

***Constitution and Functioning of the Faculty and P.G. Board of Studies in the Faculty of Medical Sciences.**

Constitution of Faculty:-

1. (a) Principal/Director, MMIMSR : **Dean of the Faculty**
- (b) Chairmen of all Board of Studies included in the Faculty : Member
- ** (c) Head of Department of each Medical specialty : -do-
- ** (d) One Professor of each specialty in a Department by seniority and rotation for a term of **two years**. : -do-
- (e) One Associate Professor from each PG Board of Studies included in the Faculty on the basis of seniority by rotation (for a term of **one year**). : -do-
- (f) One Assistant Professor from each P.G. Board of Studies included in the Faculty on the basis of seniority by rotation (for a term of **one year**). : -do-
- (g) Four outside experts to be nominated by the Vice-Chancellor from the panel recommended by the Dean. : -do-
- (h) Registrar, MMIMSR : **Member Secretary**

Two-fifth of the members shall form the **quorum**.

2. Any member who ceases to hold the qualification by virtue of which he was appointed to the faculty shall cease to be the member thereof.

Constitution of PG Board of Studies:

A. The following shall be the PG Board of Studies in the Faculty of Medical Sciences:

- (i) **Post Graduate Board of Studies in Pre-Clinical Sciences:**
(Subjects included – Anatomy, Physiology, Biochemistry)

- (ii) **Post Graduate Board of Studies in Para Clinical Sciences:**
(Subjects included – Pathology, Pharmacology, Microbiology, Forensic Medicine)
- (iii) **Post Graduate Board of Studies in Medicine & Allied Sciences:**
(Subjects – Medicine, Dermatology, Venereology & Leprosy, Tuberculosis & Respiratory Medicine, Paediatrics, Psychiatry, Radiology, Radiotherapy, Community Medicine).
- (iv) **Post Graduate Board of Studies in Surgery & Allied Sciences:**
(Subjects – Surgery, Orthopaedics, Obst. & Gynae, Ophthalmology, Otorhinolaryngology, Anaesthesia)

Constitution of each **Board of Post Graduate Studies** in the Faculty of Medical Sciences shall be, as under:-

- | | | |
|-----|---|-----------------|
| (1) | Principal/Director, MMIMSR | Chairman |
| (2) | All Professors/Unit Heads of the departments included in the Board of Studies; | Member |
| (3) | Two Associate Professors on the basis of seniority, by rotation from the departments included in the Board;. | -do- |
| (4) | One Lecturer/Assistant Professor on the basis of seniority, by rotation from the departments included in the Board; | -do- |
| (5) | Two outside experts to be nominated by the Vice-Chancellor from the panel recommended by the Chairman. | -do- |

:

- B.** In the absence of Principal, the Vice-Principal or Senior-most Professor from amongst the Professors in the subjects constituting the Board shall act as Chairman of the Board for the conduct of any meeting.
- C.** The members of Board of Studies other than **Ex-officio** members shall hold the office for a term of **two years** provided that any member who ceases to hold the qualification by virtue of which he was appointed member of the Board of Studies shall cease to be member thereof.
- D.** The Chairman shall appoint another member of the Board as **Secretary**.

E. **Two-fifth** of the members shall form **quorum**.

A. Conduct of meetings of the Faculty:

- (a) The Dean shall preside over the meetings of the faculty. In the absence of the Dean, the senior-most Professor in the faculty shall act as Chairman for that meeting.
- (b) Meetings of the faculty shall be convened by the Dean and shall be held at least once a year.
- (c) The Dean shall, not less than 10 days previous to each meeting of the faculty, issue to each member a notice stating the date; time and place of the meeting alongwith the agenda and the related papers. However, in the case of emergent meeting, the Dean, may suspend or modify the operation of this rule, provided 2/5th of the members of the faculty send a written request to the Dean.
- (d) Notice of motion of resolution to be included in the supplementary agenda of a meeting of the faculty must reach the Dean, not less than 7 days before the date of meeting.
- (e) Amendment to motion on the agenda and new proposals also can be moved at the meeting with the permission of the Dean.
- (f) Two-fifth of the members shall form a **Quorum**.
- (g) Every question shall be decided by a majority of the votes of the members present. When the votes are divided equally, the chairman shall have a casting vote, in addition to his role as a member.
- (h) The minutes of the meeting of the faculty shall be circulated to the members of the faculty ordinarily within 15 days of the meeting by the Secretary.

B. Powers of Faculties:

Subject to the control of the Academic Council, the powers of the faculty shall be:-

- (a) To coordinate the teaching and research work of the University in the subjects assigned to the faculty;
- (b) To approve the time-table of studies;
- (c) To recommend to the Academic Council courses of studies and syllabi for the different examinations after necessary report from the Board of Studies;
- (d) To discuss and suggest to the Academic Council, schemes for the advancement in the standard of teaching and examinations;
- (e) To deal with any other matter that may be referred to it by the Academic Council.

C. Conduct of meetings of the Post-Graduate Boards of Studies:

- (i) The Chairman of the Board shall issue a notice of agenda to all members not less than 7 days prior to a meeting of the Board stating the time, date & place of meeting. An emergent meeting of the Board can be convened with 24 hours notice, if 2/5th of the members of any Board of Studies give requisition for it in writing. Emergent meeting can also be called by the Vice-Chancellor or Chairman of the Board, if any emergent situation arises.
- (ii) The Board may also dispose off any business by circulation.
- (iii) All decisions shall be taken by majority of votes of members present. In case of votes being equally divided, the Chairman shall have the casting vote in addition to his vote as a member.
- (iv) The proceedings of the meetings of Board of Studies after having been confirmed by the Chairman shall be circulated by the Secretary, ordinarily within a week of the meeting.

- (v) All academic matters like approval of thesis plan, submission of thesis, appointment of thesis supervisors and examiners for thesis, appointment of examiners for final examination, change of supervisor due to any reason, any other academic matter related to Post-Graduate Studies not specifically mentioned herein shall be within the purview of the Post-Graduate Board of Studies.
- (vi) All Post-Graduate students will be required to submit their Thesis Plan within one year of their admission and completed thesis six months before the start of the theory examination. Those who fail to submit their theses six months before the start of theory examination will not be eligible to appear in the examination.

*** Approved vide AC Res. No. 15 dated 30.03.09 and modified by BOM vide Res. No. 10 dated 13.04.09.**

**** Approved vide AC Res. No. 16 dated 10.10.2011 and BOM Res. No. 13 dated 12.10.2011**