

RULES AND REGULATIONS

LAL BHADUR SHASTRI PARAMEDICAL SKILL AND TRAINING COUNCIL

Lal Bahadur Shastri Paramedical Skill and Training Council had advertised by the post of director vide letter no. F Ref No F. LBSPSTC/16AC/02/16 dated 10/03/2023.

CHAPTER-1

Preliminary

- As per goals, the Council will integrate Skill, Training and Paramedical Education and extension Paramedical Education functions.
Our Council is committed to fostering a culture of excellence, Paramedical, Skill and Training innovation, and ethical leadership. We strive to create a dynamic learning environment that combines rigorous academic programs with practical industry exposure. Through our state-of-the-art facilities, experienced faculty, and industry partnerships, we aim to nurture the talents and aspirations of our students.

Lal Bahadur Shastri Paramedical Skill and Training Council offers courses across Three sectors in the country which are aligned to the standards recognized by Govt of India Ministry of Human Resources and Development Govt of India. The courses help a person focus on practical delivery of work and help him enhance his technical expertise so that he is ready for day one of his job and companies don't have to invest into training him for his job profile. The success of a nation always depends on the success of its youth and Lal Bahadur Shastri Paramedical Skill and Training Council is certain to bring a lot of advantages and opportunities for these young Indians. The time is not far when India will evolve into a skilled society where there is prosperity and dignity for all. Lal Bahadur Shastri Paramedical Skill and Training Council harbors responsibility for ensuring implementation of Common norms across all skill development programs in the country so that they are all standardized and aligned to one object.

Vision

To be a world class organization leading Paramedical, Skill and Training development of the country by enhancing the global competitiveness of skill and health sector

manpower and by ensuring high quality skill and health sector education to all sections of the society. To be a leading organization to strength Skills, Vocational Education and Training system by making the society. To be a leading organization to strength Skills, Vocational Education and Training system by making the youth of India globally employable as per the demand of the industry and society at large.

Mission

To build the capacity of Vocational Education and Training, Skill and Entrepreneurship training Institutions for making the youth of India globally employable as per the need of the current and future market.

Facilitating World Class Skill and health sector Education through:

- Emphasis on developing high quality Institutions, academic excellence and innovative research and development program's ;
- Networking of Institutions for optimum resource utilization;
- Dissemination of knowledge;
- Technology forecasting and manpower planning;
- Providing affordable education to all.
- Inculcating innovation and entrepreneurship;

Goals

- To build /create over 6 Lakh Capacity of Employable youth by 2029.
- Introducing Industry 4.0 and future skill courses covering all sectors
- Prepare students with foundational knowledge of general education core requirements.
- Offer adult education, continuing education, and skills training programs to

improve competencies, attain personal/professional goals, and promote career/college readiness.

- v. To provide adequate training in market-relevant skills by giving affiliation to 10,000 Institutes by 2029
- vi. Increase career development opportunities.

Values

- i. Support the mission and vision of the College.
- ii. Focus on student and Institution's needs.
- iii. Create new programs and services to meet identified needs.
- iv. Recognize and support employee and student contributions.
- v. Promote continuous improvement.
- vi. Provide educational experiences that promote a greater appreciation for diversity.
- vii. Seek and consider multiple points of view.
- viii. Promote continuous improvement.

Highlights

- i. **Number of Sectors: 03**
- ii. **Type of Course:**
 - 2-year duration Diploma Course - 15 courses
 - 1-year duration Advance Diploma Course - 2 courses
 - Certificate Course (Non NSQF) - 99 courses
- iii. **Course Duration:**
 - 30 hours to 2 years
 - Diploma and Advance Diploma are full time courses
 - Certificate courses are part time courses
- iv. **Apprenticeship**
 - 123 Courses of duration one and two years are notified under Apprenticeship Training Scheme by Government of India.

Short Title

- (i) The Council means Lal Bahadur Shastri Paramedical Skill and Training Council India.
- (ii) They are effective from 10 March, 2023.

Definitions

In these Bye-laws unless the context otherwise requires: -

- (i) "Accounting Year", in relation to the Council and the affiliated Paramedical College/Institutions/Centers, means the period ending on the 31st day of March every year, and where such bodies have been formed on or after the 1st day of January of a year, the period ending on the 31st day of March of the following year. In case of the affiliated happen to be outside India, the Financial Year in vogue in the Country where such Paramedical College/Institutions/Centers is situated, shall be followed.
- (ii) "Regulations" means regulations made by the Council.
- (iii) "Sponsoring Body" means Lal Bahadur Shastri Paramedical Skill and Training Trust.
- (iv) "Affiliation" means Paramedical College/Institutions/Centers admission of domain area Paramedical College/Institutions/Centers for the privileges of the Lal Bahadur Shastri Paramedical Skill and Training Council and includes affiliation under all categories and all types.
- (v) "Admission Register or Admission & Withdrawal Register" means a register maintained by the Training Centre/Institute indicating the admission of candidates to various courses in the institution.
- (vi) "Council" means the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (vii) "President" means the President of the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (viii) "Controller of Examinations" means the Controller of Examinations of the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (ix) "Member" means a member of the Council appointed or nominated under these Rules and includes the Chairman and other members.
- (x) "Affiliation Bye-Laws" means the Affiliation Bye-Laws of the Council approved by the Governing Society.
- (xi) "Committee" means Committee(s) constituted by the Executive Council under these Regulations.

- (xii) "Examinations" means Examinations conducted by the Lal Bahadur Shastri Paramedical, Skill and Training Council Diploma or Certificate Examination conducted by an Institution affiliated to the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (xiii) "Examination Committee" means Examination Committee of the Council.
- (xiv) "Governing Society" means the Society of Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (xv) "Paramedical Institution" means College/Institutions/Centers known by that name and affiliated with the Council.
- (xvi) 'Grades' means grades awarded by the Council at the Diploma or Certificate Examination.
- (xvii) "Institution" means an educational institution including a Institution recognized or affiliated to by a Recognized Board/University and/or by the Union Govt. or a State Govt. or the Govt. of an Union Territory.
- (xviii) "Migration Certificate" means a certificate issued by the Lal Bahadur Shastri Paramedical, Skill and Training Council at the request of a candidate passing out Diploma or Certificate Examination of the Council for seeking admission to the examinations of another Board/ Council /University.
- (xix) "Near relative" means and includes wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband.
- (xx) "Regional Officer" means the Regional Officer of the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (xxi) "Results Committee" means Results Committee of the Council.
- (xxii) "Rules" mean the Rules as laid down by the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (xxiii) "Training Centre or Institution" means a Training Centre or Institution affiliated to the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (xxiv) "Secretary" means the Secretary of the Lal Bahadur Shastri Paramedical, Skill and Training Council.
- (xxv) " DCE" means Diploma or Certificate Examination of the Council.
- (xxvi) "Teacher" when used as a Paper-setter means a Professor, Reader, Lecturer, Principal/ Vice-Principal of Training Centre or Institution and Post Graduate Teacher.
- (xxvii) "Transfer Certificate" means a certificate issued to a student by the Centre or Institution on his seeking a transfer to another institution by termination of his studies in the previous institution.
- (xxviii) "Ward" means candidate.
- (xxix) Words importing the singular number also Include plural number and vice versa.
- (xxx) Words importing the masculine gender also include the feminine gender.

Interpretation

- (i) On any question as to the interpretation of any provision of these Examination Bye-laws, the decision of the President shall be final.
- (ii) On any question pertaining to its interpretation of any provision of these Examination Bylaws, English version shall be treated as correct.
- (iii) Rules stipulated for Diploma or Certificate Examination conducted by the Council shall also be applicable for the Institution affiliated to the Council conducting the Diploma or Certificate Examination under the Continuous and Comprehensive Evaluation Scheme.**

Jurisdiction to file suits

- (i) The Secretary shall be the legal person in whose name the Council may sue and be sued.
- (ii) The legal Jurisdiction for the Suits to be filed against the Council shall be the National Capital Territory of Delhi and Uttar Pradesh only.

The words used in these Rules not appearing in 'definitions' under the Definition Clause, shall have the meaning in general use and for specific purpose as per the definitions prescribed in the respective Statutes.

CHAPTER – II

FORMATION AND OBJECTS OF THE COUNCIL FORMATION

The Lal Bahadur Shastri Paramedical Skill and Training Council (LBSPSTC or the Council), has been set up by Lal Bahadur Shastri Paramedical Skill and Training Council Society Meerut (Governing Society) formed by Lal Bahadur Shastri Paramedical Skill and Training Council (Trust), (the Sponsoring Body) in compliance of the provisions of the Model Bye Laws, for standardization, management, affiliation, recognition, certification, authentication, syllabi and programs, for "domain" area education in the country, hitherto upto Diploma and Certificate Level, pattern system of education, for matters connected therewith or incidental thereto. It is a Financially and Administratively Independent Paramedical Council, organized in the same manner as other council like Uttar Pradesh Medical Faculty, Madhya Pradesh Paramedical Council and other Paramedical Medical Council professionally managed.

COMMON SEAL, EMBLEM AND OFFICES

The Council shall be a body corporate by the name "Lal Bahadur Shastri Paramedical Skill and Training Council", having perpetual succession and a Common Seal with power to frame Regulations and shall, by the said name, sue or be sued. Further, the Lal Bahadur Shastri Paramedical Skill and Training Council shall have an Emblem, to be used for all purposes, including on the marks-cards and certificates.

The Head Office/ Regional offices of the Council will be at places decided by the Governing Society.

OBJECTS OF THE COUNCIL

The objects of the Council shall be-

- (a) to set quality parameters, determine and maintain standards in the domain area education hitherto upto Paramedical Diploma and Certificate
- (b) to give affiliation hitherto Paramedical Diploma and Certificate level, in the domain area as may be determined through regulations.
- (c) to develop quality parameters and determine standards on Pedagogical training/pre-service training/in-service training for teachers in the domain area as may be determined through regulations,

- (d) to conduct special examinations on teachers' training of appropriate level in the domain area and award certificate,
- (e) to formulate methodology for pre-admission and post-admission orientation programme for parents, students and the teachers to familiarize the vistas of the system of education embedded with Indian spiritual ethos to be adapted in home, paramedical College and the surroundings vis-à-vis environmental ecology to be created for overall development of the students as materialistically and spiritually responsible citizens of the nation.
- (f) to do such acts, ancillary to the objects, as may be necessary or All Paramedical Council or the Department of Education, Government of India,

AUTHENTICATION OF ORDERS OF THE COUNCIL

All orders and decisions of the Council shall be authenticated by the Secretary of the Council or any other member authorized by the Governing Society on its behalf. All other instruments, like the Marks Cards, the Certificates, etc., issued by the Council, shall be authenticated by the Secretary of the Council.

CHAPTER – III

POWERS AND FUNCTIONS OF THE COUNCIL

- A. As an independent Council, subject to the provisions of these Rules and any other law or statute for the time being in force, the Council shall have power to take all such steps as it may think fit to ensure a planned and coordinate development of Health education in domain area.
- B. **Without prejudice to the generality of the provisions contained in subclause**
 - (1) supra, the powers and functions of the Council shall include the following :
 - (a) to formulate the policies and the terms and conditions, functions of the Council as an authority relating to affiliation of College/ Institutes/Centers in domain area;
 - (b) to specify by regulations on the standards of academic quality for the purpose of grant of affiliation in domain area;
 - (c) to grant, refuse or withdraw affiliation in domain area which does not fulfill, or is not in a position to fulfill or does not come upto the standard for staff, infrastructures, equipment or building laid down by the

Council in this behalf and/ or specified in the Affiliation Bye-Laws and the Examination Bye-Laws which does not, or is not, willing to abide by the conditions of recognition laid down by the Council in this behalf;

(d) to specify courses or instruction and curricula in the domain area for different classes hitherto Paramedical Diploma and Certificate level, provided that while specifying such courses of instruction, curricula and evaluation procedure, the Council shall have regard to the following:

i. conformity with the values enshrined in the Constitution;

ii. all round development of students;

iii. learning through activities, discovery and exploration in a student- friendly

iv. development of students' physical and mental abilities to the full extent;

v. making students free of fear, trauma and anxiety, and helping them to express views freely;

vi. comprehensive and continuous evaluation of students' understanding of knowledge and their ability to apply the same, in local, regional vis-à-vis National as well as global scene. so that each pass out student becomes a responsible citizen having global outlook with humane qualities equipped with modern educational learning for material advancement and spiritual learning for renovating and maintaining the Indian ancient cultural ethos

vii. to lay down conditions for admission of students in domain area as may be specified by regulations ;

viii. to fix and receive such fees for such purposes as may be specified by regulations ;

xi. to admit in and specify conditions for conduct of examinations for the students and grant certificates to those who have passed the examination of the Council, hitherto Diploma and Certificate level,

x. to cancel an examination or withhold the result of an examination of a candidate, or to disallow him/her from appearing at any future examination who is found by it to be guilty of:

a. using unfair means in the examination; or
b. making any incorrect statement or suppressing material information or submitting false documents for admission to the examination; or

c. fraud or impersonation at the examination; or

d. securing admission to the examination in contravention of the provisions of the Bye-Laws/ Rules/ Regulations governing admission to such examination; or v. any act of gross indiscipline in the course of examination;

xi. to institute and award scholarships, medals and prizes in such manner as may be specified by regulations and accept endowments for the subject to such conditions as the Council may deem fit;

xii. to take such measures as may be specified by regulations to prevent misconduct of students, teachers, examiners and examinees and to make regulations for imposing penalties for such misconduct;

xiii. to devise methodology for pre and post affiliation orientation for the Promoters, Management, Heads of School/Institute, etc., as well as pre-admission orientation for parents of the students, pre-joining orientation for the teaching and non-teaching staff,

xiv. to lay down qualifications and parameters for the appointment of the Heads and the teachers in the affiliated domain area Institutes; however, such qualification shall not be lower than the minimum qualifications, if any, laid down for school teachers by any other law for time being in force.

xv. to accept donations from CSR for the objectives of the Council, acquire properties, both movable and immovable, and invest surplus funds/CSR Funds of the Council in Government securities or banks in such manner as may be decided by the Governing Society;

xvi. to fix, receive fees and fine for the students of domain area Institutes as prescribed by the Regulations.

xvii. to publish results of its examinations or withhold or cancel the same, either wholly or in part;

xviii. to coordinate with Paramedical bodies, Medical Bodies and other Education Boards in India and outside India in furtherance of the objects of the Council as well as for Equivalence.

xix. to collaborate with educational organizations within India and abroad for improving quality of domain area education;

xx. to adopt such measures as it deems fit to improve quality, and standards of domain area education Institutions affiliated with the Council

xxi. to make such Regulations as may be necessary for carrying out its objects and functions under these Rules :

xxii. to perform such other functions, as may be assigned by the Governing Society.

CHAPTER – IV

THE GOVERNING SOCIETY & THE EXECUTIVE COUNCIL

The composition of the Governing Society shall be as follows:

A. There shall be at least eight members in the Governing Society.

B. At least half of the members whose credentials are such that they are committed in preservation, conservation, promotion of Paramedical and Health Education for atleast ten years.

C. At least three members who are reputed and credible individuals who have contributed to education and other public and social issues for atleast 10 years.

D. The Sponsoring Body and the Sponsoring Society should be at arm's length. Not more than the three members from the Sponsoring Body should be there in Governing Society.

The first members of the Governing Society shall be the same as appearing in the Application filed for the registration of the Society.

COMPOSITION OF THE EXECUTIVE COUNCIL

i. Chairman

ii. Vice-Chairman

iii. Three eminent Medical Scholars to be nominated by the Governing Society;

iv. Chairman of Jammu Paramedical Council or his/her nominee not below the rank of Dy. Director;

v. Director, UP Medical faculty or his/ her nominee not below the rank of a Professor.

vii. Two experts from the domain area either working or retired to be nominated by the Governing Society;

ix. One expert representative from the field of Health & Ayurveda to be nominated by the Governing Society;

x. One male & one female representative from the educational institute to be

nominated by the Governing Society; and

xi. One principal from the medical institute to be nominated by the Governing Society.

CHAPTER - V

CHAIRMAN, VICE-CHAIRMAN, SECRETARY AND MEMBERS OF THE EXECUTIVE COUNCIL

A. APPOINTMENT OF CHAIRMAN

The Chairman shall be appointed by the Governing Society from amongst eminent persons in the field of Health, Education or reputed for public administration or social work

i. The term of Chairman shall be five years.

ii. The age of Chairman on the date of appointment shall not be more than 75 Years.

iii. The Chairman shall be eligible for re-appointment.

B. POWERS AND DUTIES OF CHAIRMAN

i. The Chairman shall preside over all meetings of the Council.

ii. The Chairman shall ensure for the application of the Rules and the Regulations, the Bye-Laws, etc., of the Council and make them applicable.

iii. The Chairman can call for an emergency meeting at a short notice to the members. In case where any immediate action is required, the Chairman can take decision, and such decision(s) shall be placed before the ensuing Council meeting for ratification. In the absence of Chairman, Vice-Chairman will conduct the meeting of the Council. Vice-Chairman will assist the Chairman in the academic operation of the Council. In the absence of both, the senior most among the members present, subject to quorum, shall Chair the meeting.

iv. In case of exigencies, the Chairman, with the consent of the Governing Society may nominate, any appropriate person to execute policy decisions of the Council and to carry out routine operational activities including those of financial and administrative nature, by giving befitting designation with appropriate facilities and allowances. However, all policy decisions whatsoever shall have to be taken by the Chairman

and/or the Governing Society, as the case may be.

C. REMOVAL OF THE CHAIRMAN

The Chairman can be removed by an extraordinary resolution of the Governing Society with two-third majority.

VICE CHAIRMAN

i. The Governing Society shall after consulting the Chairman, nominate a Vice Chairman to the Council who shall exercise such powers and perform such duties as may be prescribed or as may be delegated to Vice Chairman by the Chairman with the prior approval of the Council.

ii. Vice Chairman shall be a prominent academician in the field of Medical and Paramedical Education and social work.

iii. Vice Chairman shall exercise such powers and perform such duties as may be delegated to the Vice Chairman by the Chairman with the prior approval of the Council.

iv. Vice Chairman will be appointed for a period of five years, who can be removed at any time, at the discretion of the Governing Society by withdrawing the nomination by simple majority.

v. The age of Chairman on the date of appointment shall not be more than 75 Years.

vi. The Vice Chairman can be appointed for maximum of two terms.

SECRETARY

A. APPOINTMENT OF SECRETARY

i. The Secretary will be appointed by the Governing Society as per the selection procedure provided in the Regulations and can be removed at the discretion of the Governing Society by simple majority.

ii. The Secretary shall have atleast 10 years' experience in the field of administration or an academician who has at least 10 years of teaching experience with proven administrative abilities and impeccable integrity and career record in domain area.

B. POWERS AND DUTIES OF SECRETARY

i. The Secretary will be main administrative officer working under the control of the Chairman, he will assure the application of the rules and regulations of the Council in affiliated domain College/Institutes/Centers.

ii. The Secretary is also responsible for agreement between Council and other institution.

iii. The Secretary of the Council shall be custodian of all records/ documents, etc., pertaining to the proceedings and decisions of the Council.

iv. The Secretary will also assure that the funds are utilized for the purpose for which they are procured or allocated. The budget of the Council will also be prepared by the secretary in assistance with Joint Secretary/Finance Department of the Council.

v. The Secretary shall exercise such other powers and perform his duties as may be prescribed by Rules/ Bye Laws/ Regulations.

vi. The Secretary will also use the powers for duties and responsibilities assigned by the Rules and Regulation of the Council.

MEMBERS

The Executive Board of the Council shall have 18 Members comprising 7 Members ex-Officio and 11 Members including the Chairman and the Vicechairman nominated by the Governing Society of the Lal bahadur Shastri Paramedical Skill and Training Council, as per norms specified in Rule 9 supra

A. VACANCIES

In case any casual vacancy occurs in the office of the Chairman, the Vice Chairman, or any member - by reason of withdrawal or replacement of nomination from the Nominating Body, relating to any of the 7 ex-officio Members, and in all other cases, by reason of death, resignation or inability to discharge the functions owing to illness or other incapacity - such vacancy shall be filled up by making fresh appointment.

DISQUALIFICATIONS

A person shall be disqualified for being appointed as a member if he/she- 19

i. has been convicted and sentenced to imprisonment for an offence, which, in the opinion of the Governing Society, involves

- moral turpitude; or
- ii.** is an un-discharged insolvent; or
 - iii.** is of unsound mind and stands so declared by a competent court; or
 - iv.** has been removed or dismissed from the service of the Government or a body corporate owned or controlled by the Government; or
 - v.** has, in the opinion of the Governing Society, such financial or other interest in the Council as is likely to affect prejudicially the discharge by him of his functions as a member.

REMOVAL

The Governing Society may remove a person from the office of member, if he/she

- i.** is subject to any disqualification mentioned in items (i) to (v) of Rule 13(B), or
- ii.** refuses to follow the Bye-Laws, Rules, etc., prescribed or violates Regulations of the Council, or
- iii.** is, without obtaining leave of absence from the Council, absent from three consecutive meetings of the Council; or
- iv.** in the opinion of the Governing Society, has so abused his position as to render his continuance in office detrimental to the interest of the Council and the public, or
- v.** the assigned responsibilities have not been meted out even after repeated persuasions or reminders

Provided that no member shall be removed unless he/she has been given a reasonable opportunity of being heard in the matter.

CHAPTER – VI

TERMS AND CONDITIONS OF SERVICES OF CHAIRMAN AND MEMBERS OTHER THAN EX-OFFICIO MEMBERS

HONORARIUM, ALLOWANCES AND FACILITIES

The honorarium, allowances and all other facilities to the Chairman, Vice – Chairman and other Members of the Council, other

than ex-officio Members, shall be as decided by the Governing Society in the Managing Committee Meeting and adopted in the General Meeting of the Governing Society from time to time, and on case to case basis, depending on the situation and the requirement.

OTHER TERMS AND CONDITIONS OF THE SERVICE

Other terms and conditions, of the service of the Chairman and other Members of the Council other than ex-officio Members, shall be decided by the Governing Society, from time to time, depending upon the stages of progress of the growth in functioning of the Council, vis-à-vis, exigencies of functions and the responsibilities entrusted on the Individual.

CHAPTER – VII

FORM AND THE TIME FOR PREPARATION OF BUDGET

FORM OF BUDGET

- i.** The format for the Budget devised by the Finance Committee and place it before the Executive Council, and recommended by the Executive Council, shall be scrutinized and approved by Society for implementation.
- ii.** The Budget of the Council shall be met out of the funds granted by the Governing Society, or from any other sources, including CSR Funding from the Companies, or other permissible means, bodies, and sources.
- iii.** The Council shall follow all extant rules of Govt. of India in receiving or managing or accounting the funds in a very transparent manner following all applicable Laws like IT Act 1963, FCR Act, 2010, etc.

TIME FOR PREPARATION AND FINALIZATION OF BUDGET

The Budget preparation process shall start latest by first week of January, finalized by the Finance Committee in its Meeting latest by the third week of February and approved by the Executive Board on or before the 28th February. The final budget shall be approved in the Managing Committee Meeting of the Governing Society and adopted in its General Meeting, in the month of March, for

making operational for Financial Year starting from 01st April and ending 31st March next Year.

CHAPTER - VIII

BOOKS OF ACCOUNTS TO BE MAINTAINED, THE FORM AND THE MANNER OF MAINTAINING SUCH BOOKS OF ACCOUNTS

BOOKS OF ACCOUNTS - PROCEDURE

i. The Secretary of the Council shall, soon after closing of its annual accounting year, cause to prepare a statement of accounts-Balance Sheet and Income & Expenditure Statements, etc., and get the approval of the Council.;

ii. The accounts of the Council shall be audited by a certified Auditor.

iii. The Executive Council shall get prepared and keep at its Head Office, the books of account, other relevant books and papers, financial statement for every financial year, which give a true and fair view of the financial transactions and the state of affairs of the Council, including that of its Regional Office(s), if any. These books shall contain explanation about the transactions effected both, at the Head Office and its Regional Office(s). Such books shall be kept on accrual basis and according to the double entry system of accounting.

iv. The indicative list of Books of Accounts to be maintained, are given below. If any additional requirement arises, such head shall be added :

- (a) Cash book,
- (b) General ledger,
- (c) Personal ledger,
- (d) Property register,
- (e) Donation/ CSR Received Register
- (f) Corpus Fund Register
- (g) Development Fund Register
- (h) Investment register,
- (i) Loan register (if loan is raised),
- (j) Mortgage register (if property is mortgaged),
- (k) Register of deposits made with the local authority, the electric supply committee and any other authorities,

- (l) Fixed Assets Register,
- (m) Register of library books, 24
- (n) Affiliation Fee Register
- (o) Affiliated Institutions Register
- (p) Government Grants Register
- (q) Vouchers, along with bills relating thereto arranged in order of entries in the cash book and the journal.
- (r) Counterfoils of Challans for credit of amounts into the bank, arranged in order of dates of credits.
- (s) Counterfoils of cheques issued.
- (t) Periodical statements of accounts prepared by the Council.
- (u) Expenditures by the Standing Committees and the Ad-hoc Committees
- (v) Audit memos received from the statutory auditors, with rectification reports thereon.
- (w) Audit reports received from internal auditors, with rectification reports thereon.

THE FORM AND THE MANNER OF MAINTAINING SUCH BOOKS OF ACCOUNTS A. GENERAL

i. The Council shall devise the format and the system of recording the transactions and maintaining it in electronic as well as physical manner.

ii. The books of accounts, and other books and papers maintained by the Council within India or abroad, as the case may be, shall be open for inspection at the Head Office of the Council or at such other place in India as per the provisions of the applicable laws of the land.

iii. The books of account of the Council relating to a period of not less than eight financial years immediately preceding a financial year, or where in existence for a period less than eight years, in respect of all the preceding years together with the vouchers relevant to any entry in such books of account, shall be kept in good order.

iv. Where any investigation has been ordered by the competent Authority or the Court, the books of account may be kept for such longer period as it may deem fit.

BOOKS OF ACCOUNT IF KEPT IN ELECTRONIC MODE

i. The books of account and other relevant books and papers maintained in electronic mode shall remain accessible in India for use

and for subsequent reference with appropriate safeguards for Safety and Security of the data and the records.

ii. The books of account and other relevant books and papers in electronic mode, shall be retained completely in the format in which they were originally generated, sent or received, or in a format which shall present accurately the information generated, sent or received and the information contained in the electronic records shall remain complete and unaltered.

iii. The information received from Regional Office(s) shall not be altered and shall be kept in a manner where it shall depict what was originally received from the Regional Office(s).

iv. The information in the electronic record of the document shall be capable of being displayed in a legible form.

v. There shall be a proper system for storage, retrieval, display or printout of the electronic records. Such records shall not be disposed off or rendered unusable, unless permitted by law or by the specific written Order of the Governing Society. The back-up of the books of account and other books and papers of the Council maintained in electronic mode, including at a place outside India, if any, shall be kept in servers physically located in India on a periodic basis.

CHAPTER - XII

THE FORM AND TIME OF PREPARATION OF ANNUAL REPORT

FORM OF ANNUAL REPORT

i. The Council shall prepare once every year, after closing its annual accounting year, an Annual Report giving a true and full statistics and full account of its activities during the previous year.

ii. The format for Annual Report devised by the Finance Committee and approved by the Executive Council and adopted by the Governing Society shall be used till such format is amended, modified or replaced, as the case may be.

TIME FOR PREPARATION AND

FINALIZATION OF ANNUAL REPORT

The Annual Report preparation and its finalization shall be completed simultaneously with the Annual Accounts of the Council. Annual Report shall be presented in the meeting of the Executive Board along with the audited financial statements. The final Annual Accounts along with the Annual Report as approved by the Executive Board of the Council shall be placed before the Managing Committee of the Governing Society at the earliest possible, but in any case latest by end of August every Year and adopted in the General Meeting of the Governing Society latest in the month of September.

CHAPTER - X

MISCELLANEOUS

General

a. The Lal Bahadur Shastri Paramedical Skill and Training Council shall be financially and shall be organized in the same manner as other council like Uttar Pradesh Medical Faculty, Madhya Pradesh Paramedical Council and other Paramedical Medical Council and shall be professionally managed.

b. The Council and its affiliated College/Institute/Centers Institutions, shall abide by the provisions to the extent applicable of the Central/ State Acts, Rules, Regulations, Notifications and the guidelines issued for running such Boards or Council and/ or the College/Institute/Centers in the Country. In case of any affiliated College/Institute/Centers outside any other Country, the Statutes of the Country where such College/Institute/Centers are situated, shall have the applicability.

SAVINGS

Notwithstanding anything contained in these Rules:

i. Provisions under the applicable Statutes enacted by the Central/State Governments shall have overriding effect to the provisions of these Rules when there is any conflict in interpretation, and shall be deemed to have

replaced to that extent.

ii. The acts done or action taken by the Council prior to the implementation of the provisions of these Rules shall have the effect as if done under these Rules.

iii. While interpreting the words denoting male can be construed for female and vice versa and words singular for plural and vice versa, as the context and use may warrant.