



ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು
Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

4th T Block, Jayanagar, Bangalore - 560 041

AUTH/Guidelines/147/2014-15

05/12/14

NOTIFICATION

Sub: Guidellines for placing the matter before the authorities of the University.
Ref: Orders of Hon'ble Vice-Chancellor dated 02/12/2014.

Pursuant to the orders of Hon'ble Vice-Chancellor, the following guidelines are notified to be followed by all the sections for placing the matter before the authorities of the University and further processing.

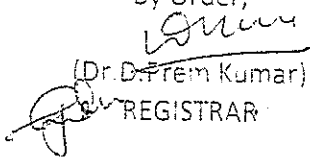
- 01) The matter pertaining to academic nature shall be placed before the appropriate Academic bodies of the University namely BOS, Faculty, Committee of Academic Council and Academic Council.
- 02) The matter pertaining to administrative nature shall be placed before Syndicate and Senate.
- 03) The matter involving financial aspects shall be placed before Finance Committee and Syndicate.
- 04) The matter relating to developmental activities shall be placed before planning Board and Syndicate.
- 05) The files along with reference notes and other relevant documents shall be submitted to the authority section after the approval by Hon'ble Vice-Chancellor, minimum 15 days prior to the date of meeting of the appropriate authority. However, the matter involving financial aspects has to placed before Finance Committee and the files and relevant documents shall be submitted to Finance section.
- 06) All the files relating to grant of fresh/continuation of affiliation/increase in intake/additional course should be placed before AC/CAC. The files along with observations of LIC shall be submitted to Authority section minimum 10 days prior to the date of meeting of AC/CAC. The recommendations of AC/CAC along with relevant documents shall be placed before Syndicate and the same shall be submitted to Authority Section minimum 10 days prior to the date of meeting of Syndicate.
- 07) The Authority section shall verify the files for the reference notes and other relevant documents in the file necessary to be placed before the authorities and shall procure other such details as stipulated by the authorities if any.
- 08) The Authority section shall send the soft copy of the agenda to the members of the authority concerned 7 days before the date of meeting after obtaining approval from Hon'ble Vice-Chancellor.
- 09) The panel of examiners is valid for two consecutive examinations. The panel shall be updated every year. The section concerned shall procure the details of eligible examiners subject wise, course wise, college wise for UG and PG programmes and the soft and hard copy of the panel of examiners (internal and external examiners for practical / clinical

examinations, paper setters, scrutinizers/observers/squads etc.,) to the authority section to enable this section to place it before Board of studies concerned. (Note that the meetings of BOS are conducted in the months of April and September). The authority section after approval of the panel by the BOS concerned shall place the same before the Syndicate in its immediate meeting.

- 10) The panel of examiners approved by Syndicate only shall be used for posting the examiners by BOAE.
- 11) The decision/recommendation of the authorities concerned shall be communicated to the section concerned immediately after the receipt the copy of the proceedings of the meeting of the authorities concerned by the Authority Section.
- 12) The copy of decision of the Syndicate relating to the grant of fresh/continuation of affiliation/increase in intake/additional course shall be pasted in the mother file submitted by the affiliation section. The affiliation section shall act immediately as per the decision of the Syndicate.
- 13) The Action Taken Report on the decision of the authorities shall be submitted to the authority section within 10 days of the receipt of the file/copy of the minutes of the meeting to enable the section to place before the authority concerned.
- 14) The information sought by members of Syndicate for discussion in the meeting of Syndicate have to be attended on top priority, as the information shall be placed before the Syndicate.
- 15) The Questions of members of Senate and the information for the resolutions by the members of the Senate shall also be at tended on top priority as Syndicate has to decide on ;the admissibility of the questions outforth by members for the meeting of Senate.
- 16) All the section heads are hereby informed to follow the guidelines strictly.

This notification shall come into force with immediate effect.

By Order,


(Dr. D. Prem Kumar)

REGISTRAR

To
All the Officers of RGUHS

Copy to

1. The Secretary to Governor, Governor's Secretariat, Raj Bhavan, Bangalore – 560 001.
2. The Principal Secretary to Government, Health & Family Welfare Department, (Medical Education), Vidhana Soudha, Bangalore –560 001.
3. The Director, Department of Medical Education, Anand Rao Circle, Bangalore – 560 009.
4. All the members of Syndicate, Senate & Academic Council of RGUHS
5. PA to Vice-Chancellor / Registrar / Registrar (Eva.) / Finance Officer.
6. Guard File / Office Copy.