

ASSOCIATION OF NATIONAL BOARD ACCREDITED INSTITUTIONS

RULES & REGULATIONS PASSED BY GOVERNING BODY IN DEC 2020

<u>Sl. No.</u>	<u>Existing Rules & Regulations</u>	<u>Proposed Rules & Regulations</u>	<u>Remarks</u>
1.	The existing Rules and Regulations approved and certified on 07/01/2011 (copy of which is enclosed) will be replaced and substituted by proposed Rules and Regulations in the next column.	<u>Regulation No. 1:</u> Identity – The name of the Association shall be Association of National Board Accredited Institutions (ANBAI) a registered Society under K.S.R. Act, 1960.	
2.		<u>Regulation 2: Headquarters:</u> The principal registered office of the Association is at Baptist Hospital, Hebbal, Bangalore. The Association may have a regional office for different regions formed by the Governing Council.	
3.		<u>Regulation 3: Area of Operation:</u> The area of operation shall be in all the States and Union Territories of India, and other countries which will also have NBE-recognized Postgraduate Medical Education.	
4.		<u>Regulation 4 – Aims & Objectives of the Association :</u>	

		<ul style="list-style-type: none"> • To associate and affiliate all the Institutions that conduct DNB Courses in India, into one representative organization. • To communicate the grievances and problems of the affiliated Institution(s) to the NBE, and to give feedback to NBE, to achieve excellence in standards. • To keep the affiliated Institutions updated about the rules and regulations of NBE by way of regular interaction. • To safeguard interests of affiliated Institutions and its students. • To affiliate with National and International bodies for exchange of knowledge. • To work with other Associations of Healthcare Institutions, in achieving a common goal of improving medical education, improving delivery of healthcare, and in improving the lot of the medical profession. 	
		<ul style="list-style-type: none"> • To encourage faculty exchange programs in India and abroad. • To work along with the NBE in achieving excellence in Postgraduate Medical Education: • To conduct CMEs by way of webinars, videos, and conferences, aligning with the requirements of the NBE, for faculty and medical postgraduate students in the country • To organize training programs for newly accredited Institutions where required, to fulfill the criteria of the NBE • To support the NBE in drawing up the curriculum for different courses, by identifying key teaching faculty leaders in NBE Institutions • To identify Institutions and faculty for conduct of examinations and training programs for the NBE • To suggest to the NBE in modifying teaching criteria, requirement of educational material, and helping out in training in research methodology and thesis guides 	

		<ul style="list-style-type: none"> • Publication of newsletters, research papers, books and journals relating to medical education and healthcare and organize conferences for same. • To ensure that the income, earnings, movable and immovable assets of the Association shall be solely utilized and applied towards the promotion of its aim and objectives as set forth in the Memorandum of Association, and no profit thereon shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Association or to any present or past members of the Association or to any persons claiming through any one of the Association, to have any personal claim on any movable or immovable properties of the Association or to make profits, whatsoever by virtue of his/her membership. 	
5.		<p><u>Regulation 5:</u></p> <p>A. MEMBERSHIP</p> <p>Membership is of two kinds:</p> <p>i. <u>Institutional Membership:</u></p> <p>All memberships shall be on an annual basis, and shall be from the 1st of April of that year to the 31st of March of the succeeding year. Membership fee will have to be paid within 60 days of the beginning of the financial year which is before the 31th of May of that year.</p>	

		<p>Institutional membership is open to Hospitals which are running the NBE accredited courses. The fee shall be Rs.1000 per course per year + 18% GST. The membership allotment will be as follows:</p> <ul style="list-style-type: none"> • For 1 to 10 courses: 1 membership & 1 voting right in the AGM • 11 to 20 courses: 1 membership & 2 voting rights in the AGM • 21 and above courses : 1 membership & 3 voting rights in the AGM <p>The Institution will have to nominate either by way of designation or by name, people who will represent the Institution as members, for that year, in the AGM.</p> <p>Any fees paid after the 31st of May will invite a late fee of an additional 50% of the membership fee.</p>	
		<p>ii: <u>Individual Membership: (ALUMNI MEMBERSHIP)</u></p> <p>Individual membership is open to all NBE faculty, Alumni, as well as graduates of any NBE course in the country. The membership shall be lifetime membership and the fee shall be Rs. 2000/- only with 18% GST.</p> <p>Mode of membership payment will be either by online through our website.</p> <p>B. MEMBERSHIP REGISTER:- The Association shall maintain at its registered office a register of its members and shall enter therein within 15 days after admission of the members, or the cessation of membership as the case may be, with the following particulars:</p> <ul style="list-style-type: none"> • The name and address & all contact details of all members. • The date on which the member was admitted. • The date on which such membership ceased, if that happens. <p>C. PRIVILEGES OF MEMBERSHIP:</p> <p>i) Institutional Membership:</p>	

		<ul style="list-style-type: none"> • Voting rights in the AGM, according to the number of votes allotted. 	
		<ul style="list-style-type: none"> • Representation by ANBAI on the Institution’s behalf with the NBE • Academic programs conducted by ANBAI. • Official position in the executive committee. <p>ii) Individual Membership:</p> <ul style="list-style-type: none"> • Individual members will have no voting rights in the AGM, but as a body will have a representative in the Governing Council. • Representation by ANBAI on the Institution’s behalf with the NBE • Academic programs conducted by ANBAI. <p>D. CESSATION OF MEMBERSHIP: It shall be as follows:</p> <p>i) Institutional Membership</p> <ul style="list-style-type: none"> • If the annual membership fee is not paid within the 31st of May of that year. <p>ii) Individual Membership:</p> <ul style="list-style-type: none"> • On death • On written resignation • For any other act of the member that is prohibited in law. 	
6.		<p>Regulation 6: General Body: General body shall consist of all Institutional Members of the Association with the following terms, duties and powers:</p> <ul style="list-style-type: none"> • To consider any business brought forward by the Governing Council. • To consider any business brought forward, which shall be determined to be decided or turned down by simple majority after voting. • A simple majority shall decide all other questions before the general body. • To elect President, Vice President, Secretary, Jt. Secretary, Treasurer and 	

		<p>members of the Governing Council, as the situation arises.</p> <ul style="list-style-type: none"> • Only a member having served on the Governing Council for a period of two years in the past, shall be eligible for the post of President, Vice-President, Secretary, Jt. Secretary and Treasurer. • A member shall not be eligible to continue in any single post for more than two, 2-yr terms. • The Joint Secretary shall be eligible to continue as the Honorary Secretary of the Association if he/she is willing. There will be no direct election to the post of Secretary. • Election/nomination for the post of Secretary shall be only in the event that the incumbent has completed his or her term, is not eligible for re-election to continue, and the Jt. Secretary is unwilling to take up the post. • The Vice-President shall be eligible to continue as the President of the Association if he/she is willing. There will be no direct election to the post of President. • Election/nomination for the post of President shall be only in the event that the incumbent has completed his or her term, is not eligible for re-election to continue, and the Vice-President is unwilling to take up the post. • Nominations for all elected posts shall be submitted 45 days prior to the general body meeting and the Governing Council shall appoint a returning officer for conducting the elections. • Office bearers in the GC, shall not hold a concurrent position in the State/Regional Chapters. • The Governing Council shall appoint a Patron to the Association as deemed necessary from time to time. The number of Patrons in the Association shall not exceed two at any given time. The appointment of Patrons shall be according to the laid down policy and criteria of appointment. 	
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		<p><u>Appointment of Patrons – ANBAI Policy and Intent A</u></p> <p><u>patron is appointed for the purpose of:</u></p> <ul style="list-style-type: none">• Creating a high public profile of the Organization• Recognizing the substantial contribution made by the individual to ANBAI or the cause of NBE postgraduate medical education• The appointment of a Patron will only be made to persons of appropriate standing. The appointment of such a Patron will provide benefits to ANBAI’s activity and also raise the profile of ANBAI in the National arena• To protect the integrity of the appointment, ANBAI may, at its sole discretion, revoke the appointment of a Patron if in its view, ANBAI’s continued association with the person would bring ANBAI into disrepute• The primary role of the Patron is to lend credibility and support to ANBAI. The Patron will not play a formal part in the Organization, but will be listed on ANBAI’s letterheads, appeal brochures, and publicity material to help raise awareness and support <p><u>Patrons shall be appointed on the basis of the following:</u></p> <ul style="list-style-type: none">• Their standing in the community• Compatibility of their values with that of the aims and objectives of ANBAI.• Their actual contribution to the objectives of ANBAI	
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		<ul style="list-style-type: none"> ● Should have been associated with ANBAI for at least 10 years ● Terms of service: The appointment of a Patron will be deemed to be a permanent post unless specified in writing, otherwise at the time of appointment <p><u>Invitation and Acceptance:</u></p> <p>The appointed Patron will be invited to the role in writing by the President of the Association, and shall accept the same in writing</p> <p><u>Appointment and Approval:</u></p> <ul style="list-style-type: none"> ● Any member of the Governing Council may nominate Individuals for appointment as Patron of ANBAI. This nomination shall be accompanied by sufficient information on the proposed individual, addressing the selection criteria. Nominations must be received by the President office in writing, at least 1 month before the next scheduled meeting of the Board. ● The appointment of a new Patron must be by a unanimous vote in the Governing Council ● It may be preferable to have somebody who has been associated with ANBAI for at least 10 years. <p><u>Termination:</u></p> <p>If the Patron brings ANBAI into disrepute or in any way by behavior deemed inappropriate, then ANBAI has the power to relieve the Patron of his or her duties immediately. This needs to be by way of unanimous vote in the Governing</p>	
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		<p>Council.</p> <p><u>Resignation:</u></p> <p>The Patron needs to advise the Board, the President or the Governing Council in writing, if he or she wishes to relinquish the role at any time throughout their term.</p> <p><u>Remuneration:</u></p> <ul style="list-style-type: none"> • The position of a Patron of ANBAI is a voluntary position. So, there is no remuneration attached to this post. However, the Patron may claim for direct cost incurred while carrying out their duties as agreed by the Board. • If we select any Office Bearer from the NBE or Government, that has been helping ANBAI over a period of time, it shall be only after a cooling period of 1 year. 	
7.		<p><u>Regulation 7: Notice of the Annual General Body Meeting:</u></p> <ul style="list-style-type: none"> • The meeting of the general body shall generally be held once a year in the first week of September (around 5th) of that year. A notice for convening such general body meeting shall be issued to all the members by post or email at least 10 days prior. This meeting may be by the physical presence of the members, or may be a virtual meeting by way of video enabled online meeting. • Special General Body meeting may be convened with a clear seven days notice. • The quorum for the general body meeting will be one-third of the total 	

		members. In case the quorum is not there, the meeting shall be adjourned to be reconvened after 30 minutes. On this occasion, the condition of quorum would not apply.	
8.		<p><u>Regulation 8: Governing Council:</u></p> <ul style="list-style-type: none"> • The management of the Society shall vest in the Governing Council consisting of members elected once in 2 years in the general body. • The Governing Council shall consist of the following: Immediate past President, President, Vice-President, Secretary, Jt. Secretary, Treasurer, National Alumni coordinator, National Academic Coordinator and the Presidents of the State or Regional Chapters. • There shall be no limit on the number of the Governing Council members and tenure for all should not be more than 2 years. • Each Governing Council shall hold office for 2 years. • The Governing Council shall be responsible for making necessary amendments in the memorandum of Association or Bye laws or Constitution or Name or location of the Association, and have it ratified at the AGM. 	
9.		<p><u>Regulation 9: Term of Office:</u></p> <p>The ordinary term of the Governing Council will be two years after which election will be held. In case, the election does not take place after two years for any reason whatsoever, the existing office-bearers shall continue to act as such for a period of maximum one year thereafter.</p>	
10.		<p><u>Regulation No.10: Elections:</u></p> <ul style="list-style-type: none"> • Elections shall be held once in two years. No member shall be eligible to cast his/her vote in any election if he/she is in default of his/her subscription. 	

		<ul style="list-style-type: none"> • Notice for Election: Notice for election shall be sent to office bearers at least 45 days prior to the Governing Body meeting. • Voting in all elections of the Association will be through show of hands, or secret ballot, as decided by General Body. If there is no nomination for a particular post, nominations can be invited from the Floor of the Assembly during the Annual General Body 	
11.		<p><u>Regulation 11: Power of the Governing Council:</u></p> <ul style="list-style-type: none"> • Governing Council shall exercise all such powers of the Association as are required to be exercised by the Association. Without prejudice to the above general power, the Governing Council shall have the following powers. • To invest the funds of the Association in such manner as may be decided by the Governing Council. • Shall make future plans and programs and activities to be pursued by the Association. • To terminate members as per the regulation of the Association. • To appoint new members as per the regulations of the Association. • Governing Council shall meet at least once in three months on either a virtual platform, or physical presence. • In case of a tie, during voting, the President's vote is final. 	
12.		<p><u>Regulation 12: POWERS AND DUTIES OF THE OFFICE BEARERS:</u></p> <p>A. PRESIDENT</p> <ul style="list-style-type: none"> • President will be head of the Association and will preside over the general body meeting and Governing Council meeting of the Association. 	

		<ul style="list-style-type: none">● The President at the beginning of her or his term, shall help the committee, define the Chapter's goals, and establish a plan for achieving each of these goals.● Shall conduct periodic reviews during the year of the progress made, towards meeting these goals.● Shall work in association with Secretary and the members of the council.● Shall at the beginning of each year, schedule regular council meetings, accommodating the member's schedules as much as possible. These meetings may require physical presence of all the members, or may even be Skype or telephonic concalls.● Shall in conjunction with the council establish a master calendar for the chapter that will include their meetings and also other academic activities. It shall also include timeline for sending any required notices, budget planning and so on.● Shall ensure that the chapter functions with a complete understanding of the memorandum with ANBAI India.● Shall be responsible for the efficient operation of the Chapter meetings.● As presiding officer, is required to:<ul style="list-style-type: none">✓ Call meetings to order on-time, and adjourn meetings at appropriate time.✓ Announce business according to the prescribed order of business.	
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		<ul style="list-style-type: none">✓ Recognize members who are entitled to speak.✓ State and put to vote all questions that are legitimately raised, and announce the results of all votes.✓ Maintain orders through the meetings and rule on points of order.✓ Conduct meetings expeditiously and in a fair manner. <p>B. VICE PRESIDENT</p> <p>The Vice-President shall assist the President in carrying out his/her duties. The Vice-President shall also involve in all the day-to-day activities of the Association, and shall be copied in on all the official correspondence from the Honorary Secretary's office. The Vice-President shall also carry out duties assigned by the President from time-to-time.</p> <p>In the absence of the President, Vice President shall exercise all powers and carry out all duties entrusted to the President. He/she shall supervise functioning of the Association as per the orders of the President.</p> <p>C. SECRETARY:</p> <p>The term of the Honorary Secretary shall be 2 years, with the following powers and duties.</p> <ul style="list-style-type: none">● Shall look after the day to day affairs of ANBAI under the direction of the	
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		<p>National President</p> <ul style="list-style-type: none"> ● Shall coordinate with State Chapters, Alumni & Academic Coordinators ● Shall be responsible for summoning all meetings, preparing the agendas and keeping minutes of the proceedings. ● Shall be in charge of all files, documents, books and other papers of the Society. ● Shall be responsible for maintaining a register of members, and the regional and State chapters ● Shall be responsible for formulating the Annual Report to be presented to the Council and the Annual General meeting. ● Shall constantly look at improving the academic activities, in terms of content and quality ● Shall present to the Governing Council annually, the activity report for the past year, during the preconference Council meeting ● Shall present annually, the activity report for the past 1 year, at the AGM of ANBAI ● Shall participate in the Council meetings, whenever any matter is tabled for discussion ● Shall observe all the rules of the Governing Council as applicable, to these meetings ● Shall be one of the signatories along with the treasurer to sign the cheques ● To appoint office secretary and other necessary staff. The salary shall be fixed in consultation with the President and Treasurer. 	
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		<p>D. JOINT SECRETARY</p> <p>The Joint Secretary shall assist the Secretary in carrying out his/her duties. The Joint Secretary shall also involve in all the day-to-day activities of the Association, and shall be copied in on all the official correspondence from the ANBAI office. The Joint Secretary shall also carry out duties assigned by the Secretary from time-to-time.</p> <p>E. TREASURER</p> <ul style="list-style-type: none"> • The treasurer shall be elected by the General Body, with the following powers & duties • He shall keep and maintain all books of accounts of all receipts and payments of the Association and shall furnish all necessary information to Governing Council. The Treasurer shall be responsible for getting the accounts of the Association audited from a certified chartered accountant annually. 	
13.		<p><u>Regulation 13: No Confidence Motion:</u></p> <p>Any office bearer or a member or Governing Council may be removed from the office of the Association, if no confidence motion is passed against incumbent by at least two thirds majority of the General Body.</p>	
14.		<p><u>Regulation 14: Amendment of Memorandum and Rules:</u></p> <p>Any amendment to the Memorandum, Rules or Regulations may be made in the Annual/Special General Body meeting by 2/3rds majority of the members present. It should be in accordance with Sections 9 & 10 of the K.S.R. Act, 1960.</p>	
15.		<p><u>Regulation 15: FUNDS:</u></p> <p>The Society's funds are constituted in the following manner:</p>	

		<ul style="list-style-type: none"> • Subscriptions, membership fee, donations, special contributions, Grant in Aid, Gifts, Local donation etc. • Note: Income of the Association shall not be utilized for any purpose other than the attainment of the aims and objectives of the Association. • By way of receiving and collection of any gift, subscription and donation either in cash or kind or by acquiring of funds and property, movable or immovable by lawful means and to spend and utilize the same for the fulfillment of all or anyone of the aims and objects of the Association. • All the income earned from movable and immovable properties of the Association shall be solely utilized and applied towards the promotion of aims and objectives only. No portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever to the present or past member of the Association or any person claiming through any or more of the present or past members • To seek and accept financial assistance from government, NGOs, foundation banks, business houses and such other organization for undertaking development projects and to fulfill the aims and objects of the Association. 	
16.		<p><u>Regulation 16: Financial Year.</u></p> <p>The financial year shall be from 1st day of April to 31st day of March of succeeding year.</p>	
17.		<p><u>Regulation 17: AUDIT OF THE ACCOUNTS.</u></p> <p>A qualified chartered accountant/ auditor approved by the General Body shall audit accounts of the Association annually.</p>	

18.		<p><u>Regulation 18: Operation of the Bank Account:</u></p> <p>The accounts of the Association shall be opened in any nationalized or scheduled Bank and shall be operated by the President/Secretary/Treasurer. Membership fee should be in a corpus account. Membership fee shall be utilized for regular expenses of the Association.</p>	
19.		<p><u>Regulation 19: Office Bearers and Governing Council.</u></p> <p>The Governing Council through a resolution shall have the power to mortgage, hypothecate, pledge, assign either moveable or immovable property to raise loan from Financial Institutions for the purpose of attaining the aims and objectives of the Association.</p>	
20.		<p><u>Regulation 20: Conduct of ANBAI Conclave.</u></p> <ul style="list-style-type: none"> • The annual conference is the reflection of the activities of the Association of National Board Accredited Institutions (ANBAI). Therefore, it is important to maintain a uniform standard of scientific deliberations, Trade Sponsors, exhibition, and social and cultural program, year after year, with improvement. • The Annual Conference of ANBAI shall be held around the 5th of September of every year. The Conclave will be held under the direct control of the ANBAI India Governing Council with a specifically nominated or selected Organizing Committee. • The PAN No. of ANBAI has to be used for opening the Conference account. A separate Conference account may be opened for ease of operation, for the 	

		<p>specific purposes of conducting the Conference. This will be closed at the end of the Conference. Of the profit made from the Conference, over Rs. Ten lakhs, 25% of the same shall be given to the registered State/Regional Chapter of ANBAI, where the Conference was conducted. The audited accounts of the Conference will have to be submitted to the Honorary Treasurer of ANBAI within 3 months of conclusion of the Conference.</p>	
21.		<p><u>Regulation 21:</u></p> <ul style="list-style-type: none"> • Regions or States can form an independent chapter if there are minimum 20 NBE accredited Institutions in their State or Region. The Bye Laws of the State/Regional Chapters should be in alignment with that of the Central Body. All State Chapters shall be affiliated to the Central Body. State Chapters shall be established as a Registered Body when at least 60% of the Institutions in that State/Region become members of ANBAI India. The aims and objectives of the State Chapters shall be in consonance with that of ANBAI India. The President of the State or Regional Chapter shall be a full member of the Governing Council of ANBAI, and the Secretary shall be a permanent invitee. • Regional/State Chapters are permitted to have their own account in the name of the State Chapter with no relationship to the PAN card of ANBAI India. They are permitted to raise funds and must file their annual audited accounts, independent of ANBAI India. • One office bearer of the Governing Council, shall be on the council of the State Chapter, as an ex-officio member, with legal indemnity, and no executive powers. • He shall however be kept informed of all the meetings. 	

		<ul style="list-style-type: none"> • Of the Annual Institutional membership fee received by ANBAI India, 25% will be shared with the respective State Chapter of ANBAI, only when the Chapter is a registered body with minimum 60% membership. • The Central Body will not be responsible for financial accountability of the State Chapter. • The duties and responsibilities of State Presidents and Secretaries shall be similar to that described in the Central Body bye-laws. The State Chapter can decide the composition of their office bearers as convenient to them, depending upon the number of States or the size of their local Chapter, and the extent of their activity. 	
22.		<p><u>GENERAL:</u></p> <ul style="list-style-type: none"> • No amendment to the Memorandum of Association, Rules and Regulations shall be made which may prove to be repugnant to the provision of Sections 6,9,10,13 of K.S.R. Act 1960 and 80(g) of the Income Tax Act now existing and as amended from time to time. Further, any amendment carried out shall forthwith be reported to the Registrar of Societies in Karnataka. • All proceedings of the Society shall be conducted in English as the members are from all States of India and the majority of the members are outside the State of Karnataka. • All money received by the Society shall be acknowledged and receipt issued. Such money shall be deposited in a Scheduled bank. However, the Governing Council shall be competent to invest the funds in such manner as it deems fit in the interest of the society, but not in shares or in any other speculative acts. • The Governing Council shall cause the audited accounts to be placed before the general body meeting for approval. • The Balance Sheet and the list of Committee Members shall be filed with the District Registrar of Societies as per Section 13 of the K.S.R. Act, 1960 on or before the 14th day on which the annual General Body meeting was held. 	

		<ul style="list-style-type: none"> • All properties of the Society, moveable and immoveable, shall be deemed to be vested in the Society. • The Governing Council shall be competent to receive, acquire and hold properties and other assets and to manage and administer them to carry out the objects of the society. • The Dissolution of the Association shall be in accordance with Sections 22 and 23 of the K.S.R. Act, 1960. • In case of amalgamation of the Association, Section 21 of the K.S.R. Act, 1960 shall be followed. • The working hours of the Society will be from Morning 8.00 a.m. to 4.30 p.m. with an interval of one hour, or can be suitably changed according to need. 	
23.		<p><u>Suits by and against the Society:</u> The Society may be sued in its name represented by the Secretary/President as determined by the Governing Council. In respect of cases against the Society, it may authorize any other member or appoint a General Power of Attorney Holder.</p>	
		<p>Any of the matter which have not been specifically stated and provided here above, the provisions of the Karnataka Societies Registration Act, 1960 and the Rules 1961 made thereunder shall apply.</p>	