearers and members of the society shall be filled with the Registrar of Societies. M.P. as prescribed under section 27 of the M.P. society, RegistrickaranAdhinyam 1973 (p.no. 12)

32. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Society needs to be dissolved this shall be done under the provisions laid down under section 34 of the M.P. Society registrickarnadhinyam. 1973 (p.no. 12)

33. SAVINGS:

The present society shall be deemed to have been constituted under these rules and all regulations framed by it shall be deemed to have been framed under these rules and regulations.

Tin such time that the new Executive Committee and the General Council start functioning according to these rules of the newly formed society. The present system shall continue to perform all the functions as lit has been performing so far.

Any decision of the Executive Committee or general Council of the Society which has the effect of alienating the land, building or other immovable assets If all society or temporarily or permanently increasing theDirector orIndirect financial burden of

the State Government will not be given effect to by the executive committee unless
price concurrence for the same has been obtained from the State Government.

CERTIFICATE

We the following signatories certify that this is a complete and correct copy of the
rules/Autonomous Institutes of Medical Education of the State.

**Principal Secretary
Govt. of Madhya Pradesh
Medical Education**

**Commissioner Medical
Education, Govt of MP**

**Divisional Commissioner
Ujjain**

**Collector
Ratlam**

**Director Medical
Education, Govt of MP**

**Dean
New Govt. Medical College**

**Civil Surgeon
District Hospital Ratlam**