COLLEGE COUNCIL
ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES, PORT BLAIR
Standard operating Procedures (SOP)
College Council of Andaman and Nicobar Islands
Institute of Medical Sciences

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F.No. 1-1/MC/ESTT/2017/PF Port Blair, dated the February, 2019

COLLEGE COUNCIL OF ANDAMAN AND NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES, PORT BLAIR IS RE-CONSTITUTED CONSIST OF FOLLOWING:

(a) Composition

a. Director/Dean of the Medical College – Chairman
   - Maj Gen (Dr) R P Choubey, VSM (Retd.)

b. Member Secretary
   - Dr. Amit Ray, Professor & HOD Orthopedics

All Heads of Departments - Members

- Dr SP Burma, Medical Supdt, G B Pant Hospital
- Dr.GN Trivedi, Professor & HOD Anatomy
- Dr.Mohan Manohar Sagdeo, Professor & HOD Physiology
- Dr.Gautam Sarkar, Professor & HOD Biochemistry
- Dr.C.Dinesh M Naidu, Professor & HOD Pharmacology
- Dr.Archana H Deshpande, Professor & HOD Pathology
- Dr.Manoj Kumar Joshi, Professor & HOD Microbiology
- Dr.Deepak H D'Souza, Professor & HOD Forensic Medicine
- Dr.Jahnavi G, Professor & HOD Community Medicine
- Dr.S R Gedela, Professor & HOD Gen Medicine
- Dr.T L Ratnakumari, Professor & HOD Paediatrics
- Dr.Satya Ranjan Patra, Assoc. Professor & HOD Gen Surgery
- Dr.Amit Ray, Professor & HOD Orthopedics
- Dr S P Burma, Asst. Professor & HOD TB & Chest
- Dr.Sunil Kumar, Asst. Professor & HOD Psychiatry
- Dr.Pradeep, Asst. Professor & HOD Skin &VD
- Dr.S B Mahajan, Professor & HOD ENT
- Dr.Onkar Singh, Professor & HOD Ophthalmology
- Dr.Haresh Chander Bandhu Professor & HOD Obst & Gynae
- Dr.Anil Kumar N, Professor & HOD Anaesthesia
• Dr. Ajay Varma, Professor & HOD Dentistry
• Dr. T Prabhakaran, Senior Resident & HOD Radiodiagnosis
• Dr. Sanjeev H, Assoc. Prof & Coordinator MEU
• Dr. Athish Kumar, OSD ANIIMS

c. Medical Educationist of Ripute
• Dr. R K Srivasatava Ex-DGHS Govt. of India
• Dr. Rakesh Agarwal, Director, JIPMER

d. Two Representative of students
• Tasleem Bano VIII Semester, 2015 batch
• Tuheen Bhakta, VIII Semester, 2015 batch

e. Two representative of Residents
• Dr. Shreya Barik, Senior Resident, OBG
• Dr. Venkata Joga Prasanth M, Senior Resident, ENT

f. The Registrar / Medical Superintendent GB Pant Hospital shall be the Member Secretary of the College Council.

**Tenure**

a) The member co-opted/appointed shall hold office for a period of two years from the date of nomination/appointment.

b) The student member shall hold the office, for a period of one year. However he shall cease to hold the office as a member of Academic Council as soon as he ceases to be a student of the Medical College.

**(b) Functions**

**Powers and Function of the College Council**

a) The College Council shall be the main academic body of the Medical College and subject to the provision of Memorandum of Association, and to any directives of General Body, the Executive Council and Administration/Government shall;

i) exercise general supervision over the academic policies of the institute and give directions regarding method of instruction amongst Departments and Centres, evaluation of research and improvements in academic standards;
ii) bring about inter disciplinary and inter-departmental coordination and establish or appoint Committees or Boards for taking up inter-disciplinary projects;

iii) consider matters of general academic interest either on its initiatives or on a reference by a department or centre or the Executive Council and take appropriate action thereon;

iv) frame such Rules and Regulations regarding the academic functioning of the Medical College (including discipline, residence, admission, award of fellowships and studentships, fee concessions, corporate life and the requirement of attendance in the courses as it may consider fit or necessary);

v) make recommendations to the Executive Council with regard to:
   i. the creation of posts for the academic and supporting staff,
   ii. emoluments and duties as well as service conditions attached to such posts,

vi) make proposals for the establishment of Departments, institution of research and specialised studies, libraries, laboratories, museums and publications etc.;

b) For the performance of the aforesaid functions, the College Council shall:
   i) Regulate the admission of students, the organization of instruction, the examination and appraisal of students, and the conditions for the award of degrees, diplomas and certificates of the Medical College. Such provisions wherever possible would be in conformity with the statutes and ordinances of the University with which the College is affiliated, instructions/directions issued by A & N Administration and Medical Council of India;
ii) frame and revise the curricula and syllabi for various courses of studies, and appoint Board of Studies (or Advisory Committees) for various departments or centres. For the purpose of making recommendations in the matter, the concerned Head of Department or Centre, as the case may be, will act as Convenor of the Board of Studies or Advisory Committees as the case may be;

iii) make all arrangements for conducting examinations and declaring results in the manner as is deemed fit.

iv) make recommendations to the Executive Council regarding conferment of degrees, diplomas, certificates and other academic distinctions or titles;

v) have the power to appoint Committees or Sub-Committees from amongst members of the Academic Council, other faculty member of the Medical College and/or experts from outside, to advise on such specific academic matters as it may refer to them;

vi) consider the recommendations of various boards, Committees or Sub-Committees appointed by it and take such action including making recommendations to the Executive Council as circumstances may require in each case;

vii) decide about and review the constitution and powers of various Boards, Committees and Sub-Committees appointed by it;

viii) make periodical review of the activities of the Library and the various departments and centres of the Medical College and take appropriate action including making recommendation to the Executive Council in the matter;

ix) provide for the inspection of the Medical College, its classes and hostels in respect of the instructions and discipline therein and submit a report thereon to the Executive Council;
x) make arrangements for award of stipends, scholarships, medals, prizes and other academic awards on such conditions as may be attached to respective awards by appointing a Scholarship and Awards Committee for the purpose;

xi) in all matter having financial implications, the decisions of the College Council shall be recommendatory and subject to approval by the Executive Council;

c) No. of Sessions per year:

Session

i) The College Council shall meet as often as is necessary but not less than four times during a calendar year;

ii) A meeting of the Council shall be convened by the Chairman of the College Council either on his own initiative or on a requisition signed by not less than one fourth the members of the College Council;

iii) At least one week’s notice shall be given for every meeting of the College Council. However, the Chairman may call an emergent meeting at a shorter notice to consider urgent special issue or issues;

iv) One half of the total number of members of the College Council shall form the quorum for a meeting. Provided that if a meeting is adjourned for want of the quorum, it shall be held on the same day in the next week, at the same time and place, or such other day and such other time and place as the Chairman may determine and if at such a meeting, the quorum is not present within half an hour from the time appointed for holding the meeting, the members present shall constitute the quorum.

v) Every meeting shall be presided over by the Chairman and in his absence, by the senior most Head of Department.
vi) In case of difference of opinion or opinions among the members, the opinion of the majority shall prevail.

vii) Each member shall have one vote and if there shall be an equality of votes on any question to be determined by the College Council, the Chairman shall exercise his power of a casting vote.

viii) The minutes of the proceedings of every meeting shall be drawn up by the Member secretary and after obtaining the approval of the Chairman, the same may be circulated to all the members of the Council present in India for confirmation. However, action on the decision on any urgent issue may be taken after the approval of the minutes by the Chairman.

ix) After the minutes have been signed by the Chairman, they shall be open for inspection by members of the College Council, the Executive Council and General Body at all times during the office hours.