



MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

Post Box no 06, 3rd Floor MGM Educational Campus, Plot No. 1 & 2, Sector -1, Kamothe, Navi Mumbai - 410 209.

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RULES AND REGULATIONS

(Rules & Regulations prepared as per UGC Guidelines)

(As approved in Board of Management Meeting – 29 / 2013, dated 15th June, 2013
vide Resolution No. '5' and Resolution No. '17')



Rules & Regulations
of
MGM Institute of Health Sciences,
Navi Mumbai

MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)
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Registrar

MGM INSTITUTE OF HEALTH SCIENCES
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KAMOTHE, NAVI MUMBAI

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RULES / REGULATIONS OF MGM INSTITUTE OF HEALTH SCIENCES (~~On par with~~ UGC Guidelines 2010) As per

- The Rules in the MOA be treated as Sections while forming the Rules & Regulations.

Rules / Regulations No. 1

Rule No.1 : Rules for Authorities of MGM Institute of Health Sciences

The following shall be the authorities of MGM Institute :-

- 1) Board of Management
- 2) Academic Council
- 3) Faculty / Faculties
- 4) Board of Studies
- 5) Finance Committee
- 6) Board of Examinations
- 7) Planning and Monitoring Board
- 8) Advisory Board
- 9) Grievance Redressal Committee
- 10) S-A Committee

Such other authorities as may be declared by the Rules to be the authorities of the MGM Institute.

1) Board of Management

1.1 Powers and Composition of the Board of Management:

The Board of Management shall be the principal organ of management in the MGM Institute. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

Rule No. 1(1)(a) : Composition of the Board of Management:

The Board of Management shall consist of:-

- i. Vice-Chancellor: Chairperson
- ii. Pro Vice Chancellor: Ex officio Member
- iii. Deans of faculties not exceeding two (by rotation based on seniority)
- iv. Three eminent academicians nominated by the Chancellor
- v. One eminent academic to be nominated by the Central Government in consultation with the UGC
- vi. Controller of Examination (Permanent Invitee)
- vii. Two Teachers (from Professors and Associate Professors) by rotation based on seniority:
- viii. One nominee of the Sponsoring Society
- ix. Registrar : Secretary

1.1(b) Powers of Board of Management.

The Board of Management shall be the principal organ of Management and principal executive body of the MGM Institute and shall, in addition to all powers vested in, have the following powers namely :

- i. To manage and administer the revenues and properties of the MGM Institute and to conduct all administrative affairs of the MGM Institute not otherwise specifically provided for.
- ii. To create teaching and academic posts, to determine number, cadres and qualifications thereof as approved by the MGM Institute, in conformity of the University Grants Commission and statutory bodies' guidelines, and the emoluments of such posts in consultation with the Finance Committee.
- iii. To appoint such Professors, Associate Professors, Assistant Professors and other academic staff and non-teaching staff as may be necessary on the recommendation of the Selection Committee.
- iv. To lay down the duties, responsibilities and conditions of service of Professors, Associate Professors, Assistant Professors and other academic staff maintained by the MGM Institute, in consultation with the Academic Council.
- v. To provide for appointment of Visiting Fellows and Visiting Professors.
- vi. To create administrative, ministerial and other necessary posts in terms of the cadres laid down otherwise and to make appointment thereof in consultation with the Finance Committee.
- vii. To grant leave of absence to the Vice – Chancellor or any other officer of the MGM Institute and to make necessary arrangements for carrying on his/her functions during the period of absence.
- viii. To regulate and enforce discipline among the employees of the MGM Institute and to take appropriate disciplinary action, wherever necessary.
- ix. To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the MGM Institute and for that purpose to appoint such agent or agents as it may deem fit.
- x. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the MGM Institute.
- xi. To select an emblem and to have a common seal for the MGM Institute and to provide for the custody and use of such seal.

- xii. To institute Fellowships, including Traveling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules of MGM Institute.
- xiii. To approve and determine tuition fees as recommended by Fee Fixation Committee and other fees from time to time & receive payment of fees and other charges accordingly from students.
- xiv. To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
- xv. To appoint Auditors for the ensuing year.
- xvi. To open account or accounts of the MGM Institute with any one or more scheduled banks and to lay-down the procedure for operating the same.
- xvii. To manage the Finances, accounts, investments, moveable properties, business and all other administrative affairs of the MGM Institute.
- xviii. To issue appeals for funds for carrying out the objectives of the MGM Institute consistent with the provisions of the objectives clauses of the MGM Institute, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships etc.
- xix. To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of MGM Institute, on such terms & conditions as it may deem fit and proper and to construct or alter and maintain such building(s) or work(s).
- xx. To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills and exchange, cheques or other negotiable instruments.
- xxi. To transfer or accept transfers of any movable property on behalf of the MGM Institute.
- xxii. To advise the management Trustees on matters regarding acquisitions, management and disposal of any immovable property on behalf of the MGM Institute.
- xxiii. To provide building or buildings, premises, furniture, fittings, equipment, appliances, machinery, instruments and infrastructure and other facilities required for carrying on the activities of the MGM Institute.
- xxiv. To execute in consultation with the management Trustees conveyance, transfer, Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the MGM Institute or to be acquired for the purposes of the MGM Institute.
- xxv. To appoint, in order to execute an instrument or transact any business of the MGM Institute, any person as attorney of the MGM Institute with such powers as it may deem fit.

- xxvi. To raise and borrow, in consultation with the management Trustees, money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the MGM Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the MGM Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- xxvii. To invest the funds of the MGM Institute or money entrusted to the MGM Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- xxviii. To maintain a fund to which shall be credited:-
- a. All moneys provided by the Central or State Government / MGM Institute / University Grants Commissions.
 - b. All fees and other charges received by the MGM Institute.
 - c. All moneys received by the MGM Institute as grants, gifts, donations, benefactions, bequest or transfers and
 - d. All money received by the MGM Institute in any other manner or from any other source.
- xxix. To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee.
- xxx. To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Regulations / Bye-laws.
- xxxi. To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the MGM Institute.
- xxxii. To delegate all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the MGM Institute or any other person.
- xxxiii. To establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the MGM Institute and to allocate areas of study, teaching and research to them.
- xxxiv. To conduct examinations or tests for admission to the courses taught in the MGM Institute, to conduct examinations for Degrees and diplomas and to declare the results of

- such examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.
- xxxv. To establish, maintain and manage residencies for faculty and staff and hostels for the students of the MGM Institute.
- xxxvi. To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- xxxvii. To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the MGM Institute and to rescind such recognition.
- xxxviii. To take all necessary decisions for the smooth and efficient functioning of the MGM Institute.
- xxxix. To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions;
- xl. To conduct all administrative affairs of MGM Institute not otherwise specifically provided for.
- xli. To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.

Rule No. 1.1 (c) Terms of Membership:

- (i) All the members of the Board of Management, other than ex-officio members and the members of the teaching staff, shall hold office for a term of three years and shall be eligible for reappointment.
- (ii) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever less.

Rule No. 1.1 (d) Meetings of the Board of Management:

- i. The Board of Management shall meet at least four times a year. The meeting of the Board of Management shall be called by the Secretary, with a notice of 15 days' to all the members. Eight (8) members shall make the quorum for a Board of Management meeting. The proceeding of each meeting shall be furnished to the Chancellor of the MGM Institute as soon as possible after the meeting for his assent.

- ii. Each member of the Board of Management including its Chairperson shall have one vote and decisions at the meeting of the Board shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.
- iii. Every meeting of the Board of Management shall be presided over by its Chairperson, and in his absence, a member chosen by the members present from amongst themselves shall preside over the meeting.
- iv. Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such Resolution had been passed at the meeting of the Board.
- v. Copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institute as soon as possible after the meeting.

Rule No.1.1(e) Termination of Membership:

If a member, other than the Vice-Chancellor and those representing the teachers, accepts a full time appointment in the MGM Institute or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, shall cease to be a member of the Board of Management.

Rule No. 1.1 (f) Constitution of Standing committee and Appointment of Ad-hoc Committee by the Board of Management.

- i. Subject to the provision of the Rules / Bye-laws of the MGM Institute, the Board of Management may, by a resolution, constitute such standing Committee or Ad-hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any functions of the MGM Institute or for inquiring into, reporting and advising upon any matter of the MGM Institute.
- ii. The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable.

Rule No. 1.1 (g) Delegation of Power of the Board of Management:

The Board of Management may by a resolution, delegate to the Vice-Chancellor or any other officer of the MGM Institute, or the Standing Committee or the Ad-hoc Committee of the MGM Institute such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

Rule No. 1.2 : Academic Council:

The Academic Council shall be the principal academic body of the MGM Institute and shall, subject to the provisions of the Memorandum of Association and the Rules, have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, combination of research activities, inter-departmental co-ordination, examinations and tests within the MGM Institute and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of MGM Institute.

Rule No. 1.2 (a) Composition of the Academic Council:

The Academic Council shall consist of the following persons, namely :

- a) Vice-Chancellor: Chairperson
- b) Pro Vice Chancellor
- c) Chairperson, Board of Examinations
- d) Chairpersons, Board of Studies
- e) Dean(s) of Faculties
- f) Heads of the Departments
- g) Ten Professors other than the Heads of the Departments (by rotation of seniority)
- h) Three Associate Professors from the Departments, other than the Heads of the Departments, by rotation of seniority.
- i) Three Assistant Professors from the Departments by rotation of seniority.
- j) Three persons from amongst educationists of repute or persons from any other field related to the activities of the MGM Institute, who are not in the service of the MGM Institute, nominated by the Vice- Chancellor.
- k) Three persons, who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge.
- l) Registrar: Secretary

Note: The representation of different categories should be only through rotation and not through election. It may also be ensured that no particular faculty dominates the membership of the Council.

Rule No. 1.2 (b) The term of membership:

The term of members, other than the ex-officio members, shall be two years. An ex-officio member shall not be eligible for re-appointment on the Academic Council unless he/she has completed one term as the ex-officio member of the Council.

Rule No. 1.2 (c) Powers and Functions of the Academic Council:

The Academic Council shall be the principal academic body of the MGM Institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties:

- a) To exercise general supervision over the academic work of the MGM Institute and to give direction regarding methods of instructions, evaluation, research or improvements in academic standards.
- b) To promote research within the MGM Institute, acquire reports on such researches from time to time.
- c) To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon.
- d) To make arrangements for the conduct of examinations in conformity with the Bye-laws.
- e) To maintain proper standards of the examinations.
- f) To recognize diplomas and degrees of Universities and other Institutions and to determine equivalence with the diplomas and degrees of the MGM Institute.
- g) To prescribe course of study leading to degrees and diplomas of the MGM Institute.
- h) To appoint examiners, moderators, tabulators and such other personnel for different examinations.
- i) To suggest measures for departmental / faculty co-ordination.
- j) To make recommendations to the Board of Management on:-
 - i. Measures for improvement of standards of teaching, training and research.

- ii. Institutions of Fellowships, Traveling Fellowships, Scholarships, Medals, Prizes etc
- iii. Establishment or abolition of departments / centers; and
- iv. To frame rules covering the academic functioning of the MGM Institute, , admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc
- k) To appoint sub-committees to advice on such specific matters as may be referred to it by the Board of Management.
- l) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Management) as the circumstances on each case may require.
- m) To take periodical review of the activities of the Departments / Centres / schools and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction.
- n) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.
- o) To recommend institution of Teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management.
- p) To recommend to the Board of Management regarding institution of degrees, diplomas, Certificates and other academic distinctions on recommendation of Advisory Board and Planning & Monitoring Board of the MGM Institute.
- q) To recommend to the Board of Management to make, amend or repeal notification on ~~issues~~ related to academic matters and make, amend or repeal Regulations on matters specified in section 8 of the Rules and Regulation of MGM Institute.

Rule No. 1.2 (d) Meetings of the Academic Council

- i. The Academic Council shall meet as often as may be necessary but not less than three times during the academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.
- ii. One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the

meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

- iv. Each member, including its Chairperson, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.

Rule No. 1.3 : Faculty / Faculties

1. This Rule may be called “Faculties of MGM Institute of Health Sciences”

Composition of the Faculty/(ies):

- i) A faculty shall be constituted, divided, combined with or abolished only with the approval of the Academic Council;
- ii) The faculty shall comprise such subjects as are prescribed by the Rules and Regulations ;
- iii) The faculty shall consist of the following members :-
 - a) Dean of the faculty (Senior faculty nominated by Chancellor): Chairman.
 - b) Chairperson of each Board of Studies for the subjects;
 - c) One member of each Board of Studies to be nominated by the members of the Boards of Studies from amongst themselves;
 - d) Four members nominated by the Vice Chancellor.

Powers and Functions of the Faculties:

The faculty shall have the following powers and duties namely :-

- i) To consider and report on any matter referred to it by the Board of Management, Academic Council or Planning and Monitoring Board;
- ii) To consider and approve recommendations of the Boards of Studies in the faculty and matters related to more than one Board of Studies not effecting any other faculty and recommend to the Academic Council for action as it thinks fit;
- iii) To consider and recommend to the Academic Council the academic matters within its purview which involve administrative or financial implications;
- iv) To consider and recommend to the Academic Council, establishment of new courses, interdisciplinary courses and short term training programmes referred to it by the Board of Studies;

- v) To make recommendations to the Academic Council in respect of the requirements regarding the conduct of post-graduate or under-graduate instructions, teaching, research and training in constituent departments / schools / colleges;
- vi) To ensure that guidelines and rules framed for the following matters by the Academic Council are implemented:-
 - a. Curriculum development;
 - b. Faculty development;
 - c. Teaching or learning material development;
 - d. Research in educational matters with particular reference to colleges.
- vii) To plan and organize inter-departmental and inter-faculty programs in consultation with the Board of Studies, other faculties or Planning Board;
- viii) To recommend to the Academic Council regarding organization / conduct of refresher and orientation courses for teachers of constituent colleges and University departments especially for the revised or newly introduced or inter-disciplinary courses of study;
- ix) To elect the Deans of the faculties;
- x) To prepare and submit the annual report of the functioning of the faculty(ies) to Vice Chancellor.

Rule No. 1.4 : Board of Studies

I) There shall be one Board of Studies for each subject or a group of subjects of the MGM Institute.

a) There shall be following Boards of Studies based on the group of subjects:

- a. Pre-Clinical
- b. Para-Clinical
- c. Medicine & Allied
- d. Surgical & Allied
- e. Physiotherapy
- f. Nursing
- g. Management Studies
- h. Biomedical Sciences

II) The Board of Studies of each faculty/Department shall consist of:

- i. Dean of Faculty/ Head of the Department: Chairperson
- ii. All Professors of the Faculty / Department
- iii. Two Associate Professors of the Faculty / Department by rotation of seniority.
- iv. Two Assistant Professors of the Faculty / Department by rotation of seniority.
- v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry.

III) The powers and functions of the Board of Studies shall be prescribed by the Bye-laws of the MGM Institute.

Rule No. 1.5 : Finance Committee

1.5(a) Composition:

The Finance Committee shall consist of the following members:

- I. Vice-Chancellor: Chairperson
- II. Pro Vice Chancellor: Ex-Officio Member
- III. A person nominated by the Society or Trust
- IV. Two nominees of the Board of Management, one of whom shall be a member of the Board.
- V. Representative of Central Government
- VI. Registrar – Permanent Invitees
- VII. Finance Officer : Secretary

Rule No. 1.5 (b) : Terms of the Membership:

All members of the Finance Committee, other than ex-officio members, shall hold office for a term of three years

Rule No. 1.5 (c) : Powers and Functions of the Finance Committee

- a. To consider the annual accounts and financial estimates of the MGM Institute and submit them to the Board of Management, together with the comments of the Finance Committee, for consideration and approval.
- b. To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the MGM Institute.

Note: No expenditure, other than that provided in the budget, shall be incurred by the MGM Institute without the approval of the Finance Committee.

- c. To recommend to the Board of Management the creation of all types of posts.
- d. To consider and recommend the annual budget and revised estimates to the Board of Management;

Rule No. 1.5 (d) Meetings of the Finance Committee

The Finance Committee shall meet at least four times in a year to examine the accounts and to scrutinize proposals for expenditure. Three members of the Finance Committee shall constitute the quorum for the meeting.

Rule No. 1.6: BOARD OF EXAMINATIONS:

- i. There shall be a Board of Examinations. The composition, power, duties of the Board shall be as per the Rules of the MGM Institute prescribed for the purpose.
- ii. The Board of Examinations shall be the authority for conducting the examinations and making policy decisions pertaining to the conduct of examinations, suggest reforms for transparency, objectivity and accountable examination system, appointment of the paper-setters, examiners / moderators for practical as well as theory examinations, approval of the schedule of MGM Institute examinations and declaration of the results.
- iii. The Board of Examinations shall be quasi regulatory committee of the MGM Institute with utmost powers to ensure and regulate the conduct of examinations in the constituent colleges and schools of the MGM Institute.
- iv. The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board of Examination shall be as per the provisions prescribed for the purpose by the competent authority and approved by the Board of Management.

Rule No. 1.6 : Board of Examinations

Rule No. 1.6 (a) : Composition of Board of Examinations:

The Board of Examinations shall consist of the following members, namely.

- I. Vice Chancellor : Chairperson
- II. Pro Vice-Chancellor : Ex – Officio Member
- III. Dean, Faculty of Medicine
- IV. One Representative from each Board of Studies, nominated by Vice Chancellor
- V. One Head of Institution nominated by Vice Chancellor :
- VI. Controller of Examinations : Member Secretary
- VII. Registrar : Permanent Invitee

Rule No. 1.6 (b) Duties and Powers of Board of Examinations:

The Board of Examinations shall ensure smooth conduct of university theory and practical examinations including moderation, tabulation and the declaration of results within the rule and regulation prescribed for the purpose by the MGM Institute.

i. The Board of Examinations shall meet once in each academic term, minimum two months prior to the commencement of university examination.

ii. In particular and without prejudice to the generality of duties as mentioned above, the Board shall exercise the following powers and perform the following duties, namely :-

1. To appoint paper-setters, examiners for practical, oral, theory and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies.
2. To remove and debar the paper-setters, examiners for practical, oral, theory and moderators from amongst the persons included in the panels, if necessary, having regard to the recommendations made by the committee.
3. To undertake, implement and experiments such other recommendation to incorporate reform in examination system.
4. To exercise such other powers in relation to examinations as may be assigned to it by the Board of Management or under Memorandum of Association of MGM Institute.
5. In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations or any other officer or person authorized by the Chairperson in that behalf, shall take such action as deemed fit and necessary, and at the next meeting of the Board, the action taken shall be placed before the Board for ratification.
6. The Board of Examinations shall obtain three sets of question papers in sealed covers in the respective subject. The Chairperson of the Board shall draw at random one of such sealed covers containing question papers. This intact sealed cover then be sent to the press.
7. Assessment of answer books for all degree examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected by the Centre In-charge. The answer books then will be given code numbers and will be masked, if recommended by the Board of Studies.
8. The examiners appointed by the Board of Examinations shall have to attend the central assessment work and they will assess the answer books at the centre only. The answer books will then be decoded and the result sheets will be prepared by the evaluators of

the answer sheet/moderators. Provided that MGM Institute may adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable.

9. In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than three persons of whom one shall be Chairperson;
10. Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.
11. The Board of Examinations shall prepare the financial estimates for incorporation in the budget of the University and shall submit the same to the Finance Officer.
12. The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
13. The Board of Examinations shall maintain a permanent list of teachers in the MGM Institute along with their academic qualifications, teaching experience in examinations in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant recommended by the Board of Studies.
14. The Board of Examinations shall recommend the examination fees or such other fees payable by the students for examination or related functions such as duplicate mark sheets, admission cards, examination fee, verification fee etc to the Finance Committee for consideration and approval of Board of Management.
15. The Board of Examinations shall approve the results of examinations. The Chairperson of the Board of Examinations shall have power to approve the result pending meeting of the Board of Examinations.
16. The Board of Examinations may interpret the provisions of any Rule, Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Rule. The interpretations of the Board of Examination shall be placed before the Vice-Chancellor whose decision thereon shall be final.
17. The Board of Examinations shall, after considering the discrepancies pointed out by the Tabulators / Computer Programmer and Scrutineers, make its recommendations to the Vice-Chancellor.
18. In exceptional cases, the Board of Examinations may suggest any amendment or modification of any examination Rule, which, in its opinion is necessary.
19. The Board of Examinations shall prescribe the rules for heads of passing of various courses in their respective faculties as per the guidelines prescribed by the statutory

council like Medical Council of India, Dental Council of India, Nursing Council of India or such other council and submit the same for approval of Board of Management.

Rule No. 1.7 : Planning & Monitoring Board

Planning and Monitoring Board shall be responsible to plan, monitor, evaluate, develop and co-ordinate undergraduate and post-graduate academic programmes of the MGM Institute and its constituent colleges in collaboration with the National and International Health Sciences Institutions.

The Planning & Monitoring Board will design and formulate appropriate programmes and activities of the university and shall advise Board of Management and Academic Council on any matter which it may deem necessary for fulfillment of the objectives of the University.

Composition of Planning & Monitoring Board:

It shall consist of the following members, namely:-

- (i) Vice Chancellor - Chairman
- (ii) Pro Vice-Chancellor - Ex-Officio Member
- (iii) Seven internal members
- (iv) Three outside eminent experts (including one nominee of the UGC)
- (v) Registrar - Secretary

Terms of Office of the Members of the Planning & Monitoring Board:

The tenure of the Planning & Monitoring Board shall be ten years from the date of inception of the MGM Institute.

Powers and Duties of the Planning & Monitoring Board :

- (i) The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matters which it considers necessary for the fulfillment of the objectives of the MGM Institute and to create links and develop specific schemes of inter-university and university / college interaction with the industry, agriculture, banks, commerce, science and community;
- (ii) The Board shall prepare MGM Institute and the Colleges development plans, both short-term and long-term, keeping in view the objectives of the Institute and with due regard to the State and National Educational Policy;
- (iii) The Board shall recommend to the Board of Management the development and collaborative programmes for the departments, colleges and MGM Institute
- (iv) The Board shall monitor, evaluate and report the progress of all such approved development and collaborative programmes to the Board of Management once in a year;
- (v) The Board shall evaluate the manpower requirements of trained persons in different fields, such as Health Sciences and Technology and make necessary recommendations to the Academic Council, thereby introducing and strengthening the relevant graduate and postgraduate courses;
- (vi) The Board shall organize academic audit of development and collaborative programmes of University / Institutions / Departments, Postgraduate Centres and Constituent Colleges, according to the provisions of the rules at least once in three years and make necessary recommendations to the Board of Management for implementation;

- (vii) The Board shall recommend the proposals to Academic Council for establishment of new institutions, departments, courses within or outside the approved MGM Institute campus for further action with University Grants Commission as provided in the bye laws; —
- (viii) The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to academic matters may be processed through the Academic Council.
- (ix) Planning & Monitoring Board may constitute such committees as may be necessary for planning and monitoring the programmes and activities of the university.

Meetings of the Planning & Monitoring Board:

The Planning & Monitoring Board shall meet at such intervals as it shall deem expedient, but it shall meet at least twice in a year. One third of the total members of the Planning & Monitoring Board shall constitute the quorum for the meeting of the Planning & Monitoring Board.

Rule No. 1.8 : Advisory Board:

The Institute will have an Advisory Board, for a period of first ten years under the Chairpersonship of a person nominated by the Chancellor of the MGM Institute. The Advisory Board will include the Head of the MGM Institute and its senior faculty along with one / two experts nominated by the Chancellor of the MGM Institute.

Rule No. 1.8 (a) : Composition of Advisory Board

- I. Vice Chancellor: Chairperson
- II. Pro Vice Chancellor : Ex- Officio Member
- III. Three Experts nominated by Board of Management
- IV. All Heads of MGM Institute
- V. Three Senior Faculty by rotation
- VI. Registrar: Secretary

Rule No. 1.8 (b) : Terms of Office of the Members of the Advisory Board:

The tenure of the Advisory Board shall be ten years from the date of inception of the MGM Institute.

No. 1.8 (c) : Powers and Functions of Advisory Board:

The duties and powers of the Board shall be:-

- i. The Advisory Board shall be responsible for extending the help to MGM Institute for its academic, planning and growth.
- ii. To provide guidance for futuristic vision and growth of MGM Institute;
- iii. To assist in identifying new ventures facilitated collaboration with centre of excellence in India and abroad;
- iv. To advise on strategies for achieving excellence in educational program imparted by the MGM Institute.
- v. To advise and facilitate means of financial resources generation, stimulate research development and innovation;

- vi. To submit its recommendations to the Planning and Monitoring Board for further deliberation and recommendations to Board of Management.

Rule No. 1.8 (d) Meetings of the Advisory Board:

The Advisory Board shall meet twice a year. One third of the total members of the Advisory Board shall constitute the quorum for the meeting of the Advisory Board.

Rule No. 1.9 : Grievance Redressal Committee:

(i) There shall be a Grievances Redressal Committee in the MGM Institute to deal with the grievances of teachers and other employees of the MGM Institute and the constituent colleges / schools and to hear, to be heard and settle grievances, as far as may be practicable within 6 months, and the committee shall make a report to the Board of Management. The grievance shall be related to the service matters only.

(ii) It shall be lawful for the Grievances Redressal Committee to entertain and consider grievances or complaints and report to the Board of Management for taking such action as it deems fit and the decisions of the Board of Management on such report shall be final

1.9 (a) Composition of Grievance Redressal Committee:

The Grievances Redressal Committee shall consist of the following:

- I. Retired Judge: Chairperson
- II. Two members nominated by Board of Management
- III. Registrar: Secretary.

Committee or officer, which in the opinion of the Chancellor is not in conformity with the Bye-Laws, Rules or Regulations made there under or is not in the interest of the Institute. The order of the Chancellor shall be binding on the officers of the MGM Institute, who shall comply with the same. Provided that, before making any such order, the Chancellor may call upon the MGM Institute authority, committee or, as the case may be, officer to show cause within the period specified, why such an order should not be made, and if any cause is shown, the Chancellor shall consider the same and wherever he deems it necessary, after consulting the Board of Management, decide the action to be taken in the matter, and such decision shall be final.

- vii. The Chancellor shall have the right to cause an inspection to be made by such person or persons or body of persons, as he may direct, of the Deemed University, its buildings, hospitals, libraries, museums, workshops and equipments of any college, institution or hostel maintained, administered or recognised by the MGM Institute and of the teaching and other work conducted by or on behalf of the MGM Institute or under its auspices of, and of the conduct of examinations or other functions of the Deemed University and to cause an inquiry to be made in like manner regarding any matter connected with the administration or finances of the Deemed University.
- viii. The Chancellor shall, in every case, give due notice to the MGM Institute of his intention to cause an inspection or inquiry to be made and the MGM Institute shall be entitled to appoint a representative, who shall have the right to be present and be heard at the inspection or enquiry;
- ix. After an inspection or inquiry has been caused to be made, the Chancellor may address the Vice-Chancellor on the outcome of such inspection or inquiry and the Vice-Chancellor shall communicate to the Board of Management the views of the Chancellor and call upon the Board of Management to communicate to the Chancellor through him its opinion thereon within such time as may have been specified by the Chancellor. If the Board of Management communicates its opinion within the specified time limit, after taking into consideration that opinion or where the Board of Management fails to communicate its opinion in time, after the specified time-limit is over, the Chancellor may proceed and advise the Board of Management upon the action to be taken by it, and fix a time limit for taking such action ;
- x. The Board of Management shall, within the time limit so fixed, report to the Chancellor through the Vice-Chancellor the action which has been taken or is proposed to be taken on the advice tendered by him.

- x. The Chancellor may, where action has not been taken by the Board of Management to his satisfaction within the time limit fixed, and after considering any explanation furnished or representation made by the Board of Management, issue such directions as the Chancellor may think fit, and the Board of Management and other authority concerned shall comply with such directions ; Notwithstanding anything contained in the preceding sub-sections, if at any time the Chancellor is of the opinion that in any matter the affairs of the MGM Institute are not managed in furtherance of the objects of the MGM Institute or in accordance with the provision of bye laws, and the Statutes and Regulations or that special measures are desirable to maintain the standards of Institute teaching, examinations, research, administration or finances, the Chancellor may indicate to the Board of Management through the Vice-Chancellor any matter in regard to which he desires all explanation and call upon the Board of Management to offer such explanation within such time as may be specified by him. If the Board of Management fails to offer any explanation within the time specified or offers an explanation which in the opinion of the Chancellor, is not satisfactory, the Chancellor may issue such directions as appear to him to be necessary, and the Board of Management and any other authority concerned shall comply with such directions ;
- xi. The Board of Management shall furnish such information relating to the administration and finances of MGM Institute as the Chancellor may, from time to time, require.
- xii. The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in the Chancellor by or under the Bye laws of MGM Institute.

Rule No. 2.2 : Vice-Chancellor:

- i) The Vice-Chancellor shall be a whole time salaried officer of the MGM Institute and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- ii) The composition of the Search-cum- Selection Committee shall be:-
- 1) A nominee of the Chancellor
 - 2) A nominee of the Central Government, who shall be an eminent academic, nominated by the Central Government in consultation with the UGC.
 - 3) A nominee of the Board of Management

Provided that if the Chancellor does not approve of any of these persons so recommended, he shall call for a fresh panel.

- III) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that, notwithstanding the expiry of the said period of 5 years, he / she may continue in office for not more than six months or till his / her successor is appointed and the latter assumes office, whichever is earlier.

- IV) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the Pro Vice Chancellor, and in his/her absence, the Senior most Dean or, if there is no Dean, the senior most Professor shall perform the duties of Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

Rule No. 2.2 (b) : Powers of Vice Chancellor

- i. The Vice-Chancellor shall be the Principal Executive Officer of the MGM Institute and shall exercise general supervision or control over the affairs of the MGM Institute and shall be responsible for implementation of the decisions of all the authorities of the MGM Institute.
- ii. The Vice-Chancellor may, if he / she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the MGM Institute under its Regulations and Rules and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him / her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that any person in the service of the MGM Institute is aggrieved by the action taken by the Vice-Chancellor under the said clause, he / she shall have the right to appeal against such decision to the Board of Management, within 30 days from the date on which such action is communicated to him / her and thereupon the Board of Management shall call a meeting to consider an appeal and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- iii. The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board, Advisory Board and Selection Committees.
- iv. It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, Rules & Regulations and the Bye-laws of the MGM Institute are duly observed and implemented and s/he shall have all the necessary powers in this regard.
- v. The Vice-Chancellor shall exercise general control over the affairs of the MGM Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the MGM Institute.
- vi. All powers relating to the proper maintenance and discipline of the MGM Institute shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Regulations and the Bye-laws.
- viii. The Vice-Chancellor shall exercise all other powers as may be delegated to him / her by the Board of Management.
- ix. The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his / her subordinate officers with the concurrence and approval of the Board of Management.
- x. The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various authorities of the MGM Institute.

Rule No. 2.3 : Pro - Vice Chancellor:

- i. The post the Pro Vice-Chancellor may be created with the approval of the Board of Management and Central Government.
- ii. The Pro Vice Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor. The Pro Vice Chancellor shall be an eminent academician with good standing.
- iii. The Pro Vice Chancellor shall hold office co-terminus with the office of the Vice Chancellor and at the pleasure of Vice-Chancellor.
- iv. The Pro – Vice Chancellor shall be a full time salaried officer of the MGM Institute, and the terms and conditions of his service shall be such as determined by the Chancellor.

v) Duties of Pro Vice-Chancellor:

The Duties and Responsibilities of the Pro Vice - Chancellor shall be decided by the Vice Chancellor, in consultation with the Chancellor, and the same shall be informed to the Board of Management.

- v. In absence of Vice-Chancellor, the Pro Vice-Chancellor shall assume the powers and duties of the Vice-Chancellor
- vi. The Pro Vice - Chancellor is the ex officio member of the:
 - a) Board of Management
 - b) Academic Council
 - c) Board of Examination
 - d) Planning Faculties & Monitoring Board
 - e) Staff Selection Committee

Rule No. 2.4: Registrar

- (a) The Registrar shall be a whole-time salaried officer of the MGM Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:
- 1) Vice Chancellor : Chairperson
 - 2) One nominee of the Chancellor.
 - 3) One nominee of the Board of Management.
 - 4) One expert appointed by the Board of Management who is not an employee of the MGM Institute.
- (b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.
- (c) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- (d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, Planning and Monitoring Board, Advisory Board and Fee Fixation Committee.
- (e) The Registrar shall be directly responsible to the Vice-Chancellor of the MGM Institute and shall work under his direction.
- (f) The following shall be the duties of the Registrar:
- i. To be the custodian of the records, the funds of the MGM Institute and such other property of the MGM Institute as the Board of Management may commit to his charge.
 - ii. To conduct the official correspondence on behalf of the authorities of the MGM Institute.
 - iii. To issue notice convening meetings of the authorities of the MGM Institute and all Committees and Sub-Committees appointed by any of these authorities.
 - iv. To maintain the minutes of the meetings of all the authorities of the MGM Institute and of all the committees and sub-committees appointed by any of these authorities.
 - v. To make arrangements for and supervise the examinations conducted by the MGM Institute.
 - vi. To represent the MGM Institute in suits or proceedings by or against the MGM Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.

- vii. To enter into agreement, sign document and authenticate records on behalf of the MGM Institute.
- viii. To hold in special custody books and documents of the MGM Institute.
- ix. To make arrangements to safeguard and maintain the buildings, gardens, offices, canteen, cars and other vehicles laboratories, libraries, reading rooms, equipment and other properties of MGM Institute.
- x. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.
- xi. To issue all such notifications, orders or sign any other such documents necessary for the smooth and efficient functioning of the MGM Institute.
- xii. To prepare and maintain in respect of each class / cadre of persons to whom the provisions of Rules of MGM Institute apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

2.5 Finance Officer

- a. The Finance Officer shall be whole time salaried officer of the MGM Institute and shall be appointed by the Board of Management, on recommendation of Selection Committee constituted for the purpose.
- b. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by the Rules.
- c. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management, through the Vice-Chancellor. He would be the Ex-officio non-Member Secretary of the Finance Committee. He would be an advisor to the Vice-Chancellor for financial matters.
- d. He / She shall be responsible for the preparation of annual budgets, estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
- e. He / She shall be responsible for the management of funds and investments of MGM Institute, subject to the control of the Board of Management.

Rule No. 2.7: Dean Faculty :

Duties and Responsibilities of Dean Faculty of Medicine

Rule No. 2.8 : Head of the Department:

- i. There shall be a Head of the Department for each of the Departments in the MGM Institute who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.
Provided that, if there is no Professor in the Department, or there is only one Professor in the Department whose term as Head of Department is ending, the Vice-Chancellor may appoint a Associate Professor as Head of the Department.
- ii. The term of the Head of the Department shall normally be 3 years and he / she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- iii. The powers and function of the Head of the Department shall be prescribed by the Bye-laws of the MGM Institute.

2.9 Deputy Registrar and Equivalent Cadres

1. Deputy Registrar will be appointed by Board of Management and will report to the Registrar.
2. The Deputy Registrar in charge of Section / Unit / Department, shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent / Head-Clerk, etc. who shall be directly responsible to him.
3. He shall convene regular meetings of the officers and / or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports / worksheets from the officers and guide the officers and / or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.
4. He shall issue warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.
5. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually remain absent by issuing warnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.
6. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential / assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and must prepare budget for his section every year and place it for the approval of the appropriate authority.
7. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, U.G.C., Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.
8. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
9. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section.
10. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.
11. Any other work assigned to him by the officers of the university from time to time.

2.10 Director of Students Welfare

The Director of Students' Welfare shall perform the duties assigned to him by the Vice Chancellor and the Registrar from time to time.

Following shall be the duties and responsibilities of the Director of Students' Welfare:-

1. To organize and to co-ordinate the student welfare activities at the University.
2. To organize specific students activities at University level like leadership training, inter collegiate inter-university youth festivals, cultural activities, talent shows, university tours and the like; subject to the approval of the Vice Chancellor.
3. To act as co-ordinator of the activities like N.S.S., N.I.C. and other activities of the similar nature at the university level, as may be assigned by the Vice Chancellor / Board of Management from time to time.
4. To organize various functions of national importance / and important functions at the University level like Independence Day, Republic Day, University Day; etc.
5. To promote and encourage cultural, social and literary activities with a view to fostering healthy corporate life in the student community.
6. To act as a Secretary of the University Students' Welfare Board.
7. To issue notices of, the cause to issue notices of the meetings of the Students' Council and of the Students' Executive Union.
8. To advise, guide and supervise in general the activities of the Students' Council and of the Students' Executive Union.
9. To maintain accounts and hold and manage the funds and property of the Students' Council and the Students' Executive Union in his capacity as a Treasurer of the Students' Council and the Students' Executive Union and submit the same or cause to submit the same.
10. To ensure that the accounts of the Students' Council and the Students' Executive Union are duly audited and the auditor's report along with a statement of accounts submitted to the Board of Management on or before 31st March of the following years or on the date that may be specified by the Registrar / Vice Chancellor.
11. To accord sanction and regulate the expenditure with the provisions made in the Budget for the Students' Council and the Students' Executive Union.
12. To notify as per the statutes governing the election / nomination to the Students' Council to the principals of constituent colleges / heads of the departments date and time and the manner of holding the election of university representatives on the Students' Council at a college level and form the students council as per the rules framed thereon for the purpose of election of one student from each of the constituent colleges, recognized Institutions and Department of the University on the Students' Council on a day and date to be fixed by the Vice Chancellor, which will be common for all.
13. To convene meetings of the class representatives of the university departments under the relevant faculty and conduct elections or be authorized in consultation with the Vice Chancellor, to nominate other person/s to conduct elections for the purpose of electing their representatives on the Students' Council as per the rules.

14. To bring to the notice of the Vice Chancellor any of the activities of the Students' Council, the Students' Executive Union or any other students' organization, if prejudicial to the university and / or is not in the interest of the student.
15. The Director of Students' Welfare shall for the purposes of planning programmes and activities and for executing different schemes relating to students' welfare and / or approved by the students' Council, the Students' Executive Union, act as a liaison between the Government of India, State Government, the University between University and other Universities, National and cultural Organisations etc., so also between the University and the Students' Council, the Students' Executive Union, University Department, conducted and constituent colleges and recognized institutions.
16. To perform such other duties as may be assigned to him by the University authorities and assist in any other work that may be allotted to him by the University authorities.

2.11 Assistant Registrar and Equivalent cadres

1. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice Chancellor, Registrar, Deputy Registrar or Head of the concerned section where the Assistant Registrar is working as a Head of the Section and he shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar above.
2. He shall be in charge of the units / sections and shall be responsible for their normal and smooth working.
3. He shall look after day to day work of the Section / Unit of which he is in charge as per the instructions from the higher authorities from time to time.
4. He shall be responsible for planning and scheduling of the entire work the section / unit / department well in advance and shall take the periodical reviews of its execution.
5. He shall assign / reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
6. He shall ensure and maintain proper co-ordination and follow up with other Department / Unit / Section and shall be totally accountable for follow up actions on the decisions given by the university authorities.
7. He shall be responsible for smooth and efficient running / working of the section / unit / department and timely disposal of cases letters, bills, reports, returns etc., and decide and maintain proper filing procedures.
8. He shall ensure that the cases / letters requiring immediate and urgent disposal are dealt with immediately.
9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section / unit / department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.
10. He shall keep exhaustive and self contained notes of important papers passed down and keep track of their movements till final disposal and also consider the proceedings of the work.
11. He shall exercise constant vigilance which is sine qua non of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
12. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.
13. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.
14. He shall hold meeting every fortnight with section officers / Assistant Section Officers to discuss the areas of work, procedural knot-point and other problems which create bottlenecks in the quick disposal of cases of his unit / department.
15. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show

no discrimination on whatever ground and would look after the welfare of the employees working under him.

16. Any other work assigned to him from time to time.

Rules / Regulations No. 3

Rule No.3 : Duties & Responsibilities of Administrative and Teaching Staff of Constituent Colleges

Rules to provide Duties and Responsibilities for Dean / Professor and Head of Department / Associate Professor / Lecturer / Tutor / Demonstrator / Resident Medical Officers (House-officers / Registrar / Junior Resident / Senior Resident) of MGM Institute of Health Sciences

Rule No.3.1 : DEAN : Duties & Responsibilities

Rule 3.1(a): Selection / Appointment

Dean will be appointed by Board of Management on recommendation of Selection Committee, which will be constituted as per MCI norms.

Rule 3.1(b): Objectives

To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), as to obtain and maintain the constituent college and the attached Teaching Hospitals to MGM Health University and recognition of these teaching institutions by MCI and Govt. of India for the purpose of conducting various medical / paramedical Undergraduate / Postgraduate courses; thereby helping to establish and ensure the basic minimum standard of Medical Education and Research.

To perform all such duties to ensure continued improvement in the quality of Medical Education and Research

Rule 3.1(c) : Duties & Responsibilities of Dean of Medical College & Hospital

Duties related to Medical College

- (i) Dean is academic, administrative and financial head of Medical College and Hospital. He has disciplinary control over the Medical College to the extent of powers vested in him by the higher administrative authorities of MGMIHS.
- (ii) To plan, organize, direct, supervise, coordinate and exercise administrative control over the academic (Medical Education and Research) activities of the College as per the norms laid down by the Medical Council of India and Mahatma Gandhi Mission Institute of Health Sciences (MGMIHS), Navi Mumbai.
- (iii) To regulate the admissions of the undergraduate and postgraduate medical students and appointment of Medical teachers in accordance with the rules / requirements stipulated by MCI, MGMIHS, Govt. Of India.

- (iv) To constitute various committees involving Medical Teachers to manage the day-to-day affairs and activities of the students as also to look after the welfare of the students, such as Undergraduate / Postgraduate Academic Committee, Gymkhana Committee (which will take care of the Hostel / Mess / Gymkhana, Recreation, Sports and Cultural events etc.) in order to encourage their overall development and Anti ragging Committee, Grievance Redressal Committee etc., for counseling, as safety and security measures and for maintaining their Health and Hygiene.
- (v) To make budgetary provisions for various departments of the College for purchase of Books / Journals for Library, plant and machinery, Equipments and instruments, furniture and fixtures etc., and to attend to requirements and upkeep of movable and immovable property of the college of which Dean is custodian.
- (vi) To exercise control and supervision over the entire teaching as well as non teaching staff of college and to deal with all establishment matters including issuing Certificates of Teaching Experience to Medical Teachers, sanctioning / refusing of Leave, writing Confidential Reports, initiating Preliminary / full-fledged departmental inquiry into any untoward incidence or in respect of any staff member for misconduct and inflicting punitive disciplinary action if found necessary in 'public interest' or in the interest of the institution.
- (vii) To exercise control and supervision over all the students in the matters of their teaching programmes, hospital postings, College and University examinations, issue of various certificates requested by the students, scholarships, freeships, attendance, sanctioning / refusing leave, inquiries, punishments / disciplinary action etc. and to ensure discipline among students and staff.
- (viii) To attend meetings of various Committees / Authorities of MCI, MGMIHS, State Govt. of Maharashtra, Govt. of India as and when required and to provide requisite information from time to time and to be in constant communication and correspondence / liaison with these regulatory bodies for any policy decisions to be implemented as regards Medical Education and Research, State / National Health Policies etc.
- (ix) Without undermining his / her primary responsibility of administration of the College and the Hospital, Dean will be allowed to actively associate himself / herself with teaching and research in his / her respective speciality so as to keep himself / herself in continuous use of his / her training and knowledge. To enable him / her to contribute to his / her field of speciality, he / she can have facilities for active participation in teaching as well as research, both at the undergraduate and postgraduate level, (i.e. he / she may enjoy the status of an undergraduate as well as postgraduate teacher at MGMIHS / MCI level). To achieve this, he / she may form a part of the team of teachers and research workers in the institution and have necessary facilities of laboratories and personnel or have clinical material available in the form of beds. However, Dean cannot hold the post of Head of Department of a particular subject or any special designation like Director – Professor (vide Govt. Of Maharashtra, Urban Development Department GR No. MCG/1073/6747-Q dt. 19th April, 1973, vide General Body of Medical Council of India dated. 05.11.1999).

Duties related to Teaching Hospital :-

- x) Dean will exercise academic, administrative and disciplinary control over the Hospital along with the Medical Superintendent of the Hospital; to the extent of powers vested in him by the higher administrative authorities of MGMIHS.
- xi) Complete day to day management of the Hospital including training and supervision of Medical teaching staff viz. Lecturers / Associate Professors / Professors and Resident Medical Officers as well as Medical non teaching staff like Medical Officers of MGMIHS in such a way that there is no "Medical negligence" in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics, 2002 governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital.
- xii) To maintain original hospital patient records especially of Medico-legal cases for at least 15 years as required by the Law in this regard and present it to any Court of Law whenever asked for.
- xiii) To maintain records / reports of Medical Statistics of the Hospital and to provide the same as and when required by any Government authority.
- xiv) To suggest / recommend the use of certain managerial tools / techniques / skills to upgrade the quality of patient care.

Other Administrative / Supervisory / Executive duties :-

- xv) Planning, proposing, processing the proposals, procuring and maintaining plant and machinery, equipments and instruments, Furniture and Fixtures (Dead Stock) and to maintain record of all such items required by the College / Hospital.
- xvi) To work as Chairman for various Hospital Committees like Local Tender Committee, Theatre Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee and Tender Committee of MGMIHS etc.
- xvii) To exercise control over all the sections of the common administrative block of both the Teaching institutions (viz. College and Hospital) e.g. Academic Section, Establishment Section and Accounts Section).
- xviii) The posting / local transfer of any employees of the College / Hospital will be done by the Dean for administrative convenience / purpose.
- xix) To recommend or refuse any kind of Leave (Casual Leave / Special Leave / Earned Leave) to any staff member of the College or Hospital as per rules in that regard.
- xx) He / She will ensure that every full-time medical teacher works for 8 hours daily (inclusive of 1 hour lunch-time) normally 8.30 am to 04.30 pm from Monday to Friday and 8.30 am to 1.00 noon (lunch hour not included) on Saturdays.
- xxi) He / She will conduct periodic audit of Muster Rolls of all the Departments regarding the timings of arrival / departure of the staff and will notify any irregularity in attendance or punctuality in respect of a defaulting employee.
- xxii) He / She will write annual 'Confidential Report' (Performance Appraisal / Work Audit) of the employees working in the College and Hospital and will inform the

erring member about the adverse remarks, if any, immediately through a memorandum.

- xxiii) He / She will encourage "Core Competency Development Programmes" for Faculty Development as also training-programmes for other non-teaching staff of the College / Hospital.
- xxiv) He / She may institute an "Inquiry" into a particular untoward incidence or in respect of a particular employee.
- xxv) He / She will exercise control over the Security personnel of the College / Hospital in order to ensure overall security of medical students, Resident Doctors, patients and their treating Doctors and to safeguard the property of MGMIHS.
- xxvi) Any other duty / task / work assigned by any higher authority like Chancellor, Vice Chancellor, Board of Management ; either in "Public Interest" or in the interest of upkeep / development of the college.
- xxvii) To exhibit keen interest, initiative and drive in the overall development of the institutions and 'Leadership Qualities' for others to follow.
- xxviii) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

Rule No.3.2: DUTIES AND RESPONSIBILITIES OF PROFESSOR AND HEAD OF DEPARTMENT:-

3.2(a): Selection / Appointment

Professor and Head will be appointed by MGM Trust in consultation with Dean and the Selection Committee.

3.2(b) : Objectives

To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), as to obtain and maintain the constituent colleges and the attached Teaching Hospitals to MGMIHS and recognition of these teaching institutions by MCI and Govt. of India for the purpose of conducting various medical / paramedical Undergraduate / Postgraduate courses; thereby helping to establish and ensure the basic minimum standard of medical Education and Research. To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.

as per the guiding principles in that regard; to inform the erring member about the adverse remarks, if any, immediately through a memorandum.

- xxix) To organize / conduct / encourage "Core Competency Development Programmes" for Faculty Development; also training programmes for other non-teaching staff of the Department.
- xxx) Whenever ordered by the higher authorities, to conduct "Preliminary Inquiry" into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.
- xxxi) Any other duty / task / work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer of MGMIHS; either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.
- xxxii) To exhibit keen interest, initiative and drive in the overall development of the Department and 'Leadership Qualities' for others to follow.
- xxxiii) He/ She is expected to perform all the duties diligently with utmost sincerity and honesty.

Rule No.3.3 : ASSOCIATE PROFESSOR

3.3(a) : Selection / Appointment of Associate Professor

Associate Professor will be appointed by MGMIHS in consultation with Dean and the Professor & HOD as a Member of Selection Committee

3.3(b) : Objectives :

To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), as to obtain and maintain the constituent colleges and the attached Teaching Hospitals to MGMIHS and recognition of these teaching institutions by MCI and Govt. of India for the purpose of conducting various medical / paramedical Undergraduate / Postgraduate courses; thereby helping to establish and ensure the basic minimum standard of medical Education and Research.

To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.

3.3(c) : Duties & Responsibilities of Associate Professor

Duties related to Medical Education & Research (Academic duties)

- i) Teaching and training Undergraduate (MBBS) medical students including Interns / Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge, skills and attitude.
- ii) To do periodic evaluation / assessment of Undergraduate (MBBS) / Postgraduate Medical students by conducting their internal (College) examinations.
- iii) To work on the Undergraduate and Postgraduate Academic Committees, Medical Education Teaching Technology Cell, Library Committee of the College and to organize / participate in teaching programmes like Lectures / Tutorials / Group Discussions – Ward Clinics – Demonstrations / Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc. and to maintain a Departmental Library for medical students as well as teaching staff.
- iv) To conduct Undergraduate and Postgraduate Medical Examinations of MGM Institute of Health Sciences (MGMIHS), if required by University / HOD.
- v) To participate in conduct of Medical College Examinations.
- vi) To maintain attendance and academic (including Internship) record of individual medical student for at least 5 years if required / instructed HOD of the concerned department .
- vii) To undertake any other task entrusted by MGMIHS, Dean or HOD of the concerned department, like working on “Academic Audit Committee”, “Local Inquiry Committee” for inspection of Medical Colleges.
- viii) To conduct Research Projects – clinical research, clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals and their presentation at various local / state / international conferences.
- ix) To work on various Research-related Committees like Ethics Committee, Research and Recognition Committee, Research Society of College.
- x) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students.

Duties related to Teaching Hospital

(Medical Relief / Patient Care – Clinical duties):-[Applicable to Associate Professors in Clinical Departments like Medicine and allied branches viz. Pediatrics, Psychiatry, Dermatology, Chest and TB, Surgery and allied viz. ENT, Ophthalmology, Orthopaedics, Gynaecology and Obstetrics, Anaesthesiology, Radiology etc.]

- xi) To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- xii) Complete management of a full-time unit including training and supervision of Resident Medical Officers in such a way that there is no “Medical Negligence” in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics, 2002

governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or to the reputation of the Medical College / Hospital. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.

- xiii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death.
- xiv) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent, in any patient-related case, with original hospital patient case records as required by the Court.
- xv) To maintain records / reports of Medical Statistics concerning the Department and to provide the same as and when required by the Administration.
- xvi) To assist the Head of Department in the administrative work of the Department.
- xvii) To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the Department.
- xviii) Planning, proposing, processing the proposals, procuring and maintaining plant and machinery, equipments and instruments, Furniture and Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.
- xix) To work on various Hospital Committees like Local Tender, Theatre Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee etc.
- xx) To recommend or refuse to recommend any kind of Leave (Casual Leave / Special Leave / Earned Leave) to any subordinate staff member of the Department as per rules in that regard.
- xxi) Every Full-time medical teacher will work for 8 hours daily from Monday to Saturday.
- xxii) To maintain Muster Roll of teaching as well as non-teaching staff of the Department; to conduct periodic audit of the timings of arrival / departure of the staff; to mark any sanctioned leave or absence without leave (AWL)- which is unauthorized absence – of the employee as the case may be and to report to the competent leave-sanctioning authority i.e. Dean, any irregularity in attendance or punctuality in respect of a defaulting employee.
- xxiii) If directed by Professor and HOD. to write annual 'Confidential Report' (Performance Appraisal / Work Audit) of the employees working in the Department as well as your own "Self Appraisal / Assessment" as per the guiding principles in that regard.
- xxiv) To organize / conduct / encourage "Core Competency Development Programmes" for Faculty Development; also training programmes for other non-teaching staff of the Department
- xxv) Whenever ordered by the higher authorities, to conduct "Preliminary Inquiry" into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.
- xxvi) Any other duty / task / work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer of MGMIHS; either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.
- xxvii) To exhibit keen interest, initiative and drive in the overall development of the Department and 'Leadership Qualities' for others to follow.
- xxviii) He/ She is expected to perform all the duties diligently with utmost sincerity and honesty.

Rule No.3.4: ASSISTANT PROFESSOR / LECTURER

3.4(a): Selection / Appointment

Assistant Professor / Lecturer will be appointed by MGMIHS in consultation with Dean and the Professor & HOD as a Member of Selection Committee

3.4(b): Objectives :

To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), as to obtain and maintain the constituent colleges and the attached teaching hospitals to a Health University and recognition of these teaching institutions by MCI and Govt. of India for the purpose of conducting various medical / paramedical Undergraduate / Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education and Research.

3.4(c): Duties & Responsibilities of Assistant Professor / Lecturer

Duties related to Medical Education and Research (Academic duties)

- i) To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.
- ii) Teaching and training Undergraduate (MBBS) medical students including interns / postgraduate medical students so as to achieve the Educational Objectives i.e. to develop their knowledge, skills and attitude.
- iii) To do periodic evaluation / assessment of undergraduate (MBBS) medical students by conducting their internal (College) examinations.
- iv) To organize / participate in teaching programmes like Lectures / Tutorials / Group Discussions – Ward Clinics – Demonstrations / Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc.
- v) To conduct Undergraduate Medical Examinations of MGM Institute of Health Sciences and its constituent colleges.
- vi) To participate in conduct of Undergraduate Medical Examinations of as an Internal or External Examiner with the permission / under the direction of the Dean.
- vii) To maintain attendance and academic (including Internship) record of individual medical student for at least 5 years as required by MGMIHS.
- viii) To undertake any other task entrusted by MGMIHS like working on “Local Inquiry Committee” for inspection of Medical Colleges of MGMIHS.

- ix) To conduct Research Projects – clinical research, clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals and their presentation at various local / state / international conferences.
- x) To work on various Research-related Committees like Ethics Committee, Research Society of the College, Research and Recognition Committee, if required by the authority.
- xi) To work on various Students' Welfare-related Committees like "Anti-Ragging Committee", Grievance Redressal Committee and to enforce discipline among medical students, if required by the authority.

Duties related to Teaching Hospital

(Medical Relief / Patient Care – Clinical duties):- [Applicable to Lecturers in Clinical Departments like Medicine and allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest and TB; Surgery and allied viz ENT, Ophthalmology, Orthopaedics, Gynaecology and Obstetrics, Anaesthesiology, Radiology etc.]

- xii) To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- xiii) Complete management of a Full-time Unit under Unit In-charge including training and supervision of PG Students / Resident Medical Officers in such a way that there is no "Medical Negligence" in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics, 2002, governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or the reputation of Medical College / Hospital. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.
- xiv) To attend to patients in time avoiding delay in examination, investigations and rendering appropriate treatment particularly so in respect of emergency cases.
- xv) He / She will make himself / herself available immediately to attend to emergency admitted patients for which it is mandatory to remain and stay overnight in the hospital campus in designated "Lecturer's Duty Room" on "Emergency (on-call) Day".
- xvi) Every Full-time medical teacher will work for 8 hours daily from Monday to Saturday.
- xvii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc.
- xviii) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean, Medical Superintendent, and Head of the Department / Unit In-charge in any patient-related case, with original hospital patient case records as required by the Court.
- xix) To maintain records / reports of Medical Statistics concerning the Department and to provide the same as and when required by the Administration.
- xx) To assist the Head Of Department in the administrative work of the Department.
- xxi) Planning, proposing, processing the proposals, procuring and maintaining plant and machinery, equipments and instruments, Furniture and Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.

- xxii) To work on various Hospital Committees like Local Tender Committee, Theatre Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee etc, if required by authorities.
- xxiii) To write your own "Self Appraisal / Assessment" in the given proforma.
- xxiv) Any other duty / task / work assigned by any higher authority like Dean, HOD, Professor, Associate Professor, Medical Superintendent, Medical Officer of MGMIHS; either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.
- xxv) To exhibit keen interest, initiative and drive in the overall development of the Department
- xxvi) He/ She is expected to perform all the duties diligently with utmost sincerity and honesty.

Rule No.3.5: TUTOR / DEMONSTRATOR (Pre and Para Clinical)

3.5(a): Selection / Appointment

Tutor / Demonstrator will be appointed by MGMIHS in consultation with Dean and the Professor & HOD as a Member of Selection Committee

3.5(b): Objectives :

1. To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), as to obtain and maintain the constituent colleges and the attached teaching hospitals to a Health University and recognition of these teaching institutions by MCI and Govt. of India for the purpose of conducting various medical / paramedical Undergraduate / Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education and Research.

3.5(c): Duties & Responsibilities of Tutor / Demonstrator

Duties related to Medical Education & Research (Academic duties)

- i) To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.
- ii) To assist in Teaching and training Undergraduate (MBBS) medical students including interns / postgraduate medical students so as to achieve the Educational Objectives i.e. to develop their knowledge, skills and attitude.
- iii) To participate and assist in periodic evaluation / assessment of undergraduate (MBBS) medical students by conducting their internal (College) examinations.

- iv) To organize / participate in teaching programmes like Lectures / Tutorials / Group Discussions – Ward Clinics – Demonstrations / Practical's and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc.
- v) To participate and assist in Undergraduate Medical Examinations of MGM Institute of Health Sciences as directed by the authorities.
- vi) To assist in maintaining attendance and academic (including Internship) record of individual medical student for at least 5 years as required by MGMIHS / authorities of College.
- vii) To undertake any other tasks entrusted by MGMIHS.
- viii) To participate and assist in conducting Research Projects – clinical research, clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals and their presentation at various local / state / international conferences.
- ix) To work on various Students' Welfare-related Committees like "Anti-Ragging Committee" and to enforce discipline among medical students.

Duties related to Teaching Hospital

- x) To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- xi) To assist in management of a Full-time Unit including training and supervision of Resident Medical Officers in such a way that there is no "Medical Negligence" in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics, 2002, governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or the reputation of Medical College / Hospital. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.
- xii) To assist in attending patients in time avoiding delay in examination, investigations and rendering appropriate treatment particularly so in respect of emergency cases.
- xiii) He / She will make himself / herself available immediately to attend to emergency admitted patients for which it is mandatory to remain and stay overnight in the hospital campus in designated "Lecturer's Duty Room" on "Emergency (on-call) Day".
- xiv) Every Full-time Tutor / Demonstrator will work for at least 8 hours daily. They will also perform emergency duties, should be present in the campus on on-call day.
- xv) To assist in issuing Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability certificate, Certificate of Cause of Death etc. under the guidance of faculty.
- xvi) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent, in any patient-related case, with original hospital patient case records as required by the Court.
- xvii) To maintain records / reports of Medical Statistics concerning the Department and to provide the same as and when required by the Administration.
- xviii) To assist the Head Of Department/Professor/Associate Professor/Asstt. Professor in the administrative work of the Department.

- xix) Planning, proposing, processing the proposals, procuring and maintaining plant and machinery, equipments and instruments, Furniture and Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.
- xx) To work on various Hospital Committees like Local Tender Committee, Theatre Committee, Hospital Infection Control Committee, Grievance Committee, Sexual Harassment Committee etc.
- xxi) To write your own "Self Appraisal / Assessment" in the given proforma.
- xxii) Any other duty / task / work assigned by any higher authority like Dean, HOD, Professor, Associate Professor, Medical Superintendent, Medical Officer of MGMIHS; either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.
- xxiii) To exhibit keen interest, initiative and drive in the overall development of the Department.
- xxiv) He/ She is expected to perform all the duties diligently with utmost sincerity and honesty.

Rule No.3.6: Duties & Responsibilities of Resident Medical Officers / House-Officer / Registrar / PG Students of MD, MS, Diploma Junior Resident / Senior Resident/Chief Resident

3.6(a) : Selection / Appointment / Admission

The Selection of Resident Medical Officer / Registrar / House Officer will be done by management at Medical College level through Selection Committee which will include Dean, HOD of the concerned department .

The admissions of PG students will be done as per the standard guidelines laid down by the statutory bodies by "competent authority of admissions" of MGMIHS.

3.6(B): Objectives :

To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), as to obtain and maintain the constituent colleges and the attached teaching hospitals to a Health University and recognition of these teaching institutions by MCI and Govt. of India for the purpose of conducting various medical / paramedical Undergraduate / Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education and Research.

Duties related to Medical Education and Research (Academic duties)

- i) To perform all such duties to ensure continued improvement in the quality of Medical Education and Research.
- ii) To participate in teaching and training Undergraduate (MBBS) medical students including interns so as to achieve the Educational Objectives i.e. to develop their knowledge, skills and attitude.

- iii) To assist the Examiners in making arrangements for smooth conduct of the College and University Examinations.
- iv) To assist Medical Teachers in organizing various activities like Lectures / Tutorials / Group Discussions – Ward Clinics – Demonstrations / Practical's and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing Medical Education Programmes etc. and participate in them.
- v) To conduct Research Projects – clinical research, clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals and their presentation at various local / state / international conferences.

Duties related to Teaching Hospital (Medical Relief / Patient Care – Clinical duties):-

- vi) To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- vii) To work under the direct timely guidance / supervision / assistance / advice of Lecturer / Associate Professor / Professor in the management of patients in such a way that there is no "Medical Negligence" in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics, 2002, governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or the reputation of Medical College / Hospital.

[It is emphasized that except in dire (Life and Death) emergency situation, the Resident Medical Officer will not take independent, final decision on his own regarding patient care and will seek an opinion / advice / assistance / direct supervision of a senior qualified medical teacher of the rank of Lecturer / Associate Professor / Professor who are under "Vicarious responsibility / liability" jointly or severally for any act of commission or omission in patient care amounting to "Medical Negligence" on the part of a Resident Medical Officer].

- viii) He / She will make himself / herself available immediately to attend to admitted patients especially in emergency situation for which it is mandatory to remain and stay in the hospital campus in the "Residents' Hostel Room" allotted to him / her. He / She will have to obtain permission from his / her superiors to leave the hospital campus for not more than 4 hours in a day for personal work after making alternate arrangements of some other Locum-RMO being kept on call. An entry to that effect (Name of RMO leaving hospital, date and time of his departure, Name of Locum RMO and time of return of the RMO) will be made by the concerned RMO leaving the premises in a "Locum Register" available with the Casualty Medical Officer. He / She will also keep the Ward Nurse informed about such an arrangement.
- ix) To assist in issuing Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc. on the advice by a senior Medical Teacher.
- x) To maintain records / reports of Medical Statistics concerning the Department and to provide the same as and when required by the Administration.

- xi) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent, in any patient related case with original hospital patient case records as required by the Court.
- xii) Any other duty / task / work assigned by any Medical Teacher or higher administrative authority like Dean, Medical Superintendent, HOD, Professor, Associate Professor and Assistant Professor either in "Public Interest" or in the interest of upkeep / development of the Department / Institutions.
- xiii) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

Rules / Regulations No. 4

Rule No.4: The Code of Conduct for College and University

Rule No.4.1 : Rules & Regulations for the code of conduct for College / University Teachers of MGMIHS

- i. Whereas, it is the responsibility of every teacher to advance and disseminate knowledge through his /her professional activities;
Whereas, a teacher should always try to give his/her best to the students and to the institution;
Whereas, a teacher should always adhere to honest dealing and fair play.
- ii. The teacher shall perform the academic duties assigned to him / her in accordance with the rules.
- iii. The teacher shall not victimize and discriminate against students, colleagues and other staff.
- iv. The teacher shall not, incite the students against other students, colleagues, the University administration and its employees. A teacher, however, shall have the right to express his / her opinion and ventilate differences on matters of principle in meetings, seminars or formal assemblies of students.
- v. The teacher shall not raise question of caste, creed, religion, race or sex in his / her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- vi. The teacher shall not practice or incite any student to practice casteism, communalism or untouchability.
- vii. The teacher shall not misbehave or encourage or incite a student, teacher or an employee to behave in a rowdy or disorderly manner in College / University.
- viii. The teacher shall not indulge or encourage any form of malpractice connected with examinations or any other university activity.
- ix. The teacher shall not remain absent from College / University without leave or without the previous permission of the Dean / Principal of the College.
- x. The teacher shall not accept any job of a remunerative character from any source other than the College or giving private tuition to any student or other person or engaging himself in any business.
- xi. The teacher shall not commit or encourage an act of violence, or any act or could which involves moral turpitude.

- xii. The teacher shall not organize or attend any meeting during the College / University hours except where he is required or permitted by the Principal of the College to do so.
- xiii. The teacher shall not refuse to carry out the decisions of competent authorities/bodies and officers of the University in due exercise of their functions, made in accordance with the MOA, Rules and Regulations.

Rules / Regulations No. 5

Rule No.5: Rules for Service Conditions, Conduct, Discipline & Appeals for the employees working under MGMIHS and its institutions.

This Rule may be called "Rules for Service Conditions, Conducts, Discipline & Appeals for the employees working under MGMIHS and its institutions."

1. Unless otherwise specifically provided, these rules shall apply to all employees of the University and its Institutions.
2. In these rules unless the context otherwise requires :
 - a. UNIVERSITY means "MGM Institute of Health Sciences"
 - b. MOU means "MOU / Rules and Regulations of MGMIHS"
 - c. APPOINTING AUTHORITY means the authority empowered to appoint under Rules and Regulations of Delegation of Powers
 - d. UNIVERSITY EMPLOYEE means employees as defined in the Rules & Regulations related to conditions of Service.
3. Classification of Categories
 - a. Class - A : The post of Deputy Registrar, equivalent and above
 - b. Class - B : Persons from Superintendent and equivalent and upto the level of Assistant Registrar but not included in Category 'A' above.
 - c. Class - C : Persons from clerk upto the level of Deputy Superintendent and equivalent but not included in categories 'A' and 'B' above.
 - d. Class - D : Persons including all other Class -IV employees of the University.
4. Medical Fitness
 - a. Every person appointed on probation shall get himself examined by the University Medical officer or by any other Medical officer designated by the University/Institution for the purpose of fitness and furnish a certificate from him in the proforma specified.
5. Transfer
 - a. The power to transfer of a University employee upto the rank of Assistant shall rest with the Registrar, provided that transfers within the branch may be made by the Head of the Branch.
 - b. The power to transfer an employee of the rank of Deputy Superintendent and above shall rest with the Vice Chancellor.

6. Probation and Confirmation

- (i) Every person appointed permanently to a post under the University after the commencement of these rules, whether by promotion or by direct recruitment, shall be on probation in such post for a period of two years after the satisfactory completion of which the appointing authority may, by an order in writing confirm his probation.
 - a. Provided further that the appointing authority may allow continuous period spent on duty, if any, on the same post on adhoc basis or on temporary / leave vacancy / deputation when followed by regular appointment to count towards period of probation for the purpose of confirmation.
- (ii) If it appears to the appointing authority that at any time during or at the end of the period of probation, a probationer has not made sufficient use of the opportunities, or his/her work and conduct have not been found satisfactory and the appointing authority feels that the probationer is not suitable for holding that post or has not completed the period of probation satisfactorily, the appointing authority may :-
 - a. In case of a person appointed by promotion; revert him/her to the post held by him/her immediately prior to such promotion or extend the period of his/her probation to the extent as specified under these rules.
 - b. In case of a person appointed by direct recruitment terminate his service or extend the period of his probation to the extent as specified.
- (iii) A probationer reverted or removed from service during or at the end of the period of probation shall not be entitled to any additional compensation whatsoever other than usual emoluments payable under rules.

7. Notice required for termination / discontinuation / resignation for service

- i) A permanent employee can leave or discontinue his services in the University by giving a one month prior notice to the Registrar / Vice Chancellor, as the case may be, of his / her intention to leave or discontinue services.

Provided that the period of such notice may be waived in part or in full, by the appointing authority for good and sufficient reasons to be recorded in writing by passing the order.

Provided further that the employee, in lieu of such notice, shall be liable to pay to the university, a sum equal to his pay and allowances for the duration falling short of the prescribed period. The University shall have the authority to deduct / adjust any amount due to him from the University on this account, if any.

- ii) The services of a temporary / contractual employee may be terminated with such notice as may be specified in terms of his /her appointment on payment of pay and allowances in lieu of such notice by either side. The period of notice may, however, be waived by the appointing authority for good and sufficient reasons.

Provided that notice of resignation shall be necessary in the case of –

- a) Work charged staff

b) Appointment of temporary nature without any specific period of till further orders.

iii) The appointing authority may terminate the services of an employee appointed on probation at any time during the period of his probation without assigning any reason.

8. Increments

i) An increment shall be drawn as a matter of course, but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work, and before doing so, shall give an opportunity to the employee to make any representation that he may desire to make and shall take such representation into consideration. In ordering the withholding of an increment, the competent authority shall stage the period for which it is withheld and whether the postponement shall have the effect of postponing any future increments.

9. Confidential Reports

The Heads of the Institution/Departments and the Registrar, as the case may be, shall report confidentially on the work and conduct of the employee, in accordance with rules made by the Board of Management separately in this behalf.

10. Conduct

- i) The employee of the University or the College shall be at the disposal of the University or College for full-time and shall serve in such capacity and at such place as he may, from time to time, be so directed.
- ii) The employee shall conform and abide by the provisions of the MGMIHS rules and Regulations and directives and decisions of the competent Authority. The employee shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the Officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- iii) The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the University or the College as the case may be. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- iv) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College, as the case may be.
- v) No employee shall in the discharge of the official duties deal with any matter relating to award of any contract in favour of a company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such company, firm or body as the case may be.
- vi) (a) The employee except in accordance with any general or special orders of the competent authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

- (a) The employee shall not contribute to the press any matter connected to the University or the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper or information which may have come in his possession in his official capacity. He shall also not try to obtain unauthorizedly any information, document, paper which may not come in his possession in his official capacity, order to make any use thereof,
 - (b) The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or College or bring the University or the College in disrepute.
- i. The employee except with the previous sanction of the Competent Authority shall not give evidence in connection with any inquiry conducted by an person, committee or authority and shall not criticize the policy or action of the Competent Authority. Provided that the employee may give evidence at –
 - (a) Any inquiry before an authority appointed by the Competent Authority
 - (b) A judicial inquiry
 - (c) A departmental inquiry ordered by the Competent Authority.
 - ii. The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.
 - iii. The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the University or College.

Provided, that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the Employee's Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for this purpose.

Explanation 1 – The expression "gift" include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Explanation 2 – The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.

- iv. The employee shall not accept, solicit or seek except with the previous sanction of the Competent authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit society.

Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied

that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University or College.

Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T.V. / Radio talk shows without affecting his official duties.

- v. The employee shall not apply for job, post or scholarship without the previous knowledge of the Competent Authority.
- vi. The employee shall not absent himself from his duties, without his having obtained the permission of the Competent Authority. In case it is not possible for to employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

Provided that, the Competent Authority may condone his condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.

- vii. The employee shall not bid either directly or indirectly, at any auction of any university or college property nor shall be submit any tender for any supply to the University or College.
- viii. The employee shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.
- ix. The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the previous permission of the Competent Authority.

11. Misconduct – Misconduct shall include as follows, namely :-

- a. Any action by the employee contrary to the provisions prescribed in the foregoing rules.
- b. Going on illegal strike, abetting including instigation or action in furtherance thereof.
- c. Theft, fraud or dishonesty.
- d. Habitual break of any standing orders, rules.
- e. Willful or negligent damage of the University or College property.
- f. Refusal to accept charge-sheet, order or other communications served according to rules.
- g. Conviction in a Court of Law, involving moral turpitude.
- h. Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the University or College.
- i. Neglect of work or negligence in discharging any duty or failure to give the days out-turns.
- j. Violence of inciting violence.
- k. Stopping work either singly or with other employees or inciting anyone else not to work.

- l. Allowing anyone within the prohibited premises of the University or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
 - m. Falsification or tampering any paper or record of the University or College.
 - n. Obtaining employment under the University or College by misrepresentation of facts.
 - o. Making any false or exaggerated allegations against any Officer, Superior or a co-employee or Authority.
 - p. Committing nuisance during the working hours by being found intoxicated otherwise.
 - q. Misappropriation of any amount, movable property of the University or the College or late crediting the amount in the University or College account.
 - r. Committing any act involving moral turpitude.
12. **Penalties** – Anyone or more of the following penalties may for good and sufficient reasons, such as misconduct, moral turpitudes, neglect of duty, violation of any term or condition of service, inefficiency, indiscipline, criminal conviction, be imposed upon any employee of the University :
1. **Minor Penalties**
 - a. Censure
 - b. Fine
 - c. Withholding of increments
 - d. Withholding of promotions
 - e. Recovery from his pay of the whole or part of any pecuniary loss caused to University by negligence or breach of orders.
 2. **Major Penalties**
 - a. Reduction to a lower stage in time scale of pay for a specified period
 - b. Reduction to a lower time scale of pay, grade, post or service
 - c. Compulsory retirement.
 - d. Removal from service which shall not be disqualification for future employment under University
 - e. Dismissal from service, which shall ordinarily be a disqualification for future under the University.

EXPLANATION: Unless imposed as a penalty the following shall not ordinarily amount to a penalty within the meaning of this regulation :-

- (i) Non-promotion whether in a substantive or officiating capacity of a University employee to a service, grade or post for promotion, to which he is ordinary course eligible, on administrative grounds and not a measure of penalty on the ground of his misconduct.
- (ii) Reversion to a lower service, grade or post of a University employee officiating in higher service grade or post on the ground that he is considered after trial, to be unjustifiable for such higher service, grade, or post or on purely administrative grounds.
- (iii) Reversion to his permanent service, grade or post of a University.
 - a. Employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders of university in this behalf for the time being in force.
- (iv) **TERMINATION OF SERVICE –**
 - a. Of a University employee appointed on probation.

- b. Of a University employee employed under a contract in accordance with the terms of such contract and / or on purely temporary basis
- c. Of a University employee due to unauthorized absence from duty for a period of thirty days.

13. (i) In case of minor penalty, the nature of allegation shall be communicated to the employee concerned and he will be given a minimum period of one week from the date of receipt of the communication by him to submit his explanations, if any. Upon receipt of his explanation or on expiry of the period of one week given for submission of explanation, the authority concerned may after necessary examination of relevant facts and circumstances either drop the case or decide to impose upon the employee concerned any one or more of the minor penalties.
- (ii) In case of major penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges and communicated to the employee concerned together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders of the case. The employee charged shall be required to put in a written statement of his defence within ten days from the date of receipt of the statement of defence, or on the expiry period not exceeding ten days or it may be extended, the authority concerned may after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held asking him to be present at the enquiry, if he so desire, and to produce further evidence, if any, in support of his defence. The authority concerned shall thereafter take decision on the findings of enquiry. If it is decided to impose penalty, another opportunity may be given to him to submit show cause as to why the particular penalty decided to be imposed by the appointing authority within a week's time. On receipt of the communication in this respect in response to the show cause notice or on expiry of the period of one week or granted period of extension, a final decision will be taken by the appointing authority to impose penalty and communicate the same to the employee.

NOTE : No pleader shall be allowed to appear at the enquiry on behalf of the University or the person charged.

(iii) The Provisions of Rule 13(I) and 13(II) shall not apply :

- a. Where the authority empowered to dismiss or remove or make him to retire prematurely is satisfied that for reasons to be recorded in writing, it is not reasonable practicable to give the person an opportunity of showing cause against the person proposed to be taken in regard to him;

Or

- b. Where the security of the Nation, State or University is involved.

Note: If any question arises, whether it is reasonably practicable to give to any person an opportunity of showing cause under Rule 14(i) and 14 (ii) against the particular penalty proposed to be inflicted, the decision of the Vice Chancellor will be final.

- I. A University employee may be placed under suspension by Appointing Authority, the Vice Chancellor, the Pro Vice Chancellor or the Registrar.

The following principles shall be observed in ordering suspension of University employee:

- i. In case of criminal prosecution, a University employee shall be suspended if the charge against him is such that on being found guilty of it, he is likely to be sentenced to a term of imprisonment or on which he would be dismissed or removed from service, in a departmental enquiry or if he has been refused bail by the court and committed to prison.
- ii. In cases of gross misconduct, bribery or corruption, the question of suspension shall be considered with reference to the prima facie evidence available.
- iii. In all cases where there are reasons to believe that the University employee if allowed to continue in active service, might attempt to tamper with the evidence, he shall be required to proceed on such leave as may be due and admissible to him, or if there is no leave to his credit, on extra ordinary leave without pay or if he refuses to proceed on leave, he may be suspended.
- iv. The amount of subsistence allowance per month shall in each case, be decided by the authority ordering the suspension, but in no case, such allowance should exceed half of the monthly pay of the employee at the time of suspension.

- II. A University employee shall be deemed to have been placed under suspension by an order of appointing authority or by Vice Chancellor, Pro Vice Chancellor or Registrar.

With effect from the date of his detention, if he detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

With effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired consequent upon such conviction.

- III. Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension, is set aside in appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force with effect on and from the date of original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- IV. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared to be rendered void in consequence of or by a decision of a court of law, and the Authority on a consideration of a circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal,

removal or compulsory retirement and shall continue to remain under suspension until further orders.

V. — An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

VI. Where a University employee is suspended or is deemed to have been suspended, in connection with any disciplinary proceeding or otherwise and any other disciplinary proceeding is commenced against him during the continuance of such suspension the authority competent to place him under suspension may for reasons to be recorded by him in writing direct that the University employee shall continue to be under suspension until the termination of all or any such proceedings.

VII. An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made in or by any authority to which that authority is subordinate.

14. Review of Order in Disciplinary cases

The Vice chancellor of the University may on his own motion or on the appeal filed by the affected employee, call for the record of any proceeding under these rules and review any order passed in such a case.

Provided that no action under this rule shall be taken after the expiry of a period of more than three months from the date of such order.

15. Review by University of its own order.

The University may review its own order provided that the following conditions are fulfilled, namely:-

- i. There is some error apparent on the face of the record, or
- ii. There are other sufficient reasons for review

Provided that the penalty inflicted on a University employee shall not be enhanced unless he has been given an opportunity to show cause why such penalty should not be enhanced.

Provided further that none of the penalties specified in items (1) to 914) of Rule 6.1(I) shall be changed to any of the penalties specified in items (1) to (5) of the rule 6.1(II), unless the procedure laid down in rule 7.2 has been followed.

Rules / Regulations No. 6

Rule No.6: Leave Rules of Teaching and Non- Teaching Employees of the MGMIHS

1. This Rule may be called “the rules for regulating leave of teaching and Non Teaching employee of MGMIHS”
2. The employee of the MGMIHS will enjoy the following kinds of leave.

Leave treated as duty –

1. Casual Leave
2. Special Casual Leave
3. Duty Leave

Leave earned by duty-

4. Earned Leave

Leave not debited to Leave Account Leave (Leave on grounds of Health

5. Maternity Leave
 6. Special Leave
- The Board of management may, in exceptional circumstances and on the merit of each case, grant any other kind of leave for reasons to be recorded subject to such terms and conditions as it any deem fit to impose to the permanent employees of the University.

LEAVE TREATED AS DUTY

2.1 CASUAL LEAVE

- i. The employee shall be entitled to eight days' casual leave in a calendar year.
- ii. An employee joining the University or its constituent Institute in the middle of the year may the granted casual leave on pro rata basis.
- iii. Application for grant of casual leave (in Leave form) shall be submitted to the competent authority at least one day in advance of the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted in advance ex-post-facto sanction for causal leave shall be obtained by the employee concerned. If the competent authority is not satisfied with the exceptional

grant of leave. If a person in the permanent service of the University is appointed on probation to a higher post he shall not during probation, be deprived of the benefit of leave rules applicable to his permanent post.

5. PROCESSING OF LEAVE APPLICATIONS –

- a. All the leave applications are to be routed through proper channel to the competent authority on the same day.
- b. Leave application must be forwarded with leave report card to competent authority for sanction of the leave the authorities specified below are empowered to sanction leave to the extent shown in the column thereof. Cases for sanction of leave in excess of the prescribed amount to leave not mentioned below shall be submitted to the 'Board of Management of the University / Trust.' Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and available at the credit of the employee/ faculty concerned.

Sr. No.	Kinds of Leave	Designation of the officers	Sanctioning authority	Extension limit
1	Casual Leave	Vice Chancellor	Board of Management/ Chancellor	Full
		Pro Vice Chancellor		
		Registrar / Finance Officer / other officers of the University	Vice Chancellor / Pro Vice Chancellor	Full
		Dean of Faculties / Directors / Dean		Full
		Head of the Departments / Teachers and Non teaching staff in the Departments	Dean of the College / Medical Superintendent / Head of the Department / Director	Full
		Staff of University/ Other than officers	Registrar / Department Head	Full
2	Sick Leave	Vice Chancellor	Board of Management/ Chancellor /	Full
		Pro Vice Chancellor		
		Registrar / Finance Officer / other officers of the University	Vice Chancellor / Pro Vice Chancellor	Full
		Dean of Faculties / Directors / Dean		Full
		Head of the Departments / Teachers and Non teaching staff in the Departments	Dean of the College / Medical Superintendent / Head of the Department / Director	Full
		Staff of University/ Other than officers	Registrar / Department Head	Full

3	Duty Leave	All teaching Staff	Dean	Up to 30 days
4	Earned Leave, Half Pay leave, commuted leave, maternity leave, paternity leave	Teaching / Non teaching staff	Dean of the College / Head of the Department / Director / Registrar	Full – As per the eligibility said in the bye law
5	Extraordinary Leave	Teaching / Non Teaching staff	Vice – Chancellor	Up to 90 days.

Rules / Regulations No. 7

Rules No.7: Rules & Regulations for the code of conduct for College / University Students of MGMIHS

1. This Rule may be called “Discipline of students of MGM Institute of Health Sciences”.

The smooth functioning of the university and its constituent Colleges depends upon observance of discipline by the students. The Institution can help the students better when Rules of Discipline are observed properly. Violation of these rules deprives the students of the advantages of different facilities provided by the Institute. Following are some of the important rules of discipline. Parents / Guardians are requested to direct their wards to observe the following Rules of Discipline :

1. Students will strictly obey the instructions given by Dean/ Director / Principal / heading staff from time to time.
2. Students will attend lectures, practicals, tutorials, etc. as per the time table. They must not abstain themselves from classes, practicals, tutorials, tests, examinations etc. without written permission of the Dean. Students whose attendance and / or progress in various tests and examinations are not satisfactory and who do not perform the required number of tutorials and / or practicals, are likely to lose their terms. Prolonged absence (more than 20%) even on grounds of ill health may also lead to loss of terms. Defaulters will not be sent up for University Examinations.
3. Those who fail to secure minimum attendance will not be allowed to appear for University Examinations.
4. Ragging is strictly prohibited. Any student found guilty, shall be dealt with appropriately.
5. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished as per Central Government Anti-Ragging Act
6. The Identity Card is meant for identifying bonafide students and is used for permitting the student to participate in various activities and programs of the College. Every student must wear the Identity Card and apron as long as he / she is in the College campus. It must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the College. Every student must bring his / her Identity Card to the College every day. In case the Identity Card is lost, the matter should be immediately reported to the Dean / Director / Principal and an application should be made for a duplicate Identify Card which will be issued on payment of charges.
7. A student must not indulge in any activity either inside or outside the college that will in any way interfere with its academic or administrative activities.

8. The conduct of the students in the classes and in the premises of the college shall be such as will cause no disturbance to teachers, fellow students or other classes.
9. Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching ~~and~~ administrative) and towards their fellow students, Insubordination, unbecoming language or ungentlemanly conduct including teasing etc., shall be severely dealt with.
10. Strict silence should be observed in the class-rooms, Library, Library reading hall, laboratory.
11. In order to inculcate a sense of discipline in students through a strict dress code, students are expected to wear dress/uniform prescribed by the Institute. Not following the same will be liable for disciplinary action.
12. No Society or Association shall be formed in the college and no person should be invited on the college campus without the specific permission of the Dean / Director / Principal. The Principal has a right to refuse such permission.
13. No student is allowed to display any Notice / Circular / Poster / Banner in the college premises without the prior permission of the Dean / Director /Principal. Strict action will be taken against the defaulters.
14. The student should read notice displayed on the notice board regularly and the Institute will not be responsible for the loss or any disadvantage caused due to negligence of reading notice on the part of the student.
15. No person shall be invited to address any meeting without the prior permission of the Dean / Director / Principal in writing.
16. No student will be allowed to conduct any political activity in the college premises.
17. Outsiders are not permitted in the college premises without the prior permission of the Dean / Director / Principal. College students are not allowed to bring their relatives / friends to the college premises without the prior permission of the Principal. Strict action will be taken against the concerned outsider as well as the college student who is instrumental in bringing outsiders to the college premises.
18. All meetings, cultural programs, debates, elocutions etc., organized in the college premises must be held in presence of teaching staff members and with the prior permission of the Dean / Director /Principal. The subjects of debates / elocutions must have the prior approval of the Dean / Director/ Principal.
19. No picnics, Social ceremony, excursions or tours shall be arranged without prior written permission of the Dean / Director / Principal. The same can be obtained applying in the prescribed form at least two weeks prior to the date of the trip. If a student joins any unofficial picnic or tour, the college shall not be responsible for the conduct in public. Such tours shall be accompanied by teacher.
20. Students must take proper care of the college property. Strict action will be taken against the student/s damaging college property

21. Students involved in malpractices at the College / Board / University Examinations will be punished as per MGMIHS Rules / Regulations.
22. Smoking and chewing of Gutka / paan / tobacco / drinking of alcohol / drugs are strictly prohibited in the college and hostel premises.
23. Students are not expected to keep any dangerous or harmful weapons or material, etc. with them.
24. If for any reason, the continuance of a student in the college is found detrimental to the best interest of the college, the Principal may ask the student to leave the college without assigning any reasons and the decision will be final and binding on the student.
25. Playing music on transistors, tap-recorders, car-stereos, mobile telephones or any other similar gadgets with or without earphones is strictly prohibited in the college premises. Defaulters will be punished and their instrument confiscated.
26. Use of mobile telephones is strictly prohibited in the academic area of the college which includes college buildings, lecture halls, hospital, laboratories, library building, open areas between buildings and in front of college building upto car parking area. Students may use them in canteen building, Students' common room, hostels and from car parking area up to entrance gate. Defaulters will be penalized and their instrument confiscated.
27. Students shall leave their bicycles, scooters or motorcycles / cars in the shed provided for the purpose. No bicycles, scooters or motorcycles / cars shall be parked in any other part of the college premises.
28. Students must not loiter on the college premises while the classes / practical's / clinical and OPD are at work. Boys found loitering near the Girls' Common Room and / or hostels are liable for punishment.
29. Students must not attend classes other than their own without the permission of the authority concerned.
30. Students shall do nothing inside or outside the college that will interfere with the discipline of the college or tarnish the image of the college.
31. Students are not allowed to communicate any information about college matters to the press.
32. All students applying for bonafide certificate, character certificate, transfer certificate must apply to the Principal / Dean of the college through the concerned clerk in the college office.
33. Students are advised to keep sufficient number of Xerox copies of their SSC / HSC mark sheet and leaving certificate because original leaving certificate cannot be returned as per University Rules.
34. Students must take care of their property like books, purses, umbrellas, bicycles etc. The college will not be responsible for any loss.

35. Students have to collect their Hall tickets for the university examinations on the date specified by the college otherwise fine will be imposed.
36. Student has to obtain 'No Dues Certificate' at the time of issuing Hall tickets.
37. It is the responsibility of every candidate / student to submit proper documents. Any attempt to submit documents which are not genuine, will lead to cancellation of admission of the candidate, forfeiture of fees, deposits and expulsion of the candidate / student from the college by the Principal or by his authorized official. The name of such candidate / student/s shall be deleted from the Merit list.
38. Matters not covered above will be decided at the discretion of the Dean/Director/Principal.
39. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include :
- (i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably like to cause such disruption.
 - (ii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
 - (iii) Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
 - (iv) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
 - (v) Furnishing false certificate or false information to any office under the control and jurisdiction of the university.
 - (vi) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the university premises.
 - (vii) Indulging in acts of gambling in the university premises.
 - (viii) Arousing communal, cast or regional feelings or creating disharmony among students.
 - (ix) Tearing of pages, defacing, burning and destroying of books or any library or seminar.
 - (x) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of university furniture in one's hostel room or elsewhere.
 - (xi) Accommodating guests or other persons in hostels without permission of the Provost or Warden.

- (xii) Any act of moral turpitude.
- (xiii) Any offence under law.
- (xiv) Committing any of the offences specified in the examination (Control of unfair means and Disorderly conduct) Regulations of the University.
- (xv) Violation of the Traffic Rules on campus and outside.
- (xvi) Improper behaviour while on tour or excursion.
- (xvii) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and
- (xviii) Any other act which may be considered by the Vice Chancellor or the Disciplinary Committee to be an act of violation of discipline.

Officers authorized to take disciplinary action

Without prejudice to the powers of the Vice Chancellor as specified under Rules and Regulations of MGM Institute of Health Sciences, the following persons are authorized to take disciplinary action by way of imposing penalties as specified above.

1. Vice-Chancellor
2. Registrar of MGMIHS.
3. Deans of Faculties / Dean of Students' Welfare.
4. Directors / Deans and Principals of colleges
5. Heads of the Departments / Centres.
6. Any other person employed by the university and authorized by the Vice Chancellor for the purpose.

Nature of Penalties

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely ;

- i) Written warning and information to the guardian.
- ii) Fine up to Rs. 1000/- which may extend up to Rs. 10,000/-.
- iii) Suspension from the Class / Department / College / Hostel / Mess / Library / or availing of any other facility.
- iv) Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- v) Recovery of pecuniary loss caused to university property.
- vi) Debarring from participation in sports / NCC / NSS and other such activities.
- vii) Disqualifying from holding any representative position in the class / college / hostel / mess / sports / clubs and in similar other bodies.
- viii) Hostel shift and Hall shift.
- ix) Expulsion from Department / Faculty / Hostel / Mess / Library / club for a specified period.

- x) Debarring from an examination.
- xi) Expulsion from the university for a specified period.
- xii) Disqualifying from further studies, or prohibition of further admission or re-admission.

No penalty, provided in above Rule shall be imposed without giving the student a reasonable opportunity of being heard.

A review of disciplinary action(s) initiated against a student would lie with the officer issuing the orders, within seven days and an appeal would lie against the orders of the authorities mentioned in these Rules to the Grievance Committee.

Discipline Rules for Foreign Students

1. At MGMIHS University campus all foreign students are expected to abide by all the rules and regulations of the university and the code of conduct as applicable to Indian students doing the same course. Any act within the campus that may violate or spoil the academic atmosphere in the university will not be appreciated and the student found guilty of such offence will be dismissed and sent back to their country without any cost to the university.
2. Any complaint or reporting of misbehavior, violence, anti socialism, unethical and immoral activities involving international students will be dealt with in accordance with the State and Central laws that are in force. MGMIHS will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the rolls of the university.

Rules / Regulations No.8

Rule No.8: Rules to provide for Payment of T.A. , D.A. and other Allowances

1. This Rule may be called Rules for 'payment of T.A., D.A. and other allowances.
2. This rule will be applicable to: The members of the University authorities (Senate, Board of Management, Academic Council, Faculty, Planning and Monitoring Board , Board of Studies, Board of Examination, Finance Committee, Purchase Committee, Advisory Body , Fee fixation Committee, Sub Committees etc.) Examiners, Paper Setters, Moderators, Flying Squad, Internal Invigilators, Centre Observer, Center in Charges, Senior / Junior Supervisors, Officers / Employees appointed at Central Assessment Programme, University Employees (Teaching / Non- Teaching), Person other than University Employee who is required to travel / work in the interest of the University.
3. For Railway Journey Eligibility will be as follows :-

Sr. No.	Class	Un-revised Basic Pay (Excluding D.P.)	Revised Basic Pay	Ordinary Mail, Express Passenger and Other Super Fast Trains	Rajdhani Express
1	I	Rs. 16400 and above	37400 – 67000 GP 8900 – 3000 and above	A.C. First Class / A.C. Two Tier / A.C. Three Tier, Sleeper.	A.C. First Class / A.C. Second class Two Tier, Sleeper
		b) Rs. 10,000 to 16,399	15600 – 39100 GP 6600 – 6900	A.C. Two Tier / A.C. Three Tier, Non A.C. First Class / A.C. Chair Car. Sleeper,	A.C. Second Class, Two Tier, Sleeper
2	II	a) Rs. 7500 to 9999	9300 – 34800 GP 4800 , 5000 and 5200	A.C. Three Tier / A.C. Chair Car / Second Class Sleeper	A.C. Chair Car
		b) Rs. 4500 to 7499	5200 – 20200 GP 2800 and 2900	Second Class Sleeper	----
3	III	Below Rs. 3050 - 4590	Below 5200 – 20200 GP 1900 - 2000	Second Class Sleeper	----

- a) In case journey is performed by A.C. First Class / A.C. 2 Tier / First Class / A.C. 3 Tier / A.C. Chair Car, Tickets Numbers must be quoted on the T.A. bill.

- b) If the T.A. bill is submitted before commencement of the return journey, the fare of the return journey shall be in the same manner as inward journey.
- c) In addition to the fare, reservation charges / Agents Ticket booking charges if supported with proof shall be paid.
- d) "Tatkal" charges shall be paid on merit of the case as decided by the competent authority.
- e) If ticket is purchased beyond the destination place due to non availability of the seat, the claim shall be considered on merit of the case as decided by the competent authority.
- f) Examiners / Moderators / paper setters whose basic pay is less than Rs. 5,200/- shall be Eligible to travel as per serial No.2 (II) (a) above.
4. Actual fare including reservation charges shall be paid if journey is undertaken by Public / Private Bus
- 5.1 A members shall also be eligible for Luxury Bus. Luxury bus Ticket to be produced if demanded by the University / college authorities.
5. Actual shared taxi fare or rail fare of eligible class, whichever is less shall be paid , if Journey is undertaken by Shared Taxi.

Note: Printed and machine number ticket of the inward journey in case the claim is submitted before commencement of return journey and Tickets of both ways, if the claim is submitted after completion of the return journey must be supported with the claim if travelled by Luxury bus / Taxi.

6. Person or Member drawing basic pay Rs. 37,000/- (excluding Dearness Pay) and above or Professor and above shall be eligible to travel by Air with the Prior permission of the Vice – Chancellor. A person or member drawing basic pay less than Rs. 37,000 /- may travel by Air where air journey is inevitable, on merit of the case with the prior permission of the Vice – Chancellor. Ticket / Boarding Pass / Xerox copy of the tickets must be supported with T.A. bills.

7. In case of journey by Road Mileage Allowance shall be paid as per the following per Kilometer rates.

Own Vehicle / Hired Vehicle		Own Motor Cycle / Scooter / Moped
Petrol	Diesel	
6.00	5.00	
		2.00

a) Kilometer rate shall be admissible to the members / persons of the following categories in case travelled alone by own / hired vehicle :-

- i) The Senate / Board of Management / Academic Council / Faculty, Board of Studies/ Planning and Monitoring Board / Board of Examinations, Advisory Board.
 - ii) The member / person of the above committees / bodies appointed / nominated on other committees / sub – committees.
- b) The person who is not covered under above clause 8 (a)(i), but at least two members / persons travelled entire journey together shall be paid as per the kilometer rates, provided the basic pay of such members is more than Rs. 9300/-.
- c) In case more than one member / person under clause 8(a)(i) travelled together in own / hired vehicle, the person owning / hiring the vehicle shall be paid T.A. / D.A. and accompanying person shall be paid D.A. only.
- d) The member / person not covered under clause 8 (a) (i) above and travelled alone by own / hired vehicle, his / her claim shall be regulated as per the entitled class of rail journey as per clause 4.
- e) Details of the vehicles such as vehicle No. / Petrol / Diesel must be mentioned in the TA claim.
- f) If vehicle is provided by the other institute and while claiming T.A., undertaking shall be given on T.A. Bill that amount of T.A. shall be deposited / paid to the concerned authority that has provided the vehicle.
- g) Toll tax, if any shall be paid on production of the receipts.
- h) The Vehicle book entry at the gate of the premises of the University / College / Institute is to be done to verify that the members / persons have actually travelled by the vehicle to justify the claim.
- i) Examiners / Moderators / Paper Setters and Members of B.O.S. shall be eligible to draw Rs. 2.00 per K.M. road mileage allowance for the entire journey from his/her residence to place of work and vice-versa, irrespective of the actual mode of journey. In this case, no separate local conveyance allowances shall be eligible.

OR

Examiners / Moderators / Paper Setters and Members of B.O.S. shall be eligible to draw travelling allowance at the higher rate, if applicable by any other rule of these rules.

j) Students shall be eligible for T.A. at the lowest rate i.e. pay below Rs. 5200/- as per clauses 4 (3) (iii) and D.A. as per clause 9(3)(iii) for inter University competitions only.

k) Non-official member or person appointed / nominated on committee / sub- committee body of the University shall be eligible to draw T.A. / D.A. as per pay Rs. 37400/- and above

8. Daily Allowance :

RATES FOR STAY IN GUEST HOUSE / OWN ARRANGEMENTS WILL BE AS UNDER

Sr. No.	Class	Unrevised Basic pay (Excluding D.P.)	Revised Basic Pay	Delhi, Kolkata, Chennai, Bengaluru, Hyderabad	Mumbai	"A" Class Cities (Pune and Nagpur)	"B -I" Class, City (Nashik)	Other than "A" and "B - 1" class cities (Ordinary Rates)
1	I	a) 16400 and above	37400 – 67000 GP 8900 – 3000 and above	260	195	160	130	105
		b) 10000 – 16399	15600 – 39100 GP 6600 – 6900	230	175	140	115	95
2	II	a) 8500- 9999	9300 – 34800 GP 4800, 5000 and 5200	230	175	140	115	95
		b) 6000 – 8499	5200 – 20200 GP 2800 and 2900	200	150	120	110	90
		c) 4500- 5999	Below 5200 – 20200 GP 1900 - 2000	170	130	105	105	85
3	III	Below 4500		125	120	100	100	80

i) D.A. shall be paid at ordinary rates for return journey to headquarter on the same date before midnight.

- ii) D.A. for the journey period shall be paid at the ordinary rates.
- iii) Daily allowances shall be admissible for entire period of absence from headquarter with grace period of 2 hours (1 hour before departure and 1 hour after arrival at headquarter. No such grace period shall be allowed for journey performed by own / hired vehicles and journey within the corporation area.
- iv) No D.A. for Sundays and Holidays shall be paid unless person is actually and not merely on tour,
- v) Member of Senate/ Management Council / Academic Council shall be paid T.A./ D.A. for Convocation / Foundation day / any such other University function, if recommend by the Vice – Chancellor.
- vi) Only resource persons and Co-coordinators shall be paid T.A. / D.A. when attending workshop / seminar organized by the University. Participants shall not be paid any T.A. / D.A.

9. DAILY ALLOWANCE RATES FOR STAY IN HOTEL WILL BE AS UNDER :-

Sr. No.	Class	Unrevised Pay Range	Revised Basic Pay	Delhi, Kolkata, Chennai, Bengaluru, Hyderabad	Mumbai	"A" Class Cities (Pune and Nagpur)	"B - 1" Class City (Nashik)	Other than "A" and "B-1" Class Cities
1	I	a.16400 and above	37400 – 67000 GP 8900 – 3000 and above	650	650	525	425	335
		b.10000 – 16399	15600 – 39100 GP 6600 – 6900	505	505	405	330	225
2	II	a.8500-9999	9300 – 34800 GP 4800, 5000 and 5200	505	505	405	330	225
		b.6000 – 8400	5200 – 20200 GP 2800 and 2900	380	380	305	250	200
		a.4500 – 5999	Below 5200 – 20200 GP 1900 - 2000	245	245	195	160	130
3	III	Below 4500		200	200	150	150	100

- ii) For claiming D.A. for stay in Hotel, sufficient proof regarding lodging and boarding should be produced along with the T.A. bill. The rates prescribed above or the actual hotel charges whichever is less shall be paid.
- iii) Hotel rates at Nashik are not admissible since the guest house is available at Nashik. However, hotel rates shall be paid if the non-availability certificate of the guest house issued by the concerned university official.
- iv) D.A. shall be paid as per the rates given 9 OR 10 and no other allowance / charges / expenses shall be paid in addition to D.A.
- v) In addition to D.A., University employee including Drivers handling confidential examination material shall be paid confidential allowances equivalent to the rate of admissible D.A. for the period of custody of the examination confidential material.

10.

- a. Admissibility and calculation of daily allowance will be as under :
 - i. Journey upto 8 km (one way) : Nil
 - ii. More than 8 km and within corporation area : 50%
 - iii. More than 8 km and beyond corporation area : full D.A.
- b. Every 24 hours shall be regulated as under
 - i. Upto 6 hours : 30% of admissible rates
 - ii. More than 6 hours upto 12 hours : 50% of admissible rates
 - iii. More than 12 hours to 24 hours : Full D.A.
- c. In case boarding and lodging is provided partly or fully D.A. will be admissible as under :
 - i. Free boarding and lodging : 25 %
 - ii. Free boarding alone : 50%
 - iii. Free lodging alone : 75%
- d. Where a member has to attend meeting / meetings of the University for two or more consecutive days, no separate travelling allowance shall be admissible.
- e. Where a member has to attend two or more meetings of the University with an interval of not more than one day between two meetings, and if he halts at meeting place then during the interval, he shall be entitled to daily allowance for the intervening days at the rates prescribed above and no separate journey for each meeting shall be admissible.
- f. The T.A. shall be claimed in the prescribed form, duly completed and signed,

Within six months, from the date of meeting, failing to which the claim shall be lapsed. However, Vice Chancellor shall accord approval of T.A. bill after expiry of six months period.

- g. The T. A. shall be claimed in the prescribed form duly completed in all respects within six months from the date of return journey, failing which the claim shall be forfeited. Powers to accept the T. A. bill after expiry of six months period shall vest with the Vice-Chancellor.
- h. The University may demand any Document / Tickets / Bills / Receipts, if Deemed necessary to satisfy the genuineness of the claim.
- i. Incidental charges such as telephone, Xerox, mail, e-mail, postage, fax, coolie charges shall be specially authorized by the competent authority and have to be claimed with T.A. bill.

11. LOCAL CONVEYANCE ALLOWANCE WILL BE PAID AS UNDER :

- a. The Members whose place of duty is the same, where the University Meetings is held shall be entitled local conveyance allowance @ 60/- per day.
 - b. Person working in Mumbai, Navi Mumbai, Thane, Kalyan, Virar attending the Central Assessment work held at Navi Mumbai, shall be eligible for local conveyance allowance at the rate of Rs. 175/- one way (Rs. 250/- for inward and outward journey)
12. In case non availability / inability / to produce tickets / bills / documents to satisfy the genuineness of the claim, the power to waive off the condition shall vest with the Vice-Chancellor.
13. The Officers of the University authorized by the Vice Chancellor for carrying out duties of the University may claim the actual expenditure incurred by him on lodging and boarding or conveyance subject to approval of the designated authorities.
14. The Vice-Chancellor may claim the actual expenditure incurred on travelling / lodging / boarding/ any other incidental charges.
15. Notwithstanding anything here in before contained, the Vice-Chancellor shall have power to deal with special cases on their merit.
16. Finance department and staff should follow the following instructions carefully while making payment to the examiners / staff.
- a. Calculate the journey and stay period DA correctly as per the procedure laid down.
 - b. Stay period will not be paid on Hotel stay bill / claim, if examiners have stayed at college guest house or made own arrangement.

- c. Local Conveyance Allowance will not be paid separately along with D.A. of stay period.
- d. Taxi / Car travel allowance will not be granted for single person.
- e. Local conveyance allowance will not be paid to the examiners whose Car / Taxi fare is admitted.
- f. Local Conveyance Allowance will not be paid to the person (s), who has claimed TA @ Rs. 2/- per K.M.
- g. Expenditure limit wherever prescribed i.e. Miscellaneous Expenses, Chemical Materials, Patient / Clinical Charges etc. will not be exceeded.
- h. Distance chart provided by the University will be used for calculation of Kilometers.
- i. In the event of unavailable circumstances, if expenses are likely to be exceeding, the University's prior permission will be obtained through fax.

In case of any doubt / clarification please contact Exam Department, Finance Section telephonically on Telephone No. (022) 27432471, 27432994 – Extension No. 123, Fax No. - (022) 27431094.

Rules / Regulations No. 9

Rule No. 9: Rules And Regulation Regarding Admissible Manpower And Remuneration For University Examination

A. For Examination Works (Undergraduate)

Sr. No.	Designation	Authorization Criteria	Rates of Remuneration
1	Chairperson : Paper setting per subject	One per subject	Rs. 300 /- per Chairperson
2	U.G. Examiners for Practical / Oral examination	AS per rules prescribed by statutory council or University for the purpose.	Rs. 15/- per day per student.
3	U.G. examiners for Theory Examination	One examiner per paper	Rs. 15/- per answer book
4	Expert Assistant	One per subject	Rs. 60/- per batch per day
5	Qualifying Nurses	One per clinical subject	Rs. 45/- per batch per day
6	Laboratory Assistant.	One per subject	Rs. 30/- per batch per day
7	Museum Assistant	One per subject	Rs. 30/- per batch per day
8	Store Keeper	One per subject	Rs. 15/- per batch per day
9	Poon	One per subject	Rs. 15/- per day
10	Sweeper	One per centre	Rs. 15/- per day
11.	Patient (Clinical Charges)	As per actual presence of patients	Rs. 10/- per patient.
12	Account Clerk	One per centre	Rs. 250/- for whole examination period.
13	Chemical / Material Charges	Per student for specified subjects.	Rs. 30/- per student per subject.
14.	Principal or representative nominated by the principal	One per exam centre	Rs. 500/- for whole exam period.
15.	Misc. Expenditure	Items admissible under misc. expenditure are stationary, misc. printing, tea , breakfast, packing material, Xerox etc.	Rs. 3/- per candidate or Rs. 1000 /- per center whichever is more.

Note :

1. A total of 4 Assistants claims as reflected in Sr. No. 3,4,5,6 are allowed. However, nomenclature can vary from faculty to faculty and subject to subject.
2. Allowances for Sr. No. 3,4,5,6, and 9 above are admissible one day prior to the commencement date of the Practical Examination. However, this allowance is not admissible for 'Oral Examination'.

B. Allowances

Sr. No.	Item	Rate
1	Travelling Allowance and Daily Allowance for External Examiners	As per Rules and Regulations of the University prescribe for the purpose.
2	Local Conveyance Allowance for the examiner from another college in the same city.	As per Rules and Regulations of the University prescribed for the purpose.

Rules / Regulations No.10

Rule No. 10 : Rules to provide for the fees for the Academic Programmes

Fees for different courses run under the MGMIHS will be decided by a committee constituted as per the guidelines of the Supreme Court of India and other statutory bodies from time to time.

Rules / Regulations No.11

Rule No. 11: Rules to provide Refund of Fees of MBBS / MD / MS Courses of MGM Institute of Health Sciences

1. This Rule may be called "Refund of Fees of MGM Institute of Health Sciences"
2. A candidate may cancel his / her admission by submitting an application to the concerned Dean stating reason for cancellation.
3. Candidate cancelling his / her admission after cut of date will not be eligible to appear in MGM-CET for subsequent two years.
4. A refund claim may be admitted on merits after due consideration of the request through the Dean of respective Medical College in accordance to the regulations prescribed for the purpose by the university.
5. No candidate will be allowed to take back their original certificates for any reason. If for some purpose the applicant insists on taking the original certificates for a period, he / she will have to pay the tuition fees of the remaining years in advance.
6. Security Deposit is refundable after the completion of the course or at the time of candidates leaving the course for any other reason.
7. In the event of a student / candidate withdrawing before the starting of the course, the waitlisted candidates will be given admission against the vacant seat. The entire fee collected from the student, after deduction of processing fee of not more than Rs. 1000/- (One Thousand Only) shall be refunded by the institute / university to the student / candidate withdrawing from the programme.
8. If a student leaves after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the institution will refund the fee collected with proportionate deduction of monthly fee and proportionate hostel rent etc. wherever applicable.
9. If the candidate residing in the hostel, withdrawing admission after commencement of the course, the institution shall deduct one term fee for the hostel and mess.
10. If the candidate withdrawing admission after cut of date, then no refund is permissible and candidate shall have to pay entire tuition fee for total duration of the course.
11. The fees paid other than above shall not be refunded under any circumstances.
12. Registration and Eligibility Fee are not refundable under any circumstances.

Important : If a candidate, admitted to MBBS Course, leaves the course at any time on or after cut of date for any reasons, shall be required to pay full amount of tuition fees for the remaining entire duration of MBBS Course (i.e. 4 ½ Years).

Rules / Regulations No.12

Rule No. 12: Rules to provide for conducting Common Entrance Test

1. This Rule may be called “Regulations for conducting Common Entrance Test for admission to First MBBS course and PG (Diploma / Degree) courses in Medical faculty in the Constituent Colleges of MGMIHS”.

2. **Short title, application and commencement:**

- 2.1 These regulations may be called the MGM University of Health Sciences Navi Mumbai (*Regulations for conducting Common Entrance Test for admission to First MBBS course and PG (Diploma / Degree) courses in Medical faculty in the Constituent Colleges of MGM University of Health Sciences, Navi Mumbai*) Regulation 2007.
- 2.2 These shall apply to all constituents colleges of the MGM University of Health Sciences, Navi Mumbai,
- 2.3 These shall come into force from the date of their approval of the Management Council of MGM University of Health Sciences Navi Mumbai.

3. **DEFINITIONS :**

- 3.1.1 “MGM University” means MGM University of Health Sciences.
- 3.1.2 “CET” means Common Entrance Test.
- 3.1.3 “PG Courses” means Post Graduate Courses.
- 3.1.4 “HSC” means Higher Secondary Certificate.
- 3.1.5 “CBSE” means Central Board of Secondary Education.
- 3.1.6 “ICSE” means International Certificate for Secondary Education.
- 3.1.7 “SSC” means Secondary School Certificate.
- 3.1.8 “NRI” means Non Resident Indian.
- 3.1.9 “FN” means Foreign National.
- 3.1.10 “PIO” means Person of Indian Origin.
- 3.1.11 “COE” Controller of Examination of University.
- 3.2 “Constituent Colleges” means the colleges under the control of MGM University. Namely:-
 - 3.2.1 MGM Medical College, Navi Mumbai
 - 3.2.2 MGM Medical College, Aurangabad
- 3.3 “Intake Capacity” means Admission capacity of 1st MBBS approved by Medical Council of India
- 3.4 “MGM-PG-CET” means Common Entrance Test for admission to PG (Degree / Diploma) Courses in Medical, conducted by MGM University, in its constituent medical colleges.
- 3.5 “MGM-CET” means Common Entrance Test conducted by MGM University for admission to 1st MBBS in its constituent medical colleges.
- 3.6 “MCQ” means Multiple Choice Question.

4. NATURE and TYPES OF COMMON EXAMINATION (CET):

There shall be two Common Entrance Tests whose nomenclatures are as under:

- 4.1 **MGM-PG-CET:** It is a Common Entrance Test to be conducted by MGM University on all India level, for admission to PG (Degree / Diploma) courses in medical in its Constituent Colleges.
- 4.2 **MGM-CET:** It is also an all India Pre – Medical Common Entrance Test, to be conducted by MGM University, for admission to 1st MBBS in its constituent medical colleges.
- 4.3 Both these tests shall be objective in nature to help evaluation much faster. Multiple choice question method shall be adopted and candidates shall be evaluated by using OMR technique.

5. **OBJECTIVES OF CET:** In pursuance to judgment of the Hon'ble Supreme Court of India, in case of PA Inamdar v/s State of Maharashtra and others, 2005 (6) SCC – 537, the absolute right is granted to private Medical and Dental colleges to admit the students, and as per previous historic judgment of Supreme Court, Mr. T. A. Pai and others, the admissions should be done on the basis of merit only. In order to comply with the Supreme Court directive, Common Entrance Test is the only solution to decide the merit of candidate on all India basis.

6. ADMISSIONS:

- 6.1 Admissions in the constituent medical colleges for undergraduate and post graduate Courses shall be made as per inter-se-merit only, irrespective of category of admission.
- 6.2 There shall be only two categories of admissions to be made in the constituent medical colleges in pursuance of the directive of Hon'ble Supreme Court judgment. The details of the categories of the admissions at undergraduate as well as at post graduate courses in the medical colleges shall be as under:
 - 6.2.1 General Category: 85% of the total intake.
 - 6.2.2 NRI/ FN/ PIO : 15% of the total intake
- 6.3 Admissions to general category shall be made on pure inter-se-merit basis by conducting all India Common Entrance Test.
- 6.4 There shall be no CET for NRI/ FN/ PIO category at undergraduate or at postgraduate courses.

7. ELIGIBILITY CRITERIA:

- 7.1 For Admission to 1st MBBS:
 - 7.1.1 Candidate should have passed HSC (10+2), CBSE, ICSE or equivalent exam with English, Physics, Chemistry and Biology and should have obtained 50% marks in Physics, Chemistry and Biology in aggregate.
 - 7.1.2 Candidate who has completed 17 years or more of his age.
 - 7.1.3 Candidate must be medically fit.
 - 7.1.4 Candidate must also secure at least 50% marks in MGM-CET.
- 7.2 For PG (Degree / Diploma) Courses in Medical:
 - 7.2.1 Must have passed final MBBS from a recognized medical college and completed rotating internship Training on or before admission.

- 7.2.2 He / She should have permanent registration with MCI, MMC or State Medical Council.
- 7.2.3 Candidates pursuing diploma is eligible for PG degree in the same subject only.

8. CET EXAMINATION FEE and APPLICATION FORM:

- 8.1 Application form shall be prescribed by the University.
- 8.2 Application form along with information brochure should be made available to candidates on payment to be decided by the University.
- 8.3 CET examination fee and late fee shall be decided by the University from time to time.
- 8.4 Application form and information brochure should be made available on the official website of University with the facility of downloading.

9. ANNOUNCEMENT / PUBLICITY

- 9.1 The announcement of MGM-PG-CET and MGM-CET shall be made on the official website of the University and shall also be published in the daily news paper which has nationwide network..

10. SYLLABUS and NATURE OF EXAMINATION:

- 10.1 The syllabi of both common Entrance tests shall be published on the official website of University. Especially, the pattern of examination at (10+2) in various states and of various boards is different and hence the syllabus adopted for MGM-CET shall be CBSCE/MSBHCE.
- 10.2 Nature of both the examinations shall be based on objective and Multiple Choice Question having following question paper pattern:
- 10.3 **For MGM-CET:**
- 10.3.1 There shall be four constituent of Question paper having total 200 MCQs.
- 10.3.2 The subject wise distribution of MCQ questions shall be as per following:
- 10.3.2.1 50 MCQ for Physics
- 10.3.2.2 50 MCQ for Chemistry
- 10.3.2.3 50 MCQ for Botany
- 10.3.2.4 50 MCQ for Zoology
- 10.3.2.5 Each MCQ shall carry one marks
- 10.4 **For MGM-PG-CET-**
- 10.4.1 The Question paper shall have 300 MCQ covering broadly all the subjects taught during the MBBS Course.
- 10.4.2 Each MCQ shall carry one marks

Note: There shall be no negative marking.

11. SCHEDULE AND CENTERS OF EXAMINATIONS:

- 11.1 Detail Schedule and List of Centers of both examinations should be provided in the announcement, advertisements, information brochure and on the website.

12. CONDUCT OF EXAMINATION:

- 12.1 The controller of examination shall be responsible for smooth conduct of examination. He shall well plan and conduct the examinations.
- 12.2 He shall be authorized to co-opt/appoint resource persons and to decide examination centers in consultation with Vice-Chancellor and Pro-Vice-Chancellor.

13. RESULT AND INTER SE- MERIT:

- 13.1 After evaluation, the results shall be declared on the website.
- 13.2 The students shall be given an opportunity for verification of marks on their request in prescribed form and with prescribed fee.
- 13.3 The verification requests can only be considered within 6 days from the date of declaration of results.
- 13.4 The candidate shall be provided a photo copy of his answer sheet and answer key after completion of verification of his answer sheet.
- 13.5 After verification, inter-se-merit list shall be prepared and final mark lists shall be dispatched to candidates by speed post to the address specified as mailing address in application form by the applicant.
- 13.6 Criteria for deciding merit in case of equal marks in CET shall be as under:
- 13.7 **For MGM-CET:**
 - 13.7.1 First level: A candidate with higher marks in Biology at the MGM-CET Exam shall be preferred, if the tie still persists then;
 - 13.7.2 Second level: A candidate with higher marks in Chemistry at the MGM-CET Exam shall be preferred, if the tie still persists then;
 - 13.7.3 Third level: A candidate with higher percentage of aggregate marks at HSC (or equivalent) Exam shall be preferred, if the tie still persists then;
 - 13.7.4 Fourth level: An older candidate shall be preferred over a younger candidate.

13.8 **For MGM-PG-CET:**

- 13.8.1 The candidate with more aggregate marks (converted into percentage) at First, Second and Third MBBS Examination (Part I and II) taken together shall be preferred. If the tie still persists.
- 13.8.2 The candidate with more aggregate marks (converted into percentage) at Third MBBS Examination (Part I and II) will be preferred. If the tie still persists.
- 13.8.3 The candidate with more aggregate marks (convert into percentage) at second MBBS examination will be preferred. If the tie still persists.
- 13.8.4 An older candidate will be preferred over a younger candidate.

14. MODE OF PAYMENTS:

All payments like cost of brochure and application form, examination fee, verification fee etc. shall be payable by demand draft, on any nationalized / scheduled bank, in favour of "MGM University of Health Sciences, Navi Mumbai" and payable at Navi Mumbai.

- 15. **REFUND OF FEES:** The rules for the refund of the fees shall be as per the regulations prescribed by the MGM University of Health Sciences in accordance with University Grant Commission, New Delhi.

16. ADMISSION COUNSELING:

- 16.1 The program of admission counseling shall be announced and notified on the website, notice boards of constituent colleges and university as well as in information brochure of CET. Specifying dates, time and place of counseling along with specific instructions.

No separate communication shall be sent to applicants separately. Failure to remain present on the schedule date and time shall lead to loss of claim for admission.

17. **DISPUTE:** Any difference of opinion and disputes arising while interpreting and implementation of CET, if any, shall be preferred to Registrar, MGM University of Health Sciences, Navi Mumbai.

Rules / Regulations No.13

Rule No.13 : Rules to provide for all matters pertaining to Examinations including appointment of Paper-setters and Examiners, Cancellation of Examinations, Examiner ship etc.

1. This Rule may be called “All matters pertaining to Examinations Including appointment of Paper-setters and Examiners, Cancellation of Examinations, Examiner ship etc. in the Constituent Colleges of MGMIHS”

- 1.1 Unless the context otherwise requires the words and expressions used in these Rules shall be interpreted to have the same meaning as they have in the Memorandum of Association, Bye Laws / Rules and Regulations of the University.

2. DEFINITION

- 2.1 These are rules and regulations governing the conduct of examinations, unless there is anything repugnant in the subject or context.
- 2.2 “Academic Calendar” means academic activities vis-à-vis date of commencing and ending on such date as prescribed in academic year which will be declared in May of each year as decided by the Academic Council.
- 2.3 “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having completed all the conditions laid down in the relevant Rule(s), by a Competent Authority of the University. Provided that, a candidate who does not fulfill all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.
- 2.4 “Applicant” means a person who has submitted an application to the University in the prescribed form for admission to an examination.
- 2.5 “Candidate” means a person, who has been admitted to an examination by the University.
- 2.6 “Candidate “ means an applicant who has applied for an admission to University Examination through a constituent college / Department / Recognized Institution, off campus centre / off shore campus in which he/she has been prosecuting a regular course of studies.
- 2.7 “Examinee” means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.
- 2.8 “Examination fee” means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the competent authority from time to time..
- 2.9 “Repeater Student” is a student, who having once been admitted to an examination of this University, is again required to take the same examination by reason of his failure or absence thereat and shall include a student who may have joined a College / Department / recognized Institution again in the same class.
- 2.10 “Under-Graduate Examination” means an examination leading to the Graduate Degree of the University.

- 2.11 "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 2.12 "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 2.13 "Super Specialty Examination" means an examination leading to the Super Specialty Degree of the University after Post Graduation.
- 2.14 "Verification" means recounting and re-totaling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 2.15 "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 2.16 "Unfair means committee" means the committee to investigate into the cases of unfair means which shall be constituted under section 63 of the Rules.
- 2.17 "Student" means and includes a person who is enrolled as such by the University / Constituent College / Recognized Institution, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.
- 2.18 Moderation of Answer sheet. Moderation is a process in which a second senior examiner reevaluates an answer sheet section wise irrespective of the marks given by the first Examiner. It gives the same benefit to the student as in the case of revaluation.
- 2.19 Moderation of Question Papers: Moderation of Question Papers is a process where a moderator moderates the question papers previously set by the paper setters.

3. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this rule shall apply to all persons who apply to appear in the examinations of the University.

4. A candidate, desirous of taking a University examination, unless otherwise provided in any Rule, shall prosecute a regular course of study in one or more colleges / departments / recognized Institutions affiliated to the University for the course leading to the examination for which he/she applied for not less than the period prescribed in the concerned Rule.

Explanation: 'Prosecution of a regular course of study', means attendance at not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period. Attendance in both cases shall be calculated till such date before the commencement of the written examination or upto the end of the academic term whichever is later.

5. The Principal / Dean shall send to the Director (Examination) a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college, two weeks before the date of the commencement of the written examination.

6. Notwithstanding anything in any Examination Rule, the following provisions shall apply in regard to the deficiency in attendance at lectures and practical's for the course of study in the various faculties, namely –

(a) A deficiency of attendance at lectures or practical's maximum to the extent of 10% may be condoned by the Principal / Dean on being satisfied that the same deficiency in

attendance was due to circumstances beyond the control of the student. The Principal / Dean shall submit to the Controller of Examination, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned stating the reasons thereof.

6.2 In no case the deficiency above 10% shall be condoned.

7. A candidate shall submit his application form for admission to the examination through the Principal / Dean of his college along with prescribed fees.
8. The Principal / Dean shall forward such forms and fees to the Controller of Examination on or before the date notified by the University.
9. Application forms received after the prescribed date will not be accepted.
10. The Syllabi and the scheme for the university examinations shall be such as may be prescribed from time to time by the Academic Council.
11. The Syllabus and the Text-books, if any, to be prescribed or commended in connection with any subject in which the university conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.
12. No question shall be put at any University Examinations calling for or necessitating a declaration of religious faith and/or belief on the part of the examinee.
13. A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his / her fees. However, an applicant who is found ineligible for an examination shall be entitled to refund of $\frac{3}{4}$ of the net examination fee paid.
14. If a candidate suppresses some vital information or gives false information to appear at an examination for which he / she is not eligible or entitled, the total amount of fees paid by him / her shall be forfeited. He / She may be debarred for one term from appearing in further examination and / or a fine of Rs. 500/- will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
15. All examinations except viva-voce shall be conducted by means of printed or cyclostyled question papers including such other modality as may be prescribed by the University from time to time.
16. Notwithstanding anything contrary to this Rule, no person shall be admitted to a University Examination if he / she has already passed the same examination or corresponding examination of any other University, which has been recognized as equivalent to that examination.
17. The University shall prepare and publish a Schedule of Examinations for each and every course conducted by it at least 2 months before the examinations.

Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

18. All arrangements for the conduct of the Examinations shall be made by the Board of Examination.
19. Board of Examination shall prepare a panel of not less than six names, along with their addresses, suitable for appointment as Paper Setters / Examiners for each subject / Practical examination out of the names recommended by the members of Board of Studies.
20. The Board of Examination shall maintain a permanent list of teachers in the University along with their academic qualifications, teaching experience in examination in which they have acted as examiners, moderator, paper setter in the past and such other information as may be relevant recommended by the Board of Studies.
21. Internal and External Examiners : An "Internal Examiner" means a person who is a teacher in the same College / Department / Constituent college of MGM University. "External Examiner" means, examiner who is not covered under the definition of internal examiner.
22. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions / guidelines relating to the examination for which they are appointed.
23. Each paper setter shall set and submit to the Controller of Examination, the required number of copies of question papers that he / she sets in a sealed cover, enclosed within another sealed cover within prescribed period. He / She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he / she has set. Copyright of any question paper set by an examiner shall vest with the University.
24. Paper-setters, who do not set and submit their question papers to the Controller of Examination within the prescribed time limit shall, ipso facto, cease to be examiners.
25. Examiners shall be appointed for examinations to be held in that academic year ; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
26. A confidential record of mistakes committed by examiners shall be preserved by the Director (Examination) for future guidance / necessary action.
27. The question papers, unless otherwise specified, shall be set in English.
28. The Principal / Dean of the Health Sciences College / recognized Institution where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.

29. The Vice Chancellor shall ordinarily appoint the Principal / Dean of College or the Head of the Institution which is designated as a centre of examination, as the Centre-in-Charge / Chief Supervisor for the University Examinations at that Centre.
30. In exceptional cases the Vice Chancellor may appoint a person as the Centre-in-charge for the University Examinations at a centre even though he / she may not be a teacher in that college / institution.
31. The Controller of Examination shall be responsible for the proper arrangements connected with the conduct of all examinations of the University.
32. The Centre-in-charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules.
33. The Centre-in-charge shall claim expenses on submission of detailed audited account of the expenses incurred by him / her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-charge by the Accounts Section of the University along with the cheque towards the first advance. The Accounts Section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-charge.
34. No person other than the examinees, invigilators and such other persons as may be permitted by the Centre-in-charge of a centre, shall be allowed to enter the premises of the Examination centre. The Centre-in-charge shall take all necessary steps to ensure this.
35. Examiners at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.
36. The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in reasonable time.
37. The Centre-in-charge shall send the sealed question and answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
38. The results of the examinees shall be tabulated in a prescribed form.
39. The results of each examination shall be prepared by a person or any agency, here in after referred to as tabulator / Computer Programmer or agency as the case may be.
40. Tabulator / Computer Programmer or any agency shall be appointed by the Vice Chancellor. Tabulator / Computer Programmer shall be either teachers of constituent college of the university or staff members of the university office or both or an agency nominated by the Vice Chancellor.
41. The results tabulated by the tabulators / Computer Programmer shall be scrutinized by a person hereinafter called the "Scrutinizer".
42. Terms of Tabulators and Scrutinizers

- 42.1 The rates of remuneration payable to the Tabulators or Scrutinizers shall be fixed by Board of Management from time to time.
- 42.2 The Tabulator / Computer Programmer shall perform the following duties :
- 42.2.1 Posting of marks obtained by an examinee in the prescribed format.
 - 42.2.2 Totaling of posted marks
 - 42.2.3 Indicating failures in accordance with the provisions of the Rule.
 - 42.2.4 Stating the result at the specified place
 - 42.2.5 Explanation: The result for purposes of this Rule includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Rule).
 - 42.2.6 Preparation of list of examinees entitled for any awards or prizes.
 - 42.2.7 Preparation of the result-sheet in the proforma prescribed for its publication.
- 42.3 "Scrutinizer" means a person who is appointed by the Vice Chancellor and who actually does the work of scrutiny of the results.
43. The Board of Examinations shall approve the results of examinations. The Chairman of the Board of Examination shall have power to approve the result pending meeting of the Board of Examination.
44. The Board of Examination may interpret the provisions of any Rule. Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Rule. The interpretation of the Board of Examination shall be placed before the Vice Chancellor whose decision thereon shall be final.
45. The Board shall, after considering the discrepancies pointed out by the Tabulators / Computer Programmer and Scrutinizers, make its recommendations for moderation of the results, if required.
46. In exceptional cases, the Board of Examination may suggest any amendment or modification of any examination Rule, which, in its opinion is necessary.
47. Verification of Answer-Books : The Answer-books may be scrutinized for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. However, on verification, if any answer(s) is / are found unassessed, the CoE shall call for such answers to be checked and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.
48. If, as a result of such verification, it is found that the result of the examinee needs to be changed at the examination, the Vice Chancellor shall publish a supplementary list embodying the results of such verification. The fee paid by the Examinee in such cases shall be refunded completely.
49. Before a reply is sent to the applicant, the report of the verification of the answer books by the scrutinizers shall be counter-checked and signed by CoE.

50. Application for verification from an examinee shall be submitted to the Registrar within seven days from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of seven days from the date of its declaration. Verification of the written answer books shall be caused by the BOE as per the guidelines, as may be laid down from time to time.
51. The Vice Chancellor may decide spot evaluation of answer books of each examination in such faculties at one or more centres.
52. Heads of passing of various courses in their respective faculties shall be as per the guidelines prescribed by the statutory council like Medical Council of India, Dental Council of India, Nursing Council of India or such other council or as per the rules prescribed by the Board of Examination subject to approval of Board of Management.
53. **The Standard of passing:** A candidate to be eligible to pass the examination must have obtained not less than 50% of aggregate marks in practical and theory separately in each of the subject and also aggregate absence attempt.
- 53.1 **Distinction :** 75% and above marks obtained out of the maximum marks allotted to a subject.
- 53.2 A candidate shall be eligible for the award of distinction only if he / she has obtained 75% or more marks in an examination attempted as a whole.
54. **INTERNAL ASSESSMENT:**
- 54.1 The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal and preliminary examination should be as per the syllabus.
- 54.2 The internal assessment marks, should be submitted within 7 days after conclusion of preliminary examination to the University with following formalities.
- 54.3 Result sheet should bear the signature of the students in front of their names and marks awarded.
- 54.4 The internal assessment marks should be duly signed by the head of the department and countersigned by the Dean / Principal of the college with dates and place in sealed cover to the Registrar.
- 54.5 The result sheet should have date mentioned on it.
- 54.6 The result sheet should be sealed properly,
- 54.7 The internal assessment be put up on the notice board of the department of college for a period of one week. Theory answer papers should be distributed to the students after declaration of the result of each examination for perusal of students and then they should be re-collected.
- 54.8 All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result.

54.9 A committee should be formed at the college level to deal with the problem related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean / Principal of the college.

54.10 In case of absence of student/s for any of the internal assessment Examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the additional examination.

54.11 In case of any complaint from the candidate regarding the internal assessment examination, a written complaint should be lodged with the H.O.D. / Dean. Such complaints should be discussed in the committee meeting. The decision of the committee must be communicated to the student.

54.12 Candidate who is not satisfied with the decision of the committee at college level can appeal to the University for Redressal of his grievances.

54.13 One additional examination, if deemed fit, may be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his / her absence in any one of the internal examinations (periodical / terminal / preliminary). Such an additional examination should be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

54.14 Computation of internal assessment shall be as per the rules and regulations prescribed for the purpose time to time.

55. Moderation

55.1 The moderation system shall be applicable to undergraduate and postgraduate examinations subject to the provisions in the rules of the University approved from time to time.

55.2 Deleted.

55.3 Moderation of theory and practical shall be done separately as per the guidelines framed under Rule 59.5.

55.4 Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

55.5 The University has formulated the following detailed scheme of moderation for implementation :-

55.5.1 For paper set up

All the set of question papers received from the examiners shall be reviewed by the moderator / chairman of paper set up. The chairman or moderator shall have to edit all

the sets regarding language, objectivity, contents, feasibility of writing answers in prescribed duration etc., etc.

- I. The MCQ will only be edited.
- II. Short Answer Questions (SAQ) and Long Answer Questions (LAQ) can be restructured rearranged and moderated by moderator.

After editing, the moderator shall submit all the sets to the Director Examinations in a sealed envelope. The Director Examination will select any one set out of all the sets and prepare Xerox copies / printing, which shall finally be sent to the centre in charge for distribution to the students.

55.5.2 Theory

The moderation of theory marks shall be done jointly by the chairman of practical and theory examination with Board of Examination. The COE will call a meeting of chairman, theory and practical of both centre's before the declaration of results for moderation.

56. **Vigilance Squads :** The Vigilance Squad/s of not less than one and not more than four members shall be appointed by the Vice Chancellor to visit the Centers of University Examination to :

56.1 Ensure that the University Examinations are conducted as per norms laid down.

56.2 Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.

56.3 Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.

56.4 The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In charge of Examination Centre to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidate's identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination.

56.5 The Vice Chancellor shall appoint Vigilance Squad which may include – Senior Teachers of Constituent College desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.

56.6 The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Dean / Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.

56.7 The Dean / Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

57. Amendment of Results
- 57.1 Due to errors:- In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor / Pro Vice Chancellor, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of Examinations. Error means :-
- 57.2 Error in computer / data entry, printing or programming and the like.
- 57.3 Clerical error, manual or machine, in totaling or entering of marks on ledger register.
- 57.4 Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.
- 57.5 Due to fraud, malpractices etc.
- 57.6 In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.
58. Appointment of paper setters, Examiners, Senior Supervisors and conduct of examination etc.
- 58.1 No person can claim appointment as paper setter / examiner / moderator or any other examination work as a matter of right. Appointments of persons as per setters / examiners / moderators shall be ordinarily made at the time of University examination.
- 58.2 The paper setters / examiners / moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner / moderator.
- 58.3 The paper setters / examiners / moderators shall follow all the rules / directions / instructions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.
- 58.4 There shall be one senior supervisor at each examination centre, having minimum of five years of experience of teaching / working in Constituent College. The supervisor appointed by the University.

- 58.5 The Dean / Principal of the concerned college shall himself / herself be the Centre Incharge. Substitute arrangement required, it shall be done only by prior permission of the University. However, the Dean / Principal shall alone be responsible for eligibility conditions appointment of examiners, any lapse / lapses occurring during the conduct of examination.
- 58.6 The external senior supervisor (centre observer) appointed by the University shall report to the Dean / Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
- 58.7 He shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
- 58.8 He shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations along with his report. He should not leave the examination centre during the examination period.
- 58.9 He shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- 58.10 The examination forms of the students shall be accepted by the Dean /Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 58.11 The receipt of examination forms in the University, the name list, summary and Admit cards of the students shall be sent to the concerned examination centers by the University generally 10 days before the commencement of the concerned examination.
- 58.12 The Dean / Principal shall, immediately after the examination is over, despatch the answer books to the University Central Assessment.
- 58.13 The In charge of the CAP appointed by the University shall receive the bundles of answer books sent by the University.
- 58.14 The Director of the CAP shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 58.15 The Director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
- 58.16 As soon as the mark lists are received in the University examination section, the same should be processed immediately.
- 58.17 The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed in academic calendar of MGM University of Health

Sciences and the University shall dispatch the result along with the statement of marks and passing certificates to the colleges for distributing the same to the concerned students.

59. Unfair means-Resorted to by the Candidate

59.1 General: On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a Constituent College or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him / her or by cancellation of the award of any University prize or medal to him / her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

59.2 On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his / her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

59.3 Competent Authority : The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using , attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

59.4 Definition – Unless the context otherwise requires :

59.4.1 “Unfair means” include one or more of the following acts of commission or omissions on the part of student/s during the examination period.

59.4.2 Possessing unfair means material and or copying there from.

59.4.3 Transcribing any unauthorized material or any other use thereof.

59.4.4 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him / her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

- 59.4.5 Unauthorised communicating with other examinees or anyone else inside or outside the examination hall.
- 59.4.6 Mutual / Mass copying.
- 59.4.7 Smuggling-out, or smuggling-in of either blank or written answer books as copying material.
- 59.4.8 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
- 59.4.9 Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationery used in the examinations.
- 59.4.10 Insertion of currency notes in the answer books or attempting to bribe any of the person connected with conduct of examinations.
- 59.4.11 Impersonation at the University / College / Institution examination.
- 59.4.12 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
- 59.4.13 Or any other similar act/s of commission and / or omission/s which may be considered as unfair means by the competent authority.
- 59.4.14 "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
- 59.4.15 "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- 59.4.16 "Possession of unfair means material by a student" means having any unauthorized material on his / her person or desk or chair or table or at any place within his / her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- 59.4.17 "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorized person to the Controller of Examinations or Dean / Principal or Head of the Institution concerned or any officer authorized in this behalf.

- 59.4.18 "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (67.3.5) above, the presumption shall be that the material did relate to the subject of the examination.
- 59.4.19 "Chief Conductor" means Dean / Principal of the College concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by the University.
- 59.4.20 During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
- 59.5 Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under :
- 59.5.1 The examinee shall be called upon to surrender to the chief Conductor, the unfair means material found in his or her possession, if any, and his / her answer book.
- 59.5.2 Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- 59.5.3 Statement of the student and his / her undertaking in the prescribed format (Appendix – I and II) and statement of the concerned Jr. Supervisor and Sr. Supervisor (Appendix – III) shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give an undertaking, the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
- 59.5.4 Chief Conductor shall take one or more of the following decisions depending upon seriousness / gravity of the case.
- 59.5.5 The case of impersonation or violence, expel the concerned student from the examination and not allow him / her to appear for the remaining examination.
- 59.5.6 Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his / her case shall be final and binding and allow him / her to continue with his / her examination,
- 59.5.7 May report the case to the concerned Police Station as per provisions of Maharashtra Act No. XXXI 1982 – An act to provide for preventing malpractices at University ; Board and other specified examinations.
- 59.5.8 Confiscate his / her answer book, mark it as "suspected unfair means case" and issue him / her fresh answer book duly marked.
- 59.5.9 All the materials and list of material mentioned in sub-clause (65.5.1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (65.5.2) and (65.5.3) and the answer book/s shall be

forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations / Dean / Principal / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".

- 59.5.10 In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorized person shall record the facts in writing and shall report the same to the concerned.
- 59.6 Procedure to be followed by Examiner during Assessment : If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his / her report, preferably through the CAP In charge along with the evidence, to the Examinations with his / her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".
- 59.7 A prima facie case of unfair means reported to the University / College / Institution by the Chief Conductor / Centre In charge / Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Vice Chancellor. In the event cases of unfair means are reported through any other sources, the concerned Officer / In-charge of the sub-section / Unit to which the case primarily pertained, at the Examination Section of the University / College / Institution shall scrutinize the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary, responsibility for framing a charge sheet and then shall submit the said case with his / her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit, through which the case has originated or to whom the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- 59.8 Examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College / Institution to which he / she belongs to, shall be informed accordingly.
- 59.9 Appointment of Unfair Means Inquiry Committee : For the purpose of investigating unfair means resorted to by examinees at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made in regulations of the **MGM University of Health Sciences Regulation**. The term of the Committee shall be not more than one year subject to provisions in Bye Laws.
- 59.10 The members of the College / Institution Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.
- 59.11 The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the action to be taken against the examinee/s after taking into account the reported facts and findings of the case

59.15.1 Definition : Unless the context otherwise requires-

59.15.1.1 means and includes person/s appointed on examination duty by the competent authority.

59.15.1.2 Malpractice / lapses include one or more of the following acts of commission or omissions on the part of the person/s included in (67.13.2.1) relating to the examination.

59.15.1.3 Leakage of question/s or question paper set at the University / College / Institution examination before the time of examination.

59.15.1.4 Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

59.15.1.5 Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.

59.15.1.6 Examiner / Referee showing negligence in detecting malpractice used student/s.

59.15.1.7 Jr. Supervisor, Sr. Supervisor, Chief Conductor / Centre Incharge showing negligence / apathy in carrying out duties or aiding /abetting / allowing instigating students to use malpractice/s.

59.15.1.8 Or any other similar act/s of commission and or omission/s which be considered as malpractices or lapses by the competent authority.

59.15.1.9 "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself / herself or for any other person or causing wrongful loss to other person/s omitting to do what he / she is bound to do as duties.

59.15.1.10 'College' means, constituent or affiliated college or recognized institution of a university.

59.15.1.11 Investigating Committee: The Committee appointed by the Board of Management shall investigate the cases of malpractices used and/or committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the university examinations.

59.15.2 Procedure for Investigation: The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University / College / Institutions shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the

competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

- 59.15.3 The Competent Authority or the Officer authorized by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him / her to show cause as to why the charge/s levied against him / her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him / her.
- 59.15.4 The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply / explanation to the show cause notice served on him / her and charge levied against him / her therein. The concerned person himself / herself only shall present his / her case before the committee.
- 59.15.5 The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him / her by the Inquiry Committee if he / she presents himself / herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- 59.15.6 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his / her defense before the Committee. The reply / explanation given to the show cause notice shall also be considered by the Committee before making final report / recommendation.
- 59.15.7 The Committee should follow the above procedure in the spirit of principle of natural justice.
- 59.15.8 If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he / she be given one more opportunity to appear before the committee in his / her defense. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his / her case in his / her absence on the basis of whatever evidences / documents which are available before it and the same shall be binding on the concerned implicated person.
- 59.15.9 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.
- 59.15.10 **Punishment:** The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him / her from the charge/s and shall inflict any one or more of the following punishments on the

implicated person found guilty of using malpractice/s or committing lapses at the examination.

- 59.15.11 Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.
- 59.15.12 Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- 59.15.13 Referring his / her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his / her service conditions.
- 59.15.14 The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his / her case and the punishments imposed on him / her.
- 59.15.15 An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No, (67.13.5.3) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case is pertaining to the college / institutions examination and their decision in the appeal shall be final and binding.
- 59.15.16 The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his / her case to the appellant / petitioner, if applied for in writing.
- 59.15.17 The court matters in respective cases of malpractices / lapses should be dealt with by the respective competent authority.
- 59.15.18 As far as possible the quantum of punishment should be prescribed category-wise as hereunder :-
- 59.15.19 The competent authority, may impose a fine on the concerned person. If declared guilty. In addition to the above mentioned punishment.
- 59.15.20 The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.
60. Central Assessment Programme Scheme
- 60.1 Preliminary :- Evaluation of Answer books of university exam have following steps. The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of is being introduced by way of this ;
- (1) Declaring the results in the shortest possible time,
(2) Increasing the reliability of the results,

- (3) Maintaining uniformity and consistency in the assessment.
- (4) Increasing accuracy and efficiency in the declaration of results and
- (5) Creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

60.1.1 Pre-assessment work

60.1.2 Assessment and Moderation process

60.1.3 Post-Assessment work

60.2 PRE-ASSESSMENT :-

60.2.1 To fix the venue of the Central Assessment System (CAS). The venue of the CAS shall be decided by the Vice Chancellor or Pro Vice Chancellor as they deemed fit.

60.2.2 Appointment of CAP incharge.

60.2.3 The Director for the Central Assessment Programme shall be appointed by the University from amongst the following :

60.2.3.1 Dean / Principal of the concerned Constituent College or his nominee from amongst the senior faculty members.

60.2.3.2 Officer of University / University Authority not below the rank of Professor.

60.2.3.3 The incharge shall communicate his acceptance along with the undertaking in the prescribed form (Appendix VI)

60.2.3.4 The Director shall make arrangements regarding the space and the supporting staff required for the CAS.

60.2.3.5 The Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners / moderators as reported by the Director, CAP, the substitute appointments of examiners / moderators shall be made by the Controller from the list of examiners approved by the University.

60.2.4 Preparation for CAP

60.2.4.1 The Incharge of CAP shall collect answer books from the University / examination centers from time to time.

60.2.4.2 On receipt of the answer books at the CAP venue / University, the staff employed for this work shall check the number of answer books. Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent

indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with an Officer nominated by the Controller of Examinations.

60.2.4.3 It shall be seen and verified that all the answer books of the subject, are received from the centers of examinations / University. This shall be checked with the subject wise and centre wise summaries of the examination concerned. In case of non-receipt of answer books from any examination centre / University, the Controller of Examinations / the CAP Director shall take immediate steps for receiving the said answer books from the concerned examination centre / University.

60.2.4.4 The bundle of answer books so prepared shall preferably be computer – coded, masked and the coded sheets shall be inserted in the bundles of answer books. The Junior Supervisor's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the Controller of Examination.

60.3 **ASSESSMENT AND MODERATION PROCESS :-** The University shall issue instructions to the concerned on the following :

60.3.1 Consistency and uniformity in assessment.

60.3.2 Remedial measures in respect of discrepancies detected / noticed in the question paper.

60.3.3 Unfair means noticed by the assessor/s.

60.3.4 Administrative, financial and organizational details.

60.4 **POST – ASSESSMENT :-** The University shall issue instructions on the following :

60.4.1 Decoding / unmasking of assessed answer books.

60.4.2 Scrutiny and verification of assessed answer books.

60.4.3 Preparation and schedule of submission of mark lists to the University

Rules / Regulations No.14

Rule No.14: Rules to provide for Convocations for the purpose of Conferring Degrees / Diplomas / Certificate of the University

1. This Rule may be called “Convocation Rules of 2010”
2. This Rule shall come into force from 2010.
3. Convocations for the purpose of conferring Degrees / Diplomas / Certificates shall ordinarily be held once a year at Navi Mumbai or at such other Center(s) and on such date(s) as may be decided by the Vice-Chancellor.
Provided that special convocations for conferring Honorary Degrees shall be held only at Navi Mumbai.
4. The Chancellor shall preside over all the convocations and shall confer Degrees / Diplomas / Certificates, Provided that in case the Hon. Chancellor is not attending the Convocation the Vice-Chancellor shall preside over the said Convocation.
5. The BoM / Vice-Chancellor may, on recommendation of BoM invite distinguished person to deliver convocation address.
6. The Vice-Chancellor shall or may address the said convocation and in such convocation he shall give among other things the broad outlines of the progress of the University.
7. The Degree and Diplomas shall be signed by the Vice-Chancellor. The Certificate for short-term courses shall be signed by the Vice-Chancellor or Pro Vice Chancellor
8. The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation :
 - a. Provided that in case the convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorize admission of successful students in that year to the respective Degrees / Diplomas, in absentia and issue the Degree / Diploma / Certificates on payment of prescribed fees;
 - b. Provided that in the case of Certificate for short term courses, it shall be issued continuously immediately after the completion of the course, in which case the report of the award of such Certificate shall be made at the convocation.
9. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees / Diploma / Certificates in absentia by the Vice-Chancellor, and their Degrees / Diploma shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.
10. The fees for admission to the PG Degrees / UG Degree / Diploma courses shall be Rs _____ and for the Certificate courses Rs. _____.
11. The procedure to be followed at the convocation shall be prescribed by protocol of convocation prescribed by University.

Rules / Regulations No.15

Rule No.15: Rules to provide for Ph.D. Programme.

- I. This Rule may be called "Rules for Ph.D. Programme in the Constituent Colleges of MGMIHS"

R. Ph. D. 02 - General

2.1 This Rule will come into force with immediate effect.

2.2 There shall be two Entrance Test for admission in the Ph.D. programmes of the University every year. The Entrance Test will be held before 31st July and 31st January every year. The student who qualifies in this test will be eligible for admission to Ph.D. Programme of the University.

2.3 The Entrance Test shall be conducted by a Committee formed by Vice Chancellor. The Committee shall have one Chairperson, Controller of Exams and five members. Mandate of the Committee shall be as follows :

- (i) To conduct the Entrance Test;
- (ii) To declare result for the same
- (iii) To announce time table for the Entrance Test and
- (iv) To declare the last date for registration for Ph.D. Programme at the respective Department by successful candidates.

2.4 The number of seats for Ph.D. will be made available to the Admission Committee by the PG Section of the University.

2.5 The number of seats available in each Faculty/Department/College shall be notified in advance on the University website.

2.6 While admitting students for the Ph. D. programme the reservation policy of the State /Centre shall be followed at the Department level.

2.7 The Ph.D. programme shall be of minimum five semesters.

R. Ph. D. 03 - Eligibility, Admission Procedure and Allocation of Students

- 3.1 A candidate intending to enroll himself/herself for the Ph.D. Degree must be a post graduate degree-holder (M.D. or M.S. or P.G. Diploma or M.Sc. in Medical Subjects) with 55% or B+ and must have passed the Ph.D. Entrance Test. Candidates belonging to SC/ST category shall be given relaxation of 5%. Relaxation of 5% marks shall also be given to Physically Challenged/Disabled candidates. Relaxation of 5%

marks shall also be given to those candidates who have already published five research papers in indexed National / International Journals.

- 3.2 Candidates appearing in the final examination of the Post Graduate Degree, shall also be eligible to apply for the Entrance Test but their Entrance Test result will be validated only after their final Post Graduate Degree Examination Result in the same cycle-year which shall not be later than the date of registration.
- 3.3 A candidate who has qualified the Entrance Test for Ph. D. shall apply to the Department where he/she wants to register himself/herself.
- 3.4 Allocation of supervisor to a candidate shall be decided by the Department in a formal manner depending upon the number of students per faculty, available specialization among faculty supervisors, and the research interest of the student as indicated by the student in his/her application. The allocation of supervisor shall not be left to the individual student or teacher.
- 3.5 The candidate shall submit his/her research proposal for consideration to the Research Secretariat through the concerned Department where he/she wants to enroll for the Programme before the stipulated date for submission of research proposal.
- 3.6 All research supervisors /guides shall be members of the Research Secretariat. Candidates shall make presentation before the Research Secretariat.
- 3.7 Candidates who have qualified UGC / CSIR (JRF) Examination / SLET / NET / GATE / or who are teacher fellowship holders /M. Phil Degree holders who had got admission in their M.Phil programme through Common Entrance Test, shall be exempted from Entrance Test for Ph.D. However, they would be required to go through Research Secretariat.
- 3.8 The Registration of Ph.D. students shall be done after successful completion of his/her Course Work.
- 3.9 After the last date of registration if there are more than 15% of total seats of Ph. D. in any Department/subject vacant or not filled due to any reason, the post Entrance Test admission procedure laid down above will be followed again before 31st January and 31st July of next year. The Registration of these PhD students must be done before 31st January and 31st July of the following year respectively.
- 3.10 Change in the Title of the thesis shall be possible with the approval of the Vice Chancellor after recommendations from the Research Secretariat within nine months of provisional registration.
- 3.11 The candidate shall submit detailed progress report to the University at the end of every semester duly approved by the Guide. Only after the Guide's approval regarding the satisfactory progress of the work, the candidate would be allowed to continue his/her research in the next semester.

R. Ph. D. 04 - Entrance Test

4.1 The Entrance Test shall have the following four components:

- a) Research Methodology (weightage 30%)
- b) Functional English Language (weightage 10%)
- c) Functional Knowledge of Computer (weightage 10%)
- d) Respective Subject Content (weightage 50%)

4.2 The nature of the Test – The questions can be MCQs, SAQs and LAQs.

4.3 The component (a) shall have questions on testing containing

- (R) analytical ability,
- (R) reasoning ability
- (I) research aptitude and
- (R) research related information.

Each sub-component shall have equal weightage.

4.4 Questions in components (b) and (c) shall pertain to functional skills aiming at testing the basic knowledge of the candidate.

4.5 Component (d) shall be based on the syllabi of 'core' courses /papers studied at Masters Level in the concerned subject.

R. Ph. D. 05 - Course Work

5.1 All admitted students shall undergo a course work for one semester in the concerned Department.

5.2 The course work shall be treated as pre Ph.D. preparation and must include a course on research methodology which should include quantitative methods and computer applications and reviewing of the literature in the relevant field.

5.3 The Head of the respective departments shall prepare the time table for the Course Work, teaching, continuous evaluation and internal tests, and shall conduct the same.

5.4 The Semester End Examination of the Course Work shall be conducted by the University. The passing standard in the Course Work shall be 50%.

5.5 After completion of the Course Work by the student, the Department shall issue a certificate indicating that the student has completed the Course Work and he/she is qualified for writing the Dissertation.

R. Ph. D. 06 - Eligibility for Guideship:

- 6.1 The prospective guides shall apply to the University for recognition as Ph.D. guides, subject to the approval of the subject expert. The candidate for the guideship shall be eligible for application as per the following requirements:
- He/She be a P.G. recognized teacher of the University with a Ph.D. degree, and
 - He/She has at least four years of teaching experience at the P.G. Level after PG Recognition or eight years of U.G. experience, and
 - He/She has at least five research publications in indexed/ISBN/ISSN numbered journals of national/international level in relevant subject.
- 6.2 Notwithstanding anything contained above (R.Ph.D.-6.1), for the Faculty of Medicine, a teacher to be recognized for the Ph.D. degree shall have not less than 15 years of teaching and research experience after his/her post-graduate qualification and shall have not less than 10 years post-graduate teaching experience.
- 6.3 The guideship shall be approved by the Subject Expert who would be appointed by the Vice Chancellor from the list of Subject Experts. The subject expert based on his/her evaluation of the five research papers (mentioned in 6.1-(c)) and other research output submitted by the candidate shall recommend eligibility for guideship. Regarding the research publications and other research output by the candidate, the opinion of the Subject Expert shall be considered as final in deciding the guideship. The research publications shall be sent to the Subject Expert for his/her written opinion in advance and it shall be placed before the competent University Bodies and the Vice Chancellor for their approval.
- 6.4 A Teacher recognized as a Guide by the University, in case of his/her transfer to some other University, shall be able to guide the candidate registered under him/her till the date of his/her transfer. However, on being transferred back to the University again, he/she shall have to apply for guideship again.
- 6.5 The number of seats for Ph.D. shall be decided well in advance and notified on the University website or in the advertisement.
- 6.6 The Academic Council, at any time on the recommendation of the Research Secretariat, shall be empowered to withdraw the guideship of a recognized teacher. The Research Secretariat can make such a recommendation on the ground of:
- moral turpitude, and / or
 - plagiarism, and / or
 - any act harming the interest of the University.
- 6.7 A recognized guide shall not be allowed to register a candidate for Ph.D., if the researcher is blood related/closely related to him/her.
- 6.8 The maximum number of candidates to be enrolled for PhD Research under the supervising teachers at a given point of time for different cadres shall be as follows:
- Professor : 08 students
Reader/Associate Professor: 07 students

* However, for the Principals who are recognized guides working in the scale of Professor shall be able to enroll (08) students and those Principals who are recognized guides working in the scale of Reader shall be able to enroll (07) students.

R. Ph. D. 07 - Duration, Submission, Evaluation and Assessment Methods for Ph.D. Dissertation:

- 7.0 The period of training for Ph.D. Students shall be two years for candidates with M.D. / M.S. /P.G. Diploma and three years for students with M.Sc. (Medical Sciences).
- 7.1 Upon successful completion of the course work for one semester, the Ph. D. Scholar shall undertake research work for at least four terms before submitting the synopsis (i.e., one semester of course work plus four semesters of Ph.D. research work). A research student, who has submitted synopsis of his /her thesis, shall submit his/her thesis within one year. If he/she fails to submit within the aforesaid period, he/she shall pay fresh fees for examination. However, no resubmission of the synopsis shall be needed in such cases.
- 7.2 Prior to submission of the thesis, the students shall make a pre- Ph. D. presentation in the Department that shall be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the guidance of the supervisor.
- 7.3 The Ph. D. candidates shall publish one research paper in a refereed journal before the submission of the thesis for adjudication, and produce the evidence for the same in the form of acceptance letter or the reprint.
- 7.4 The candidate shall submit the thesis in four copies and two CDs in PDF format along with the abstract. The minimum time limit for submission shall be 2 years from the date of registration and maximum 7 years from the date of registration. The candidate shall have to pay fees for all the semesters of his/her tenure of research.
- 7.5 After seven years of stipulated registration, if a candidate applies for extension of time-limit for submission of thesis, the Vice Chancellor shall consider such applications as special cases and take decision accordingly. A candidate while applying for extension must specify within which time-limit he/she would be able to submit his/her thesis. He/she shall have to pay fees per semester for the extended period.
- 7.6 The thesis, produced by the Ph. D. student and submitted to the University, shall be evaluated by at least two experts, out of which at least one shall be from outside the State.
- 7.7 Each candidate shall state with certificate by the supervisor that the work is based on the discovery of new facts by the candidate or of new relations of facts observed by others and that the work contributes to the general advancement of knowledge and it is his/her original research work.
- 7.8 In cases where in the Ph.D. candidate has completed four semesters after his/her registration under a recognized teacher who leaves the University or is unavailable for this purpose, another internal referee shall be appointed for this purpose by the Vice Chancellor. If such an appointment is not possible, then candidate shall be at liberty to submit his/her thesis independently.
- 7.9 Every thesis shall be examined by three referees (one internal and two external referees, out of which one shall be from outside the State) Referees shall be appointed in the manner indicated below:

(a) The Guide shall suggest to the Board of Studies, and Academic Council, a panel of six referees, preferably 3 from outside the State. However, no referee shall be from MGMIHS University area. The referees should be Ph.D. and recognized Research Supervisor/Guides of the concerned University/Institution. The Vice Chancellor shall select two external referees from the panel submitted to him. The Vice Chancellor shall also appoint the External Referee for the Viva-Voce Examination in the same case. In case of refusal by any External Referee, the Vice Chancellor shall appoint another Referee.

(b) In the event of the difference of opinion in evaluation between the two External Referees, the Vice Chancellor shall appoint a third External Referee for this purpose. If, afterwards, majority of external referees' reports are negative, then the candidate shall be rejected for the award of the Ph. D. Degree. In case of revision, the candidate shall resubmit his/her work after incorporating revisions suggested. External Referee shall examine the revision at the time of viva-voce examination. The candidate shall not be declared eligible for the degree unless all the examiners unanimously declare him/her eligible for the degree.

7.10 On receipt of the satisfactory evaluation reports from external and internal referees the Ph.D. students shall undergo a viva-voce examination. One external referee and concerned guide/ supervisor shall conduct the viva-voce examination. The venue of the viva-voce examination shall be at the concerned University Department. In case, there is no University Department, the venue will be decided by the University. The candidate shall make a presentation and face an **open defense** of his work where all interested can participate. The **open defense** shall be notified by the concerned supervisor in advance. It shall take place either in the Department or at a place decided by the University in case of a subject not having University Department.

7.11 Every examiner shall submit his/her report as per **Annexure-I**.

R. Ph.D. 08: A candidate shall not be permitted to submit a thesis for which a Degree has been conferred in this or in any other University.

R. Ph.D. 09: For highly specialized courses, if there is an eminent scholar working in a Research Institute, he/she may be recognized by the Vice Chancellor in the same and interdisciplinary subject as a Ph.D. supervisor/guide.

R. Ph.D. 10: A Ph.D. thesis that has been rejected earlier may be resubmitted after revision, subject to the payment of the evaluation and term fees. A thesis required to be revised should be resubmitted within not more than two years, failing in which the candidate shall be required to go in for re-registration. The revised thesis shall be sent to the same referee. However, in the event of refusal by the original referee, another referee shall be appointed.

R. Ph.D. 11: - Limit on Number of Students for Guidance

A Research Supervisor/Guide for Ph.D. Degree shall not at any one time guide more than Eight (8) Ph.D. students or the limits stipulated in 6.8 above.

R. Ph.D. 12: Following the successful completion of the evaluation process and announcement of the award of Ph.D. Degree, the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in IFLIBNET, accessible to all institutions/ universities.

Along with the Degree, the University shall also issue a Certificate stating the fact to the effect that the Ph.D. Degree has been awarded in accordance with the provisions of the UGC (Minimum standards and procedure for award of Ph.D. degree) Regulations 2009.

R. Ph.D. 13: Fee structure decided by the University and any change in fee structure from time to time shall be applicable.

ANNEXURES

TABLE 'A'

CHRONOLOGICAL TABLE
TO
MGM INSTITUTE OF HEALTH SCIENCES
RULES / REGULATIONS BOOK : EDITION 20____

Rules / Regulations No.	Year	Short Title or Subject	How repealed amended by further Rules / Regulations	Date of coming into force	Page
1	2	3	4	5	6

FORM FOR MAKING NEW RULES / REGULATIONS

FORM NO. 1

DRAFT RULES / REGULATIONS NO _____ OF 20 _____

Rules / Regulations to Provide for _____

WHEREAS it is expedient to provide

The Board of Management is hereby pleased to make the following Rules / Regulations:

1. Title

The Rules / Regulations may be called _____ 20 _____

2. Commencement

This Rules / Regulations shall come into force from

- *(i) the date of which the Board of Management may by resolution prescribe,
- *(ii) the date of its approval by the Board of Management.
- *(iii) the date of its publication in MGMIHS Gazette

3. Definition

In this Rules / Regulations unless the context otherwise requires

- (i) " _____ " means
- (ii) " _____ "
- (iii) " _____ "
- (iv) " _____ "

4. (Here give the paras to cover the subject matter of the Rules / Regulations)

5. The Rules / Regulations of 20 _____ is hereby repealed.

Provided that such repeal shall not

- (i) Affect the previous operation of the Rules / Regulations so repealed or anything duly done or suffered there under;
- (ii) Affect any right, privilege, obligation or liability acquired, accrued or incurred under the Rules / Regulations so repealed;
- (iii) Affect any penalty, for feature or punishment incurred in respect of any offense committed against the Rules / Regulations so repealed; or
- (iv) Affect any investigation, legal proceedings or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid;

*(i), (ii) or (iii) as may be required.

+ This is necessary only when an earlier Rules / Regulations on the subject is sought to be repealed by this Rules / Regulations.

(Statement of objects and Reasons)

FORM FOR AMENDING EXISTING RULES / REGULATIONS

FORM NO. 2

DRAFT RULES / REGULATIONS NO. _____ OF 20 _____.

Rules / Regulations (further*) to amend Rules / Regulation No. _____ of 20 _____ short title (Here enter the title / name of the Main Rules / Regulation) for the purpose hereinafter appearing; the Board of Management is hereby pleased to make the following Rules / Regulation:-

1. Title :-

This Rules / Regulation may be called (here enter the title / name of the Main Rules / Regulations) (Amendment) Rules / Regulations 20 _____.

2. Commencement Date

This Rules / Regulations shall come into force from

- | | | |
|-------|----|------------------------------|
| (iii) | | } |
| (iv) | Or | } as mentioned in Form No. 1 |
| (v) | | } |

3. In para _____ of the _____ Rules / Regulations (hereinafter referred to as the Main Rules / Regulations):-

- (a) In sub para (1) the words " _____ " or the words, brackets, letter and figures " _____ " shall be deleted.
- (b) In sub para (2) for the word " _____ " the words " _____ " shall be substituted.
- (c) After sub para (3) the following sub para shall be inserted namely :-
" (3A) _____ "
- (d) For sub para (4) the following sub para shall be substituted, namely :-
" (4) _____ "
- (e) To sub para (5) the following words shall be added namely :-
" _____ "
- (f) The following proviso be added to sub para 3 of para 4 namely, "Provided that _____ "

- 4. In the Main Rules / Regulations, para _____ shall be deleted.
- 5. For para _____ of the Main Rules / Regulations the following para shall be substituted namely :
- 6. After para _____ of the Main Rules / Regulations the following para shall be inserted namely:
- 7. To para _____ of the Main Rules / Regulations the following words / proviso shall be added namely :
- 8. Para _____ of the Main Rules / Regulations shall be renumbered as sub-para(1) of that para and to the said para so renumbered, the following sub-para shall be added (Statement of Objects and Reasons)
 - To be omitted if the Rules / Regulations is being amended for the 1st time.

ANNEXURE -I:

SPECIFICATIONS FOR DISSERTATION

Candidate submitting thesis for the University degree are required to follow the rules noted below regarding the size, style and binding of the thesis. Only in special cases in which the Head of the Institution is satisfied, there may be relaxation in compliance.

1. Every candidate shall submit **four** copies of his/her thesis along with **three** soft copies in PDF format.
2. The copies shall be bound in accordance with the following specifications.
 1. Save thesis in MS Word (6.0 version or more) format and/or in PDF copy.
 2. Save thesis using a file name in the pattern "Author.doc" where author is the surname of the author.
 3. A4 size paper (210 by 297 mm.) for the thesis, select A4 size page set up for the PDF also.
 4. Provide title in Times New Roman, 14 point along with author's name and required details.
 5. Use Times New Roman font, 12 size for the main text, in single column and 1.5 line spacing. Paragraph heading and subheadings have to be displayed properly (in bold).
 6. Set the margins as follows.

Top : 1 inch
Bottom: 1 inch
Left: 1.5 inch
Right: 1 inch
1. Page numbers at the bottom of each page, centered on the width.
2. Set everything justified.
3. Print figures and tables interspersed with text and place them as near the point of mention as possible. Add descriptors to tables and figures.
4. Use International SI (System of Units). If other units are used, provide approximate conversion, factors for SI units.
5. If the thesis is in Gujarati or any other language other than English, use True Type Font (TTF).
6. No ornamental bordering of the sides is permitted.
7. No dedication page in dissertation is permitted.

ANNEXURE-2 :

COURSE CONTENTS FOR THE ELIGIBILITY TEST

(A) COURSE CONTENT OF RESEARCH METHODOLOGY

COMPONENT

The main objective is to assess the research capabilities of the candidates. Therefore the test aimed at assessing research aptitude. They are expected to possess and exhibit cognitive abilities. Cognitive abilities include comprehension, analysis, evaluation, understanding the structure of arguments and deductive reasoning. Candidates are expected to possess general awareness and knowledge regarding sources of information and basic quantitative techniques employed in research. Following are the broad components to be tested:

I. Research Aptitude

- i. Research : meaning, characteristics and types
- ii. Step of research
- iii. Method of research
- iv. Research Ethics
- v. Paper, article, workshop, seminar, conference and symposium
- vi. Thesis writing: its characteristics and format.
- vii. Nature of research problem: theoretical research, experimental research, case study, survey

II. Reading Comprehension

A passage to be set with questions to be answered

III. Library Resources and Communication

- i. Different types of data and their sources
- ii. Survey of literature
- iii. Sources of information
- iv. Bibliography
- v. Communication: Nature, characteristics, types, barriers and effective report writing and communication.

IV. Reasoning (Including Mathematical)

- i. Number series; letter series; codes
- ii. Relationships; classification

V. Logical Reasoning

- i. Understanding the structure of arguments
- ii. Evaluating and distinguishing deductive and inductive reasoning
- iii. Verbal analogies: Word analogy – Applied analogy
- iv. Verbal classification
- v. Reasoning Logical Diagrams : Simple diagrammatic relationship, multi diagrammatic Relationship
- vi. Venn diagram; Analytical Reasoning

VI. Data Interpretation

- i. Sources, acquisition and interpretation of data
- ii. Quantitative and qualitative data
- iii. Graphical representation and mapping of data

VII. Information and Communication Technology (ICT)

- i. ICT : meaning, advantages, disadvantages and uses
- ii. General abbreviations and terminology
- iii. Basics of internet and e-mailing

VIII. Basic Statistical Techniques

- i. Uni-variate Analysis : Mean, Mode, Median, Standard Deviation
- ii. Bivariate / Multivariate analysis: Correlation, Regression
- iii. Probability and Probability distributions

IX. Higher Education System: Governance, Polity and Administration

- i. Structure of the institution of higher learning and research in India
- ii. Formal and distance education
- iii. State and Private domain of higher education
- iv. Professional/ technical and general education
- v. Governance, polity and administration
- vi. Educational commissions and higher education policy

X Educational Methodology

- i. Teaching : Nature, objectives, characteristic and basic requirements
- ii. Learner's characteristics
- iii. Factors affecting teaching
- iv. Method of teaching
- v. Teaching aids
- vi. Evaluation systems

(B). COURSE CONTENT OF FUNCTIONAL ENGLISH LANGUAGE

(There shall be 5 MCQs to test Vocabulary (5 marks) and 10 MCQs to test Grammar Skills (10 marks))

• Parts of Speech and their Usages

- i. Nouns
- ii. Verbs
- iii. Adjectives
- iv. Adverbs
- v. Prepositions
- vi. Conjunctions
- vii. Interjections

- viii. Pronouns
- ix. Articles
- x. Demonstratives
- xi.

• **Words and Word-formation Processes**

- i. Prefixes
- ii. Suffixes
- iii. Infixes
- iv. Inflections
- v. Derivation processes (from one category to another)
- vi.

• **Elements of Sentence (SVOCA)**

- i. Subject
- ii. Verb
- iv. Object
- i. Complement
- ii. Adverbial

• **Types of Sentence and its Structure**

- ii. Declarative sentences
- iii. Interrogative sentences
- iv. Imperative sentences
- v. Exclamatory sentences
- vi. Simple sentence
- vii. Compound sentence
- viii. Complex sentence

• **Uses of Tenses in English**

- i. Present tense (Simple, Progressive and Perfective aspects)
- ii. Past tense (Simple, Progressive and Perfective aspects)
- iii. Expression of futurity

- **Active and Passive Voice**
- **Direct and Indirect Speech**

(C). COURSE CONTENT FOR FUNCTIONAL KNOWLEDGE OF COMPUTER

(All three components shall have equal weightage)

I. Computer Fundamentals

- i. **Basics of Computer:** Block structure of a computer, characteristics of computers, generation of computers, classification of computers
- ii. **Types of Computers:** Mainframe computer, Mini and Desktop computers, Laptop, Personal Digital Assistant, Networked computers in terms of capacity, speed, cost and end user's utility
- iii. **Computer Performance:** Parameters that affect computer's performance - CPU execution speed, Clock speed, RAM size, Cache, Disc capacity etc.
- iv. **Character Codes:** ASCII, EBCDIC

2. Elements of a Computer Processing System

- i. **Processor:** Understanding some of the functions of the CPU in terms of calculations, logical control and immediate access memory
- ii. **Storage Devices and Media:** Compare the main types of memory storage devices in terms of speed, cost and capacity such as: diskette, zip disk, data cartridge, CD Rom, internal – external hard disk, Magnetic Tape, Magnetic Disk
- iii. **Input- devices:** Various input devices: Mouse, Keyboard, Trackball, Scanner, Touch Pad, Light Pen, Joy Stick, Digital Camera and Microphone, etc.
- iv. **Output – devices:** Printers, Plotter and Speaker, VDU etc.
- v. **Input – Output Devices:** Touch Screens
- vi. **Memory:** Understand different type of memory (RAM, ROM, EPROM, EEPROM, Flash RAM etc.), Measuring computer memory (Bit, Byte, KB etc.)

3. Software

- i. **Types of Software:** System software, Application software
- ii. **Operating System Software:** Functions of OS and brief introduction of some OS. Batch, multi-programming, time sharing, multiprocessing, PC operating system, network operating system, on-line and real time operating system
- iii. **Application Software:** Common Application software such as: Word processing, Spreadsheet, Database, Web browsing, Desktop publishing
- iv. **Programming paradigms and Languages:** classification, machine code, assembly language, programming paradigms and higher level languages

ANNEXURE-3
LETTER OF ACCEPTANCE
(Address for Communication)*

Date: / / 20

To,
The Registrar,
MGM Institute of Health Sciences,
Navi Mumbai - 410 209.

Sub: - Acceptance to act as Referee for assessment of Ph. D. Thesis of
Mr./Miss/Mrs. _____
Sir,

I have the honour to intimate to you, my acceptance of the invitation of the Syndicate
communicated in your letter No. P.G./Ph.D. // dated.....

The candidate is not related to me.

I shall endeavour to submit my report in **Three Months** along with the Thesis,
Yours faithfully,

(Signature)

Name:

Designation:

* Address for the dispatch of thesis should be communicated to this office.

(The term relative includes the following: Wife, Husband, Son, Daughter, Grandson,
Granddaughter, Brother, Sister, Son in Law, Daughter in Law).

ANNEXURE-4
PROFORMA FOR EVALUATION REPORT

To,
The Deputy Registrar,
MGM Institute of Health Sciences,
Navi Mumbai – 410 209.

Date:

From,

1. Name of the Candidate: _____
2. Subject: _____
3. Title of the Thesis: _____

PART-I DETAILED EVALUATION

(Kindly adjudicate the thesis under the following three heads: Quality, Originality and Presentation and grade each of them on a scale of 0-5 where:

- '5' stands for "Excellent"
- '4' stands for "Very good"
- '3' stands for "Good"
- '2' stands for "satisfactory"
- '1' stands for "poor"
- '0' stands for "Inferior"

(A) QUALITY:

- 1) Introduction to the work ()
- 2) Review of literature ()
- 3) Scope of the work ()
- 4) Technical soundness ()
- 5) Problem statement ()
- 6) Content of thesis ()
- 7) Timeliness of work ()
- 8) Contribution to the field ()
- 9) Conclusions drawn ()
- 10) Scope for further research in the field ()

(B) ORIGINALITY:

- 11) Formulation of the problem and hypotheses ()
- 12) Adequacy of data and their analysis ()
- 13) Original contribution ()
- 14) Importance of the original contributions ()

(C) PRESENTATION:

- 15) Clear explanation of the work ()
- 16) Sufficient details of the methods/techniques adopted ()

- 17) Justification of the work done ()
- 18) Clarity and unambiguity of the language ()
- 19) Clarity of objectives ()
- 20) Freedom from redundant/irrelevant material and errors ()

Total Score out of 100 (sum of score from 1 to 20) ()

(Score in Words.....)

PART -II

A DETAILED REPORT

(Kindly enclose a detailed report on a separate sheet of paper in addition to the above proforma. A detailed report on the strengths and weaknesses of the thesis is most essential)

PART-III

FINAL RECOMMENDATION

It is my considered opinion that: (Please put mark in the box)

- A) The thesis be accepted for the award of Ph.D. degree in its present form.
- B) The thesis may be accepted after due corrections.
- C) The thesis be revised and resubmitted.
- D) The thesis be rejected.

Note: The thesis can be accepted for the award of Ph.D. Degree only if the candidate secures 50% or more points in Part-I followed by the Detailed

Evaluation in Part-II.

Date: _____ Signature of the Examiner

Place: _____ Name and Designation:

ANNEXURE-5
CERTIFICATE OF COMPLETION OF Ph. D. COURSE WORK
(Issued as per UGC Regulation 2009)

This is to certify that Ms. / Mr. _____

_____ has
successfully completed the stipulated Course Work designed by this Department necessary for
beginning work on her / his Dissertation.

It is further certified that she / he has successfully cleared the Semester-end Examination designed
to test candidates on their Course Work.

She / He can now proceed towards working on the Dissertation.

(Signature and Stamp of the Head
of the Department)

Place:

Date:

CONFIDENTIAL

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Full Name :

(in Block letters)

Surname

First Name

Father's/Husband Name

Address :

Examination :

Paper No and subject

Seat No :

No.

In

Words:

To,

The Controller of Examinations,

MGM Institute of Health Sciences,

Sector 18, Kamothe, Navi Mumbai - 410 209

Sir,

I appeared at the above examination held on

College (Centre) in the Morning / Evening session.

I give below my statement as follows :-

Place :

Date : Time:

Signature of the Candidate

CONFIDENTIAL

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Full Name of the Candidate
(in Block letters)

Surname

First Name

Permanent / Local
AddressTo,
The Controller of Examinations,
MGM Institute of Health Sciences,
Sector 18, Kamothe, Navi Mumbai - 410 209

Sir,

I, the undersigned student of college / Institution
appearing for Examination at the
..... College (Centre), do hereby state on solemn affirmation as under:-I understand that I am involved in an alleged use of Unfair means in the Examination Hall and
therefore, a case against me is being reported to the University.That in spite of the registration of a case of Unfair Means against me, I request the University
authorities to allow me to appear in the present paper and the papers to be set subsequently and /
or at the University examination to be held hereafter.In case my request is granted, I do hereby agree that my appearance in the examination will be
provisional and subject to the decision of the University Authorities in the matter of disposal of
the case of alleged use of Unfair Means referred to above.I also hereby agree that in the event of myself being found guilty at the time of investigation of
the said case, my performance at the examination to which I have been permitted to appear
provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness whereof I set my hand in this undertaking.

Signature of the Candidate

Date :

Before me

Chief Conductor of the Centre and Rubber Stamp of the College / Institution / University.

CONFIDENTIAL

MGM INSTITUTE OF HEALTH SCIENCES, NAVI MUMBAI

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Block No. :
 Examination :
 Subject :
 Date :

To,
 The Controller of Examinations,
 MGM University of Health Sciences,
 Sector 18, Kamothe, Navi Mumbai – 410 209

Sir,

I, the undersigned Jr. Supervisor appointed on the abovementioned Block at the Examination held at
 College (Centre), am hereby making report against Candidate No. Shri / Kum
 at the examination, as follows :-

Yours faithfully

(Signature Jr. Supervisor)

Date :

Time :

Name and Address of the Junior Supervisor

.....

On the basis of the report made by the Jr. Supervisor / Flying Squad, I am of the opinion
 that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No.
 and therefore, the case be forwarded to the University for investigation.

Forwarded to the Controller of Examinations, MGM Institute of Health Sciences, Navi
 Mumbai for necessary action.

Seal of the College / Institute/
 University (Centre)

Signature of the Chief Conductor /
 Centre Incharge

Place :

Date :

.....

Encl. :

Signature of the Centre Observer

(N.B.: Kindly enclose a copy of the relevant question paper)

CONFIDENTIAL

To,
The Inspector / Sub-Inspector
..... Police Station
.....
.....

Sub: Complaint against the student for the alleged use of Unfair Means at the
..... examination held in the
.....

Sir,

On behalf of MGM Institute of Health Sciences, Navi Mumbai, the
..... Examination held in the First Half / Second Half of 20..... Is
conducted in the premises of the College / Institute /
University. I have been authorized by the University ofvide letter
No.dated to intimate action under the provisions of
Maharashtra Police Act XXXI of 1982, an Act to provide for preventing malpractices at
University, Board and other specified examination.

I enclosed herewith the details of the following student/s who has / have used Unfair
Means at the examination.

I, therefore lodge a complaint against him / her with the Police Station
.....under section-7 of the Maharashtra Act XXXI of 1982.
Shri / Kum Has committed the offence at the
..... Examination and therefore request to
initiate appropriate action under the provisions prescribed for the purpose.

Yours faithfully,

.....
Examination Centre Incharge

Name of the Centre :

Date :

Time :

Place :

Details of the following students who has / have used Unfair Means at the
..... Examination

1. Name of the Student.....
2. Examination Seat No.
3. Name of the College through
4. Which he/she appeared for the
Examination.
5. Name of the subject. Date and Time
6. Name of the Jr. Supervisor
7. Name of the Sr. Supervisor
Who detected the case.
8. Material found with the candidate
9. Other information if any in
Connection with the case

Place :

Date :

Received the complaint

(Name of the Police Station)

Registrar

Date:

Place: Navi Mumbai

Rules / Regulations No. 16

Rule No.16: Rules to provide for Duties and Responsibilities of Mentors

This Rule may be called "Duties and Responsibilities of Mentor in the Constituent Colleges of MGMHS"

(a) What is Mentoring?

1. Mentoring is a partnership between two people (mentor and mentee) that focuses on helping a student to manage their own learning in order to realize their full potential. The relationship is based upon mutual trust and respect.
2. When a teacher is a mentor, you serve as a teacher for the person that you are aiding. The level and type of teaching varies based on the type of mentoring you are doing. Teaching can involve helping someone else learn technical skills to complete a complex mechanical task. It can also involve teaching skills to be a functional adult in today's society. These teachings could include helping your student to learn how to recognize someone that is trying to take advantage of him/her.

3. Duties of Mentor

The Mentor will contact the student and request a good time for him/her to meet so that he/she can get to know each other and decide if you would like to work together. This first meeting provides an opportunity to talk about how mentoring might be of assistance to students. The Mentor will tell the student about the work they do and ask the student to tell them about their background and experiences prior to coming to the University. This will help them to agree what they would like to focus on in the sessions. Some of the things they may talk about are:

- How and when you will contact each other.
- Where they will meet
- The number of hours students have been allocated and how students will use them.
- Their new environment and any concerns they may have
- Relationships and making friends
- University life and its demands
- How they will manage their academic workload
- Planning a work schedule
- Practical things like time management, organisation etc.
- How past experiences in a learning environment may help or hinder their progress
- How they will manage personal things such as washing, shopping etc.
- How to cope with anxiety
- How their work has been
- Who else is available to them e.g. the Counselling, Student Advisory Service

For perusal AP. 
Hon Pro. V.C. (Res.) 
Hon Pro. V.C. Secy  7/6

4. What will a student need to do?

- Before students attend the first session, it will be helpful for them to think about the things, they might need help with, and write those down to take with them.
- It might be helpful to ask somebody who knows students well to give them some suggestions or help.
- Ensure to attend the sessions on time and give the Mentor at least 24 hours notice if he/she cannot attend.
- Talk to their mentor if they feel the mentoring is meeting their needs.

5. Keeping Records

At the end of each term, the Mentor will invite the students to give their feedback of their experience of the sessions and how they are doing.

6. Confidentiality

Each meeting with the mentor is confidential and personal issues will not be recorded. However, if the mentor becomes concerned about the health and safety of the student or the health and safety of others, he may need to inform the Doctor.

7. Mentor Responsibilities

The Mentor should cover these topics with the student teacher prior to beginning or during the first few days of the term :

- Starting and ending dates for term
- Review of Calendar – vacations, conference days etc.
- Arrival and departure times at College
- Daily schedule for students
- Appropriate dress
- Copies of textbooks / teaching materials
- College policies and procedures (faculty / student handbook)
- Technology available / use of equipment where applicable
- Parking
- Fire drill / safety procedures
- Class rules
- Classroom routines – attending, lunch count, etc.
- Grading procedures
- Tour of the College – learn where the library, cafeteria, etc. are
- Meet administrators and teachers
- Introduce the student teacher to give them the opportunity to introduce themselves in a way that provides optimal respect and acceptance by students.
- Get them involved right away with housekeeping responsibilities (attendance, handing back papers) or helping students individually or in small groups so the students start seeing them as a teacher and not as just an observer.

- Be approachable and available. Establish regular times to discuss your teaching and explain the way you do certain things with the intern allowing them the opportunity to ask questions about curriculum, teaching methods and classroom management.
- Share decisions, ideas and observations. Conference frequently with the students regarding their performance and try to provide positive feedback as well as specific suggestions for improvement.
- Not looking as if you are watching their every move.
- Suggest appropriate curriculum materials and resources
- Review and approve plans and provide oral and written feedback regarding-
 - The focus of the lesson and how it ties into long range goals
 - Effectiveness of activities
 - Assessment of student understanding
- Providing the opportunities to learn outside of the classroom. i.e. conferences, curriculum meetings, workshops etc.
- Do continue to take a supportive role.
- Observe the progress and conduct regularly
- Recommend the student /teacher use a notebook to reflect on their teaching. Discuss their reflections. The mentor and supervisor should have access to the notebook to make comments as well. This is a great way to give a quick compliment or suggestion without having to interrupt class to do it.

19. Ragging of any kind is severely punishable as per the Maharashtra State Prohibition of Ragging Act, 1997 and 2002. As such students are advised not to indulge in such activity.
20. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and / or from the Institute or both by the appropriate authority.
21. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
22. The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited.
23. Medical facilities are provided at the MGM Hospital for routine health problems. However, for any other treatment including specialist / expert medical care and treatment, the inmates are supposed to make their own arrangements for treatment and to bear medical expenditure themselves.
24. In case a student falls sick, he / she could contact immediately the Medical Officer / Warden. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest. A student suffering from infectious / contagious diseases will not be permitted to stay in hostels.
25. Inmates shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestions to be made, it shall be made to the warden concerned.
26. A hostel student will be completely responsible for all his possessions including his / her cycle/laptop/Computer/Electronic gadgets etc. The Institute hostel will not be responsible for any loss incurred.
27. The use of motor vehicles such as Car, Motorcycle, Scooters, Mopeds etc. by students is strictly prohibited inside the college / hostel premises.
28. No one should use the belongings of other students without their consent.
29. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank.
30. They should lock their rooms properly when they go out for their bath, mess etc. Each room-mate must keep a key of the door lock of his/her room, particularly in the case of double/triple seated rooms.

31. Inmates should only be allowed to use electrical equipments which are provided to that hostel room. Use of all unauthorized electrical appliances such as heaters, electric iron is strictly prohibited and these will be confiscated, and the concerned student will be penalized. However, usage of Laptop in the hostel room will be allowed with prior permission from the Warden. Inmates who possess a personal laptop should register with the concerned warden.
32. Fans and lights must be switched off when the inmates leave their rooms. Light must be switched off positively when they go to bed. In case it is noticed that fan/lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.
33. Every student residing in the hostel must dine in the hostel messes only. Individual / group cooking in the rooms is forbidden. If found, they will be expelled from hostels or fined.
34. Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
35. The room of any student in the hostel can be inspected at any time by the Warden or any authorized member of the institute staff or district police officials. Inmates are advised to keep their identification cards (ID) with them and show them on demand.
36. Hostel inmates are requested to maintain their surroundings neat and clean.
37. Students should not break open or try to break open the occupied / vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the residents of the hostel.
38. Inmates should not fire crackers on any occasion inside the hostel or within the premises of the hostel.
39. Inmates are prohibited from writing slogans or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students / group of students indulging in such writings.
40. Inmates should not play cricket, football etc. in the common halls or inside or in front of hostels. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will be collected from all students of the Block.
41. All the hostellers are to note that electrical / carpentry / plumbing complaints should be given in writing to Warden In charge (Maintenance) or written in the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the students can contact the Warden.

42. Female visitors and girl students are not permitted to visit the men's hostel at any time.

1. No religious rituals and functions are allowed in the hostel premises.

For Women Students:

1. Male visitors (visitors mean Parents / Guardians) are not permitted any time into the women's hostel.
2. In the case of the women's hostel, Lady Visitors are permitted after 7:30 P.M.
3. All Girl students must be present in their rooms before 8:30 P.M. Girl students must take prior permission from the concerned Warden for leaving the campus, in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in (after obtaining permission from the concerned Warden/Chief Warden). Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the Institution.

Rules / Regulations No. 19

Rule No.19: Grievance Redressal Mechanism for Students

This Rule may be called "Grievance Redressal Mechanism for Students" in the Constituent Colleges of MGMIHS".

GRIEVANCE REDRESSAL MECHANISM FOR STUDENTS

1. That all issues within the University community should be resolved through discussions and negotiations and through the newly instituted Grievance Redressal Mechanism and that the use of violence, intimidation and coercive methods such as gheraos and dharnas or any other activity which disrupts the normal academic or administrative functioning of the University inside the University buildings, and locking out of the University buildings shall not be resorted to.
2. That all members of the University community have the right to privacy and that residential area of the teachers and staff shall in no case be used as venues of protests and agitations.

'A' GRIEVANCE REDRESSAL MECHANISM IN HOSTELS

1. Hostels in the University exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.
2. Any grievance from a resident student or students in the first instance be referred to the concerned Warden, who will depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of receipt.
3. In case the resident student or students are not satisfied with the action taken by the Warden the student/students as the case may be, are free to bring the grievance in writing to the notice of Dean/ Director/Principal of the College concerned as soon as the decision of the Warden has been notified and in no case later than three weeks from the date of decision of the Warden.
4. The complaint will be made to the Officer In charge of the College/School for transmission to the Dean/Director/Principal, who will ensure that the grievance is looked into by him as speedily as possible depending upon its nature and in case within a fortnight from the date the complaint was lodged.
5. Students may appeal against the decision of the Dean/Director/Principal in writing to the Grievance Committee of the College/School which shall consist of 1. Director of Student's

welfare, 2 – Two teachers nominated by the Vice Chancellor preferably from amongst persons having adequate experience in hostel administration.

The Grievance Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.

6. The decision of the Grievance Committee shall be final.
7. The Committee shall formulate its own procedure.
8. The term of the Committee shall be three years.
9. Questions relating to the structure of the hostel administration, including Rules and Regulations governing the hostel, will be outside the purview of the Grievance Committee.

'B' STUDENTS GRIEVANCE OTHER THAN THOSE PERTAINING TO HOSTELS AND EVALUATION

(a) Individual Grievances

1. Every College/School shall have teachers appointed as staff advisers to look after the problems of students in the College/School. The complaint of a student will first be referred to the Students' Staff Adviser in the Centre. The Students' Staff Adviser shall after looking into the complaint, dispose it off at his level.
2. A student not satisfied with the solution suggested by the Staff Adviser may approach the Dean/Director/Principal of the College/Schools, who will give his decision within a period of 4 weeks.
3. A student not satisfied even with the decision of Dean/Director/Principal may appeal to the Committee consisting of the Pro Vice Chancellor and two other persons nominated by the Vice Chancellor within the University.
4. The decision of the Standing Committee of the Pro Vice Chancellor mentioned in 3 above shall be final.

(b) Group Grievances

1. If several students together lodge a complaint with the Dean/Director/Principal, efforts will be made to resolve the problem within the College/School. College/School normally be able to localise the problem of their students.
2. A group of students not satisfied with the decision of the Dean/Director/Principal may approach the committee of the Pro Vice Chancellor mentioned above.

Rules / Regulations No. 17

Rule No.17: Roles and Responsibilities of Wardens

This Rule may be called “Roles and Responsibilities of Wardens” in the Constituent Colleges of MGMIHS”.

1. Wardens bear immediate responsibility during both term-time and vacations for the pastoral care, welfare and discipline of those of their residents who are students of the college. Wardens are assisted by one or more sub-wardens (and in special cases by an Assistant Warden).
2. Wardens are responsible to the Deans/Principal/Director of the College / School.
3. The primary responsibility of Wardens is the term time pastoral care and the disciplinary charge of College/ School student residents. They also have the responsibility for the pastoral and disciplinary charge of College / School Student resident out of term time, although the level of cover in vacations will often of necessity be thinner.

Wardens are often the first to become aware of misbehavior or other events involving residents. Wardens are expected and have authority to take suitable action, which could include a reprimand or calling security.

4. In connection with College/School student residents, Wardens are expected to undertake the following tasks :
 - a) To ensure the general well being of residents in their Hostels and to handle situations of emergency as and when these arise.
 - b) To promote social life, to exercise discipline, and to effect pastoral care.
 - c) A key aspect of the Warden's role is to provide students with a wide range of opportunities for social interaction (especially at the start of each new session), and at the same time to maintain an environment that is conducive to study and to the general welfare of individual residents.
 - d) To enforce Hostel Regulations relating to pastoral care and discipline as may be appropriate, and to ensure compliance with College / School policy on all matters relating to student behavior.
 - e) To collaborate with other Wardens on matters of common interest. To liaise with College faculty on matters concerning pastoral care and on serious discipline cases.
 - f) To serve as a Member /Chairman of the Warden's Committee.

- g) To direct the Assistant Warden and the Sub-Wardens as applicable in the Hostel, delegating specific areas of responsibility to them as appropriate.
5. a. Wardens are expected to work as required by the circumstances at any time of the day and the night.
- b. Wardens are expected to be in residences through the University/College/School terms and in the winter vacations and also during summer vacation to ensure that their responsibilities are fulfilled.

Short periods of absence are permitted if the following conditions in paragraph (c) and (d) are complied with

- c. During any overnight absence, Wardens must ensure that alternative cover is provided by a designated Assistant Warden or Sub-Warden whose terms of appointment include such responsibilities. If this is not possible the Warden must make an arrangement with the Warden of a neighbouring hostel to provide alternative emergency cover. If possible, arrangements should also be made to enable the absent Warden to be contacted by telephone in case of an emergency.
- d. In the case of an absence involving more than three consecutive nights away in term-time, or seven consecutive nights away in the vacations, Dean / Principal / Director must be informed in writing that alternative arrangements have been made.
6. In the event of a warden raising a grievance or being involved in a matter regarding disciplinary action against student, the Dean/Director/Principal shall be responsible for hearing a case and determining any necessary action but will require the College to investigate the complaint. Appeals against the decision of the Dean/Director/Principal may be heard by the Pro Vice Chancellor or his nominated representative.
7. The Warden of the Hostel has a duty to take reasonable care of the occupants.
8. Occupation of a self-contained flat provided by the University / School/College will be a condition of service as Warden for the proper performance of duties. Occupation will be limited to the tenure of office as Warden.

Rules / Regulations No. 18

Rule No.18: Disciplinary Rules for the inmates of Hostels

This Rule may be called “**Disciplinary Rules for the inmates of Hostels**” in the Constituent Colleges of MGMIHS”.

The following rules shall apply to both MALE AND FEMALE students residing in the hostels. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from the Institution.

1. Every student must remember that the hostel is the home of the student on the campus and therefore he / she should behave himself / herself on the campus as well as outside in such a manner as to bring credit to him / her and to the institution.
2. A student once admitted in the hostel will continue to be hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Unless they clear the dues, they shall not be allowed to take University examinations. Further, he / she may be expelled from the Hostel Room and / or messes.
3. The admission into hostel is valid upto year end examination of academic programme. Accommodation will be provided in summer vacation on request and depends on availability. The tariff for summer vacation will be as prescribed from time to time. This facility is only for PG students who are doing the projects in the Institute, Research work, Hospital Duty and Foreign Students.
4. Room furniture, electrical fittings etc. are required to be maintained by the students in good condition. Students should vacate the hostel during summer vacation. If they have to leave any belongings in the hostel during this period, they should contact the hostel Warden for the same, but at their own risk. Nominal cloak room charges may be levied for each item kept under safe custody.
5. Inmates shall occupy the rooms only after allotment is made by the warden concerned. Change of room may be permitted in exceptional cases, provided it is deemed necessary / justified by the Warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Inmates found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.
6. No parent or guardian of a student is permitted to stay in the hostel. They must obtain prior permission from the Warden to stay in the College Guest House, (if such accommodation is available for a specific period on payment basis as per the Guest House accommodation rules).
7. Male students shall not remain absent from their hostels during night between 9:30 P.M. to 6:00 P.M. without the prior permission of the Warden. Corresponding timings for the

women's hostel are 8:30 P.M. to 7:00 A.M. even with prior permission. In case of any emergency, they should take written permission from the warden. The inmates are required to carry their identity cards with them when they move inside the campus.

8. Visitors are not permitted in the hostel after 8:00 P.M. However, in special cases, prior permission of warden must be obtained to stay beyond these hours.
9. Hostel inmates shall not leave the headquarters without prior permission of the Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimated.
10. Any hostel inmate harbouring any unauthorized person(s) will be expelled from the hostel immediately.
11. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Warden. However, for any accident or fatality that may occur during picnic / excursion, the responsibility does not lie with the institute or Hostel Authorities.
12. No resident of the hostel is permitted to take any article / utensils etc. outside the hostel/mess premises and even to his / her room.
13. No association of students on the basis of region, caste or creed is permitted.
14. No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Warden.
15. Inmates shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the other inmates and on the campus.
16. No hostel inmate shall take the law into his / her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him / her or to the other hostel inmates, he / she should lodge a complaint in writing with the warden concerned.
17. Keeping of lethal weapons like sticks, rods, chains, etc. in the hostel rooms is strictly prohibited.
18. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus and detain anyone depending upon the severity of the offence.

3. The Pro Vice Chancellor should resolve the College/School level issues in consultation with Dean/Director/Principal of the College/School.
4. The Committee shall formulate its own rules of functioning and procedures.
5. The term of the Committee shall be three years.
6. The decision of the Committee shall be final and binding.

(c) Miscellaneous Grievances

1. Library

Any grievance about the functioning of the Library should be brought to the notice of the Librarian. Students dissatisfied with his decision may refer the matter to the Dean/Director/Principal.

2. Finance

Any Grievance about the working of the Finance Branch should be brought to the notice of the Finance Officer. Students dissatisfied with his decision may appeal to the Dean/Director/Principal of the College / School or to the Registrar of the University.

3. Sports

Any grievance about the working of the sports organization should be brought to the notice of the Chairman Sports Committee. Students dissatisfied with his decision may appeal to the Students Welfare Officer or Dean/Director/Principal of the College/School.

4. General Consideration

1. Grievance should be submitted to the appropriate body within a reasonable time but not more than two weeks after the event at issue.
2. Report on a grievance submitted to a Committee also should be made within a reasonable time, not exceeding two weeks from the submission of a grievance.
3. While enquiries concerning redressal are in progress, executive actions taken will remain in force.
4. Prevention of grievances is even more important than their redressal. All primary complaints, if not attended to, may later assume the form of grievance and should, therefore, be looked into at the initial stage itself.

5. For this purpose, the already existing arrangements like Staff Adviser, Dean/Director/Principal of College/Schools should also be re-activated to localize and resolve the issues. Redressal of Grievance through the proposed special mechanism should be viewed only as a last resort.

Rules / Regulations No. 20

Rule No.20: Rules to provide for Conferment of Honorary Degrees of the University

This Rule may be called "Rules to provide for Conferment of Honorary Degrees of the University" in the Constituent Colleges of MGMIHS".

Where as it is expedient to provide for the conferment of Honorary degrees of the University, the Board of management in accordance with the powers conferred on it by section 18(s) of Rules & Regulations of MGMIHS based on UGC Regulations 2010, it is hereby pleased to make the following Rules.

1. This rule may be called "the conferment of Honorary Degrees Rules 2012."
2. This rule shall come into force from January 2012.
3. The proposal for the conferment of Honorary degrees shall be made in writing under the signature of proposer, who shall be a member of the Board of management or of an Academic Council, addressed to the Vice-Chancellor and communicated in confidence.
4. On receipt of the proposal, the Vice-Chancellor on being satisfied that the proposal is fit for consideration by the Board of Management shall call a special meeting of the Board of Management to consider the proposal.
5. At such, a special meeting convened for the purpose of considering the said proposal, the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such a meeting.
6. The Vice-Chancellor shall cause to make a scrutiny of the ballot paper and if the number of members favoring proposal is more than half of the total membership of the Board of Management and $\frac{2}{3}$ of the members present and voting, he shall declare that the proposal is approved by the Board of Management and shall be recorded accordingly in the minutes. In case of such approval no division or dissent will be recorded in the minutes.
7. Every proposal for conferment of honorary Degree shall be separately made and considered in respect of a proposed recipient.
8. Once the proposal is duly approved in accordance with the provision mentioned in the para 5 and 6 above, it will then be submitted to the Chancellor for his approval. Upon such approval the Honorary Degree shall be conferred on the recipient mentioned in the said proposal.

