



GOVERNMENT OF KARNATAKA

# **GOVERNMENT DENTAL COLLEGE & RESEARCH INSTITUTE**

**FORT, BANGALORE – 560 002**



**UNDER SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT 2005**

**PUBLISHED BY**

**GOVERNMENT DENTAL COLLEGE & RESEARCH INSTITUTE,**

**(AN AUTONOMOUS INSTITUTE)**

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## NOTIFICATION

Section 4 (i) (b) of the Right to Information Act

### **I) The particulars of its organization, functions and duties.**

GDC is a recognized center for the PhD programme in the six specialities with 3 recognised PhD guides. Its also a centre for numerous ongoing WHO-GOI projects .

GDC caters not only to caters to the patients who visit this institute but also caters to the patients visiting Bowring Hospital, Jayanagar General Hospital, K C General Hospital, and also the dental clinic set up at the Central Prison, Bangalore.

The GDC boasts of a well equipped state of art Mobile Dental Unit with two dental chairs fitted in it along with the latest equipments attached, catering to the oral health needs of the people in the outreach through ongoing regular screening and treatment camps.

All the departments are today well equipped in terms of the infrastructure and equipments as prescribed by the Dental council of India .It has in place the internet and intranet facilities designed for the whole college along with the Digital library with the Helinet subscription by the RGUHS enabling students to access all the sciences/ dental journals worldwide under one roof.

GDC has a well established Biomedical Waste Management system, water recycling plant and rain harvesting plant.

GDC has a policy of funding the educational expenses of the poor and meritorious students enrolled to the college by the State Government.

GDC has produced eminent graduates and post graduates serving all over the globe. Some of the alumni have attained the most coveted posts and have brought laurels to their alma-mater .

GDC was considered as an Autonomous institute by the Govt. of Karnataka in 2007 and renamed as Government Dental College & Research Institute (GDC&RI).

Today, GDCRI is an innovative healthcare institute that advances the life-long educational development of students consistent with their needs, interests, and abilities while strengthening the economic, socio cultural values of its diverse community. The College accomplishes this purpose by providing comprehensive, career-focused educational programs and services.

### **Vision**

#### **Curricular Aspects**

- *Upgrade undergraduate training program*
  - § Increase the admission for the BDS course from 60 to 100
- *Upgrade postgraduate training program*
  - § Increase the admission for the MDS course from 26 to 52
- *Upgrade auxiliary training program*
  - § Increase the admission for the Dental Mechanic course
  - § Increase the admission for the Hygienist course
  - § Start PhD program in all other Departments
- Start postgraduate diploma, Fellowship programs, Residency programmes and post doctoral programs in all the Departments.
- Affiliation/Collaboration with Foreign Universities for exchange of Faculties and students

### **Teaching-Learning and Evaluation**

- Training Center for Medical and Dental Health Officers and Dental Practitioners- through CDE (Continuing Dental Education)and Workshops in the subject of latest dental research and updates.
- Mandatory TOT(Training Of Teachers) and In-service training for the staff members

### **Infrastructure and Learning Resources**

- Establish amenities like lifts,Student Hostels, Guest house/ rooms, Cafeteria, Lecture halls, Photography and Artist Room.
- Acquisition Of Annex Building (Victoria Hospital OPD block ) for upgradation expansion of the existing infrastructure of GDCRI, Bangalore
- Upgrade the Central stores and the Maintenance room
  - Upgrade Laboratories with State of Art Facilities(Dental labs and Pathology labs)
  - Upgrade Inpatient Facility with Trauma Center
  - Strengthen the existing Service Clinic
- 24 hours Emergency and Ambulance Service
- Upgrade the existing Digital Library

### **Research, Consultancy and Extension**

- Establish a State Research Wing for conducting Research and Promotion of Clinical Research Activities
- Teledentistry /Networking with Health Centers in Screening and prevention of Precancer and Cancer
- Start satellite Centers

### **Student Support and Progression**

- Enhance the present Scholarship program for the poor, meritorious students

### **Governance and Leadership**

- Develop Schemes and Programs for poor patients
- Develop Sponsorship /public private partnership programmes
- Credit facilities for Employees
- E-governance
- Upgrade Record Maintenance System-- Hospital management information system

### **Innovative Practices**

- Dental Tourism
- Start newer disciplines like Oral Implantology, Geriatric Dentistry, Esthetic Dentistry and Forensic Odontology

Following this half a century of excellence, and with this vast experience now GDCRI will equip to continue to be a **Leader** in dental education by enhancing, instruction through state-of-the-art education of students and management of patients oral health needs in coming years

## **(II) The Powers and duties of its Officers and employees:**

### **Director-cum-Dean**

1. The Dean cum Director is the overall in charge of GDC&RI
2. He is the academic, administrative, and finance head of the Institute.
3. He exercises powers delegated to him as per the byelaws of the Institute.
4. He may delegate any of the powers to the AO or the Accounts officers as the case may be for smooth and harmonious functions of the Institute.
5. Setting up the high standard of Professional conduct.
6. Planning and administering rules and regulations to maintain efficient services as per byelaws, rules and regulations of the institute.
7. Implementing recommendations and regulations that are issued from time to time by the Dental Council of India, Governing Council, Finance Committee of the Institute and other regulatory bodies.
8. Interpreting rules and regulations to the subordinate teaching and non-teaching staff.
9. Regular visit to various departments and maintenance of strict discipline.
10. Regular supervision of all the academic and administrative aspects of the Institute.
11. Procuring of equipment's to various departments and attached hospital within the delegation of powers.
12. Giving necessary reports to higher authorities.
14. Promotion of good relation between all categories of staff.
15. Organization of educational programmes, refresher courses, symposia, guest lecture and CME to staff members and postgraduates and undergraduates.
16. Investigation of complaints and maintaining of those records.
17. Attention to the complaints and welfare of dental students.
18. Counseling and guidance for individual staff members.
19. Regular staff meeting for solving individual and group problems.
20. Recruitment to Teaching/Non-Teaching staff as per the byelaws, Rules and Regulations.
21. Conducting of DPCs for promotion of teaching staff.
22. Preparation of Gradation list of Teaching Staff.
23. Maintenance of Annual Performance Reports as per the State Rules.
24. Co-ordination of academic activities like, exams, curriculum with the universities.
25. Conducting meetings of Governing Council, Finance Committee, Academic Council, Selection Committee, Purchase Committee and other committees.
26. Affiliation work with RGUHS University, DCI and Government.
27. Implementation of National Dental health programmes.
28. Conduct of U.G and P.G. exams in the capacity of Chief Superintendent
30. Purchase of Equipment's, Drugs, Chemicals, Furniture's, Hospital Necessities, Books and Journals to the library and all other such materials required by the Institute.
31. Sanction of all kinds of leave to the staff and making in charge arrangements as per the powers delegated.

32. Depute members of the academic staff and other staff to any place outside the Institute but within India for the work of the Institute or for any other specified purpose if the period does not exceed 3 months.
33. Institute disciplinary proceedings in respect of both teaching and non teaching staff as per the provisions of Karnataka Civil Services (Classification, Control & Appeal) Rules 1957.
34. Maintenance of Annual property returns of all the employees of the Institute and teaching hospital as per State Rules.
35. Supervision and Maintenance of College Statistics.
36. Supervision and Maintenance of Service Registers of the Teaching and non-teaching staff.
37. Supervision and Maintenance of Building in co-ordination with PWD staff.
38. Financial responsibility.
39. Effective utility of money allotted by Govt. in the form of Grant in aid.
40. Any other work entrusted by the Chairman of the Governing Council, Principal Secretary to the Govt., Medical Education.
41. Work as professor and HOD.
42. Ethics Committee Member Secretary.
43. Preparation and periodic review of course curriculum.
44. Formulation of short term and long term plans for growth and development of the institution.
45. Co-ordination with other institutions for networking.
46. The Dean cum Director shall present the Annual Report to the Governing Council before 30<sup>th</sup> June every year on the working of the Institute along with the balance sheet of the accounts duly audited showing the income and expenditure of the Institute.
47. The Dean cum Director shall regulate and operate the budget received by Government in the form of grant in aid and allocate funds as approved by the governing council.
48. The drawal of funds from the bank shall be on presentation of claims by the Dean cum Director and Accounts Officer

### **Administrative Officer**

1. AO will be under the control of Director-cum-Dean and look after the administrative work and will function under the guidance of Dean cum Director.
2. He will make arrangement for smooth conducting of various committees of the Institute.
3. He will be an entire charge of ministerial establishment including class IV employees attached to the Institute and he is responsible for proper working of the administration of the Institute.
4. He shall perform all such duties and powers delegated to him by the Dean cum Director as may be necessary for smooth and harmonious functions of the Institute.
5. He is responsible for looking after the conditions of service of all the employees currently on role in GDC&RI on deputation or absorption.
6. He shall prepare and maintain a gradation list in respect of each of the categories and shall update and publish the same every year.
7. He is responsible for upkeep and proper maintenance of records of the institute.
8. He is responsible for proper maintenance of service register, leave accounts, annual property report and annual performance report of all the staff coming under the control of the institute.
9. Preparation of agendas, notes, proceedings of the meetings.
10. He shall look after court matters, Right to Information Act, matters relating to Human Rights, labour problems, outsourcing problems etc.
11. He shall perform any other duties entrusted to him by the issue of specific orders from the Director-cum-Dean.
12. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register**.

### **Accounts Officer:**

1. The Accounts Officer would be under the control of Director-cum-Dean of the Institute.
2. He will assist the Director-cum-Dean in all financial matters.
3. He will be solely responsible for maintenance of accounts relating to cash transactions, ie. Cash books, permanent advance register, contingent register etc.
4. He is the disbursing officer and clear the pay bills and other bills of establishment of the Institute, teaching/non-teaching staff, nursing & Group D.
5. He is responsible for preparation of Annual Budget estimates to be placed before to the Finance Committee and Governing Council for approval as per the byelaws of the Institute.
6. He is attached with the duties of tendering process for supply of equipments, Furniture, drugs, chemicals, HNS etc. of the Institute and its submission to the Director for acceptance or otherwise.
7. He is responsible for getting the contract agreement executed by the contractor in favour of the Institute.
8. He will advise the Dean cum Director on all matters concerning audit and accounts. He will be responsible to the Dean cum Director for the accuracy and completeness of the account of the institute and in accordance with byelaws of the Institute.
9. He will prepare separate annual statement of accounts in respect of funds received from sources other than Government.
10. He shall be responsible for the custody of cash and valuable documents such as cheques book, security deposit, agreements, contracts, fixed deposit receipts, government security, cash book etc.
11. He is the joint signatory for all negotiable instruments of the Institute and along with Dean cum Director and Accounts Officer.
12. He will exercise and check according to the purchase and financial rules on all purchases made in the institute and arrange payment of bills after the scrutiny and proper accounting in the stock register.
13. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register**.

## **HEAD OF THE DEPARTMENT & PROFESSOR**

In addition to duties of his 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. Planning practical training to U.G and P.G. along with ward assignment.
4. Planning clinical teaching programmes / with Intra and Inter departmental co-ordination.
5. Organization of Seminars, Panel Discussions, Symposia, debates, journal clubs and other learning activities.
6. Display of Circulars and Educational materials in Notice Boards.
7. Carrying out teaching work with assistance from members of staff.
8. Conduct of Internal Assessment /Tests / Compilation of marks and dispatch to Director / University.
9. Guidance to students in methODs of study and use of reference books and library.
10. Guiding P.G's and their Dissertation Work.
11. Taking part in college council meeting.
12. Conduct of U.G / P.G. Exams
13. Supervise Admission and discharge of patients.
14. Supervise Out patient work
15. Supervision of maintenance of ward cleanliness, patient's records. X-Ray and other documents.
16. Action for Up keeping and timely repairs of equipments.
17. Action for Indent for drugs, surgical supplies and equipments necessary for the department.
18. Supervise and Maintenance of stock Registers and inventories.
19. Co-ordinating and facilitating work of their staff members.
20. Investigation of complaints and suitable remedial measures.
21. Formulation of short term and long term plans for growth and developments of the department.
22. Any other work entrusted by Director cum Dean.
23. Supervise Compilation and maintenance of statistics of department.
24. Submission of C.R. of sub-ordinate teaching and non teaching staff to higher officer.
25. Forwarded of CL to sub –ordinate staff.
26. Official correspondence.
27. Supervision of pre-operative operation and post-operative care of the patients.
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 is responsible for assigning special work related to his department as he feels fit to his sub-ordinates.
31. Treating patients & carrying out clinical demonstration when ever necessary.
32. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register.**

Duty to be assigned to his sub-ordinates to perform emergence surgery, In case Asst. Professor wants opinion of Chief, he should be available for 2<sup>nd</sup> opinion and also in case of difficult surgery if need arise to takes over the surgical procedure. On operation day he is responsible to keep sub-ordinate to be on duty of smooth functioning of the Department. Special duties in each Department – Head of the Department can entrust to any of the staff.

## **ASSOCIATE PROFESSOR / READER**

1. To ensure department discipline, decorum and conduct and patient service.
2. Hands on teaching of cases of Academic interest.
3. To conduct clinical and epidemiological work and to present paper at conferences and chairing sessions (of national and International) conferences.
4. It is mandatory that one shall not refuse any work related to examination of University / Government / National Board without any valid reason.
5. In case of emergency / any other official work, professional services should be made available for 24 hours even on holiday as it is essential service.
6. **OPD Attendance:** On these days working will be from 9 am to 4 pm. Duty to be assigned to his subordinates to perform emergency surgery. In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult surgery if need arise to take over the surgical procedure. On operation day he is responsible to keep subordinate to be on duty for smooth functioning of the Department.
7. To attend VIP & VVIP's as per protocol as and when require.
8. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register**.

## **LECTURER / ASST. PROE.**

1. He shall ensure smooth and successful completion of all assignments entrusted to him by the Unit head  
both regarding teaching work and patient care.
2. He should be available in the hospital premises during working hours.
3. Shall consult his seniors whenever deemed fit.
4. Take active part in teaching programmers of the department both P.G. and U.G.
5. Helping the post – Graduates in preparation of dissertation as directed by the unit chief / HOD.
6. Carrying out IPD / OPD work.
7. Assisting the unit chief in conducting internal assessment for U.G.
8. Assisting the unit chief in conducting university examination work.
9. Any other departmental work entrusted by the unit chief / HOD / Principal / University.
10. To carry out research work as directed by unit chief and to present papers at Regional National and International Conference.
11. To support and guide students in their curricular and extracurricular activities and maintenance of  
the department and subordinate staff.
12. Promptly carry out examination duties as assigned by superiors/university and if not complied  
considered as dereliction of duty.
13. OPD day working will be from 9 AM to 4 PM. Lecturer on duty should remain in the premises during working hours and available for consultation, examination of patients in emergency and  
surgery. Relaxation of this should be viewed seriously. On O.T. days he should help other doctors in completing list and any complication that arise, duty as assigned by unit chief.
14. In discharging VVIP duties there should not be any complaint.
15. Leave should not be applied on the days on which he has teaching schedules.
16. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register**.



## **PHARMACIST**

1. He shall directly work under the control of Director Cum Dean, GDC&RI.
2. He shall be head of the department of hospital pharmacy, which comprises (a) manufacturing section (b) Dispensing section (c) Quality control section (d) control section and central sterilization section of hospital.
3. He shall ensure quality and quantity of drugs of hospital, storage condition of drugs manufactured in the hospital as well as purchased from outside obviating the scarcity and financial loss.
4. He shall collect information on all drugs and pharmaceuticals used in the hospital and new products in the market and operating a drug information centre for the benefit of medical & para medical staff.
6. He shall be liaison between pharmacy and medical and paramedical staff in the institute.
7. He shall be advising the matters of planning pertaining to pharmacy to the head of the institution.
8. He shall prepare and submit project reports for manufacture viz., of various pharmaceutical preparations like I.V. Fluids, Capsules, ointments, oral liquids and diagnostic agents used in the institute.
10. He shall participate and adhere to the safety programme of the institute.
11. He shall prepare and submit the annual progress report of the department.
15. He shall do any other duties assigned to him suitable to his post and qualification by the head of the institution.
16. He shall send drugs periodically for quality testing as per drug controllers instructions needed action in case.
17. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register**.

## **STAFF NURSE**

1. Should get acquainted with work of various branches.
2. Should possess knowledge of all duties to be performed in the department.
3. Should be punctual in their duties and report ½ an hour early to the department, should leave the department only after closing.
4. Should be kind and soft spoken and have patience while conversing with patients/subordinates.
5. To assist and help in various teaching and hospital duties irrespective of holidays.
6. Responsible for overall cleanliness and hygiene of the department and undertake regular rounds of the department and labs, O.T. etc.,
7. Responsible for supervision of Linen and proper sterilization and proper disposal of waste.
8. Sterilization: should ensure that proper sterilization and aseptic techniques are followed assist staff members at chair side. While treating the patient by providing proper instruments, materials, etc.
9. To assist the teaching staff i.e. Lecturers and Asst.Prof.
10. Maintaining the statistics and accounts in the department.
11. Taking stock of the material and instrument, timely maintenance and supply to the students and staff while working.
12. Keep stock of various medicines. Emergency drugs in the department and maintaining it.
13. Patient counseling.
16. Supervises the safety and comfort of a patient.
17. Staff nurse posted in the department of Oral Surgery will have additional duties of Minor O.T., which involves fumigation pre and post operative preparation and care of patient, Autoclaving of instruments, and all other clinical ward OT duty as assigned by the in charge of department.
18. Staff nurses should also participate in camps and other Oral Health Programs whenever they are posted.
19. Apart from above said duty, staff nurse should carry out official duty entrusted by the HOD
20. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register**

## **STENOGRAPHER**

1. To attend the duties as promptly as per instructions given from time to time by the Director
2. Any other duties that may be specified by the Administrative Officer from time to time
3. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register.**

## **TYPIST/Computer Operator**

1. To attend the typing works as promptly as per instructions given from time to time by the higher officers.
2. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute/dept., their movements should be entered in the **Movement Register.**

## **DRIVER**

1. He will ensure that the vehicles are in good condition & clean.
2. He will bring to the notice for prompt repairs and maintenance problems
3. He will get the vehicles serviced from agencies, approved as per office orders and norms issued from time to time
4. He will give details of vehicle for bonafide Government duty within the municipal limits
5. Ambulance driver will recover bill charges from the patient/attendants and credit them to the hospital promptly.
6. He will request for indent for petrol/diesel/lubricant as per mileage
7. He will park the vehicle promptly in the garage.
8. He will attend the duties as promptly as per instructions given from time to time by the higher authorities
9. Any other duties that may be specified by the higher officers from time to time

## **GROUP 'D':**

1. He will be on duty half an hour before the working hours (8.30AM) of the office in which he works and leave half an hour after the office hours (4.30 PM).
2. He will attend to dusting of the tables and walls, and furniture in the area of the office allotted to him and see that the stationery items kept on the desk are always ready for use.
3. He will see that the sweeper allotted to the area cleans floors, walls, toilet, etc., daily before the office hours.
4. He will be on call during the allotted time.
5. He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner. .
6. He will attend to the telephone calls when the officer is not in his seat.
7. He will carry 'IN' correspondence and files from the main office to the officer's desk and carry the 'OUT' correspondence to the main office from the officer's desk.
8. He will run errands on official business within the college and outside, if necessary.
9. He will bring tea and other refreshments from the canteen to the officer concerned whenever required.
10. He will expeditiously deliver the outgoing mail to the addresses and post office and, bring the incoming mail from the post office and other officers.
11. He will assist in moving stores from one place to another within the hospital when
12. Ordered by responsible personnel. He will move stores from and to the hospital or go to bank to cash cheques, etc.
13. He will assist in packing parcels, closing and stamping of letters.
14. Whenever necessary and authorised by the responsible personnel. He will also do the duties of a chowkidar or a gate peon.
15. He will take only half an hour for his midday lunch and promptly return to duty after the lunch break.
16. He will do such other duties as may be allotted to him by the hospital authorities.

## **OUT-PATIENT DEPARTMENT**

1. Every patient seen in the OPD must be registered and an OPD card given by the clerk.
2. The OPD consultation should be organized in such a way that there is continuity of treatment to the patient from the outdoor to the indoor.
3. Drugs should be prescribed only with reference to hospital formulary.
4. OPD dispensary, x-ray department and laboratory should be located so as to conform to patient flow. Their timings should be prominently indicated.
5. Special clinics will see cases only by appointment. Dental Record department or the Dental officer or the nursing staff attached to the clinics will give the appointment.
6. Proper seating and cooling / heating arrangements should be arranged for OPD patients.
7. Doctor Incharge OPD and the sister incharge OPD should frequently take rounds to ensure smooth working of the OPD
8. Clinical sheets, presentation chits, request blanks for laboratory x-ray and other ancillary service, charges slips should be adequately stocked.

## **X-RAY SECTION:**

1. X-ray will be taken of OPD cases, with reference to the prescription of the hospital doctors of the rank of Registrars and above.
2. It will be ensured that charges where leviable are paid first before X-ray are taken
3. Types of X-rays taken in the OPD X – ray department will be prominently exhibited.

## **OPD LABORATORY:**

1. The work of the department should be organized by appointment system and/or on 'first come, first served' basis.
2. Laboratory investigations will be made only with reference to the prescriptions of the hospital dental doctors.
3. It will be ensured that charges where leviable are paid first before investigations are done.
4. Types of investigations done in the OPD laboratory should be prominently exhibited.
5. Responsibility should be fixed for erroneous laboratory reports and remedial action taken

### **1. Administrative activities:**

- To progress with Team Spirit.
- To build up punctuality in attendance, involvement in work. To have stock of things and review for purchase service.
- To fix responsibility of officer, sub-ordinate staff in administration.
- Speedy disposal of files for priorities of Tappals.
- To carry out planned and surprise visits to various sections to find fact-and improve upon.

### **2. Academic activities including continuous improvement:**

- Inter Department teaching programmes.
- Fix responsibilities on the teaching staff and essential task.
- To conduct weekly seminars for post graduate's other doctors of the institution like journal club, clinical seminars, mortality reviews, X-ray reviews, arranging monthly guest lectures.

### **3. Financial Planning and Accounts:**

- To discuss with all sub-ordinate staff like Laboratory personnel, radiologist, matron etc. to decide about needs and necessities of various sections.
- To plan and submit a budget to higher authorities well in advance.
- To save water, electricity, etc.,
- To arrange more economical transport.
- To raise revenue in accordance with Govt. rule.

### **4. For Co-Ordinating with University/DCI and other agencies:**

- To select teachers who have zeal to work.
- To plan and execute in accordance with the requirement.
- To keep a separate section to maintain correspondence, to review letters and communicates.
- To carry out regular recording, reporting and reviewing the activities.
- To approach such other agencies who can helps in upliftment of institutions.

## **5. Met HODs to appraise the teachers and others to make aware of their duties and responsibilities:**

To encourage the junior teaching staff to take clinics and lectures.

To make post graduates and junior teachers to attend lectures given by senior teachers.

To discuss their job and responsibilities & their performance as frequently as possible.

To have feed back of the performance of subordinates and to discuss with them to provide repeated opportunities to improve upon their performance and their assigned responsibilities.

Personal Discussions improve once performance rather than issuing Memo's

Know the fact and never find the fault with others.

Every Head of Department should be Mini superintendent for this department and answerable to all problems of his department

Bio-Medical Waste Management should be a joint responsibility of RMO+ Sr. Staff Nurse as they are stationed internal administrations, they should be answerable.

Regular supervising of all, attending the needs and necessities and inspection of department along with the concerned Head of Department and Carryout, Co-operate and suggest for improvement.

Ask to maintain the teaching dairies of all the teachers and then scrutinize it for corrective measures. Through Head of department satisfactorily implement Dental Council of India and University recommendations.

## **Development of concept of Accountability different Categories:**

1. Promotion of work culture and "Work without supervision " by role modeling.
2. Reward the best performance.
3. Inculcate a sense of pride and belonging.
4. Share the credit with everyone in the team.
5. Make colleagues accept responsibility for their behavior and action.
6. Give respect to every members of the Unit/Department.
7. Make work more interesting.
8. Throw a challenge now and then.

**(III) The procedure followed in the decision making , including channels of supervision and accountability**

The Institute has two main constitutional bodies, namely, the General body and Governing Council. The General body formulates overall policies while the Governing Council is responsible for the management and administration of the Institute. Both these bodies comprise members nominated by the Government of Karnataka from time to time. The Chairman of the General Body is the Chairman of the Governing Council. The Director of the Institute is its administrative and academic Head.

The Finance Committee, Building Committee are constituted by the Governing Council to consider and to recommend matters for approval of the governing council with regard to matters related to the respective committees. Tender Inviting Committee and Tender Accepting Committees shall take decision for the procurement of goods and services.

**(IV) The norms set by it for the discharge of its functions:**

Case Worker	Opening of a new file on receipt of proposals or processing the receipt in the existing file.
Office Superintendent	Will scrutinize the proposal with all relevant facts and mark the file to Assistant Administrative Officer with a course of action to be adopted.
Administrative Officer/ Accounts Officer	Will suggest the suitability or otherwise of the course of action suggested and define the same in the light of the existing provision of Rules or Acts or take appropriate decision under the delegated powers.
	Will review the case with an overall view and submit the file to the Director cum Dean for approval of the ultimate course to be adopted on the proposal that is under consideration or take appropriate decision under the delegated powers.

**(V) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:**

**(a) Acts:**

- 1) Karnataka Administrative Tribunals Act
- 2) Karnataka Transparency in public Procurements Act, 1999 & Rules 2000
- 3) Karnataka Lokayukta Act
- 4) K.C.S (R.P.P) act 1973
- 5) K.C.S (Determination of Age) act 1974
- 6) Right to information Act 2005
- 7) The Rajiv Gandhi University of Health sciences Act 1994
- 8) Dentists Act 1948

**(b) Rules:**

- 2) K.C.S (C.C.A) Rules 1957
- 3) Karnataka Civil service Rules 1958
- 4) K.C.S conduct Rules 1966
- 5) Karnataka Civil service (Time Bound Advancement) Rules 1983
- 6) Karnataka Civil Services (Automatic Grant of special Promotion to senior Scale) rules 1991
- 7) K.C.S (General Recruitment) Rules 1977
- 8) K.C.S (Medical Attendance) Rules 1963
- 9) K.C.S (R.P.P.P) Rules 1978
- 10) Karnataka Right to information Rules 2005
- 11) K.P.S.C (Consultation) Regulation 2005
- 12) Karnataka Government (Transaction of Business) Rules 1977
- 13) Karnataka Government servants (Seniority) rules
- 14) C & R Rules of Concerned Departments/Institutions
- 15) KCS (Probationary) Rules 1977
- 16) And all other Rules , Government Orders, circulars, Notifications issued by the DPAR, FD, LD & Planning department

**(c) Instructions, Manuals and Others:**

- 1) Matters relating to Budget and Budget manuals
- 2) Karnataka Financial code
- 3) Karnataka Treasury Code
- 4) Audit paras, C & A.G Report, Inspection reports and Annual plans
- 5) Karnataka Secretariat Manual
- 6) All circulars and Guidelines issued by DPAR, FD, LD & PD

**(VI) A Statement of the categories of documents that are held by it or under its control**

1. Attendance Registers, Doctors, Paramedical, Ministerial & other employees.
2. From & To Register
3. Stamp Register
4. Case Register
5. Files pertaining to various compilations (Establishment, Accounts, Audit and Affiliation)
6. Files pertaining to Property (Land & Building) of the Institute
7. Cash Book / Cash Voucher File/ Letter/Receipts and Payment Book.
8. Acquittance Roll
9. Recovery Register
10. Bank Reconciliation Register
11. Quarterly Financial Reports
12. Audited Statement of Accounts File
13. Register of Assets
14. Measurement Books
15. Bill Register
16. Receipt Books
19. Furniture Stock Book Register Stationery Stock Book Register
20. Library Stock Register
21. Log Book of Vehicles
22. Log Book of Generators
23. Governing Council Meeting Proceedings File

24. Finance Committee Meeting Proceedings File
25. Building Committee Meeting Proceedings File
26. Tender Inviting & Tender Accepting Proceedings File
27. Selection Committee Proceedings File
28. Teaching Programme Register
29. Students Admission Register
30. Increment Register
31. Service Books of Officers and Employees
32. Biomedical Waste Management file
33. Pollution Control Board Authorisation file
34. DCI recognition file O.P.D.
35. Out Patient Register
36. OPD Doctors Register
37. Drug Dispensing Register I.P.D.
38. In Patient Register
39. In Patient Stoppage Files
40. Register of Major Operation
41. Register of Minor Operation/Diagnostic procedure
- LABORATORY
42. Laboratory Examination Register
43. Inventory of Non-Expenditure Stores and Equipments
44. Indent Books
- RADIOLOGY
- 45 X-Ray Register
46. Ultra Sonography Register
47. Indent Books
48. Film Account PHARMACY
49. Stock Register of Drugs
50. Drugs Issue Register
51. Stock Register of Lab Chemicals
52. Lab Chemicals Issue Register
53. Stock Registers of Equipments & Apparatus
54. Stock Verification Return File
55. Indent Books
- MEDICAL RECORD DEPARTMENTS
56. Case Record File of In-Patient
57. Completed Returned Out Patient Registers
58. Completed Returned In Patient Registers
59. Census of In-Patients
60. Completing of Records
- 61 . Indexing –Diagnostic Coding
62. Medico Legal Cases
63. Statistics (Monthly & Yearly)
64. Register of Absconding Patients
65. Death Register WARDS
66. Indent Book
67. Ward Inventory of Furniture
68. Ward Inventory of Equipments
69. Ward Inventory of Linen
70. Death Register
71. Medico Legal Cases Register



**(VII) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

- 1) A citizen charter has been displayed in the enquiry counters containing the details of facilities available in the hospital and also 'citizen charter – a guide' has been published.
- 2) Suggestion boxes are exists in prominent places of the hospital to receive representation by the members of the public.

**(VIII) A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

Government councils of the autonomous institutions come under the Medical Education Department

**GOVERNING COUNCIL**

1.	Minister incharge of the Dept. of Medical Education	Chairman
2.	Vice-Chancellor, Rajiv Gandhi University of Health Sciences or his nominee	Member
3.	The Principal Secretary to Government, Finance Department or his nominee not below the rank of Secretary.	Member
4.	The Principal Secretary to Government, Health and Family Welfare Services	Member
5.	The Secretary to Government, Health and Family Welfare Department (Medical Education)	Member
6.	Director of Medical Education	Member
7.	The Dean & Director of the Institute	Secretary

**FINANCE COMMITTEE:**

1	Secretary to Government, Health and Family Welfare Department (Medical Education)	Chairman
2	Secretary to Government, Finance Department,	Member
3	Secretary to Government, Planning Department	Member
4	Director of Medical Education	Member
5	Dean & Director of the Institute	Member
6	Administrative Officer of the Institute	Member
7	Accounts Officer	Member Secretary

**SELECTION COMMITTEES FOR APPOINTMENTS:**

NAME OF THE POST	MEMBERS OF THE SELECTION COMMITTEE	
(1) Dean & Director	1. Minister for Medical Education	<b>Chairman</b>
	2. Vice Chancellor <b>Rajiv Gandhi University of Health Sciences</b>	Member
	3. Secretary to Government, Health and Family Welfare Department (Medical Education)	Member
	4. Director of Medical Education	
	5. Director of any one of the Autonomous Institution	Member
	6. Administrative Officer of the Institute	Member Secretary
(2) Professors/ Associate Professors	1. Dean & Director of Institute	Chairman
	2. Representative from Health and Family Welfare Department (Medical Education) not below the rank of Deputy Secretary to Government	Member

	3. Director of Medical Education or his representative not below the rank Joint Director	Member
	4. Registrar of Rajiv Gandhi University of Health Sciences	Member
	5. Subject expert to be appointed by the chairman of the selection committee	Member
	6. Administrative Officer	Member Secretary
(3) Assistant Professors	1. Dean & Director of Institute	Chairman
	2. Representative from Health and Family Welfare Department (Medical Education) not below the rank of Deputy Secretary to Government	Member
	3. Director of Medical Education or his representative not below the rank of Deputy Director .	Member
	4. Registrar of Rajiv Gandhi University of Health Sciences	Member
	5. Subject expert to be appointed by the chairman of the selection committee	
	6. Chief Administrative Officer of the Institute	<i>Member Secretary</i>
(4) Lecturer	1. Dean & Director of Institute	Chairman
	2. Representative from Health and Family Welfare Department (Medical Education) not below Rank of Deputy Secretary.	Member
	3. Director of Medical Education or his representative not below the rank of Deputy Director.	Member
	4. Registrar of Rajiv Gandhi University of Health Sciences	Member
	5. Subject expert	Member
	6. Chief Administrative Officer of the Institute	Member Secretary
(6) All other posts Gazetted/Technical/Group 'C' and 'D'	1. Dean & Director of Institute	Chairman
	2. Representative from Health and Family Welfare Department (Member not below the rank of Deputy Secretary to Government)	Member
	3. Director of Medical Education or his representative not below the rank of Deputy Director of Medical Education	Member
	4. Registrar of Rajiv Gandhi University of Health Sciences OR his representative not below the rank of Deputy Registrar.	Member
	5. Chief Administrative Officer of the Institute	Member Secretary

**PROMOTION COMMITTEE:**

No.	Members of the promotion committee	Designation
1	Dean & Director	Chairman
2	Representative of the Government not below the rank of Deputy Secretary to Government, Health & Family Welfare Department (Medical Education) 18	Member
3	Concerned Head of the Dept.	Member
4	Administrative Officer	Member Secretary

### **ACADEMIC COUNCIL COMMITTEE**

1	Dean & Director of the Institute	Chairman & Convener
2	Registrar, Rajiv Gandhi University of Health Sciences or his nominee not below the rank of Deputy Registrar	Member
3	Dean & Director of the Bangalore Medical College & Research Institute	Member
4	All Heads of the Departments of the Institute	Member

### **PURCHASE COMMITTEE:**

<b>No.</b>	<b>Members</b>	<b>Designation</b>
1	Dean & Director	Chairman
2	Representative of the Director of Medical Education not below the rank of Deputy Director (Medical Education)	Member
3	Director of Medical Education	Member
4	Administrative Officer of the Institute	Member
5	Concerned Head of the Department of the Institute	Member
6	Accounts Officer	Member

### **ADMINISTRATIVE COMMITTEE:**

<b>No.</b>	<b>Members</b>	<b>Designation</b>
1	Dean & Director	Chairman
2	Dean & Director of the Bangalore Medical College & Research Institute	Member
3	Administrative Officer of the Institute	Member

### **CIVIL WORKS COMMITTEE:**

<b>No.</b>	<b>Members</b>	<b>Designation</b>
1	Dean & Director	Chairman
2	Chief Engineer, PWD	Member
3	Chief Architect	Member
4	Administrative Officer of the Institute	Member
5	Accounts Officer	Member

**(IX) A Directory of its officers and employees**

**&**

**(X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Sl. No.	Name of the Official	Designation	Date of Birth	Blood Group	Telephone & Mobile No.	Gross Salary as on March 2017
1.	Dr. D.R.Pruthviraj	Dean Cum Director	03-03-1958	O+Ve	9845143989 080-26717793	
2.						
3.	Dr. M.Kala	Professor & HOD	25-02-1959	AB+Ve	9880072169	
4.	Dr. A.R.Pradeep	Professor & HOD	01-05-1958	AB-Ve	9845081190	
5.	Dr.Sounder Raj	Professor	04-05-1961	O+Ve	9480585225	
6.	Dr. V.Shashikala Kumari	Professor & HOD	01-04-1956	AB+Ve	9448144254	
7.	Dr. K.S.Suresh	Professor & HOD	15-10-1956	O+Ve	080-23323448	
8.	Dr. Girish Giraddi	Professor & HOD	03-10-1972	O+Ve	9740098199	
9.	Dr. Manjunath.P.Puranik	Professor & HOD	31-10-1969	AB+Ve	080-26395523 9449353812	
10.	Dr. Sahana N.S	Professor & HOD	24-02-1973	O+Ve	9480489690	
11.	Dr. S.K.Srinath	Professor & HOD	01-06-1973	B+Ve	9845592166	
12.	Dr. M.V.Ramachandra Prasad	Reader/Associate Professor	19-06-1958	O+Ve	080-22447909 9880517034	
13.	Dr. M.N.Padmini	Reader/Associate Professor	20-04-1960	O+Ve	9448055255	
14.	Dr. H.L.Uma	Reader/Associate Professor	03-02-1959	B+Ve	9448144275	
15.	Dr. Prema	Reader/Associate Professor	13-10-1964	B+Ve	9449446381	
16.	Dr. S.K.Vishwanath	Reader/Associate Professor	16-10-1975	O+Ve	080-25264944 9448266898	
17.	Dr. A.Mallika	Reader/Associate Professor	12-04-1960	O+Ve	9880712716	
18.	Dr. R.Yashodha	Reader/Associate Professor	25-03-1973	B+Ve	9448293751 9900723904	
19.	Dr. Smitha.K	Reader/Associate Professor	15-05-1974	A+Ve	9449630572	
20.	Dr. Vijayalakshmi.K.R	Reader/Associate Professor	02-05-1972	AB+Ve	08232229470 9448391268	
21.	Dr. NausheerAhmed	Reader/Associate Professor	01-01-1968	O+Ve	9845176230 080-22441110	
22.	Dr. K.M.Kumaraswamy	Reader/Associate Professor	20-07-1962	A+Ve	080-23596717 9448844135	
23.	Dr. Namita Shanbhag	Reader/Associate Professor	04.12.1971	O+Ve	9844072744 080-25717272	
24.	Dr. Kiran Kumar.N	Reader/Associate Professor	15-08-1974	O+Ve	9449588573	

25.	Dr. Hemamythily.P	Assistant Professor/ Lecturer	24-07-1972	AB+Ve	080-23335436 9844488601	
26.	Dr. Suman.B	Assistant Professor/ Lecturer	08-09-1974	A+Ve	080-25480266 9980839659	
27.	Dr. C.N.Guruprasad	Assistant Professor/ Lecturer	24-05-1975	A+Ve	080-22271832 9844474924	
28.	Dr. Mallayya.C.Hiremath	Assistant Professor/ Lecturer	01-04-1974	B+Ve	9686793102	
29.	Dr. Sowmya.K.R	Assistant Professor/ Lecturer	04-04-1975	A+Ve	9448318210	
30.	Dr. M.Kalavathi	Assistant Professor/ Lecturer	30-11-1970	B+Ve	9448218110	
31.	Dr. T.Suresh	Assistant Professor/ Lecturer	12-04-1969	A+Ve	9740065313	
32.	Dr. J.Chandrakala	Assistant Professor/ Lecturer	05-05-1975	B+Ve	9242468024	
33.	Dr. Seema Merawade	Assistant Professor/ Lecturer	10-09-1975	B+Ve	9448606222	
34.	Dr. Purnima Bandari	Assistant Professor/ Lecturer	01-06-1974	B+Ve	9343399461	
35.	Dr. Uma.S.R	Assistant Professor/ Lecturer	12-07-1974	A-Ve	9448454625	
36.	Dr. Reshma.R.Kulkarni	Assistant Professor/ Lecturer	04-11-1975	AB+Ve	9449270142	
37.	Dr. Anoop Nair	Assistant Professor/ Lecturer	29-11-1980	O+Ve	9886459375	
38.	Dr. Mamathashree.V	Assistant Professor/ Lecturer	05-02-1977	O+Ve	09972888088	
39.	Dr. Nagaranjani Prakash	Assistant Professor/ Lecturer	10-03-1980	A+Ve	9886719087	
40.	Dr. Janitha.S	Assistant Professor/ Lecturer	14-02-1980	B+Ve	9901119025	
41.	Dr. Savitha.B.Naik	Assistant Professor/ Lecturer	26-04-1976	B+Ve	9480120930	
42.	Dr. Bijibright	Assistant Professor/ Lecturer	24-10-1977	A-Ve	9740949362	
43.	Dr. Nagarathna.J	Assistant Professor/ Lecturer	08-07-1975	O+Ve	9449631391	
44.	Dr.Satish T. Yadava	Assistant Professor/ Lecturer				
45.	Dr. Uzma Razvi	Senior Dental Health Officer	03-06-1975	O+Ve	9886786965	
46.	Dr. Champaka.G.Rao	Senior Dental Health Officer	04-11-1977	O+Ve	9972597336	
47.	Dr. Raghunandan.P	Senior Dental Health Officer	28-03-1975	O+Ve	9916805690	
48.	S.K.Nirmala	First Division Assistant	01.06.1968	B+Ve	9739131531 080-32507400	
49.	Poornima.R.Betageri	First Division Assistant	15-05-1984	B-Ve	9916382140	
50	K.Mariswamy	Stenographer	03.02.1973	A+Ve	9845927946	

51.	Raghavendra.R.Betageri	Computer Operator	20-07-1980	B+Ve	09481477999	
52.	M.M.Kedaraiah	Second Division Assistant	10.12.1961	A+Ve	9945849953.	
53.	Gurudatta.G	Second Division	04-11-1983	B+Ve	9886546070	
54.	Manjunatha.T	Librarian Gr-II	12-12-1972	AB+ Ve	9731864373	
55.	M.S.Prakash	X-Ray Technician	28-07-1964	O+Ve	8123748995	
56.	G.Gayathri	Staff Nurse	20-07-1969	B+Ve	9611347775	
57.	Suneetha	Staff Nurse	14-12-1972	A+Ve	9900390312	
58.	M.C.Janaki	Staff Nurse	15-07-1973	A+Ve	9731878752	
59.	R.Navakani	Staff Nurse	27-07-1969	B+Ve	9902821415	
60.	R.Manjula	Staff Nurse	04-07-1973	A-Ve	9900440307	
61.	Geetha.M.Kagala	Staff Nurse	04-12-1971	B+Ve	9448575789	
62.	H.Yashodha	Staff Nurse	06-08-1976	B+Ve	9900382886	
63.	N.Nirmala	Staff Nurse	07-12-1975	O-Ve	9880962311	
64.	Mahadevamma.M	Staff Nurse	10.06.1968	B+Ve	9341342955	
65.	G.Jagadeesh	Dental Mechanic	22.06.1971	O+Ve	9448920200	
66.	Pradeep.K.P	Dental Mechanic	26-01-1978	B-Ve	9986464851	
67.	Meera.K	Dental Mechanic	11-08-1980	B+Ve	9980516586	
68.	Sunitha.S.S	Dental Mechanic	17-03-1988	B-Ve	9886676962	
69.	Ashok Naik	Driver	01-06-1981	A+Ve	8904875579	
70.	Chaluvashetty.C.R	Driver	26-07-1984	O-Ve	9945456145	
71.						
72.						
73.						
74.						
75.						
76.						
77.						
78.						
79.						
80.						
81.						
82.						
83.						
84.						
85.	Basha	Group-D	12-01-1963	O+Ve	9591033439	
86.	Chandra	Group-D	15-09-1970	O+Ve	9972917646	
87.	Narasimhamurthy	Group-D	29-08-1964	AB+Ve	9591378908	
88.	N.Nagaraja	Group-D	13-10-1980	A+Ve	9663704730	
89.	G.Jagadish	Group-D	03.05.1973	A+Ve	9945169700	
90.	Narayanamma	Group-D	10-03-1967	B+Ve	9902342939	
91.	Chennamma	Group-D	25-05-1969	O+Ve	9901093504	
92.	Shankarappa	Group-D	06.05.1980	B+Ve	9980280167	
93.	Muniswamy	Group-D	17.09.1960	B-Ve	8095329877	

**(XI) The Budget allocated to each of its agency, indicating the particular of all plans, proposed expenditures and reports on disbursements made:**

**2014-15ನೇ ಸಾಲಿಗೆ ಸಂಸ್ಥೆಯ ವಿವಿಧ ಬಾಬುಗಳಿಗೆ ಹಂಚಿಕೆ ಹಾಗೂ ವೆಚ್ಚ ಮಾಡಿರುವ ಮೊತ್ತ ವಿವರ**

(ಯೋಜನೇತರ)

	ವಿವರ	2014-15ರಲ್ಲಿ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ	2014-15ನೇ ಸಾಲಿನ ವೆಚ್ಚ	2014-15ರಲ್ಲಿ ಒದಗಿಸಿರುವ ಮತ್ತು ಸಂಸ್ಥೆಯ ಆಂತರಿಕ ಆದಾಯ
002	ಅಧಿಕಾರಿಗಳ, ನೌಕರರ ವೇತನ ಹಾಗೂ ಇತರೆ ಭತ್ಯೆ	11,75,00,000.00	10,46,33,656.00	ಸರ್ಕಾರದ ಅನುದಾನ
011	ಶಿಷ್ಯವೇತನ (ಸ್ಟೈಪೆಂಡ್)	2,85,00,000.00	2,64,17,201.00	12,50,00,000.00
014	ಸಾಮಾನ್ಯ ವೆಚ್ಚ (ಕಛೇರಿ ವೆಚ್ಚ, ಭದ್ರತಾ ಮತ್ತು ಸ್ವಚ್ಛತಾ ಸಿಬ್ಬಂದಿ ವೆಚ್ಚ	55,00,000.00	48,23,759.00	ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿ ಯರಿಂದ
52	ದೂರವಾಣಿ ವೆಚ್ಚ	3,00,000.00	1,96,855.00	ಸಂಗ್ರಹಿಸಿರುವ
71	ಕಟ್ಟಡ ವೆಚ್ಚ (ವಿದ್ಯುತ್ ಮತ್ತು ನೀರು)	25,00,000.00	13,05,971.00	ಶುಲ್ಕದ ಮೊತ್ತ
195	ಸಾರಿಗೆ ವೆಚ್ಚ	5,00,000.00	3,20,185.00	21,00,000.00
200	ನಿರ್ವಹಣೆ (ಗಣಕ ಯಂತ್ರ, ಜೆರಾಕ್ಸ್, ದಂತ ಕುರ್ಚಿ, ಎಕ್ಸ್-ರೇ ಉಪಕರಣ ಮತ್ತು ಸಲಕರಣೆ)	15,00,000.00	6,15,502.00	ಅನುಭೋಗ ಶುಲ್ಕದಿಂದ 58,06,352.00
221	ಸಾಮಗ್ರಿ ಮತ್ತು ಸಲಕರಣೆಗಳ (ತ್ಯಾಜ ವಸ್ತುಗಳ ಸಂಗ್ರಹಣೆ ಮತ್ತು ವಿಲೇವಾರಿಗೆ ಉಪಯೋಗಿಸುವ ವಸ್ತುಗಳ ಖರೀದಿ)	5,00,000.00	5,00,000.00	ಎಂ.ಪಿ, ಎಂ.ಎಲ್.ಎ ಮತ್ತು
222	ಔಷಧ ಮತ್ತು ರಾಸಾಯನಿಕ	0	0	ಎಂ.ಎಲ್.ಸಿರವರ
230	ಆಸ್ಪತ್ರೆಯ ಪರಿಕರಗಳು (ಸಂಸ್ಥೆಯ ಸ್ವಚ್ಛತೆಗೆ ಉಪಯೋಗಿಸುವ ಸಾಮಗ್ರಿಗಳ ಖರೀದಿ)	5,00,000.00	75,720.00	ನಿಧಿಯಿಂದ 13,05,000.00
		<b>15,73,00,000.00</b>	<b>13,88,88,849.00</b>	<b>13,42,11,352.00</b>

(ಯೋಜನೆ)

	ವಿವರ	2014-15ರಲ್ಲಿ ಸರ್ಕಾರದಿಂದ ಬಿಡುಗಡೆಯಾಗಿರುವ ಮೊತ್ತ	2014-15ರಲ್ಲಿ ಮಾಡಿರುವ ವೆಚ್ಚ ಹಂಚಿಕೆ ಮಾಡಿರುವುದು.
101	ಸಿ.ಎಂ.ಇ		4,00,000.00
059	ಗ್ರಂಥಾಲಯ		28,00,000.00
180	ದಂತೋಪಕರಣ	1,50,00,000.00	50,00,000.00
222	ಔಷಧ ಮತ್ತು ರಾಸಾಯನಿಕ		60,00,000.00
422	ಪರಿಶಿಷ್ಟಜಾತಿ ಉಪ ಯೋಜನೆ		6,00,000.00
423	ಗಿರಿಜನ ಉಪ ಯೋಜನೆ		2,00,000.00
	<b>ಒಟ್ಟು</b>	<b>1,50,00,000.00</b>	<b>1,50,00,000.00</b>



**2015-16ನೇ ಸಾಲಿಗೆ ಸಂಸ್ಥೆಯ ವಿವಿಧ ಬಾಬುಗಳಿಗೆ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ**  
(ಯೋಜನೇತರ)

	ವಿವರ	2015-16ರಲ್ಲಿ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ
002	ಅಧಿಕಾರಿಗಳ, ನೌಕರರ ವೇತನ ಹಾಗೂ ಇತರೆ ಭತ್ಯೆ	12,00,00,000
011	ಶಿಷ್ಟವೇತನ (ಸ್ಟ್ರೆಪೆಂಡ್)	2,85,00,000
014	ಸಾಮಾನ್ಯ ವೆಚ್ಚ (ಕಛೇರಿ ವೆಚ್ಚ, ಭದ್ರತಾ ಮತ್ತು ಸ್ವಚ್ಛತಾ ಸಿಬ್ಬಂದಿ ವೆಚ್ಚ	55,00,000
52	ದೂರವಾಣಿ ವೆಚ್ಚ	3,00,000
071	ಕಟ್ಟಡ ವೆಚ್ಚ (ವಿದ್ಯುತ್ ಮತ್ತು ನೀರು)	25,00,000
195	ಸಾರಿಗೆ ವೆಚ್ಚ	5,00,000
200	ನಿರ್ವಹಣೆ (ಗಣಕ ಯಂತ್ರ, ಜೆರಾಕ್ಸ್, ದಂತ ಕುರ್ಚಿ, ಎಕ್ಸ್-ರೇ ಉಪಕರಣ ಮತ್ತು ಸಲಕರಣೆ)	30,00,000
221	ಸಾಮಗ್ರಿ ಮತ್ತು ಸಲಕರಣೆಗಳ (ತ್ಯಾಜ ವಸ್ತುಗಳ ಸಂಗ್ರಹಣೆ ಮತ್ತು ವಿಲೇವಾರಿಗೆ ಉಪಯೋಗಿಸುವ ವಸ್ತುಗಳ ಖರೀದಿ)	5,00,000
230	ಆಸ್ಪತ್ರೆಯ ಪರಿಕರಗಳು (ಸಂಸ್ಥೆಯ ಸ್ವಚ್ಛತೆಗೆ ಉಪಯೋಗಿಸುವ ಸಾಮಗ್ರಿಗಳ ಖರೀದಿ)	5,00,000
101	ಸಿ.ಎಂ.ಇ	4,00,000
059	ಗ್ರಂಥಾಲಯ	28,00,000
180	ದಂತೋಪಕರಣ	70,00,000
222	ಔಷಧ ಮತ್ತು ರಾಸಾಯನಿಕ	60,00,000
	<b>ಒಟ್ಟು</b>	<b>17,75,00,000</b>

(ಯೋಜನೆ)

	ವಿವರ	2015-16ರಲ್ಲಿ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ
071	ಸಂಸ್ಥೆಯ 2ನೇ ಮಹಡಿಯಲ್ಲಿ ಕಟ್ಟಡ ನಿರ್ಮಾಣ ಕಾಮಗಾರಿ	1,06,00,000
422	ಪರಿಶಿಷ್ಟಜಾತಿ ಉಪ ಯೋಜನೆ	5,00,000
423	ಗಿರಿಜನ ಉಪ ಯೋಜನೆ	2,00,000
	<b>ಒಟ್ಟು</b>	<b>1,13,00,000</b>

**2016-17 ನೇ ಸಾಲಿಗೆ ಸಂಸ್ಥೆಯ ವಿವಿಧ ಬಾಬುಗಳಿಗೆ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ**

	ವಿವರ	2016-17ರಲ್ಲಿ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ
00 2	ಅಧಿಕಾರಿಗಳ, ನೌಕರರ ವೇತನ ಹಾಗೂ ಇತರೆ ಭತ್ಯೆ	14,00,00,000
011	ಶಿಷ್ಟವೇತನ (ಸ್ಟೈಪೆಂಡ್)	4,60,00,000
014	ಸಾಮಾನ್ಯ ವೆಚ್ಚ (ಭದ್ರತಾ ಮತ್ತು ಸ್ವಚ್ಛತಾ ಸಿಬ್ಬಂದಿ ವೆಚ್ಚ)	70,00,000
	ಇತರೆ ವೆಚ್ಚ (O.E, Stationery, Computer Accessories and Maintenance, BMW, Paper Advertisement, C.A Fees and Advocate fees )	
52	ದೂರವಾಣಿ ವೆಚ್ಚ	2,00,000
071	ವಿದ್ಯುತ್ ಮತ್ತು ನೀರಿನ ವೆಚ್ಚ	25,00,000
195	ಸಾರಿಗೆ ವೆಚ್ಚ	5,00,000
20 0	ನಿರ್ವಹಣೆ (ಜಿರಾಕ್ಸ್, ದಂತ ಕುರ್ಚಿ, ದಂತೋಪಕರಣ ಮತ್ತು ಸಲಕರಣೆ, ಜನರೇಟರ್ ಮತ್ತು ನೀರು ಶುದ್ಧೀಕರಿಸುವ ಯಂತ್ರ)	20,00,000
221	ಸಾಮಗ್ರಿ ಮತ್ತು ಸಲಕರಣೆಗಳ	2,00,000
23 0	ಆಸ್ಪತ್ರೆಯ ಪರಿಕರಗಳು	3,00,000
59	ಗ್ರಂಥಾಲಯ	30,00,000
180	ಯಂತ್ರೋಪಕರಣಗಳ ಖರೀದಿ	95,00,000
22 2	ಔಷಧ ಮತ್ತು ರಾಸಾಯನಿಕ	85,00,000
	ಒಟ್ಟು	<b>21,97,00,000</b>

	ವಿವರ	2016-17ರಲ್ಲಿ ಹಂಚಿಕೆ ಮಾಡಿರುವ ಮೊತ್ತದ ವಿವರ
071	ಕಟ್ಟಡ ವೆಚ್ಚ (ಎರಡನೇ ಮಹಡಿಯಲ್ಲಿ ರೂಂ ಮತ್ತು ವಾರ್ಡ್ ನಿರ್ಮಿಸುವ ಕಾಮಗಾರಿ)	1,34,00,000
422	ಪರಿಶಿಷ್ಟಜಾತಿ ಉಪ ಯೋಜನೆ	5,00,000
423	ಗಿರಿಜನ ಉಪ ಯೋಜನೆ	2,00,000
	ಒಟ್ಟು	<b>1,41,00,000</b>

**(XII) The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

BPL Card Holders

**(XIII) Particulars of recipients of concession, permits or authorization granted by it**

Only BPL Card Holder can get 50% of discount for treatment charge.

**(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form**

The details in respect of the information available and held by Government Dental College & Research Institute reduced in an electronic form i.e., in the form of compact disk.

**(XV) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use**

**SOME OF THE DETAILS ARE LISTED BELOW:**

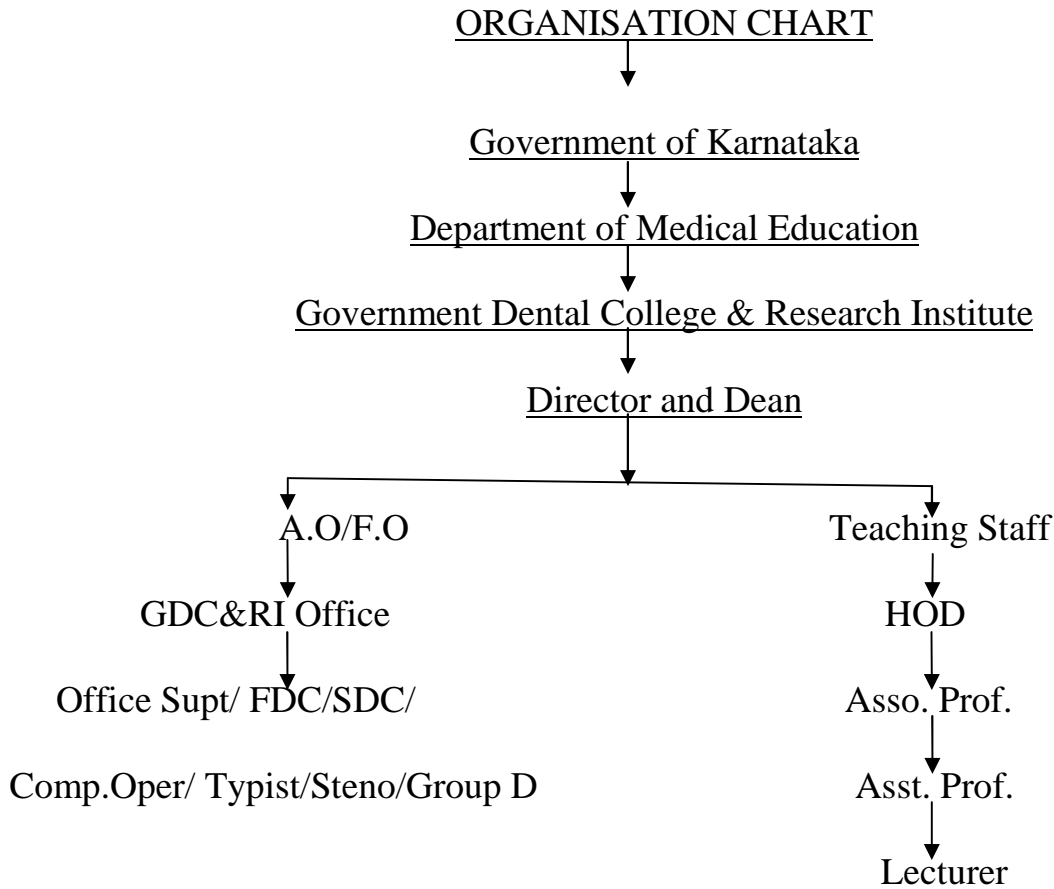
01	Layout and Floor area	1891 S.ft
02	Total Sitting Capacity • For students: UG PG • For Staff:	45 20 10
03	Sitting Capacity own book Reading Room	50
04	Working Hours: • Monday to Saturday • Second Saturday • Sunday	10.00am to 5.00pm 10.00am to 1.00pm
05	No of Shifts:	-
06	Library Collections:	11473
	• Books	8877
	• Journals	40 (Present Year)
	• Back volumes	2596
	• CD's	--
	• E-Journals	41 (Helinet Consortium)
	• WHO Collections	-
	• Govt.of India	-
	• Kannada Books	110
	• General Books	322
	• SC/ST books	861
07	Library sections	Central Library consists of the following sections: • Under Graduate Section • Post Graduate Section • Staff Room • Journals section • Own Books reading Room • Computer Room/Digital Library with Internet facility • News paper Section • Library Staff Section
08	Library Services	Reference Service Section Photocopying Service
		HELINET Service

		<ul style="list-style-type: none"> <li>• E-Books</li> <li>• E-Journals</li> </ul>
		SC/ST Book Bank Service
		Question Paper Bank Services
09	Library Staff Position:	
	Manjunatha T	Librarian Gr-II
	Supporting Staff	---

**(XVI) The Names, designation and other particulars in respect of Public information Officers**

Sl No.	1 <sup>st</sup> Appellant Authority	Public information Officer
1	Dr.Prithviraj D.R. Director cum Dean, GDC&RI, Bangalore	Smt.C.Sujatha Asst. Administrative Officer, GDC&RI, Bangalore

**(XVII) Such other information as may be prescribed and thereafter update the publications every year**



**Copy to:**

**Director cum Dean,  
Govt. Dental College &  
Research Institute,  
Bangalore.**

- 1) The Secretary to Govt., Health & Family welfare (Medical Education), Vidhana Soudha for kind information.
- 2) The Private Secretary to Hon'ble Minister for Medical Education, Vidhana Soudha, Bangalore.
- 3) The Deputy Secretary to Govt., Health & Family welfare (Medical Education), Vikasa Soudha for kind information.
- 4) The Director, Medical Education, Ananda Rao Circle, Bangalore.
- 5) The Administrative / Accounts Officer, GDC&RI, Bangalore.
- 6) The All Head of the Department, GDC&RI, Bangalore.
- 9) Office copy.