

North Eastern Indira Gandhi Regional Institute of Health & Medical Science,  
Mawdiangdiang, Shillong.

Power and duties of various authorities.

**1. Governing Council:**

The Composition, Terms of Offices, Powers and Functions of office members of the Council  
*Link to Rule 3,4,5 and 6 of the Rules of the Institute.*

**2. Executive Committee:**

The Composition, Terms of Offices, Powers and Functions of office members of the Committee  
*Link to Rule 7 of the Rules of the Institute.*

**3. Standing Finance Committee:**

The Composition, Terms of Offices, Powers and Functions of office members of the Committee  
*Link to Rule 8 of the Rules of the Institute.*

**4. President:**

The President of the Governing Council shall be called the President of the Institute and exercise such powers and discharge such functions as are laid down in these Rules or as may be required by the Regulations.  
*Link to Rule 13 of the Rules of the Institute.*

**5. Administration/Academic/Scientific/Hospital**

**Director:**

There shall be a Principal Executive Officer and head of all the academic, scientific and administrative activities of the Institute who shall be designated as the Director of the Institute and shall be appointed by the Council with the prior approval of the Government of India.  
*Link to Rule 14 of the Rules of the Institute.*

Financial and Administrative Powers as reflected in the Bye Law of the Institute.

*Link to Schedule -I, Extent of Power, Bye Laws of the Institute.*

**6. Admin**

**(1) Deputy Director (Administration):**

To deal with submission/scrutiny of cases on administrative/establishment matters eg recruitment, promotion, transfer, vigilance etc, financial/budgetary control, engineering, stores, etc and matters related to authoritative bodies eg Governing Council, etc and assisting the Head of the Institute i.e. the Director in the discharge of his assigned functions.

**7. Academic/Scientific/Research**

**(1) Dean:**

To deal with all academic related activities - Courses offered by the Institute (UGs/PGs etc) and research activities of the faculty /doctors/ etc of the Institute under the control of Director, NEIGRIHMS, Shillong.

9.

(2) Professor - Heads of Department (Academic/Non-Clinical/Basic Sciences):

Professor is the Head of a Department. He/she is responsible for rendering/supervising the service delivery related activities, organizing training /conference/workshop etc, conduct/guide/render assistance in research and evaluation studies in the concerned disciplines under the overall control of the Director, NEIGRIHMS, Shillong.

(3) Principal, College of Nursing.

Acting as local incharge/head of the College which is offering UG, PG Courses, look after students, hostels etc under the administrative control of the Dean, NEIGRIHMS, Shillong and under overall control of the Director, NEIGRIHMS, Shillong.

8. Hospital

(1) Medical Superintendent:

Acting as incharge/head of the Hospital activities - patient care, administration, etc under the overall control of the Director, NEIGRIHMS, Shillong.

(2) Professor - Heads of Department (Clinical/Para Clinical):

Professor is the Head of a Department. He/she is responsible for rendering/supervising the patient care related activities, organizing training /conference/workshop etc, conduct/guide/render assistance in research and evaluation studies in the concerned discipline under the overall control of the Director, NEIGRIHMS, Shillong.

10. Central Library.

The librarian is the head of the Central Library which is providing resource back up - books, journals etc supporting the academic students who are pursuing various courses and also serving the needs of the working faculty/doctors and staff for continues update in their respective disciplines.

**10. Head/ i/c of Section/Units (in Hospitals – Dietary, Sanitation, etc), Admin/Director's Block (Store, Establishment, GAD, Accounts/Finance, Engineering, etc):.**

- a) Officers are placed at various Sections/Units as Incharge to ensure effective delivery of service/work assigned to the Sections/Units.
- b) Provide guidance to the subordinates and supervise/monitor their work for day to day.

11. Hindi Officer.

Vet translation done by translator.

To assist in implementation of Official Language Policy in the Institute.

To act as member-secretary of Official Language Implementation Committee of NEIGRIHMS

To organise Hindi workshops for the staff of NEIGRIHMS from time to time.

To organise Hindi events as per Government directives.

## **12. Transfer Policy.**

The occasional internal transfer is effected/done from time to time for administrative /secretarial etc, staff. Framing of guidelines/policy for routine transfer is being work upon.

However, in respect of certain functionaries like faculty posts, dietary, sanitation etc meant for specific department/section/units, effecting transfer is not feasible, except re-arrangement of works, which is decided within the Departments/Sections/Units.