

CHAPTER -3 (Manual-2)

Powers and duties of Officers and employees

The Mother Theresa Institute of Health Sciences (Pondicherry) Society, Pondicherry is managed by Governing Body which is appointed by Government of Pondicherry present members of the Governing Body are as follows:-

Sl.No.	Name, Address and occupation of the members	Designation of sociation
1.	Thiru C.S. Khairwal, I.A.S., Chief Secretary to Govt.	Chairperson
2.	Thiru S. Kumarasamy, I.A.S., Secretary to Govt. (Health)	Vice-Chairperson
3.	Thiru C.S. Khairwal, I.A.S., Secretary to Govt.(Finance)	Member
4.	Dr. G. Subramanyam Reddy, Director of Health & Family services Pondicherry.	Member
5.	Dr. Sankar Reddy, Deputy director(Public Health), Pondicherry.	Member
6.	Dr. Dilip Kumar Baliga, Medical superintendent, General Hospital,Pondicherry.	Member
7.	Dr. V. Balu, Dean, Mother Theresa Institute of Health Sciences(Pondicherry)Society, Pondicherry.	Member-Secretary

Dr. V. Balu, M.B.B.S., D.T.C.D., ,Dean,

The Dean is vested with the powers of managing over-all affairs of both Administration &Academic matters of the Mother Theresa Institute of Health Sciences (Pondicherry)Society, Pondicherry under the Superintendence and control of Governing Body. He has been vested with the financial powers of Head of the Department to incur expenditure as per the delegation of financial powers of MTIHS.

Thiru S. Karimullah Khan, Registrar-cum-Accounts Officer

The Registrar-cum-Accounts Officer is looking after general administration of MTIHS. He has been vested with financial powers to incur expenditure as Head of the Department as indicated in the delegation of financial powers of MTIHS.

Dr.V. Gopal, Registrar(Academic)

The Registrar (Academic) is in-charge of the academic matters viz. Admission of Students to Degree/Diploma courses and students related matters and correspondence with University, INC, PCI, AICTE for application/approval and conduct of examination etc.

Office Superintendents

Tmt. S. Rajasulochana, supdt.Gr-I

She is looking after the Establishment matters viz. declaration, probation, regularization, confirmation and issue of office orders and to initiate action on the representation, made by staff and association.

Thiru S. Parasuraman, Supdt.Gr-II

He is looking after the framing/decision of Recruitment Rules, appointments and other related matters all purchase and disposal, stores, maintenance of building etc. Also appointed as Assistant Public information Officer for redressal of grievances of Parents, Students and general Public etc.

Thiru N. Peraman, Supdt. Gr-II

He is looking after all Accounts matters relating to receipt of funds, budgeting and settlement of claims, Bills and disbursement of Pay, Scholarship, Stipend, TA,LTC, etc.

Tmt. N. Selvambal, Supdt.Gr-II

She is looking after the Academic matters viz. admission of Students, issue of required certificates (T.C., Conduct, Mark sheet, etc.) and conduct of examination etc.