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NOTIFICATION

No. B. 14011/1/2021-HFW/595, the 5th March, 2024. In pursuance of the decision of the Council of Ministers in its meeting held on 31.07.2023 vide No.J.11011/1/2023-POL/Vol-II dt. 01.08.2023, the Governor of Mizoram is pleased to notify the following rules of Zoram Medical College with effect from the date of publication in the Official Gazette:

- (i) The Zoram Medical College Memorandum of Association
- (ii) The Zoram Medical College Bye-Laws, 2024
- (iii) The Zoram Medical College Regulations, 2024

This is issued with the vetting of Law & Judicial Department vide I.D. No.LJD 30/2023/78 dt.25.7.2023, approval of DP&AR (GSW) vide I.D. No.GSW. 16/2023/612 dt.27.7.2023 and concurrence of Finance Department vide I.D. No.FIN(E) 313/2023 dt. 27.7.2023.

The above Memorandum of Association, Bye-Laws and Regulations had been laid in the House of the Mizoram Legislative Assembly on 22.02.2024 (Thursday).

Esther Lal Ruatkimi,
Principal Secretary to the Govt. of Mizoram,
Health & Family Welfare Department.

ZORAM MEDICAL COLLEGE SOCIETY**MEMORANDUM OF ASSOCIATION**

1. **Name of the society:** The name of the Society shall be “**Zoram Medical College**”.
2. **Registered Office:** The registered office of the Society shall be at Zoram Medical College, Falkawn, Mizoram, PIN – 796005, India.
3. **Objectives of the Society:** The objectives of the Society shall be as follows:-
 - (1) To impart Under Graduate and Post Graduate Medical and Training Course as per the National Medical Commission Act, 2019 and the rules and regulations made there under.
 - (2) To award academic distinctions and titles as may be laid down in accordance with the Zoram Medical College Bye-Laws 2024.
 - (3) To conduct research, especially in operational, applied and other studies as related to health sciences and manpower development.
 - (4) To manage the day-to-day functioning of the Zoram Medical College, its attached State Referral Hospital, Falkawn and other associated health care facilities as per the directives of the Governing Council and Government of Mizoram.
 - (5) To provide primary, secondary and tertiary health care services to the public.
 - (6) To serve as a regional referral service center for comprehensive health care.
 - (7) To provide management consultancy in preventive, diagnostic, curative, and rehabilitative services.
 - (8) To provide and impart practical and job-oriented training including refresher courses in selected specialities to medical and para-medical personnel.
 - (9) To develop and provide education, training and research facilities of the highest order for various types of para-medical, nursing, dental, supportive and auxiliary staff at all levels.
 - (10) To assist the State Government in regard to planning, establishing, managing and accessing the health and family welfare and medical education programs and other related activities.
 - (11) To do all such other lawful acts as are conducive or incidental to the attainment of the above objectives.
4. **Names of the first members of the Governing Council:** The name of the first members of the Governing Council are as follows:

<u>Sl.No.</u>	<u>Name & Designation</u>	<u>Position in the Council</u>
1	Pu Zoramthanga, Chief Minister, Mizoram	President
2	Dr. R.Lalthangliana, Minister Health & Family Welfare Department, Higher & Technical Education Department	Vice President
3	Pu Tawnluia, Deputy Chief Minister, DP&AR	Member
4	Dr. Z.R.Thiamsanga, MLA & Vice Chairman, Health & Family Welfare Board	Member
5	Prof. F. Lalnunmawia, MLA, Aizawl South III	Member
6	Dr. Renu Sharma, Chief Secretary	Member
7	Prof. K R S Sambasiva Rao, Vice Chancellor, Mizoram University	Member
8	Pi Esther Lal Ruatkimi, Principal Secretary, Health & Family Welfare Department	Member
9	Pu Vanlal Chhuanga, Commissioner & Secretary, Finance Department	Member

10	Pu, R. Lalramnghaka, Secretary, DP&AR	Member
11	Pi Esther Lal Ruatkimi, Principal Secretary, Higher & Technical Education Department	Member
12	Pu Lalmalsawma Pachuau, Secretary, Planning and Programme Implementation Department	Member
13	Dr. T.Lahmangaihi, Principal Director, Health & Family Welfare Department	Member
14	Dr. K.K. Chhetri, Director, Hospital & Medical Education	Member
15	Dr. C.Lalzepuii, Director, Health Services	Member
16	Dr. John Zohmingthanga, President, Indian Medical Association, Mizoram Branch	Member
17	Dr. John Zohmingthanga, Director, Zoram Medical College	Member- Secretary

5. **Alteration of Memorandum of Association:** No amendments or alterations of Memorandum of Association shall be made except with prior approval of the Government in accordance with section 9 and 10 of the Mizoram Societies Registration Act, 2005 (Act No. 13 of 2005) as amended from time to time.
6. **Framing and modification of Regulations and Bye-Laws:** The Governing Council shall be competent to frame, amend or vary part(s) or whole of the regulations and bye-laws of the Zoram Medical College, subject to such directions, if any, issued by the State Government in accordance with the Mizoram Societies Registration Act, 2005 (Act No. 13 of 2005) as amended from time to time.
7. **Names, addresses and designations of the signatories to the Memorandum:**
The following names are signatories to the Memorandum of Association:

<u>Sl.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Address</u>	<u>Signature</u>
1	Pu Zoramthanga	Chief Minister, Mizoram	McDonald Hill, Zarkawt, Aizawl	
2	Dr. R. Lalthangliana	Minister, H&FW Department	Kanan Veng, Aizawl	
3	Dr. Renu Sharma	Chief Secretary	Khatla, Aizawl	
4	Pi Esther Lal Ruatkimi	Principal Secretary, H&FW Department	Mission Veng, Aizawl	
5	Dr. P.C. Lalramliana	Principal Director, H&FW Department	Dam Veng, Aizawl	
6	Dr. Lalmalsawmi Sailo	Director, H&ME	Chaltlang, Aizawl	
7	Dr. Vanlalsawma	Director, Health Services	Kulikawn, Aizawl	
8	Dr. John Zohmingthanga	Director, ZMC	McDonald Hill, Zarkawt Aizawl	

Witnesses:

Sl. No	Name	Signature
1		
2		
3		

BYE-LAWS OF ZORAM MEDICAL COLLEGE, FALKAWN, MIZORAM

In exercise of the powers conferred by clause (h) of regulation 7 of the Zoram Medical College Regulations, 2024 and in supersession of Bye Law of the Mizoram Institute of Medical Education & Research (MIMER), 2018 notified in the Mizoram Gazette Extraordinary Issue number 617 dated 10.10.2018 except as respects things done or omitted to be done before such supersession, the Governing Council, Zoram Medical College, with the approval of the State Government, hereby makes the following Bye-Laws namely:-

1. Short title, extent and commencement:

- a) These bye-laws may be called the Bye-Laws of Zoram Medical College, 2024.
- b) They shall apply to the College and other institutions attached to it.
- c) These bye-laws shall come into force from the date of publication in the Official Gazette.

2. Definitions: (1) In these Bye-Laws unless the context otherwise requires,

- (a) **“Appointing Authority”** means the authority as indicated in Schedule – III of these rules of the Zoram Medical College (Recruitment and Conditions of Service for Teaching Faculty) Rules, 2024 and Zoram Medical College (Recruitment and Conditions of Service for Non-Teaching Employees) Rules, 2024.
- (b) **“Bye-Laws”** means the Bye-Laws of the Zoram Medical College framed under the Zoram Medical College Regulations, 2024.
- (c) **Group “A”, Group “B”, Group “C” and Group “D”** posts in the College shall correspond to the classification of the posts under the Government from time to time.
- (d) **“Member”** means the member of the Governing Council, committees and sub-committees of the Zoram Medical College.
- (e) **“Member-Secretary”** means Member-Secretary of the Governing Council, committees and sub-committees of the Zoram Medical College.
- (f) **“Assistant Professor”** means teaching faculty as defined in the MCI/NMC guidelines.
- (g) **“Regulations”** means the Zoram Medical College Regulations, 2024.
- (2) The words and expressions used herein and not defined in these Bye-Laws but defined in the Zoram Medical College Regulations, 2023 shall have the same meanings respectively as assigned to them in the said regulations.

3. Selection Committee:

There shall be different Selection Committees for recruitment of various categories of employees under Zoram Medical College as below:

I. For Group ‘A’ Faculty posts (Asst. Professor & above) except Director:

- | | |
|------------------|--|
| Chairman | : Chief Secretary, Government of Mizoram |
| Member-Secretary | : Director, ZMC |
| Members | : 1) Secretary, H&FW Department |
| | 2) Principal Director, Health & Family Welfare |
| | 3) Representative of DP&AR |
| | 4) Representative from Mizoram University |
| | 5) One expert not below the rank of Associate Professor in the subject/speciality. |

II. For Group 'A' & 'B' posts (other than the above):

- Chairman : Secretary, H&FW Department
Member-Secretary : Director, ZMC
Members : 1) Principal Director, H&FW Department
2) Representative of DP&AR
3) Expert in the concerned subject/specialty where necessary.

III. For Group 'C' & 'D' posts:

- Chairman : Secretary, H&FW Department
Member-Secretary : Director, ZMC
Members : 1) Principal Director, Health & Family Welfare
2) Registrar, ZMC
3) Representative of DP&AR
4) Expert in the concerned subject/speciality where necessary.

The Executive Committee may constitute temporary Selection Committee(s) for recruitment of various posts in addition to the existing Selection Committees as and when required.

4. Method of recruitment and minimum qualifications for appointment:

- a) The categories of posts, scale of pay, age limit, method of recruitment and minimum qualifications for appointment to all the posts shall be as specified in the Zoram Medical College (Recruitment & Conditions of Service for Teaching Faculty) Rules, 2024 and Zoram Medical College (Recruitment & Conditions of Service for Non-Teaching Employees) Rules, 2024 as amended from time to time.
- b) The age limit and other conditions of appointment of teaching faculty shall be subject to the terms and conditions of the Medical Council of India, and as per Minimum Qualification for teachers in Medical Institutions Regulations, 1998 as amended from time to time.

5. Procedure for direct recruitment/method of selection: Procedure for direct recruitment/Method of selection shall be in accordance with the procedures outlined in the Mizoram Direct Recruitment (Conduct of Examination) Guidelines, 2018 as amended from time to time or regulations framed by the Governing Council from time to time.

6. Appointments to posts in addition to sanctioned strength: Notwithstanding anything contained in these bye-laws:

1. The Governing Council/President, on recommendation of the Director, may engage person(s) against the post(s) specified under regulation 7 (g) of the Zoram Medical College Regulations, 2024 on such terms and conditions as may be decided on case to case basis.
2. Specialists, scholars and honorary consultants may be invited by the Director to participate in the activities of the College for specific period. Such honorarium may be as fixed by the Governing Council from time to time.

7. Probation and Confirmation: Probation and confirmation of employees of the College shall be as prescribed by the Zoram Medical College (Recruitment & Conditions of Service for Teaching Faculty) Rules, 2024 and Zoram Medical College (Recruitment & Conditions of Service for Non-Teaching Employees) Rules, 2024 as amended from time to time

- 8. Performance of duties:** Every employee shall perform such duties which have been entrusted to him and shall, to the best of his ability, carry out the lawful directions of the Governing Council, Director or any other authority. The Medical personnel working in the College shall follow professional ethics, maintain dignity and decorum in the College and render devoted service to the patients in addition to their teaching responsibilities. The provisions of the Central Civil Services (Conduct) Rules, 1964 shall apply to the employees of the College.
- 9. Permission to visit, work and study outside the College:** The Director may detail member of the academic and other staff to any place outside the College, but within India, for the benefit of the College for academic activities, examination duties, seminar, short-term training or for any other specified purpose for a duration not exceeding 2 weeks. If the period exceeds 2 weeks, the matter shall be decided by the Chairman, Executive Committee on the recommendation of Academic Committee, ZMC.
- 10. Power to award prizes and titles:** The College may award such prizes, titles, souvenirs, certificate of proficiency and stipends to its students, faculty and staff as may be decided by the Academic Committee upon receiving approval from the Executive Committee from time to time.
- 11. Special provisions:**
- a) Notwithstanding anything contained in the regulations or in the bye-laws or Zoram Medical College (Recruitment & Conditions of Service for Teaching Faculty) Rules, 2024 as amended from time to time, the Governing Council may, on the recommendation of the Selection Committee, engage a person of high academic distinction and professional attainment on temporary basis as required by the College.
 - b) The Governing Council may appoint a person of high academic distinction or professional attainment of any other University or College or Organization in India or abroad for undertaking a joint project.
 - c) The Governing Council, if felt necessary, may adopt any rules, regulations, instructions, guidelines etc. issued by the Government from time to time.
- 12. Interpretation:**
If any question arises relating to the interpretation of these Bye-Laws, it shall be referred to the Governing Council whose decision thereon shall be final.

ZORAM MEDICAL COLLEGE REGULATIONS, 2024

- 1. Short title, extent and commencement.-**
- a) These regulations may be called the “The Zoram Medical College Regulations, 2024”.
 - b) They shall apply to Zoram Medical College, Falkawn, Mizoram and other Institute attached to it.
 - c) They shall come into force from the date of publication in the Official Gazette.
- 2. Definitions:** In these regulations, unless the context otherwise requires-
- a. “Bye-Laws” means the Bye-Laws of Zoram Medical College framed under the ‘Zoram Medical College Regulations, 2024’.
 - b. “Chairman” means the Chairman of the various committees and sub- committees.

- c. **“College”** means Zoram Medical College, its attached State Referral Hospital, Falkawn and other associated healthcare facilities as per the directives of the Government of Mizoram under one administration.
 - d. **“Committee”** means the various committees constituted under regulation 11 of the Zoram Medical College Regulations, 2024.
 - e. **“Dean”** means the Dean of the College.
 - f. **“Director”** means the Director of the College who will be the Chief Executive Officer and Administrative Head of the College.
 - g. **“Estate Officer”** means the officer designated as Estate Officer of the College.
 - h. **“Finance Officer”** means an officer primarily responsible for managing financial matters of the College.
 - i. **“Governing Council”** means the body that shall exercise full power on behalf of the College.
 - j. **“Government”** means Government of Mizoram.
 - k. **“Medical Superintendent”** means the Medical Superintendent of the attached State Referral Hospital, Falkawn.
 - l. **“Member”** means member of the Governing Council, committees and sub- committees under the Zoram Medical College.
 - m. **“Member-Secretary”** means Member-Secretary of the Governing Council, Committees and Sub-committees under the Zoram Medical College.
 - n. **“President”** means the President of the Governing Council. The Chief Minister, Mizoram will be the ex-officio President of the Council.
 - o. **“Recognized College/University”** means a college or university recognized by Medical Council of India/National Medical Commission.
 - p. **“Registrar”** means the Registrar, Zoram Medical College who will be the Chief Administrative Officer.
 - q. **“Sub-dean(s)”** means an Officer designated by the Director to assist in the academic or administrative functions of the College.
 - r. **“Teaching faculty”** means members of the various teaching faculty recruited or engaged as per the Zoram Medical College (Recruitment & Conditions of Service) Rules, 2024 as amended from time to time.
 - s. **“Vice President”** means the Vice President of the Governing Council. The Minister, Health & Family Welfare, Government of Mizoram will be the ex- officio Vice President of the Council.
 - t. **“Year”** means financial year as specified by the Government from time to time.
 - u. **“ZMC”** means Zoram Medical College owned by the Government.
3. **Management of the College.**-The management of the College shall be vested in the Governing Council. The overall administration, academic work and hospital management of the College shall vest with the Director.
 4. **Composition of Governing Council.**-The Governing Council shall consist of the following ex-officio members:-

<u>Sl.No.</u>	<u>Designation</u>	<u>Position in the Council</u>
1	Chief Minister, Mizoram	President
2	Minister, H & FW Department	Vice President
3	Minister, Finance Department	Member

4	Minister, H&TE Department	Member
5	Minister, DP&AR	Member
6	Vice Chairman, H&FW Board	Member
7	MLA of the constituency (Aizawl South III)	Member
8	Chief Secretary, Government of Mizoram	Member
9	Vice Chancellor, Mizoram University	Member
10	Secretary, H&FW Department	Member
11	Secretary, Finance Department	Member
12	Secretary, DP&AR	Member
13	Secretary, H&TE Department	Member
14	Secretary, Planning and Programme Implementation Department	Member
15	Principal Director, H&FW Department	Member
16	Director, H&ME	Member
17	Director, Health Services	Member
18	President, Indian Medical Association, Mizoram Branch	Member
19	Director, ZMC	Member-Secretary

The President, Governing Council, Zoram Medical College may invite any person(s) as special invitee(s) of the Governing Council, if the need arises in the interest of the Zoram Medical College.

5. Terms of office of members of the Governing Council:

- 1) Members of the Governing Council shall not be elected or appointed, rather they will be ex-officio members.
- 2) The terms of office of any of the members of the Legislative Assembly in the Governing Council shall come to an end as soon as he ceases to be a member of the Mizoram Legislative Assembly.

6. Maintenance of membership register: A membership register shall be maintained by the Member-Secretary showing individual names of all members as prescribed in Form-I of these regulations.

7. Powers and functions of the Governing Council:

The Governing Council shall be the highest authority empowered to take all measures necessary for attainment of the objectives specified in the Memorandum of Association, subject to directives issued and approved by the Government from time to time as follows:-

- a) To consider and approve the scientific and technical programs of the College.
- b) To formulate budget annually with the approval of the Government.
- c) To make decision(s) on academic affairs, administrative matters and hospital management that may be referred by the Director or the Executive Committee and/or other committees of the College.
- d) To undertake any other activities which are consistent with the aims and objectives of the College or required for the efficient management of the College.
- e) To constitute committees, working groups or boards as and when required.
- f) To create and fill up, upgrade, re-designate, convert, amalgamate, abolish, and transfer of posts.
- g) To create post(s) other than regular post(s) for a fixed period if felt expedient for the smooth functioning of the College with the approval of the government.

- h) To make, amend and review the regulations and bye-laws including recruitment and conditions of service rules.
- i) To acquire, hold and dispose of properties, movable or immovable and to administer all assets with prior approval of the Government.
- j) To keep in safe custody the properties of the college.
- k) To delegate, by specific resolution, any of its power to any person or persons, committees, board or other bodies composed wholly or partly of its own member(s).
- l) To organize, establish, carry on and maintain working centre(s) for training, research, consultation and any other work in furtherance of the objectives of the College in any part of India and any part of the world.
- m) To appoint any additional member for the Executive Committee or any other committees constituted under these regulations.

8. Meetings and Business of the Governing Council:

- 1) The Governing Council shall meet as and when considered necessary by the President for transaction of business of the College provided that it shall meet at least once in 6 months at such place, date and time as may be decided by the President:
Provided that in case of urgent matters requiring immediate decisions, the President of the Governing Council may direct to obtain opinion of the members by circulation and the decision thereof shall be conveyed to all members.
- 2) Not less than 7 clear days' meeting notice shall be given to each member.
- 3) A notice may be served upon any member either personally, by registered post or electronic means.
- 4) Notwithstanding anything contained in sub-regulation (3) above, a special meeting of the Governing Council may be called by the President at a shorter notice of at least 3 clear days.
- 5) The quorum of the meeting shall be 50% of the total members. No business shall be transacted at a meeting of the Council unless there is a quorum. If there is no quorum at the time scheduled for holding the meeting, the meeting shall be adjourned to a suitable time as decided by the person presiding over the meeting.
- 6) Every meeting of the Governing Council shall be presided over by the President and in his absence by the Vice President. In the absence of both, the President may nominate one from amongst the members of the Governing Council to function as Chairman.
- 7) The President of the Governing Council is vested with powers to make decision by circulation in case of urgent matters requiring immediate decision and the decision thereof shall be circulated to all members.
- 8) Nothing in these regulations shall prevent the President from exercising all the powers of the Governing Council in case of emergencies for the furtherance of the objectives of the College and the action taken shall be reported to the Governing Council.
- 9) The Member-Secretary of the Governing Council shall maintain a record of proceedings, meeting minutes as well as attendance of the meeting of the Governing Council.
- 10) In case of any dispute arising from or in connection with the affairs of the College, the same shall be determined by votes. Each member shall have one vote and in case of a tie, the Chairman of the meeting shall have a casting vote.
- 11) The Governing Council may, considering the case, specify the effective date of decisions/resolutions.
- 12) Sitting allowance for attending meetings of the Governing Council shall be as fixed by the Finance Committee, Zoram Medical College Society from time to time.

- 9. Power to issue directions.** - The Government may issue such directions as may be necessary or expedient in the matter of both academic and administrative functioning of the College and hospital in order to ensure standards of excellence and to protect the interest of the College. It shall be obligatory on the part of the College to comply with such directions.
- 10. Amendment of the Regulations and Bye-Laws:** The Governing Council may, with prior written approval of the Government, make or amend the regulations and bye-laws consistent with the objectives of the College, in compliance with sections 9 and 10 of the Mizoram Societies Registration Act, 2005 (Act No. 13 of 2005) as amended from time to time.
- 11. Formation of Committees:** The Governing Council may constitute as many number of standing committees and sub-committees as it deems necessary, on such terms and conditions as may be specified for exercising any power or discharging any functions or responsibilities or for inquiring into or reporting or advising upon any matters specifically referred to them in addition to the following committees:

A. EXECUTIVE COMMITTEE

- 1) There shall be an Executive Committee which shall consist of not more than 13 (thirteen) members.
- 2) The Executive Committee shall exercise such powers and discharge such duties as the Governing Council may confer or delegate to it.
- 3) The Executive Committee may propose alterations/amendments of the provisions of regulations and bye-laws of the Society to the Governing Council.
- 4) The composition of the Executive Committee shall be as follows:

Chairman	:	Secretary, H&FW Department
Member-Secretary	:	Director, ZMC
Members	:	<ol style="list-style-type: none"> 1) Secretary, Finance Department or representative not below the rank of Joint Secretary. 2) Secretary, DP&AR or representative not below the rank of Joint Secretary. 3) Secretary, Law & Judicial or representative not below the rank of Joint Secretary. 4) Secretary, Planning and Programme Implementation Department or representative not below the rank of Joint Secretary. 5) Principal Director, H&FW Department 6) Director, Health Services, H&FW Department 7) Director, Hospital & Medical Education, H&FW Department 8) Registrar, ZMC 9) Dean, ZMC 10) Medical Superintendent, SRH, ZMC

Provided that the Chairman may invite faculty representatives and any other person(s) as deemed necessary.

- 5) Meetings and business of Executive Committee:
 - a) The Executive Committee shall meet as and when considered necessary by the Chairman for transaction of business of the College provided it shall meet at least once in a quarter at such place, date and time as may be decided by the Chairman.

- b) Notice of a meeting of the Executive Committee shall be sent by the Member-Secretary to each member at least 7 days prior to the meeting, either by registered post, personally delivered to the member or through electronic means.
- c) In the absence of the Chairman at any meeting, the Chairman shall nominate from among the members, a Chairman to preside over the meeting.
- d) 50% of the total members shall form the quorum.
- e) The Chairman of the Executive Committee is vested with powers to make decision(s) by circulation in case of urgent matter(s) requiring immediate decisions.

B. FINANCE COMMITTEE

- 1) There shall be a Finance Committee of the Society.
- 2) The following matters shall be taken up by the Finance Committee for appropriate action:
 - a) Budget estimate showing the estimated receipt and expenditure of the College for the next financial year within the third quarter of the current financial year.
 - b) Re-appropriation of fund.
 - c) Preparation/recommendation of revised budget estimate.
 - d) Annual accounts of the College showing receipt and expenditure together with audit report thereon. The annual report should be completed within the first quarter of the subsequent financial year.
 - e) All financial matters pertaining to the College.
- 3) The composition of the Finance Committee shall be as follows:
 - Chairman : Secretary, H&FW Department
 - Member-Secretary : Director, ZMC
 - Members :
 - 1) Secretary, Finance Department or representative not below the rank of Joint Secretary
 - 2) Principal Director, H&FW Department
 - 3) Director, Health Services, H&FW Department.
 - 4) Director, Hospital & Medical Education, H&FW Department
 - 5) Registrar, ZMC
 - 6) Finance Officer, ZMC
- 4) Meetings and Business of the Finance Committee:
 - a) The Finance Committee shall meet as and when considered necessary by the Chairman for transaction of business of the College provided it shall meet at least once in every quarter in a financial year, at such place, date and time as may be decided by the Chairman.
 - b) Notice of a meeting of the Finance Committee shall be sent by the Member-Secretary to each member at least 7 days prior to the meeting, either by registered post, personally delivered to the member or through electronic means.
 - c) 50% of the total members shall form a quorum.
 - d) The Finance Committee shall, in addition to the above, exercise such powers and discharges such functions as maybe delegated by the Governing Council from time to time.

C. ACADEMIC COMMITTEE

There shall be an Academic Committee responsible for the smooth and efficient functioning of the academic activities of the College.

The composition of Academic Committee shall be as follows:

- Chairman : Director, ZMC
 Member Secretary : Dean, ZMC
 Members : 1) Medical Superintendent, ZMC
 2) All Heads of Academic Departments, ZMC
 3) Co-ordinator, Medical Education Unit (MEU), ZMC
 4) Academic Officer, ZMC
 5) Associate Professor (One Representative)
 6) Assistant Professor (One Representative)

D. FEE FIXATION COMMITTEE

There shall be a Fee Fixation Committee to approve the fee structure or to propose some other fees that may be charged by the College.

The composition of the Fee Fixation Committee shall be as follows:

- Chairman : Secretary, H&FW Department
 Member-Secretary : Director, ZMC
 Members : 1) Secretary, Finance Department or representative not below the rank of Joint Secretary.
 2) Secretary, Higher & Technical Education Department or representative not below the rank of Joint Secretary
 3) Secretary, Law & Judicial Department or representative not below the rank of Joint Secretary
 4) Principal Director, H&FW Department
 5) Additional/Joint Secretary, H&FW Department
 6) Registrar, ZMC
 7) Dean, ZMC
 8) Finance Officer, ZMC

E. ESTATE COMMITTEE

There shall be an Estate Committee which shall look after the immovable properties belonging to the College. The committee shall take up matters relating to acquisition of land, maintenance and clearance of land and buildings, land disputes and any issues pertaining to immovable properties, allotment of land for various purposes, allotment of quarters, buildings, etc. The committee shall fix rent of buildings, quarters etc. and revise it from time to time.

The composition of Estate Committee shall be as follows:-

- Chairman : Secretary, H&FW Department
 Member-Secretary : Director, ZMC
 Members : 1) Principal Director, H&FW Department
 2) Medical Superintendent, ZMC
 3) Registrar, ZMC
 4) Estate Officer, ZMC
 5) Finance Officer, ZMC
 6) Deputy Director (Administration), ZMC

F. PROCUREMENT COMMITTEE

- 1) There shall be a Procurement Committee to deal with procurement of all equipments, furniture, appliances and other necessary items of the College.
- 2) The Procurement Committee may, from time to time, constitute sub- committee(s) or may invite any technical expert(s).
- 3) The powers exercised for procurement of goods and services shall be based on the recommendation of the Procurement Committee, and details of all such procurement of goods and services shall be placed before the Executive Committee for ratification.
- 4) The composition of Procurement Committee shall be as follows:-
 - Chairman : Director, ZMC
 - Member-Secretary : Registrar, ZMC
 - Members :
 - 1) Representative of Law & Judicial Department.
 - 2) Representative of Finance Department.
 - 3) Medical Superintendent, ZMC
 - 4) Finance Officer, ZMC
 - 5) Deputy Director (Administration), ZMC
 - 6) Expert(s) from the discipline concerned.

Provided that all proposals, decisions, recommendations made by the committees constituted under regulation 11 of these regulations, requiring decisions and approval of the Governing Council shall be referred through the Executive Committee.

12. **Electronic Meetings.**-Members of the Governing Council, Executive Committee or any other committees constituted, may participate in a meeting of such Council or committee by means of any electronic media by which all persons participating in the meeting can communicate with each other, subject to prior approval of chairman of the concerned committee.
13. **Board of Consultants .-** The Governing Council may, from time to time appoint a Board of Consultants from different specialties for performing the following functions:
 - a) To encourage best practices in the field of medical science.
 - b) To develop programs using the latest research methodology which can be used for the upliftment of the health status of the general population and to develop new skills in prevention and control of diseases.
 - c) To provide consultation in all aspects of medical sciences and technology to the College and the Government. This will include planning, monitoring and evaluation of all health related programmes.
14. **Allowances of the Chairman and members of the Executive Committee and other standing committees:**
 - a) The Chairman and members of the Executive Committee and other standing committees shall not receive pay, fee, remuneration or any other allowance, except travelling and daily allowances on tour, and sitting allowance for attending meetings as fixed by the Finance Committee, Zoram Medical College from time to time.
 - b) The President may for special reasons permit journeys by Air, to the non-official member of the Executive Committee and other committees of Zoram Medical College. For such journeys, travelling allowances shall be paid at the rates admissible to Group 'A' officers of the Government.

15. Appointment of the Director:

- a) The Director of the College shall be appointed with the approval of the President, Governing Council from a panel of names recommended by the “Search-cum-Selection Committee” as constituted below:
 - 1) Secretary, H&FW Department - Chairman
 - 2) Registrar, Mizoram University - Member
 - 3) Principal Director, H&FW Department - Member
 - 4) Additional/Joint Secretary, H&FW Department – Member
- b) The eligibilities for appointment of Director, Zoram Medical College shall be as follows:
 - 1) As per the National Medical Commission Teachers Eligibility Qualifications in Medical Institutions Regulations 2022 as may be amended from time to time *OR*
 - 2) Deputation from amongst the officers of Selection Grade and above of Mizoram Health Service, having Post Graduate degree in clinical/non-clinical/health administrations/public health recognized by the MCI/NMC with a minimum of 25 years experience in Group ‘A’ Gazette post.
- c) The term of office of Director shall ordinarily not exceed 4 years or till he attains the age of 62 years, whichever is earlier and extendable up to 1 (one) year in special cases. Further he shall not be eligible for re-appointment as Director after the expiry of his tenure. Authority for approval of extension of the tenure of Director shall be vested in the Government on the recommendation of the Governing Council.
- d) Pay, leave salary, pension and other allowances of the Director shall be as per the “Guidelines for appointment on deputation (including short term contract)/deputation on foreign service and absorption” issued vide OM No. A- 12011/2/2019-P&AR (GSW) dated 09.01.2020 or as prescribed by the Government from time to time.
- e) In case of premature reversion of deputationist to parent cadre and implication of overstay while on deputation, the matter may be disposed off as per the provision of “Guidelines for appointment on deputation including short term contract)/deputation on foreign service and absorption” issued vide OM No.A-12011/2/2019-P&AR (GSW) dated 09.01.2020 or as may be prescribed by the Government from time to time.

16. Powers and functions of the Director.-

- a) The Director shall be the executive head of the College. He shall be the supervising authority in respect of matters relating to administration, financial functions and academic issues of the College and any other duties and responsibilities delegated to him by the Governing Council from time to time.
- b) He shall exercise the administrative and financial powers as delegated by the Governing Council.
- c) He shall allocate duties and responsibilities to officers and employees of the College.
- d) He shall be responsible for monitoring the smooth functioning of the faculty and other staff of the College.
- e) He shall supervise the work of the Medical Superintendent of the attached hospital.
- f) He shall maintain the facilities of the college for inspection.
- g) He shall also have powers to delegate any of the powers conferred to him under these regulations to any of the officers of the College subject to such limitations as may be imposed by the Governing Council.

17. Registrar, Dean, Medical Superintendent, Deputy Director (Administration) and Finance Officer.-

- a) **Registrar:** The Registrar shall assist the Director in matters relating to office management, purchase and procurement, vehicle and accommodation, general administration, recruitment/appointment, planning and financial matters. He shall also assist in intake of students, perform duties and exercise such powers as delegated by the Director.
- b) **Dean:** The Dean shall be the caretaker of all academic and scientific/research activities of the college and shall maintain records, registers related to academic work. The Dean shall assist the Director in monitoring the functioning of the College, and perform such duties and functions as assigned to him by the Director.
- c) **Medical Superintendent:** The Medical Superintendent shall be the caretaker of the State Referral Hospital, Falkawn and shall assist the Director in all health-care activities.
- d) **Sub-Dean(s):** A Sub-Dean(s) may be designated by the Director from amongst the faculty members to assist the Director and Dean of the College.
- e) **Deputy Director (Administration):** The Deputy Director (Administration) shall assist the Registrar in matters relating to general establishment, administration, recruitment, appointment, maintenance of service records, leaves and other service matters.
- f) **Finance Officer:** Finance Officer is an officer who is in charge of overseeing the financial transactions of the College, preparation of budget, monitoring records and receipts, and reconciling daily, monthly and yearly transactions. He shall also perform such duties and exercise such powers as may be delegated to him by the Director.

18. Qualification, recruitment and conditions of service.-The qualification, method of recruitment and conditions of services of the employees of the College may be as prescribed under the rules framed by the Governing Council with the approval of the Government from time to time.

19. Indemnification.-

- a) **General:** Unless expressly prohibited by law, the Society shall fully indemnify any person made, or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that such person, or such person's testator or in testate, is or was a Director, officer, employee or agent of the society or serves or served any other enterprise at the request of the Society against all expenses (including attorneys fees), judgments, fines and amounts paid or to be paid in settlement incurred in connection with such action, suit or proceeding.
- b) **Limitation of Liability:** Regardless of the amount of liability insurance maintained, this limitation of liability for volunteers and employees shall not apply when the injury or damage was a result of volunteer or employee's willful misconduct, crime (unless the volunteer or employee has a reasonable cause to believe that the act was lawful), transaction that resulted in an improper personal benefit of money, property or service to the volunteer or employee, or act or omission that was not in good faith. This limitation of liability shall not apply to any licensed profession employee operating in his professional capacity. The Society is liable only to the extent of the applicable limits of the insurance coverage it maintains.
- c) **Insurance:** The assets of the College may, if felt necessary by the Governing Council, be insured under various relevant insurance schemes/policies as approved by the Insurance Regulatory Development Authority of India (IRDAI), Ministry of Finance, Government of India.

20. Proceedings by or against the Society.-The College may sue or be sued in the name of the Director, Zoram Medical College. Further, the Director, on the approval of the Governing Council, shall be competent to file suits or applications or commence other proceedings, civil or criminal,

for and on behalf of the Society and to prosecute the same and for such purposes to sign, execute or attest plaints, petitions, appeals or other documents that may be necessary thereof and to verify the same, to swear affidavits and to compromise, refer to arbitration and to defend suit or other proceedings that maybe filed against the Society and to prosecute the claims or defense in the Court of Appeal or origin or before any officers or before Income Tax Authorities and for such to appoint any advocate on case to case basis.

21. Funds of the Society.-The funds of the Society shall consist of the following:

1. Budgetary allocations by the Government or any other type of funding.
2. Grants received from or through the Government of India or any other State Government/ Union Territory.
3. Grants, gifts, donations, benefactions etc. received by the Society from any legitimate sources.
4. All fees, user charge and other charges received by the College and its attached State Referral Hospital, Falkawn.
5. Income from investments.

22. Withdrawal of funds.-

- a) All funds of the Society shall be deposited to a nationalized bank.
- b) The said fund shall be operated through a joint account and withdrawals from the fund shall be made by cheque signed by both the Drawing and Disbursing Officer and Finance Officer of the College duly authorized by the Director.
- c) All bills shall be pre-checked by the Finance Officer of the College.

23. Budget, Accounts and Audit.-

- a) The Finance Officer, under the guidance of the Director shall prepare annual budget estimates each year for the ensuing year. The budget estimates shall be prepared well in advance, for examination by the Finance Committee and timely approval of the Governing Council on time. The preparation of budget estimates shall be as per the extant financial norms of the Government.
- b) The annual statements of accounts including the balance sheet of the Society shall be prepared in such forms as may be prescribed by the Government.
- c) The accounts of the Society shall be audited by the Accountant General, Mizoram or Director of Local Fund Audit, Accounts & Treasuries, Government of Mizoram. Fees and any related expenditure if any, in connection with such audit shall be paid by the Society.

24. User Charges (Rogi Kalyan Samiti) of the attached hospital.-The user charges of the attached hospital, i.e. State Referral Hospital, Falkawn, which is designated as District Hospital, Aizawl West, may be utilized as per existing guidelines of Rogi Kalyan Samiti (RKS) in public health facilities issued by the Ministry of Health & Family Welfare, Government of India and as amended from time to time. The Medical Superintendent, who is the Member-Secretary of the RKS Governing Body, shall, in consultation with the Director, nominate such member(s) for the RKS Governing Body to represent the College.

25. Annual report.-The Society shall publish an annual report based on financial year (i.e 1st April – 31st March of the next year) with the prior approval of the Governing Council.

26. Authentication.-All orders and decisions of the Governing Council shall be authenticated by the President or any other member authorized by the President in this behalf and all other instruments shall be authenticated by the signature of the Director or any other officer of the College authorized in this behalf.

27. General.-

- a) No act or proceeding of the Governing Council or Executive Committee shall be deemed invalid by reason merely of any deficiency in or any defect in the constitution of the Governing Council or the Executive Committee as the case maybe.
- b) On the advice of the Governing Council, if deemed fit, the Government shall approach the Central Government for conversion of Zoram Medical College to a Regional Institute or Central Institute of national importance.
- c) The College shall carry out such directions as may be issued to it from time to time by the Government for efficient administration of the College.

28. Assets of the Society.-

- a) The Society shall be the owner of all movable and immovable properties in the name of the College. No properties, whether movable or immovable, shall be sold, leased, rented or disposed off by the Governing Council without the prior approval of the Government.
- b) The allotment and assessment of rent of buildings shall be made by the Director in accordance with the provision of existing rules under the Government.
- c) Allotment of residential accommodation, rent/license fee, other charges etc. shall be as notified by the College from time to time.

29. Admission to the Courses of Studies.-Reservation of seats in various courses and selection of candidates shall be done as per the extant norms/guidelines prescribed by the Government of India from time to time.

30. Reservations.-Reservation criteria for admission to various courses under Zoram Medical College for SC/ST/OBC/EWS and other special categories of persons shall be in accordance with rules, orders etc. issued by the Central and State Government from time to time.

31. Powers to Relax.-Where the President of the Governing Council is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, on the recommendation of the Executive Committee, Zoram Medical College relax any of the provision of these regulations.

32. Dissolution.-The Society, if considered necessary by the Government, may be dissolved as per the provisions laid down by the Mizoram Societies Registration Act, 2005 (Act No.13 of 2005) as amended from time to time.

FORM - I

Membership Register (See regulation 6)

Sl.No.	Name	Address	Designation	Contact No.