

## ROLES AND RESPONSIBILITIES OF ADMINISTRATORS OF RAMAIAH MEDICAL COLLEGE AND RAMAIAH MEDICAL COLLEGE HOSPITAL

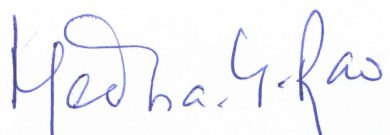
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### Principal & Dean:

1. The Principal & Dean is the overall in charge of RMC and RMCH.
2. He/she is the academic, administrative, and finance head of the Institute.
3. He/she exercises all the powers delegated to him/her. However he/she will seek guidance from the Management as he/she considers appropriate.
4. He/she may delegate any of the powers to the AD/Registrars/HODs as he/she considers appropriate for smooth and harmonious functions of the organisation.
5. Setting up the high standard of Professional conduct.
6. Planning and administering rules and regulations to maintain efficient services as required.
7. Implementing recommendations and regulations that are issued from time to time by the Medical Council of India, RGUHS and other regulatory bodies.
8. Interpreting rules and regulations to the subordinate teaching and non-teaching staff.
9. Responsible for evolving strategies and action plans involving the concerned HOD for the development and quality improvement of the department.
10. Regular visit to various departments and maintenance of strict discipline.
11. Regular supervision of all the academic and administrative aspects of the organisation.
12. Procuring of equipments to various departments and attached RMCH.
13. Giving necessary reports to higher authorities.
14. He/she has to convene faculty meeting periodically and review the activities of the department as per the agenda. In this process he/she has to provide direction to all the stake holders of each department under his/her control.
15. All circulars and notices which come from MCI and RGUHS shall be circulated to Heads of Departments and making arrangements for communicating them to the required groups.
16. Issuing instructions to the AD/Registrars/HODs for solving any problems.
17. Promotion of good relation between all categories of staff.
18. Organization of educational programmes, refresher courses, symposia, guest lecture and CME to staff members and postgraduates and undergraduates.
19. Attention to the complaints and welfare of medical students and investigation of complaints and maintaining of those records.
20. Counselling and guidance for individual staff members as and when necessary.
21. Regular staff meeting for solving individual and group problems.
22. Recruitment to Teaching/Non-Teaching staff as per the norms of MCI.
23. Conducting of DPCs for promotion of teaching staff.
24. Preparation of Gradation list of Teaching Staff.
25. Maintenance of Annual Performance Reports as per the Service Rules.
26. Co-ordination of academic activities like, exams, curriculum with the universities.
27. Conducting meetings of various committees as may be necessary.
28. Affiliation work with RGUHS University, MCI and Government.
29. Implementation of National health programmes.
30. Conduct of U.G and P.G. exams in the capacity of Chief Superintendent.
31. Maintenance of U.G / P.G. Hostels (To take proper action for maintenance of U.G / P.G. Hostels).

32. Purchase of Equipment, Drugs, Chemicals, Furniture, Hospital Necessities, Diet, Books and Journals to the library and all other such materials required by RMC & RMCH.
33. Sanction of all kinds of leave to the staff and making in charge arrangements.
34. Depute members of the academic staff and other staff to any place outside the organisation but within India for the work of the organisation or for any other specified purpose.
35. Disciplinary proceedings in respect of both teaching and non-teaching staff as per the provisions of Service Rules.
36. Supervision and Maintenance of College Statistics.
37. Supervision and Maintenance of Service Registers of the Teaching and non-teaching staff.
38. Supervision and Maintenance of Building in co-ordination with Technical Cell.
39. Financial responsibility of the organisation.
40. Effective utility of money allotted by RGUHS, UGC and other organisations in the form of Grants/project costs etc.
41. Any other work entrusted by the Management in the interest of the organisation.
42. Discharge Professor's / HOD's work.
43. To attend the Ethical Committee as and when invited.
44. Preparation and periodic review of course curriculum.
45. Formulation of short term and long term plans for growth and development of the organisation.
46. Co-ordination with other institutions for networking.
47. The Principal & Dean shall present the Annual Report to the Management before 30th June every year on the working of the organisation along with the balance sheet of the accounts duly audited showing the income and expenditure of the organisation.
48. The Principal & Dean shall regulate and operate the budget of the organisation.
49. The drawal of funds from the bank shall be on presentation of claims by the Principal & Dean and Director of the College.
50. Act as a true Academic leader, motivate and train the newly recruited members of the faculty.
51. Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.

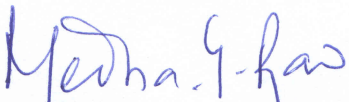
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**PRINCIPAL AND DEAN**  
**M.S. Ramaiah Medical College**  
**& Teaching Hospital**  
**Bangalore - 560 054.**

### Vice Principal & Associate Dean:

1. Setting up the high standards of professional conduct.
2. Planning and administering rules and regulations to maintain efficient Medical services of the hospital.
3. Implementation of recommendations and regulations that are issued from time to time by the MCI/RGUHS/Govt. or other regulatory authorities.
4. Regular supervisory rounds of all hospital wards and departments and premises and maintenance of clean atmosphere.
5. Indenting for necessary equipment and purchase of Drugs, equipment.
6. Official correspondence for hospital administration.
7. Arrangement of duty roster for casualty Medical Officers, nurse and group 'D' officials in consultation with CA/HODs/CMO/DHA/AHA/RMO / Nursing Superintendent and others concerned.
8. Promotion of good relations between all categories of staff and public.
9. Enforcing strict discipline in the subordinate teaching and non – teaching staff.
10. Maintenance of attendance registers.
11. Investigations of complaints and reports.
12. Ensuring adequate supply of essential drugs by purchase within delegation of powers and sending indent of drugs to the Principal & Dean, RMC.
13. Supervision and Maintenance of service registers of non-teaching staff members.
14. Supervision and Maintenance of building with the help of Technical Cell.
15. Sanction of all types of leave to non-teaching staff members of the hospital and maintenance of their records.
16. Supervising the Nursing staff in providing proper care.
17. Arranging inter-departmental meetings to sort out any problems including coordination.
18. Supervision and Maintenance of Statistics of the Hospital.
19. Any other work entrusted by the Principal & Dean, RMC and any other regulatory higher authorities.
20. Discharge Professor's / HOD's work.
21. Administration pertaining to maintenance and conduct of school of Nursing examination, Nursing students welfare and control and regulation of BSc, MSc, Nursing students postings to hospital in co-ordination with the Principal & Dean.
22. Responsible for hospital biomedical waste management as per the Government orders issued from time to time.

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**Registrars:**

1. Registrar will be under the control of Principal & Dean and look after the administrative work and will function under the guidance of Principal & Dean.
2. He/she will make arrangement for smooth conducting of various committees of the organisation.
3. He/she will be an entire charge of ministerial establishment including class IV employees attached to the organisation and he/she is responsible for proper working of the administration of the organisation.
4. He/she shall perform all such duties and powers delegated to him/her by the Principal and Dean as may be necessary for smooth and harmonious functions of the Institute.
5. He/she is responsible for looking after the conditions of service of all the employees currently on roll in RMC.
6. He/she shall prepare and maintain a gradation list in respect of each of the categories and shall update the same continuously.
7. He/she is responsible for upkeep and proper maintenance of records of the organisation.
8. He/she responsible for proper maintenance of service register, leave accounts and annual performance report of all the staff coming under the control of the organisation.
9. Preparation of agendas, notes, proceedings of the meetings.
10. He/she shall look after court matters, matters relating to Human Rights, labour problems, outsourcing problems etc.
11. He/she shall perform any other duties entrusted to him/her by the issue of specific orders from the Principal & Dean.
12. Look into all publications and hand outs brought out by the institution.

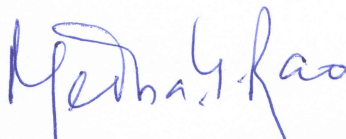
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PRINCIPAL AND DEAN  
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### Chief Administrator:

1. The Chief Administrator of RMCH will be under the control of the Associate Dean. He will be in exclusive charge of the entire staff of RMCH.
2. He/she will assist the Associate Dean of RMCH in all administrative, financial matter and any other activity of RMCH.
3. He/she will be in entire charge of all departments under RMCH and will be mainly responsible for proper working of the hospital.
4. He/she will be responsible for the maintenance of all the accounts, relating to cash transactions viz., cash books, permanent advance register, contingent register etc.,
5. He/she is drawing and disbursing officer and draws all the bills including establishment and pay bill of establishment, ministerial, nursing and group D officials.
6. He/she is responsible for proper accounting and maintenance of registers relating to diet accounts. He/she is also responsible for preparation of indents of diets, placing indents on the contractors, proper drawal of articles and proper and correct distribution. He will be in complete control of kitchen section of the hospital.
7. He/she will exercise and check according to purchase and financial rules on all purchases made in RMCH and arrange payment of bills after the scrutiny and proper accounting in the stock registers.
8. He/she is responsible for upkeep and proper maintenance records of the hospital.
9. He/she is responsible for preparation of annual budgets pertaining to the hospital.
10. He is the drawing and disbursing officer for all the staff of the hospital. He is responsible for proper accounting of all sums drawn from the Bank.
11. He/she is charged with the duties of inviting tenders for annual supplies, diets etc., and its submission to the Head of the department for acceptance.
12. He/she will be responsible for all upkeep of all AMCs pertaining to the hospital.
13. He/she is responsible for getting the contract agreements executed by the contractors in favour of hospital.
14. Proper maintenance of service registers of all staff under his control.
15. Look into patients' feedback periodically and take necessary action.

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## Head of the Department:

In addition to duties of his/her post he has to do the following duties as HOD:

1. Setting up high standard of professional conduct in the department
2. Planning the teaching schedule in consultation with other staff in the department.
3. Responsible and accountable for the academic administration of the departments under his/her control.
4. Have a thorough knowledge of the curriculum and syllabi. He/she should spearhead the introduction of innovative features in the curriculum and initiatives for the periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market.
5. Planning practical training to U.G and P.G. along with ward assignment.
6. Planning clinical teaching programmes / with Intra and Inter departmental co-ordination.
7. Organization of Seminars, Panel Discussions, Symposia, debates, journal clubs and other learning activities.
8. Display of Circulars and Educational materials on Notice Boards.
9. Carrying out teaching work with assistance from members of staff. Conduct of Internal Assessment / Tests / Compilation of marks and dispatch to Principal & Dean / University.
10. Guidance to students in methods of study and use of reference books and library.
11. Guiding PGs and their Dissertation Work.
12. Taking part in college council meeting.
13. Conduct of U.G / P.G. Exams
14. Supervise Admission and discharge of patients.
15. Supervise Outpatient work.
16. Supervision of maintenance of ward cleanliness, patient's records. X-Ray and other documents.
17. Action for up keeping and timely repairs of equipment.
18. Action for Indent for drugs, surgical supplies and equipment necessary for the department.
19. Supervise and Maintenance of stock Registers and inventories.
20. Co-ordinating and facilitating work of their staff members.
21. Investigation of complaints and suitable remedial measures.
22. Formulation of short term and long term plans for growth and development of the department.
23. Any other work entrusted by Principal & Dean.
24. Supervise Compilation and maintenance of statistics of department.
25. Submission of APR of sub-ordinate teaching and non-teaching staff to the Principal & Dean.
26. Recommendation of all kinds of leave of sub-ordinate staff to the Principal & Dean.
27. All related correspondence.
28. Establishment and maintenance of departmental library / Museum and Seminar room.
29. Maintenance of Movement register of the dept. staff.
30. In addition to the duties enumerated above he/she is responsible for assigning special work related to his/her department as he/she feels fit to his/her sub-ordinates.
31. Deputing Teaching Staff as per protocol during VIP and VVIP visits.
32. OPD Attendance management.
33. Duty to be assigned to his sub-ordinates to perform emergency interventions. In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult interventions if need arise to take over the procedure.

34. Act as a true Academic leader, motivate and train the newly recruited members of the faculty.
35. Responsible for effective conduct of soft skill development programs, career guidance and placement programs for the benefit of the students in coordination with training and placement cell.
36. Look into students' feedback periodically and take necessary action.
  
37. All the administrators shall uphold the interest of the institution above all in any activity or situation. They are expected to discharge their duties with utmost efficiency, objectivity and without any bias or prejudice.

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