

SINDH ORDINANCE NO. VIII OF 2013
THE NIBD POST GRADUATE INSTITUTE OF LIFE SCIENCES ORDINANCE, 2013

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[31st May, 2013]

An Ordinance to provide for the establishment of an Institute known as the NIBD Post Graduate Institute of Life Sciences.

WHEREAS it is expedient to provide for the establishment of an Institute known as the NIBD Post Graduate Institute of Life Sciences and to provide for matters ancillary thereto;

Preamble.

AND WHEREAS the Provincial Assembly is not in session and the Governor is satisfied that circumstances exists which render it necessary to take immediate action;

NOW, THEREFORE, in exercise of the powers conferred by clause (1) of Article 128 of the Constitution of the Islamic Republic of Pakistan, 1973, the Governor is pleased to make and promulgate the following Ordinance:-

1. (1) This Ordinance may be called the NIBD Post Graduate Institute of Life Sciences Ordinance, 2013.

Short title and commencement.

(2) It shall come into force at once.

2. In this Ordinance, unless there is anything repugnant in the subject or context -

Definitions.

- (a) "Academic Council" means the Academic Council of the Institute;
- (b) "Authority" means any Authority of the Institute as specified in section 7;
- (c) "Board" means the Board of Governors of the Institute;
- (d) "Chairperson" means Chairperson of the Board;
- (e) "Commission" means the Sindh Higher Education Commission;
- (f) "Director" means the Director of the Institute;
- (g) "Dean" means the Dean of a Faculty;
- (h) "Faculty" means the Faculty of the Institute;

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- (i) "Government" means the Government of Sindh;
- (j) "Head" means head of a Teaching Department;
- (k) "Institute" means the NIBD Post Graduate Institute of Life Sciences;
- (l) "Officer" means any of the Officers of the Institute specified in section 8;
- (m) "Patron" means the Patron of the Institute;
- (n) "prescribed" means prescribed by statutes, regulations and rules;
- (o) "Registrar" means the Registrar of the Institute;"
- (p) "Society" means the National Institute of Blood Diseases Welfare Society registered under the Societies Registration Act, 1925;
- (q) "statutes, regulations and rules" means the statutes, regulations and rules respectively made under this Ordinance;
- (r) "teacher" means the Professor, Associate Professor, Assistant Professor and Lecturer engaged whole time by the Institute and such person as may be declared to be the teacher by regulations;
- (s) "Teaching Department" means the Teaching Department established and maintained by the Institute;

3. (1) There shall be established at Karachi, an Institute to be called the NIBD Post Graduate Institute of Life Sciences consisting of -

**Establishment and
Incorporation of the
Institute.**

- (i) the Patron, the Chairperson, the Director, the Deans and other members of the Board;
- (ii) members of such Academic Council, committees and other bodies as the Board may establish;

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- (iii) the teachers and students of the Institute and its constituent units; and
- (iv) such other officers and members of the staff as may from time to time be specified by the Board.

(2) The Institute shall be a body corporate by the name of the NIBD Post Graduate Institute of Life Sciences, having perpetual succession and a common seal, with power, amongst others to acquire, hold and dispose of any property or investments and shall by the said name sue and be sued.

(3) The Institute may take measures to setup campus or campuses throughout or outside the country.

4. The powers and functions of the Institute are subject to this Ordinance and such instructions and guidelines as may be issued by Government from time to time. The Institute shall have the powers to –

**Powers and
Functions of the
Institute.**

- (a) undertake postgraduate teaching program such as postgraduate diploma, Master of Philosophy, Doctorate of Medicine and Doctorate of Philosophy;
- (b) undertake teaching and training in the principles of medical and life sciences with emphasis but not limited to Epidemiology and Biostatistics, Public Health, Management Sciences, Hematology, Medicine and allied sciences, surgery and allied sciences, Obstetrics and Gynecology, Paediatrics, Medical Genetics, Biotechnology, Cell biology, Stem cells, immunology, anatomy, physiology, pathology, pharmacology, biochemistry, Nursing, paramedics, Pharmacy, clinical pharmacy, Laboratory and blood bank and refresher courses;
- (c) make provision for research, management and development programs for the advancement and dissemination of knowledge in such manner as it may determine;

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- (d) carry out and promote research, surveys, experiments, and demonstration in the field of medical and life sciences, disease pattern prevention and treatment;
- (e) admit and examine students;
- (f) publish research papers, studies and such other work as are completed at the Institute or are prepared in collaboration with any other institute and agency, local or foreign or which otherwise of substantial value to the Institute;
- (g) organize seminars and conferences and to promote cooperation with national and international agencies, organizations, institutions and universities in activities falling within the purview of the Institute;
- (h) prescribe courses of studies to be conducted by it and its affiliated institutions;
- (i) establish, maintain and administer centres of learning for the development of teaching and research and to make such arrangements for their maintenance, management and administration as it may determine;
- (j) hold examinations and to award and confer degrees, diplomas, certificates and other academic distinctions on and to the persons who have been admitted to and have passed its examinations under prescribed conditions;
- (k) appoint such officers and staff and prescribe terms and conditions and powers and duties of such officers and staff;
- (l) affiliate and disaffiliate institutions under prescribed conditions;
- (m) affiliate itself or associate with other institutions and establish faculties and the Teaching Departments to discharge its functions and responsibilities for imparting education;
- (n) develop curricula and prescribe courses of studies for the Institute;

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- (o) confer honorary degrees or other distinctions on approved persons in the manner as may be prescribed;
- (p) establish and support other facilities for education, training and research;
- (q) enter into agreements, contracts and arrangements with Universities, Organizations, Institutions, bodies and individuals for the purpose of carrying out its functions and activities;
- (r) create posts for teaching, research, training, consultancy, administration and other related purposes and to appoint persons thereto;
- (s) acquire, receive and manage property transferred and grants, bequests, trusts, gifts, donations, endowments or other contributions made to the Institute and to invest any funds representing such property, grants, bequests, trusts, gifts, donations, endowments or contributions in such manner as it may deem fit;
- (t) undertake such research as it may determine in any and all branches of learning; and
- (u) do all such acts and things, whether incidental to the powers aforesaid or not, as may be requisite or expedient in order to further the objectives of the Institute as a place of education, learning and research.

5. The Institute shall be open to all persons of either sex of whatever religion, race, creed, class or colour or domicile who are academically qualified for admission to the courses of study offered by the Institute, and no such person shall be denied the privileges on the ground only of sex, religion, race, creed, class, colour or domicile.

**Institute
open to all.**

6. (1) The academic programmes of the Institute shall be conducted in the prescribed manner.

**Teaching
at the Institute.**

(2) The Institute may associate external examiners for the conduct of examinations.

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(3) In prescribing syllabi, courses of studies and instructions for the conduct of studies, the Institute shall abide by the directions given from time to time by Government and Commission.

7. The following shall be the Authorities of the Institute:- **Authorities.**

- (a) The Board of Governors;
- (b) The Academic Council;
- (c) The Boards of Faculties;
- (d) The Boards of Studies;
- (e) The Selection Board;
- (f) The Board of Advanced Studies and Research;
- (g) The Finance and Planning Committee;
- (h) The Discipline Committee;
- (i) The Affiliation Committee;
- (j) such other Authorities as may be prescribed by the statutes.

8. The following shall be the Officers of the Institute:- **Officers of the Institute.**

- (i) the Chairperson;
- (ii) the Director;
- (iii) the Deans;
- (iv) the Heads of the Teaching Departments;
- (v) the Registrar;
- (vi) the Director Finance;
- (vii) the Controller of Examinations;
- (viii) the Resident Auditor;
- (ix) the Librarian; and
- (x) such other persons as may be prescribed by the regulations to be the officers.

9. (1) The Governor of Sindh shall be the Patron of the Institute. **Patron.**

(2) The Patron shall, when present, preside at the convocation of the Institute.

10. (1) The Patron may cause an inspection or inquiry to be made in respect of any matter connected with the affairs of the Institute and shall, from time to time, direct any person or persons to inquire into or carry out inspection of - **Visitation.**

- (a) the Institute, its building, libraries and other facilities;

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- (b) any institution, department or hostel maintained by the Institute;
- (c) the adequacy of financial and human resources;
- (d) the teaching, research, curriculum, examination and other matters of the Institute; and
- (e) such other matters as may be specified by him.

(2) The Patron shall communicate to the Board his views with regard to the result of visitation and shall after ascertaining the views of the Board, advise the Board on the action to be taken by it.

(3) The Board shall, within such time as may be specified by the Patron, communicate to him such action, if any, as has been taken or may be proposed to be taken upon the results of visitation.

(4) Where the Board does not, within the time specified, take action to the satisfaction of the Patron, the Patron may issue such directions as he deems fit and the Board shall comply with all such directions.

11.(1) The General Secretary of the Society shall be the **Chairperson** and Controlling Authority of the Institute.

(2) The Chairperson shall, in the absence of the Patron, preside at the convocation of the Institute.

(3) Every proposal to confer an honorary degree shall be subject to confirmation by the Patron.

(4) The Chairperson may remove any person from the membership of any Authority if such person –

- (a) has become unsound mind; or
- (b) has been incapacitated or is unable to function as member; or
- (c) has been convicted by a court of law in Pakistan of an offence involving moral turpitude or has been found in an activity against the interest of the Institute.

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(5) If the Chairperson is satisfied that the proceedings of any Authority are not in accordance with the provisions of this Ordinance, the statutes, the regulations or the rules, he may, after calling upon such Authority to show cause why such proceedings should not be annulled, by order in writing, annul the proceedings.

(6) Should the Chairperson be incapacitated from acting as such due to absence or any other cause, the Director or any person authorized by the Board shall exercise all the powers and perform all the duties and functions of the Chairperson.

12. (1) The Director shall be an eminent scholar and an administrator of national or international repute and an educationist of distinction who shall be appointed by the Chairperson on the recommendations of the Board, for a period of four years on such terms and conditions as the Board may determine. **Director.**

(2) The Director shall be the Chief Academic and administrative officer of the Institute and shall be responsible for implementation of the provisions of this Ordinance, the statutes, the regulations, the rules and the decisions of the Board and for the execution of the programs of the Institute in accordance with the guidelines and policies formulated by the Board.

(3) In particular and without prejudice to the generality of the foregoing powers, the Director shall also have the powers -

- (a) to submit plans of work and budget estimates of the Institute for consideration of the Board;
- (b) to direct the activities connected with the execution of programmes for instruction, training, research, services to the community;
- (c) to authorize expenditure provided for in the approved budget and re-appropriate funds within the same major head of expenditure and report it to the Board in the next meeting;
- (d) to sanction and re-appropriate an amount not exceeding an amount fixed and revised by the Board from time to time for an unforeseen item not provided for in the budget, and report it to the Board at the next meeting;

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- (e) to appoint, on the recommendations of the Selection Board and with the approval of the Board, teachers, officers and members of the staff of the Institute and such other persons as may be necessary in accordance with policies and procedures approved by the Board so as to ensure the highest intellectual and moral qualities in the persons appointed;
- (f) to submit to the Board, in accordance with the rules of procedure, reports on the activities of the Institute and the execution of the plans of work;
- (g) to create and fill temporary posts for a period not exceeding six months;
- (h) to undertake any work assigned by the Board.
- (i) to delegate, subject to such conditions, if any, as may be prescribed, any of his powers under this Ordinance, to an officer or other employee of the Institute; and
- (j) to exercise and perform such other powers and functions as may be prescribed.

(4) At any time when the office of the Director is vacant, or the Director is absent or is unable to perform the functions of his office due to illness or other cause, the Chairperson shall make such arrangements for the performance of the duties of the Director as he may deem fit.

(5) The Director may in an emergency, which in his opinion requires immediate action, take such action as he may consider necessary and shall, as soon as possible thereafter report his action to the Board.

13. (1) The Registrar shall be a whole time officer of the Institute and shall be appointed by the Board on such terms and conditions as the Board may determine.

Registrar.

- (2) The Registrar shall -
 - (a) be the custodian of the common seal and the academic records of the Institute; and
 - (b) perform such other duties as may be prescribed.

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14. The academic and administrative staff of the Institute shall be selected with a view to achieve its stated objectives and the basic criteria for their selection shall be the highest standards of competence, integrity and efficiency:

Academic and administrative staff.

Provided that in the case of academic staff, academic qualification and fringe benefits shall not be less than those duly approved and laid down by the Commission for such appointments.

15. (1) The Director Finance shall be a whole-time officer of the Institute and shall be appointed by the Chairperson on such terms and conditions as he may determine.

Director Finance.

(2) The Director Finance shall -

- (a) manage the property, finances and the investments of the Institute;
- (b) prepare the annual and revised budget estimates of the Institute and present them to the Board;
- (c) ensure that the funds of the Institute are expended for the purposes for which they are provided; and
- (d) perform such other duties as may be prescribed.

16. (1) The Controller of Examinations of the Institute shall be a whole-time officer of the Institute and shall be appointed by the Chairperson on such terms and conditions as he may determine.

Controller of Examinations.

(2) The Controller of Examination shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.

17. (1) The Board shall consist of -

Board of Governors.

- (a) the General Secretary of the Society who shall be the Chairperson;
- (b) the Judge of the High Court of Sindh to be nominated by the Chief Justice;
- (c) the Chairman, Higher Education Commission or whole time member of the Commission nominated by him;

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- (d) the Secretary to Government of Sindh, Health Department or his nominee;
- (e) a Vice Chancellor of the Karachi University or his nominee;
- (f) one Dean to be nominated by the Chairperson;
- (g) two prominent citizens to be nominated by the Chairperson;
- (h) one representative of the Pakistan Medical and Dental Council;
- (i) President, Chamber of Commerce and Industry or his nominee;
- (j) One scientist of national or international repute nominated by the Board;
- (k) the Director; and
- (l) the Registrar who shall act as the Secretary of the Board.

(2) The members of the Board other than ex-officio members shall hold office for three years and shall be eligible for re-nomination on the expiry of their term.

(3) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Board without sufficient cause or leave of absence or his nomination is changed by the Authority, which nominated him.

18. (1) The Board shall be the executive and governing body of the Institute and shall subject to the provisions of this Ordinance and the statutes, exercise general supervision over the affairs and management of the Institute.

Powers and duties of the Board.

(2) In particular and without prejudice to the generality of the foregoing powers and subject to the provisions of this Ordinance and the statutes, the Board shall have the powers -

- (a) to exercise over all control of the Institute;
- (b) to receive and manage property transferred and grants, bequests, trusts, gifts, donations, endowments and other contribution, made to the Institute and to invest such grants, bequests, trusts, gifts, donations, endowments and other contribution in such manner as it may deem fit;

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- (c) to undertake responsibility for the financial viability of the Institute including responsibility for ensuring effectiveness of its operations, their continuity and preservation of the authority of the Institute;
- (d) to consider and pass resolution of the annual report, plan of work, statement of accounts of the annual budget estimates;
- (e) to formulate or approve the principles, policies and plans governing the activities and operations of the Institute so as to facilitate research, teaching and other academic work;
- (f) to prepare, or have prepared and revised from time to time rules and regulations for the efficient and effective operations of the Institute;
- (g) to frame statutes as are necessary for carrying out the purposes of this Ordinance;
- (h) to create a component of the Institute such as faculties, departments, campuses and institutes under its jurisdiction and to constitute such standing committees, councils and other administrative or academic advisory bodies as it deems necessary, and review their work;
- (i) to consider and approve the budget estimates, annual research programs, annual reports and audited statement of accounts of the Institute;
- (j) to call for and consider reports relating to the activities of the Institute and the execution of the plans of work and to direct the Director to furnish information relating to any matter specified by the Board;
- (k) to create such academic or administrative posts as it may deem necessary and to approve appointment to such posts;
- (l) to constitute committees or sub-committees as deemed necessary;

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- (m) to prescribe terms and conditions of teaching and non-teaching employees of the Institute including their qualification, experience and eligibility for appointment;
- (n) to appoint members to the various Authorities in accordance with the provisions of this Ordinance;
- (o) to take all such initiatives as it may consider necessary for the efficient and effective management and functioning of the Institute;
- (p) to delegate powers to an Authority or officer or a Committee;
- (q) to suspend, punish and remove from service, in the prescribed manner, employees appointed by the Board;
- (r) to appoint teachers, staff and other employees and officers of the Institute on the recommendations of the Selection Board; and
- (s) to regulate, determine and administer all other matters concerning the Institute and exercise all other powers in this behalf in this behalf not specifically mentioned in this Ordinance.

19. (1) The Board shall meet at least twice a year on the dates to be fixed by the Director with the approval of the Chairperson; provided that a special meeting may be called at any time on the direction of the Chairperson or on a requisition made by not less than four members of the Board to consider a matter of urgent nature.

**Meetings of
the Board.**

(2) Not less than ten clear days' notice of a special meeting shall be given to the members of the Board, and the agenda of the meeting shall be restricted to the matter for which the special meeting is called.

(3) The quorum for a meeting of the Board shall be one half of its members, a fraction being counted as one.

(4) The decision of the Board shall be expressed in terms of the views of the majority of the members present and if the members are equally divided, the Chairperson shall have and exercise a casting vote.

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(5) Subject to sub-section (3), the members of the Board may take part in a meeting of the Board by using any communication equipment and the member shall be deemed to have participated in the meeting.

20. (1) The Academic Council shall consists of -

Academic Council.

- (a) the Director who shall be the Chairperson;
- (b) all the Deans;
- (c) all the heads of Teaching Departments;
- (d) all the Professors and Associate Professors of the Institute;
- (e) a nominee of the Health Secretary not below the rank of Deputy Secretary;
- (f) two persons eminent in the Medical Sciences or related disciplines to be nominated by the Board on the recommendations of the Director;
- (g) Advisor (Academics) of the Commission, or his nominee;
- (h) the Registrar who shall act as its Secretary.

(2) The members appointed by nomination shall hold office for a period of three years and shall be eligible for re-nomination on the expiry of their term.

(3) The office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Council without sufficient cause or leave of absence or his nomination is changed by the nominating Authority.

(4) The quorum for a meeting of the Council shall be one half of the total number of members, a fraction being counted as one.

21. (1) The Academic Council shall be the academic body of the Institute and shall, subject to the provisions of this Ordinance and the statutes, have the powers to lay down proper standards of instruction, scholarship, research, publication and examinations and to regulate and promote the academic life of the Institute.

**Powers and duties
of the Academic
Council.**

(2) In particular and without prejudice to the generality of the foregoing provisions, the Academic Council shall have the powers -

- (a) to advise the Board on academic matters;

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- (b) to regulate the conduct of teaching, research, publication and examination;
- (c) to regulate the admission of students to the courses of studies and examinations in the Institute;
- (d) to regulate the conduct and discipline of the students of the Institute;
- (e) to propose to the Board, schemes for the constitution and organization of Faculties, Teaching Department, Institutes and Boards of Studies;
- (f) to consider or formulate proposals for the planning and development of teaching and research in the Institute;
- (g) to make regulations on the recommendations of the Boards of Faculties and the Boards of Studies prescribing the courses of Studies and the syllabi for all examinations; provided that, if the recommendations of the Boards of Faculties and Boards of Studies are not received by the prescribed date, the Council may, subject to the approval of the Board, continue for the next year the courses of studies already prescribed for an examination;
- (h) to frame regulations for submission to the Board;
- (i) to regulate the award of studentships, fellowships, scholarships, bursaries, medals and prizes;
- (j) to appoint or nominate members to the various Authorities in accordance with the provisions of this Ordinance; and
- (k) to perform such other functions as may be prescribed by the statutes.

22. The constitution, functions and powers of other Authorities for which no specific provision has been made in this Ordinance shall be such as may be prescribed by the statutes.

**Constitution,
Functions and
Powers of other
Authorities.**

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23. The Board, the Academic Council or other Authorities may appoint such Standing, Special or Advisory Committees, as they may deem fit and may nominate such persons on these committees who are not members of the Authorities.

**Appointment of
Committee by the
Authority.**

24. (1) The Institute shall have a Fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources.

**Institute
Fund, audit
and accounts.**

(2) The capital and recurrent expenditure of the Institute shall be met from the contribution made by the Society.

(3) No expenditure shall be made from the funds unless a bill for its payments has been audited by the Audit Officer of the Institute in accordance with the rules made under this Ordinance.

(4) No contribution, donation or grant which may directly or indirectly involve any immediate or subsequent financial liability of the Institute or which may involve an activity not included in the programs for the time being, shall be accepted without the prior approval of the Board.

(5) The accounts of the Institute shall be maintained in such form and in such manner as may be determined by the Board and shall be audited each year within four months of the closing of the financial year of the Institute by a firm of Chartered Accountants appointed by the Board.

(6) The accounts, together with the report of the Auditor thereon, shall be submitted to the Board for approval.

(7) The Auditor's report shall certify that the report has complied with the standards of audit and certification laid down by the Institute of the Chartered Accountants of Pakistan.

25. Any Authority may, from time to time, constitute such standing, special or advisory committees, as it may deem fit, and appoint persons not being members of such Authorities, as members of the Committee.

**Appointment of
Committees by certain
Authorities.**

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26. Any casual vacancy among the elected, appointed or nominated members of any Authority shall be filled, as soon as conveniently may be, by the person or persons or the body who elected, appointed or nominated the member whose place has become vacant and the person elected, appointed or nominated to vacancy, shall be a member of such Authority for the residue of the term for which the person whose place he fills would have been a member.

Filling of casual vacancies in Authorities.

27. (1) The Institute shall work within the framework and other law or policy framed by Government or Commission from time to time.

General Provision.

(2) Annual monitoring charges as fixed by Government from time to time shall be paid by the Institute through pay order in the name of the Secretary, Health Department, Government of Sindh, for Institute's funds being maintained by the Governor Secretariat.

28. If any question arises as to the interpretation of any of the provisions of this Ordinance, it shall be placed before the Patron whose decision thereon shall be final.

Interpretation.

29. Notwithstanding anything contrary contained in this Ordinance, the statutes set out in the Schedule, shall be deemed to be the statutes framed under this Ordinance and shall continue to remain in force until they are amended or replaced by new statutes framed in accordance with the provisions of this Ordinance.

First Statutes.

30. No court shall have jurisdiction to entertain any proceedings, grant any injunction or make any order in relation to anything done in good faith or purported to have been done or intended to be done under this Ordinance.

Bar of Jurisdiction.

31. No suit or legal proceedings shall lie against Government, the Institute or any Authority, officer or employee of Government or Institute or any person in respect of anything which is done or purported to have been done in good faith or is intended to or has been done under this Ordinance.

Indemnity.

32. If any difficulty arises in giving effect to any of the provisions of this Ordinance, the Chairperson may make orders not inconsistent with the provisions of this Ordinance as may appear to him to be necessary for removal of such difficulty.

Removal of difficulties.

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THE SCHEDULE
FIRST STATUTES
(see section 29)

1. (1) The Institute shall include the following Faculties and such other Faculties as may be prescribed by the statutes:- **Faculties.**

- (a) Faculty of Medicine;
- (b) Faculty of Orthopaedic Sciences;

(2) Each Faculty shall include such institutes, teaching departments, centers, or other teaching or research units as may be prescribed by the statutes.

2. (1) There shall be a Board of each Faculty consisting of - **Board of Faculties.**

- (a) the Deans;
- (b) the Professors and Heads of the Teaching Departments comprised in the faculty;
- (c) two members of each Board of Studies comprised in the Faculty, to be nominated by the Board of Studies concerned;
- (d) two experts in the relevant field from outside the Institute to be appointed by the Board; and
- (e) one member to be nominated by the Director.

(2) The members other than ex-officio members shall hold office for a period of three years.

(3) The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one.

(4) The Board of each Faculty shall, subject to the general control of the Academic Council and the Board, have the powers -

- (a) to coordinate the teaching and research in the subjects assigned to the Faculty;
- (b) to scrutinize the recommendations of the Boards of Studies comprised in the Faculty, on the appointment of paper setters and examiners, (except for research and degrees examiners), to the Director;

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- (c) to consider any other academic matters relating to the Faculty and report thereon to the Academic Council;
- (d) prepare a comprehensive annual report regarding the performance of each department, comprising the faculty for presentation to the Academic Council; and
- (e) perform such other functions as may be prescribed.

3. (1) There shall be a Dean for each Faculty who shall be the Chairperson and Convener of the Board of Faculty. **Deans.**

(2) The Dean shall be appointed by the Board from amongst the three most senior Professors of the Faculty on the recommendation of the Director and shall hold office for a period of three years and shall be eligible for re-appointment.

(3) The Dean shall present candidates for admission to degrees, except honorary in the courses falling within the purview of the Faculty.

(4) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

4. (1) There shall be a Teaching Department for each subject or group of allied subjects as may be prescribed by regulations and shall be headed by a Head of Department. **Teaching Department.**

(2) The Head of a Teaching Department shall be appointed by the Board on the recommendations of the Director from amongst the three senior most teachers in the Department by rotation for a period of three years and shall be eligible for re-appointment:

(3) The Head of Department shall plan, organize and supervise the work of the Department in accordance with the provisions of this Ordinance and shall be responsible to the Dean of the Faculty in which his Department is comprised, for the work of his Department;

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5. (1) There shall be a Boards of Studies for each subject or group of subjects as may be prescribed by the regulations. **Boards of Studies.**

(2) Each Board of Studies shall consist of -

- (a) the Chairperson of the Teaching Department concerned;
- (b) all Professors and Associate Professors in the Teaching Department concerned;
- (c) such Institute teachers, other than Professors or Associate Professors, to be appointed by the Academic Council;
- (d) two experts, other than Institute Teachers, to be appointed by the Director.

(3) The term of office of members of the Board of the Studies, other than ex-officio members shall be three years.

(4) The quorum for a meeting of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

(5) The functions of the Board of Studies shall be -

- (a) to advise the Authorities on all academic matters connected with instructions, research and examinations in the subjects concerned;
- (b) to propose curricula and syllabi for all degrees, diploma and certificate courses in the subject or subjects concerned;
- (c) to suggest a panel of names of paper setters and examiners in the subjects concerned; and
- (d) to perform such other functions as may be prescribed by regulations.

6. (1) There shall be a Board of Advanced Studies and Research consisting of -

**Board of
Advanced Studies
and Research.**

- (a) the Director who shall be the Chairperson;
- (b) the Deans;
- (c) one Professor from each faculty having experience in research in the relevant field to

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- be appointed by the Academic Council;
- (d) one Professor from each faculty other than the Dean to be appointed by the Board;
- (e) one member to be nominated by the Director;
- (f) three members from the relevant field from Research Organizations and Government Departments to be nominated by the Board; and
- (g) the Registrar who shall act as its Secretary.

(2) The term of office of the members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.

(3) The quorum for a meeting of the Advanced Studies and Research Board shall be one-half of the total number of members, a fraction being counted as one.

(4) The functions of the Advanced Studies and Research Board shall be -

- (a) to advise the Authorities on all matters connected with the promotion of advanced studies and research in the Institute;
- (b) consider and report to the Authorities on the institution of research degrees in the Institute;
- (c) to propose regulations regarding the award of research degrees;
- (d) to appoint supervisors for research students to determine the subject of their thesis;
- (e) to recommend the names of paper setters and examiners for research examination after considering the proposals of the Board of Studies in this behalf; and
- (f) to perform such other functions as may be prescribed by statutes;

7. (1) There shall be a Selection Board consisting of -

Selection Board.

- (a) the Director who shall be the Chairperson;
- (b) two members of the Board to be nominated by the Chairperson;
- (c) two persons of eminence to be nominated by the Board;

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- (d) the Dean of the Faculty concerned; and
- (e) the Head of the concerned Teaching Department.

(2) The members of the Selection Board, other than ex-officio members, shall hold office for three years.

(3) The quorum for a meeting of the Selection Board shall be four members.

(4) No member of the Selection Board who is a candidate for the post to which appointment is to be made shall take part in such proceedings of the Selection Board.

(5) In selecting candidates for the post of Professors and Associate Professors, the Selection Board shall, co-opt or consult three experts in the subject concerned and, in selecting candidates for other teaching posts, two experts in the subject concerned to be nominated by the Director, from a standing list of experts of each subject approved by the Board on the recommendation of the Selection Board as revised from time to time.

(6) The functions of the Selection Board shall be -

- (a) to consider all applications for teaching and other posts received in response to an advertisement and shall recommend to the Board the names of suitable candidates for appointment to such posts;
- (b) to recommend to the Board the grant of higher initial pay in a suitable case for reasons to be recorded in writing;
- (c) to recommend to the Board the appointment of an eminently qualified person to a position in the Institute on the terms and conditions as may be prescribed;
- (d) to consider all cases of promotion of academic staff and officers of the Institute and recommend to the Board the names of suitable candidates for such promotions; and
- (e) that in the event of an unresolved difference of opinion between the Selection Board and the Board, the matter shall be referred to the Chairperson whose decision shall be final.

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8. (1) There shall be a Finance and Planning Committee consisting of - **Finance and Planning Committee.**

- (a) the Director, who shall be its Chairperson;
- (b) all the Deans;
- (c) one member of the Board to be nominated by the Board;
- (d) one member of the Academic Council to be nominated by the Academic Council;
- (e) one representative each from Health Department and Finance Department not below the rank of Deputy Secretary;
- (f) the Director Finance, who shall act as Secretary.

(2) The term of office of members of the Finance and Planning Committee, other than ex-officio members shall be three years.

(3) The quorum for a meeting of the Finance and Planning Committee shall be three members.

(4) The functions of Finance and Planning Committee shall be -

- (a) to consider annual statement of accounts and revised budget estimate and advise the Board thereon;
- (b) to review periodically the financial position of the Institute;
- (c) to advise the Board on all matters relating to planning, development, finance, investments and accounts of the Institute;
- (d) to prepare short term and long term development plans;
- (e) to perform such other functions as may be prescribed by the statutes.

9. (1) The Discipline Committee shall consist of -

Discipline Committee and its functions.

- (a) the Director or his nominee;
- (b) two Professors to be nominated by the Academic Council;
- (c) one member to be nominated by the Society; and

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- (d) the Teacher or Officer Incharge of Students Affairs by whatever name called (Member-Secretary).

(2) The term of office of members of the Discipline Committee, other than ex-officio members shall be two years.

(3) The quorum for a meeting of the Discipline Committee shall be three members.

(4) The functions of the Discipline Committee shall be -

- (a) to propose regulations to the Academic Council for the conduct of Institute students, maintenance of discipline and for dealing with cases of discipline; and
- (b) to perform such other functions as may be assigned to it by the statutes or regulations;

11. (1) There shall be an Affiliation Committee consisting of **Affiliation Committee.**

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- (i) the Director who shall be the Chairperson;
- (ii) one member of the Board to be nominated by the Board;
- (iii) two Professors to be nominated by the Academic Council;

(2) The term of office of the appointed members of the Committee excluding ex-officio members shall be two years.

(3) The Affiliation Committee may co-opt not more than three experts.

(4) The quorum for a meeting of the Affiliation Committee shall be three members.

(5) An officer of the Institute to be designated by the Director for this purpose shall act as the Secretary of the Committee.