



GOVERNMENT OF KERALA

Abstract

HEALTH AND FAMILY WELFARE DEPARTMENT—ESTABLISHMENT OF STATE INSTITUTE OF  
MEDICAL EDUCATION AND TECHNOLOGY (SI-MET)—APPROVED—ORDERS ISSUED

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HEALTH AND FAMILY WELFARE (C) DEPARTMENT

**G . O . (P) No. 168/2008/H&FWD. Dated, Thiruvananthapuram, 23rd May, 2008.**

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ORDER

With a view to promote Medical Education and Research in the State, the Project Report for setting up of an autonomous Society viz. State Institute of Medical Education and Technology (SI-MET) under the control of Government, in the model of IHRDE and LBS has been examined in detail.

2. Government are pleased to approve the project for establishment of an autonomous Society named "State Institute of Medical Education and Technology (SI-MET)" under the control of Government to run institutions in Medical Education and Research.

3. Sanction is also accorded for the registration of the Society under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955). The Memorandum of Association and Rules and Regulations of the Society appended to this order as Appendix A and B respectively are also approved. The Registered Office of SI-MET will be situated at the Directorate of Medical Education, Medical College P. O., Thiruvananthapuram-15, Kerala.

4. In accordance with the Rules and Regulations of the Society, the control, administration and management of the affairs of the institute shall vest in the Governing body consisting of the following members:

(a) *Ex-officio Members*

- (1) Minister for Health, Government of Kerala: Chairman
- (2) Secretary to Government, Department of Health, Government of Kerala: Vice-Chairman
- (3) Secretary to Government, Department of Finance, Government of Kerala.
- (4) Secretary to Government, Department of Planning, Government of Kerala.
- (5) Secretary (II) to Government, Department of Health, Government of Kerala.
- (6) Vice-Chancellor, University of Kerala, Thiruvananthapuram.
- (7) Director of Medical Education, Government of Kerala.
- (8) Director of Ayurveda Medical Education, Government of Kerala.
- (9) Director of Health Services, Government of Kerala.
- (10) Principal and Controlling Officer, Government Homoeopathic Medical College, Thiruvananthapuram.
- (11) Deputy Director of Nursing Education, Directorate of Medical Education, Thiruvananthapuram.

(b) *Individual Members (12-15)*

Four members to be nominated by the Government of Kerala to represent various institutions and expertise in related fields of knowledge.

5. The Director of Medical Education, Thiruvananthapuram will take immediate steps for registration of the Society as per (3) above and undertake preliminary steps for establishment of SI-MET.

6. Funds required for the Society will be provided after the next batch of Supplementary Demands for Grants are passed, for which the Director of Medical Education will forward a proposal.

7. Sanction is also accorded for establishment of three new Nursing Colleges at Malampuzha (Palakkad), Uduma (Kasargod) and Palluruthy (Ernakulam) under aegis of SI-MET. The Director of Medical Education is also authorised to undertake the preliminary activities for setting up the new Nursing Colleges.

8. Funds provided in the current year's budget for the purpose of establishment of Nursing Colleges will be utilised for capital expenditure for the above three Nursing Colleges also.

9. Prof. Salomy George, Deputy Director of Nursing Education is designated as Project Officer for supervision and co-ordination of the starting of the three Nursing Colleges as above, with full additional charge to her current duties. The Project Officer will take immediate action for setting up of the three Nursing Colleges, complying with the norms of Indian Nursing Council/Kerala Nurses and Midwives Council.

10. Three senior faculties from Government Nursing Colleges with 10 years teaching experience will be designated as Nodal Officers by the Director of Medical Education, with full additional charge for setting up the three Nursing Colleges.

11. District Hospital, Palakkad, District Hospital, Kanhangad, Taluk Headquarters Hospital, Kasaragod and General Hospital, Ernakulam will function as parent/affiliating hospitals for the three Nursing Colleges. Tie up will also be made with three Medical Colleges near the three Nursing Colleges and Director of Medical Education will provide necessary assistance/facilities in the Government Medical Colleges in Thrissur, Kozhikode and Alappuzha for any clinical/teaching facilities required for the Nursing Colleges.

12. The Director of Health Services will provide all necessary assistance and information required for submitting applications to INC and for starting of the Nursing Colleges, using the facilities in the nearby Government Hospitals, if required.

13. The District Medical Officer (Health), Palakkad/Kasaragod/Ernakulam and the Superintendent, District Hospital, Palakkad, Superintendent, District Hospital, Kanhangad, Superintendent, Taluk Headquarters Hospital, Kasaragod and Superintendent, General Hospital, Ernakulam will provide information/statement/affidavit to the Project Officer/Nodal Officers of SI-MET.

By order of the Governor,

DR. VISHWAS MEHTA,  
Secretary to Government.

To

The Director of Medical Education, Thiruvananthapuram.  
 The Director of Health Services, Thiruvananthapuram.  
 The Deputy Director of Nursing Education, O/o. the Director of Medical Education, Thiruvananthapuram.  
 The Ex-officio Members of the Governing Body of SI-MET  
 The Principal, Medical College, Thrissur/Kozhikode/Alappuzha.  
 The District Medical Officer (Health), Palakkad/Kasaragod/Ernakulam.  
 The Superintendent, District Hospital, Palakkad/Kanhangad/Taluk Headquarters Hospital, Kasaragod/General Hospital, Ernakulam.  
 The Secretary, Indian Nursing Council, New Delhi.  
 The Registrar, Kerala Nurses and Midwives Council, Red Cross Road, Thiruvananthapuram.  
 The Registrar, University of Kerala/Mahatma Gandhi University/Calicut University/Kannur University (With C. L.).  
 The Director of Medical Education (Ayurveda), Thiruvananthapuram.  
 The Director, Indian Systems of Medicine, Thiruvananthapuram.  
 The Principal and Controlling Officer, Government Homoeo Medical College, Iramuttom, Thiruvananthapuram.  
 The Director of Homoeopathy, East Fort, Thiruvananthapuram.  
 The General Administration (SC) Department  
 Stock File/Office Copy.

Copy to:—The P. S. to Minister (Health).

The P. A. to Secretary, Health and Family Welfare Department.

## ANNEXURE A

## MEMORANDUM OF ASSOCIATION OF THE STATE INSTITUTE OF MEDICAL EDUCATION AND TECHNOLOGY (SI-MET)

In the matter, the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955) being an Act for the registration of Literary, Scientific and Charitable Society in the erstwhile Travancore-Cochin area of the State of Kerala and, in the matter of the State Institute of Medical Education and Technology (SI-MET), Kerala at Thiruvananthapuram hereinafter referred to as the "Institute".

## 1. Name

The name of the Society shall be the State Institute of Medical Education and Technology (SI-MET).

## 2. Office

The registered office of the Institute shall be situated at *Directorate of Medical Education, Medical College P. O., Thiruvananthapuram-15, Kerala.*

## 3. Objectives

The main object of the Institute is to generate, transfer and propagate knowledge in Medical and Paramedical fields in the three systems of Modern Medicine, Ayurveda and Homoeopathy, Allied Sciences, Medical Technology, Medical Administration and Management.

In particular the objects are:

- (i) to establish modern educational institutes in the State of Kerala, with a view to promoting, teaching, research and development in the fields of medical education, medical science, technology and their interfaces;
- (ii) to organize, establish and run courses in medical science and technology or any of the allied disciplines and interdisciplinary areas and also to institute Fellowships, Studentships and Scholarships for this purpose;
- (iii) to train and acquaint the Professionals in the Medical, paramedical and medical management and technology of the country with the latest developments in these fields which influence their functioning, so that they are sufficiently well equipped to solve problems in their areas of functioning;

- (iv) to help the country, in general, and the State in particular, to evolve an over-all medical educational policy, and help the country to attain its economic and social goals, and meet the specialized man-power demands, and prepare a cadre of specialists and semi-specialists with the modern attitudes and the advanced knowledge and provide to the people better health care;
- (v) to undertake studies and consultancy services which will help to augment institutional and social efficiency in operating the diverse areas connected with medical education and technology and their different interfaces, and develop the expertise with competence which will help to undertake turnkey assignments and projects in such fields;
- (vi) to simulate the growth of knowledge that will help in developing indigenous know-how needed for institution-based improvement strategies;
- (vii) to conduct studies on salient aspects of development and developmental problems in the focal areas mentioned above, and publish papers, treatises, books, periodicals, monographs, and other literature based on the studies;
- (viii) to collaborate with national and international institutions engaged in research and developmental activities and specialising in the subjects of interest to the institute and seek recognition from Universities/Governments other specialist bodies and organizations for the courses offered by it;
- (ix) to establish and run hospitals, laboratories, sub-centres etc. as required for the furtherance of the objectives of the Institute;
- (x) to act as a liaison-agency between consumer institutions like Hospitals, Laboratories, Medical Research Centres on the one hand, and between specialized professional and quasi-professional bodies and agencies engaged in creating specialized knowledge in the fields of medical education, medical science and technology;
- (xi) to conduct lectures, seminars, courses, refresher courses etc., and organize symposia, conferences, study groups, workshops, inservice training etc. in the fields related to medical education, medical science, technology and their interfaces;
- (xii) to organize and maintain libraries and develop information and documentation services relating to crucial developments in the fields of medical education, medical science and technology;

- (xiii) to undertake consultancy, teaching and development work or contracts from any Central and/or State Government/and/or private agencies;
- (xiv) to collaborate, affiliate, liaise or enter into co-operation with any Government or private agency, both within and outside the country as is deemed necessary for furthering the objects of the Society;
- (xv) to seek, purchase, exchange or otherwise acquire from any Government, State or any other appropriate authority, licenses, concessions, grants, decrees, rights, powers and privileges, which may seem to the Institute as being useful for furthering its objects and to work, develop or utilize them for the functioning of the institute;
- (xvi) to purchase, exchange, or acquire on lease, objects or concessions absolutely or conditionally, solely or jointly, improve after, manage, let, sell, and dispose of properties, of any description or kind;
- (xvii) to let out on hire all or any of the properties of the Society, whether movable or immovable, including all and of every description, or apparatus or appliance, and to hold, use, work, manage, improve, carry on, and develop the lands and all movable and immovable property and assets of any kind or any part thereof, owned by the Society;
- (xviii) to receive grants and such other payments from any Government institutions or other agencies and individuals;
- (xix) to enter into contract and to co-operate with any other body for and in connection with the declared objects of the Institute;
- (xx) to do such other things intended for the attainment of the objects of the Institute.

#### 4. Rules and Regulations

A copy of the Rules and Regulations of the Society certified to be correct, by the three members of the Governing Body, is filed with the District Registrar, Thiruvananthapuram along with the Memorandum of Association.

#### 5. Declaration

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association, and set out hands and form ourselves into a Society, under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

Dated this the.....day of.....2008 at Thiruvananthapuram.



- |   |               |
|---|---------------|
| (1) Minister for Health and Social Welfare,<br>Government of Kerala,<br>Secretariat, Thiruvananthapuram.            | Minister      |
| (2) Secretary to Government,<br>Department of Health,<br>Government of Kerala,<br>Secretariat, Thiruvananthapuram.  | Govt. Service |
| (3) Secretary to Government,<br>Department of Finance,<br>Government of Kerala,<br>Secretariat, Thiruvananthapuram. | Govt. Service |
| (4) Director of Medical Education,<br>Government of Kerala,<br>Medical College P. O.,<br>Thiruvananthapuram.        | Govt. Service |
| (5) Director of Health Services<br>Government of Kerala,<br>Thiruvananthapuram.                                     | Govt. Service |
| (6) Director of Ayurveda Medical Education,<br>Government of Kerala,<br>Thiruvananthapuram.                         | Govt. Service |
| (7) Deputy Director of Nursing Education,<br>Directorate of Medical Education,<br>Thiruvananthapuram-15.            | Govt. Service |

## RULES AND REGULATIONS OF THE STATE INSTITUTE OF MEDICAL EDUCATION AND TECHNOLOGY (SI-MET)

### 1. Name, Registered office and Jurisdiction

The name of the Society shall be the 'State Institute of Medical Education and Technology (SI-MET)'. Its registered office will be at the Directorate of Medical Education, Medical College P. O., Thiruvananthapuram-15, Kerala. The jurisdiction of the Society will extend over the whole of Kerala State.

### 2. Definitions

In these rules, unless the context otherwise requires,—

- (a) 'Society' means the society registered for the purpose of running the State Institute of Medical Education and Technology (SI-MET);
- (b) 'Article' means article of the Memorandum of Association of the Society;
- (c) 'Governing Body' means the Governing Body of the Society constituted under these rules;
- (d) 'Committee' means the Executive Committee of the Governing Body of the Society constituted under these rules;
- (e) 'Act' means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955);
- (f) 'Persons' include a body corporate;
- (g) 'Institute' means State Institute of Medical Education and Technology;
- (h) 'The Director' means the Director of the State Institute of Medical Education and Technology;
- (i) 'The Registrar' means the Registrar of the State Institute of Medical Education and Technology;
- (j) *Words importing the masculine gender shall be taken to include females also.*

### 3. Objectives

The main object of the Institute is to generate, transfer and propagate knowledge in Medical, Nursing and Paramedical fields in the three systems of Modern Medicine, Ayurveda and Homocopathy, Allied Sciences, Medical Technology, Medical Administration and Management.

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In particular, the objects are—

- (i) to establish modern educational institutions in the State of Kerala, with a view to promoting teaching, research and development in the fields of medical education, medical science, technology, and their interfaces;
- (ii) to organize, establish and run courses in medical sciences and technology or any of the allied disciplines and interdisciplinary areas and also to institute Fellowships, Studentships and Scholarships for this purpose;
- (iii) to train and acquaint the Professionals in the Medical, Nursing, Paramedical and Medical Management and Technology areas in the country, with the latest developments in these fields which influence their functioning, so that they are sufficiently well equipped to solve problems in their areas of functioning;
- (iv) to help the country, in general, and the Kerala State in particular, to evolve an overall medical education policy, and help the country to attain its economic and social goals, and meet the specialized manpower demands, and prepare a cadre of specialists and semi-specialists with the modern attitudes and the advanced knowledge capable to provide to the people better health care;
- (v) to undertake studies and consultancy services which will help to augment institutional and social efficiency in operating the diverse areas connected with medical education and technology and their different interfaces, and develop the expertise with competence which will help to undertake turnkey assignments and projects in such fields;
- (vi) to simulate the growth of knowledge that will help in developing indigenous know-how, needed for institution-based improvement strategies;
- (vii) to conduct studies on salient aspects of development and developmental problems in the focal areas mentioned above, and publish papers, treatises, books, periodicals, monographs, and other literature based on the studies;
- (viii) to collaborate with national and international institutions engaged in research and developmental activities and specialising in the subjects of interest to the institute and seek recognition from Universities/ Governments other specialist bodies and organizations for the courses offered by it;

- (ix) to establish and run hospitals, laboratories, sub-centres, etc. as required for the furtherance of the objectives of the Institute;
- (x) to act as a liaison agency between consumer institutions like Hospitals, Laboratories, Medical Research Centres on the one hand, and between specialized professional and quasi-professional bodies and agencies engaged in creating specialized knowledge in the fields of medical education, medical sciences and technology;
- (xi) to conduct lectures, seminars, courses, refresher courses etc., and organize symposia, conferences, study groups, workshops, in-service training etc. in the fields related to medical education, medical sciences, technology and their interfaces;
- (xii) to organize and maintain libraries and develop information and documentation services relating to crucial developments in the fields of medical education, medical sciences and technology;
- (xiii) to undertake consultancy, teaching and development work or contracts from Central and/or any State Government and/or private agencies;
- (xiv) to collaborate, affiliate, liaise or enter into co-operation with any Government or private agency, both within and outside the country as is deemed necessary for furthering the objects of the Society;
- (xv) to seek, purchase, exchange, or otherwise acquire from any Government, State or any other appropriate authority, licenses, concessions, grants, decrees, rights, powers and privileges, which may seem to the Society as being useful for furthering its objects and to work, develop, or utilize them for the functioning of the society;
- (xvi) to purchase, exchange, or acquire on lease, objects or concessions absolutely or conditionally, solely or jointly, improve, alter, manage, let, sell, and dispose of properties, of any description or kind;
- (xvii) to let out on hire all or any of the properties of the Society, whether movable or immovable, including all and of every description, or apparatus or appliance, and to hold, use, work, manage, improve, carry on, and develop the lands and all movable and immovable property and assets of any kind or any part thereof, owned by the Society;
- (xviii) to receive grants and such other payments from any Government, institutions or other agencies and individuals;
- (xix) to enter into contract and to co-operate with any other body for and in connection with the declared objects of the Institute;
- (xx) to do such other things intended for the attainment of the objects of the society.

#### 4. Membership and Constitution of the Society

The Society shall consist of,—

- (a) A General Body whose members shall be as nominated by the Government from time to time.
- (b) A Governing Body constituted by the Government of Kerala with not less than 11 and not more than 15 persons and consisting of a Chairman, Vice-Chairman and Director.
- (c) An Executive Committee constituted by the Government of Kerala with not less than and not more than 9 members.
- (d) The Minister for Health, Government of Kerala shall be the Chairman of the Governing Body.
- (e) The Director of the Institute shall be an Academician/Technologist/Scientist of eminence. He shall also be the ex-officio Member-Secretary and Chief Executive Officer of the Institute and shall be appointed by the Government of Kerala.
- (f) There shall be a Registrar for the Institute to assist the Director in all administrative, financial and other matters and to whom powers may be delegated by the Governing Body and/or the Executive Committee and/or the Director. He shall also be the non-voting Secretary to the Governing Body and Executive Committee.
- (g) The members of the First Governing Body as nominated by the Government shall also be the members of the General Body. The term of membership of members other than ex-officio members shall be three years from the date of nomination. There shall be no membership fees.

#### 5. Funds, Accounts and Budget

The funds of the Institute shall consist of the following:

- (i) Grants from the Government of Kerala and any other State Government and the Government of India;
- (ii) Grants and Contributions from other Corporate Bodies, Agencies, Institutions, and persons, in India and outside;
- (iii) Loans from the Government of Kerala, any other State Government, the Government of India and other Financing Institutions;
- (iv) Fees and rates levied from students, institutions, etc.

- (v) Once in every year the Committee shall frame budget of the estimated income and expenditure of the Institute and place it before the Governing Body at its annual meeting for consideration and adoption;
- (vi) Once in every year the accounts of the Institute shall be audited by the auditors appointed for the purpose by the Governing Body;
- (vii) A statement of the accounts so audited together with the observation of the auditors shall be placed before the Governing Body as far as practicable at its annual meetings and if the statement of the audited accounts are not ready by the date of the annual meetings it should be placed before the Governing Body at a subsequent meeting called for the purpose;
- (viii) The Governing Body shall at some date not later than 18 months after the registration of the Society and subsequently once at least in every year, place before the General Body meeting the Balance Sheet and Income and Expenditure account for the period. In the case of the first year the account shall cover the period from the date of registration to the closing period and in any other case for a period of one year from the last closure of accounts;
- (ix) After the Balance Sheet and Income and Expenditure Account have been laid before the Institute at the Governing Body meeting, a copy of the balance sheet certified by two members of the Governing Body shall be forwarded to the Government of Kerala within 21 days from the date of the Governing Body meeting. Within six months after the close of every financial year, the Governing Body shall submit to the Government of Kerala a report on the working of the Institute in the previous half year together with an audited statement of accounts showing income and expenditure for the previous half year;
- (x) The Director shall prepare and present before the Committee of the Governing Body the annual budget for consideration and approval. The Committee of the Governing Body will also submit to the State Government copy of the Budget Estimates by such due date as may be fixed by the State Government;
- (xi) An audited record of all assets acquired wholly or substantially out of financial assistance extended to the Institute by the Government shall be separately maintained. Such assets shall not be disposed or encumbered without the prior sanction of the Government, nor shall they



be utilized for purposes other than those for which assistance was given by the Government. Should the Institute cease to exist at any time, the assets created with such assistance shall revert to the Government.

## 6. Governing Body

- (i) In accordance with the Rules and Regulations of the Institute, the control, administration and management of the affairs of the institute shall vest in the Governing Body, consisting of the following members:

### (a) *Ex-officio Members:*

- (1) Minister for Health, Government of Kerala—Chairman.
- (2) Secretary to Government, Department of Health, Government of Kerala—Vice-Chairman.
- (3) Secretary to Government, Department of Finance, Government of Kerala.
- (4) Secretary to Government, Department of Planning, Government of Kerala, Thiruvananthapuram.
- (5) Secretary (II) to Government, Department of Health, Government of Kerala.
- (6) Vice-Chancellor, University of Kerala, Thiruvananthapuram.
- (7) Director of Medical Education, Government of Kerala.
- (8) Director of Ayurveda Medical Education; Government of Kerala.
- (9) Director of Health Service, Government of Kerala.
- (10) Principal and Controlling Officer, Government Homoeopathic Medical College, Thiruvananthapuram.
- (11) Deputy Director of Nursing Education, Directorate of Medical Education, Thiruvananthapuram.

### (b) *Individual Members:*

- (12-15) 4 members to be nominated by the Government of Kerala to represent various institutions and expertise in related fields of knowledge.
- (ii) The Governing Body shall meet as often as required, but not less than once in six months.
- (iii) The Government of Kerala may reconstitute the Governing Body and the Committee ordinarily every three years, or at other time if it is satisfied that the situation warrants a reconstitution.

- (iv) The Government may nominate any member to fill the vacancies created by resignation, death or any other reason. Any temporary vacancy among the members of the Governing Body/the Committee shall not in any way invalidate the decisions and actions taken by the Governing Body/the Committee.
- (v) Notwithstanding the expiry of the terms of office, the Governing Body/the Committee shall continue as such, till the Governing Body/the Committee has been reconstituted.

## 7. Rights, Powers and Duties of the Governing Body

- (1) The business and affairs of the Institute shall be carried on and managed by the Governing Body.
- (2) The Governing Body shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or the furtherance of the objects of the institute.
- (3) Without prejudice to the generality of the foregoing provisions, the Governing Body shall have the following powers and rights:
  - (a) to acquire by gift, purchase, exchange, lease or otherwise lands, buildings or other immovable properties together with all rights appertaining thereto;
  - (b) to construct and maintain buildings including right to alter or improve them and to equip them suitably;
  - (c) to manage properties of the Institute;
  - (d) to raise funds for the Institute, by fees, by gifts, donations or otherwise;
  - (e) to receive moneys, securities, instruments and or any other movable property for and on behalf of the institute;
  - (f) to enter into agreement for and on behalf of the institute;
  - (g) to sue and defend all legal proceedings on behalf of the institute;
  - (h) to grant receipt, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments;
  - (i) to make, sign and execute all such documents and instruments, as may be necessary or proper, for carrying on the management of the property or affairs of the institute;



- (j) to invest the moneys and funds of the institute and to vary the investments as and when it may deem necessary or proper;
- (k) to manage, sell, transfer or otherwise dispose of any property—movable or immovable of the institute, with the prior sanction of the Government;
- (l) to assign from time to time such functions and duties and delegate such powers as it may deem fit to the Executive Committee;
- (m) to consider and approve the annual budget of the institute presented to it by the Executive Committee;
- (n) to perform all such acts and do all such things may be necessary for the proper management of the properties and affairs of the institute;
- (o) to appoint one or more Auditors from a list of Auditors furnished by the Government for auditing the accounts of the institute every year and consider the reports of Auditors;
- (p) to consider and approve the annual accounts of the institute;
- (q) to consider and approve the annual report of the institute, presented to it by the Committee;
- (r) to make, repeal, amend or modify bye-laws, in respect of the following matters, after providing an advance copy of the same to the Government for information atleast 30 days prior to the meeting of the Governing Body which approves the same;
  - (i) the management of the properties, funds, affairs and work of the institute;
  - (ii) the procedure for selection of members of the Committee and other Sub-Committees, including provisions for the transaction of business by circulation, proxy or otherwise, as may be deemed fit;
  - (iii) powers, functions and duties of the Director and other officers;
  - (iv) Such other purposes as may be found necessary.
- (s) to delegate all or any of its powers to the Committee or any Sub-committee or Expert groups appointed by it from time to time or to the officers of the institute;
- (t) to establish and run Colleges, Hospitals, Schools, Laboratories, Sub-Centres, Field Units, etc., as required for the furtherance of the objects of the Centre.

## 8. Executive Committee

### (i) Constitution of the Executive Committee:

- |  |    |                  |
|--|----|------------------|
| (1) Secretary to Government,<br>Department of Health,<br>Government of Kerala  | .. | Chairman         |
| (2) Secretary to Government,<br>Department of Finance,<br>Government of Kerala   | .. | Member           |
| (3) Secretary (II) to Government,<br>Department of Health,<br>Government of Kerala   | .. | Member           |
| (4) Director of Health Services,<br>Government of Kerala   | .. | Member           |
| (5) Director of Medical Education,<br>Government of Kerala   | .. | Member           |
| (6) Director (SI-MET)  | .. | Member Secretary |
| (7) One member to be nominated by the Government of Kerala to represent various institutions and expertise in related fields of knowledge. |    |                  |

### (ii) Powers, Rights and Duties of the Executive Committee:

Subject to the provisions of these Regulations, the Committee shall have the following powers and duties and shall perform the following functions:

- (a) to create within the budget provisions any post with the approval of the Governing Body and the Government and to appoint from time to time such and so many officers and other employees on such terms and conditions as it may deem fit for carrying on the management and affairs of the institute including teaching, administration, consultancy and other services;
- (b) to exercise control and discipline over the employees of the institute and to take appropriate action in accordance with law;
- (c) to propose bye-laws for any of the matter for which they may be made, for consideration and approval by the Governing Body;
- (d) to appoint if it deems fit, delegates to represent the institute in conference/technical workshops in India or abroad;

- (e) to publish and/or finance publication of studies, books, reports, pamphlets and other literature and to distribute, sell or arrange for the sale of them;
- (f) to arrange for the documentation of such materials in Medical Education and Technology, which may be needed for the institute and its work;
- (g) to establish and maintain library;
- (h) to purchase all such articles and materials as may be needed for the institute and its work;
- (i) to appoint from time to time, such Committees as need be and to assign and/or delegate there-un-to such powers, duties and functions as it may deem fit;
- (j) to maintain proper books and accounts supported by necessary vouchers;
- (k) to arrange for the audit of the Institute annually;
- (l) to present every year in proper time to the Governing Body, an annual report, an annual budget and annual accounts for its consideration and approval;
- (m) to perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the Governing Body;
- (n) to delegate any or all of its powers to the Director for furtherance of the objectives of the institute; and
- (o) to establish and run Colleges, Schools, Hospitals, Laboratories, Sub-Centres, Field Offices etc., as required for the furtherance of the objects of the Institute.

#### **Rights, Duties and Powers of the Office Bearers**

##### **(1) Chairman**

- (a) to preside over the meetings of the Governing body;
- (b) to guide and supervise in general the working of the Institute;
- (c) to exercise such rights and powers as provided by the regulations of the Institute.

##### **(2) Vice-Chairman**

- (a) to be the Chairman of the Executive Committee and preside over meetings of the Committee.
- (b) to preside over the meetings of the Governing Body in the absence of the Chairman;
- (c) to exercise such powers as are conferred upon by the Chairman, in his absence.

##### **(3) Director**

- (a) to issue notice for all meetings of the Governing Body and the Committee;
- (b) to keep the minutes of the Governing Body and the Committee;
- (c) to sign all documents and correspondences for and on behalf of the Institute;
- (d) to maintain all records of the institute;
- (e) to make all disbursements on proper vouchers and to receive all money on proper receipts for and on behalf of the institute;
- (f) to open and operate Bank Accounts on behalf of the Institute as authorized by the Governing Body or the Committee;
- (g) to perform all such acts and duties and exercise all such powers under these regulations and bye-laws of the Institute and also those which may be delegated or assigned to him by the Governing Body and the Committee from time to time;
- (h) to assign from time to time such functions and duties and delegate such powers as he may deem necessary to the Officers of the Institute whom the Governing Body, Committee and/or he himself may consider fit for the proper working of the Institute; and
- (i) to perform all such acts and duties and exercise all such powers in the interest of the proper working and effective achievement of the objects of the Institute. However ratification of the same shall be obtained in the subsequent Governing Body/Committee meeting.

(4) *Registrar*

The Registrar as non-voting Secretary to the Governing Body and Committee will be responsible for the preparation of agenda and minutes on direction from the Chairman/Director. He shall be the Head of the Administrative division of the institute. He will act as the Secretary to the periodical staff meetings. Registrar shall also be the Estate-Officer of the Institute in the absence of Finance/Accounts Officer, the Registrar will be responsible for the maintenance of the accounts of the Institute. The Registrar will function under the control of the Director.

**10. Meetings**

- (1) All meetings of the Governing Body shall ordinarily be held at Thiruvananthapuram.
- (2) Meetings of the Governing Body and the Committee shall be convened by the Director.
- (3) The meetings of the Governing Body shall be two per year and that of the Committee once in three months, the timing being decided by the Committee.
- (4) The meetings of the Governing Body and the Committee shall be convened by the Director also on direction from the Government.

**11. Quorum**

- (1) Quorum for a meeting of the Governing Body shall be five.
- (2) Quorum for a meeting of the Committee shall be three.

**12. Amendments**

Amendments to these Rules and Regulations and/or the Memorandum of Association may be made, with prior approval of the Government, by the Governing Body by a two-third majority of the members present and voting, at a meeting convened for the purpose, provided that the members voting in favour of the amendment constitute not less than half the total number of members of the Governing body at the time.

**13. Dissolution**

The State Institute of Medical Education and Technology Society shall be dissolved if, not less than three-fifths of the members of the Society determine that it shall be dissolved and thereupon it shall be dissolved

with the consent of the Government and all necessary steps shall be taken for the disposal and settlement of the properties of the Society, its claims and liabilities according to the provisions of the Section 24 of the Act.

**14. Miscellaneous**

- (1) Notwithstanding anything herein contained, the Government may, from time to time issue, such directions or instructions as the Government, may consider necessary in regard to the conduct of the affairs of the institute or regarding any other matter pertaining to the management or administration of the Institute. The Government may in like manner, vary and annul any such directions or instructions and the Institute, the Governing Body and the Committee shall comply with all such directions or instructions.
- (2) Any temporary vacancy among the members of the Governing Body/the Committee shall not in any way invalidate the decisions and actions taken by the Governing Body/the Committee.
- (3) Notwithstanding the expiry of the term of office, the Governing Body/the Committee shall continue as such, till the Governing Body/the Committee has been reconstituted unless removed or dissolved by the Government of Kerala.
- (4) No portion of the income or property shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, howsoever by way of profits to the persons who may at any time be or have been members of the Institute claiming through them, provided that nothing contained herein shall prevent payment in good faith or remuneration in return for any service rendered to the Institute or reimbursement of expenditure on travel and conveyance in connection with official business of the institute.
- (5) If no winding up or dissolution of the Institute, there shall remain after the satisfaction of debts and liabilities, any property whatsoever, the same shall not be paid or distributed among members of the Institute or any of them, but shall be dealt with in the manner provided in the Act.
- (6) The Chairman shall have the powers to invite any person or persons, not being members of the Governing Body and Executive Committee to attend the meetings of the Governing Body and Executive Committee, but such invitees shall not be entitled to vote at the meeting.



**15. Declaration**

In all circumstances, SI-MET Society will be functioning in accordance with the provision of the Travancore-Cochin Literary Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955), and all provisions of the said Act will be applicable to the Institute.

*We the undersigned members of the Governing Body of the State Institute for Medical Education and Technology hereby certify that the above is a correct copy of the Rules and Regulations of the said Society.*

*Name and Address*

*Signature*

- (1) Dr. Vishwas Mehta,  
Secretary to Government,  
Department of Health,  
Government of Kerala,  
Thiruvananthapuram.
  - (2) Dr. V. Geetha,  
Director of Medical Education,  
Government of Kerala,  
Thiruvananthapuram.
  - (3) Prof. Salomy George,  
Deputy Director of Nursing Education,  
Directorate of Medical Education,  
Thiruvananthapuram.
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