

# **NATIONAL INSTITUTE OF UNANI MEDICINE**

(An Autonomous Organization under the Dept. of AYUSH, Ministry of Health & Family Welfare, Govt. of India)

**Kottigepalya, Magadi Main Road, Bangalore-91**

**RIGHT TO INFORMATION ACT, 2005**

**MANUAL AS LISTED IN**

**SECTION 4 (1) (b)**

**of the Act**

**(i) The Particulars of its Organization, Functions and Duties:**

National Institute of Unani Medicine was established in 1984, as an autonomous organisation under the Department of AYUSH, Ministry of Health & Family welfare and registered under the Karnataka Societies Act, 1960.

The Institute is affiliated to the Rajiv Gandhi University of Health Sciences, Karnataka, and follows the curriculum prescribed by the Central Council of Indian Medicine, as approved by the university.

From an humble beginning, NIUM has come a long way with its campus being set up on 55 acres of land. The campus now houses an Administrative Block, Hospital Building, Hostel, Pharmacy, Academic Block and several other units. However, the Academic activities were started in the year 2004 after the admission of the first batch of MD students.

Presently the Institute is conducting the post-graduate courses in Unani Medicine and offers PG in five subjects *viz.*

**Moalajat**

**Ilmul Advia**

**Tahaffuzi wa Samaji Tib**

**\*Ilmul Qabalat wa Amraze Niswan**

**Ilmul Saidla**

The post-graduate course is of 3 years duration in which the first year is for part-I (preliminary) and after passing this, the second and third year constitute part-II. After successful completion of three years course, the University awards the degree of **“Mahire Tib” M.D (Unani), “Mahire Jarahat” M.S\* (Unani).**

The Institute has a Hospital with Outpatient Department and a 100-bedded Inpatients Department. Various Pathological, Bio-chemical and other investigative facilities are provided. Medicines are provided to the patients free of cost in the Hospital. Presently 100 beds are available in the IPD. Out of which 10 beds are reserved for the patients of nearby Destitute Centre. Bed strength will be increased in near future.

The Institute has a 108 - seated Boys Hostel and a 20 - seated Girls Hostel. There is an Herbal Garden (about 03 acres) having more than 2000 medicinal plants, which are used for training of students as well as for preparing some of Unani Formulations. Besides, a small herbal garden has also been established where small medicinal plants have been cultivated for demonstration of the students.

The Institute has a well-equipped pharmacy with modern machines and equipment. The scholars are engaged in preparing the medicines for research purpose as well as to get practical training. Medicines manufactured by the pharmacy are used for free distribution to patients.

The third phase of construction is taken up, in which Auditorium, Pharmacy Building extension, Canteen and Regimental therapy unit is being constructed by HSCC. As per decision of the Governing Body, all the constructions as well as maintenance work (Both Civil & Electrical Division) of NIUM will be taken up by HSCC.

## **Functions & Duties: -**

To develop the Institute as an apex Institute of global standards with the following aims and objective:

- To promote growth and development of Unani Medicine.
- To undertake research in various subjects of Unani Medicine and provide training, teaching and research at P.G. level.
- To provide post graduates in all the subjects of Unani Medicine.
- To conduct experiments and develop patterns of teaching at post-graduate level in all subjects of Unani medicine.
- To provide and assist in providing services and facilities for research, evaluation, training, consultation, and guidance related to Unani Medicine.
- To provide medical care through Unani System of Medicine to the suffering humanity.
- To conduct experiments and develop patterns of teaching at post-graduate level on various aspects of Unani Medicine.
- To provide Unani treatment to general public through its OPD and IPD.
- To provide Unani treatment to SC and ST of Karnataka under the SCP/TSP Scheme subject to budgetary allocation.

Various measures already have been initiated to achieve the above objectives in a phased and schedule manner.

### **(ii) Powers and duties of officers and employees**

Powers and duties of officers and employees are governed by the delegation of powers notified with approval of the governing body from time to time.

The duties and responsibilities of respective functionaries are as per Memorandum of Association (MoA)

### **(iii) The procedures followed in the decision making process including channels of supervision and accountabilities**

NIUM is an autonomous Body under Department of AYUSH ministry of Health & Family Welfare, Govt of India.

The Governing body of NIUM is the supreme authority for all administrative and financial decision and its implementation.

The governing body of NIUM is constituted under section 3 of NIUM rules and regulations.

The Governing body is supported by standing finance committee in terms of section 22 of NIUM rules and regulations for decision making and Governance.

The committee is consisting of the following

- |  |          |
|--|----------|
| 1) Joint Secretary, Department of AYUSH,<br>Ministry of Health & Family Welfare<br>Government of India | Chairman |
| 2) Joint Secretary and Finance Adviser,<br>Ministry of Health & Family Welfare<br>Government of India  | Member   |
| 3) Secretary, Medical Education,<br>Govt. Of Karnataka   | Member   |

- |   |                  |
|---|------------------|
| 4) Secretary (Finance) or his nominee<br>Not below the level of Deputy Secretary,<br>Govt of Karnataka                      | Member           |
| 5) One expert in Unani Medical Education<br>Who is already a member of the Governing Body                                   | Member           |
| 6) One member of the faculty not below<br>The rank of Professor in NIUM to be<br>Nominated by the Director of the Institute | Member           |
| 7) Director,<br>National Institute of Unani Medicine, Bangalore   | Member Secretary |

The Director of NIUM is Head of the Institute and accountable to the SFC / Governing Body/ Department of AYUSH.

- (iv) **The norms set by NIUM for the discharge of its function**  
The norms of discharge of function are contained in the memorandum of association which are broadly in line with the general norms set by Government of India for discharge of functions by its employees.
- (v) **The Rules, Regulation, Instructions and Records held by it or under its control or used by its employees for discharging its functions**  
List of rules, Regulations, Instructions and Record held by NIUM is as mentioned in MoA
- (vi) **Statement of the Categories of Documents held by NIUM under its control**  
As per **MoA**
- (vii) **The Particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to formulation of its policy or implementation there of**  
The Governing body of NIUM Constituted Under section 3 of NIUM Rules and Regulations includes eminent persons from public life  
The committee of NIUM constituted under section 3 of NIUM Rules and Regulations includes educationist of repute as its members  
The committee is consisting of the following
- |   |                       |
|---|-----------------------|
| 1. Union Minister for Health and Family Welfare or<br>Minister of State for Health & Family Welfare in-<br>charge of Indian System of Medicine &<br>Homeopathy or the Deputy Minister of Health &<br>Family Welfare in charge of Indian System of<br>Medicine and Homeopathy. | <b>President</b>      |
| 2. Minister In-charge of Medical Education (ISM),<br>Govt. of Karnataka.  | <b>Vice President</b> |
| 3. Secretary, Deptt. of AYUSH,<br>Ministry of Health & Family Welfare,<br>Govt. Of India  | <b>Member</b>         |

- |          |  |                         |
|----------|--|-------------------------|
| 4.       | Joint Secretary, Deptt. of AYUSH,<br>Ministry of Health & Family Welfare,<br>Govt. Of India                                | <b>Member</b>           |
| 5.       | Financial Adviser, Ministry of Health & Family<br>Welfare, Govt. of India.   | <b>Member</b>           |
| 6.       | Secretary, Medical Education, Govt. of<br>Karnataka.   | <b>Member</b>           |
| 7.       | Secretary, (Finance), Govt. of Karnataka.  | <b>Member</b>           |
| 8.       | Vice Chancellor, Rajiv Gandhi University of<br>Health Sciences, Karnataka, Bangalore.                                      | <b>Member</b>           |
| 9.       | Adviser (Unani) / Deputy Adviser (Unani) /<br>Department of AYUSH, Ministry of Health &<br>Family Welfare, Govt. of India. | <b>Member</b>           |
| 10.      | Principal of a postgraduate college of Unani<br>Medicine to be nominated by the president.                                 | <b>Member</b>           |
| 11.      | Chairman, Unani Committee Central Council of<br>Indian Medicine.   | <b>Member</b>           |
| 12.      | Director, Central Council for Research in Unani<br>Medicine.   | <b>Member</b>           |
| 13. & 14 | Two Teachers / Researchers to be nominated by<br>the president.  | <b>Member</b>           |
| 15.      | Director, National Institute of Unani Medicine,<br>Bangalore.  | <b>Member Secretary</b> |

**(viii) Statement of Governing body, SFC and other bodys consisting of two or more persons constituted as its part for the purpose of its advise and as together meeting this committee or open to the public, or the minutes are accessible for public**

**Committee**

1. Governing body
2. SFC
3. IEC
4. AEC

**Chair person**

- Union Minister for Health & F.W  
Joint Secretary D/o AYUSH, M/o H& F.W  
Prof.Samiullah, HOD, Shifa Hospital

The meeting of the committees are open to the members and special invitees only.

The minutes of the meetings are taken on records for follow up and are available for reference.

**(ix) Directory of its officers and employees**

Directory of officers and employees is as follows  
They are available on phone no EPBX **23584260**

SL. No.	Name	Designation
1	Prof.M.A.Jafri	Director
2	Prof.M.A. Siddiqui	Professor
3	Dr.Mohd Anwar	Reader
4	Dr.Mohd.Zulkifle	Reader
5	Dr.Abdul Wadud	Reader
6	Mr.B.N.Vidyashankara	D. D.(Admn)
7	Dr.Mohd Aleem. Quamri	Lecturer
8	Dr.Tanzeel Ahmed	Lecturer
9	Dr.Abdul Nasir Ansari	Lecturer

10	Dr.Abdul Haseeb Ansari	Lecturer
11	Dr.Arish M. K.Sherwani	Lecturer
12	Dr.Zarnigar	Lecturer
13	Dr.Wajeeha Begum	Lecturer
14	Dr.Ismath Shameem	Lecturer
15	Dr.Gulamuddin Sofi	Lecturer
16	Dr.Najeeb Jehan	Lecturer
17	Dr.Nasreen Jahan	Lecturer
18	Dr.Arshiya Sultana	Lecturer
19	Dr.Mohd Nafees Khan	Chief pharm'st
20	Dr.Mohd Aazam	Clinical Reg'r
21	Dr.Mohd Shakeel Ansari	Clinical Reg'r
22	Ms.M.Sanjeeda Tabasum	Biochemist
23	Dr.Renuka.B.N	Pathologist
24	Ms.Jemima D. Ponmani	Matron
25	Mr.Suresha	Accountant
26	Mr.Nadeem Ah. Siddiqui	Head Clerk
27	Mr.Mohd Fazil	Sr.Pharmacist
28	Mr.Ehtesham Ahmed	Asst.Librarian
29	Mr.Mohd Zaki Ahmed	Lab. Tech'n
30	Mr.Mohd Haneef	Lab. Tech'n
31	Ms.K.Shanthipriya	Nursing Sister
32	Ms.Nasia Tabassum	Nursing Sister
33	Ms.Asine Parthi Rajani	Staff Nurse
34	Ms.Rohini Kumari	Staff Nurse
35	Ms.M.J.Shilpa	Staff Nurse
36	Ms.Mehajjabeen Shaikh	Staff Nurse
37	Ms.Fharzana Banu	Staff Nurse
38	Ms.J.Sumangala	Staff Nurse
39	Mr.Syed Nizamuddin	Assistant
40	Ms.Ghousia Begum	Assistant
41	Ms.Saira Khatoon	Pharmacist
42	Mr.Syed Jeelan	Pharmacist
43	Mr.Mohd Sameer	Radiographer
44	Mr.M. S. Praveen	ECG Tech'n
45	Mr.Nanda .K. Kandati	USG Tech'n
46	Mr.Tariq Hafeez	Publi'n Asst.
47	Ms.Zarina	Receptionist
48	Ms.Seema Anjum	UDC/Storek'r
49	Ms.Jameela Banu	Jr.Steno
50	Ms.C.Anupama	Jr.Steno
51	Ms.Geetha R Sunkada	UDC/Storek'r
52	Mr.M.G.Prakash	Driver
53	Ms.Ashika.M	LDC
54	Mr.Mohd Ali	LDC
55	Mr.R.Sitharamaiah	LDC
56	Mr.Rohith P	Dressor
57	Mr.Mohd Danish Gani	Lib.Attendant
58	Mr.Naveen Kumar MN	Dark Room Att.
59	Mr.Suraj Kumar R	Ambul Driver
60	Mr.Mallikarjuna	O.T.Attendant
61	Mr.Mansoor Basha S	O.T.Attendant
62	Mr.Kashif Nadeem	LDC
63	Ms.C.Varalakashmi	Aya
64	Mr.Abdul Raheed	Pump operator
65	Mr.Naveen Kumar C	LDC
66	Mr.Goverdhan MC	Lab.Attendant
67	Ms.Zeenath Firdouse	Lab.Attendant

68	Mr.Sarfaraaj Nawaz	Lab.Attendant
69	Ms.Kavitha R	Lab.Attendant
70	Mr.Zaffar Pasha	LDC
71	Ms.Nazneen Banu Kazi	OPD Attendant
72	Mr.Sajid Hussain	OPD Attendant
73	Mr.Mudaseer Ahmed	Off. Att/Nurs.ord.
74	Mr.Javeed A Khazi	Office Attendant
75	Dr. Irshad Ahmed	Professor
76	Dr.Mahaboob Pasha	Radiologist
77	Dr.K.T.Radha	Radiologist
78	Dr.Mazherunnisa Begum	R.M.O
79	Dr.Shariq Shamsi	Lecturer

**(x) The monthly remuneration received by its employees**

Details of monthly remuneration received by its employees are available in office records. The pay band, grade pay of its employees are as detailed. Besides the above need based consultancy fee, stipends are paid to consultant, professionals and students from time to time.

List of various categories of staff working at NIUM and the pay band, grade pay are as follows

SL. No.	Name	Designation	Scale of Pay	PB	Gr.Pay	Total Basic	NPA 25%
1	Prof.M.A.Jafri	Director	37400-67000	57490	10000	67490	16873
2	Prof.M.A. Siddiqui	Professor	37400-67000	43210	8700	51910	12978
3	Dr.Mohd Anwar	Reader	15600-39100	30440	7600	38040	9510
4	Dr.Mohd.Zulkifle	Reader	15600-39100	29540	7600	37140	9285
5	Dr.Abdul Wadud	Reader	15600-39100	25620	7600	33220	8305
6	Mr.B.N.Vidyashankara	D. D.(Admn)	15600-39100	25310	6600	31910	0
7	Dr.Mohd Aleem. Quamri	Lecturer	15600-39100	22350	5400	27750	6938
8	Dr.Tanzeel Ahmed	Lecturer	15600-39100	20670	5400	26070	6518
9	Dr.Abdul Nasir Ansari	Lecturer	15600-39100	20670	5400	26070	6518
10	Dr.Abdul Haseeb Ansari	Lecturer	15600-39100	20670	5400	26070	6518
11	Dr.Arish M. K..Sherwani	Lecturer	15600-39100	20670	5400	26070	6518
12	Dr.Zarnigar	Lecturer	15600-39100	20670	5400	26070	6518
13	Dr.Wajeeha Begum	Lecturer	15600-39100	20670	5400	26070	6518
14	Dr.Ismath Shameem	Lecturer	15600-39100	20670	5400	26070	6518
15	Dr.Gulamuddin Sofi	Lecturer	15600-39100	20670	5400	26070	6518
16	Dr.Najeeb Jehan	Lecturer	15600-39100	20670	5400	26070	6518
17	Dr.Nasreen Jahan	Lecturer	15600-39100	20670	5400	26070	6518
18	Dr.Arshiya Sultana	Lecturer	15600-39100	18240	5400	23640	5910
19	Dr.Mohd Nafees Khan	Chief pharm'st	15600-39100	20640	5400	26040	6510
20	Dr.Mohd Aazam	Clinical Reg'r	15600-39100	20670	5400	26070	6518
21	Dr.Mohd Shakeel Ansari	Clinical Reg'r	15600-39100	20670	5400	26070	6518
22	Ms.Sanjeeda Tabasum	Biochemist	15600-39100	19680	5400	25080	0
23	Dr.Renuka.B.N	Pathologist	15600-39100	16230	5400	21630	5408
24	Ms.Jemima D. Ponmani	Matron	9300-34800	15360	4600	19960	0
25	Mr.Suresha	Accountant	9300-34800	11010	4200	15210	0
26	Mr.Nadeem Ah. Siddiqui	Head Clerk	9300-34800	11010	4200	15210	0
27	Mr.Mohd Fazil	Sr.Pharmacist	9300-34800	13450	4200	17650	0
28	Mr.Ehtesham Ahmed	Asst.Librarian	9300-34800	13450	4200	17650	0
29	Mr.Mohd Zaki Ahmed	Lab. Tech'n	9300-34800	13450	4200	17650	0
30	Mr.Mohd Haneef	Lab. Tech'n	9300-34800	13450	4200	17650	0
31	Ms.K.Shanthipriya	Nursing Sister	9300-34800	12780	4200	16980	0
32	Ms.Nasia Tabassum	Nursing Sister	9300-34800	11940	4200	16140	0
33	Ms.Asine Parthi Rajani	Staff Nurse	9300-34800	11940	4200	16140	0
34	Ms.Rohini Kumari	Staff Nurse	9300-34800	11940	4200	16140	0

35	Ms.M.J.Shilpa	Staff Nurse	9300-34800	11010	4200	15210	0
36	Ms.Mehajjabeen Shaikh	Staff Nurse	9300-34800	11010	4200	15210	0
37	Ms.Fharzana Banu	Staff Nurse	9300-34800	10560	4200	14760	0
38	Ms.J.Sumangala	Staff Nurse	9300-34800	10560	4200	14760	0
39	Mr.Syed Nizamuddin	Assistant	5200-20200	9630	2800	12430	0
40	Ms.Ghousia Begum	Assistant	5200-20200	9630	2800	12430	0
41	Ms.Saira Khatoon	Pharmacist	5200-20200	10860	2800	13660	0
42	Mr.Syed Jeelan	Pharmacist	5200-20200	10860	2800	13660	0
43	Mr.Mohd Sameer	Radiographer	5200-20200	10860	2800	13660	0
44	Mr.M. S. Praveen	ECG Tech'n	5200-20200	10860	2800	13660	0
45	Mr.Nanda .K. Kandati	USG Tech'n	5200-20200	10010	2800	12810	0
46	Mr.Tariq Hafeez	Publi'n Asst.	5200-20200	10560	2800	13360	0
47	Ms.Zarina	Receptionist	5200-20200	9390	2400	11790	0
48	Ms.Seema Anjum	UDC/Storek'r	5200-20200	9390	2400	11790	0
49	Ms.Jameela Banu	Jr.Steno	5200-20200	9580	2400	11980	0
50	Ms.C.Anupama	Jr.Steno	5200-20200	8440	2400	10840	0
51	Ms.Geetha R Sunkada	UDC/Storek'r	5200-20200	8120	2400	10520	0
52	Mr.M.G.Prakash	Driver	5200-20200	11100	2400	13500	0
53	Ms.Ashika.M	LDC	5200-20200	7090	1900	8990	0
54	Mr.Mohd Ali	LDC	5200-20200	7090	1900	8990	0
55	Mr.R.Sitharamaiah	LDC	5200-20200	8330	1900	10230	0
56	Mr.Rohith P	Dressor	5200-20200	7630	1900	9530	0
57	Mr.Mohd Danish Gani	Lib.Attendant	5200-20200	7630	1900	9530	0
58	Mr.Naveen Kumar MN	Dark Room Att.	5200-20200	7630	1900	9530	0
59	Mr.Suraj Kumar R	Ambul Driver	5200-20200	7630	1900	9530	0
60	Mr.Mallikarjuna	O.T.Attendant	5200-20200	7630	1900	9530	0
61	Mr.Mansoor Basha S	O.T.Attendant	5200-20200	7630	1900	9530	0
62	Mr.Kashif Nadeem	LDC	5200-20200	7040	1900	8940	0
63	Ms.C.Varalakashmi	Aya	5200-20200	6580	1800	8380	0
64	Mr.Abdul Raheed	Pump operator	5200-20200	6580	1800	8380	0
65	Mr.Naveen Kumar C	LDC	5200-20200	6840	1900	8740	0
66	Mr.Goverdhan MC	Lab.Attendant	5200-20200	6580	1800	8380	0
67	Ms.Zeenath Firdouse	Lab.Attendant	5200-20200	6580	1800	8380	0
68	Mr.Sarfaraaj Nawaz	Lab.Attendant	5200-20200	6580	1800	8380	0
69	Ms.Kavitha R	Lab.Attendant	5200-20200	6580	1800	8380	0
70	Mr.Zaffar Pasha	LDC	5200-20200	6840	1900	8740	0
71	Ms.Nazneen Banu Kazi	OPD Attendant	5200-20200	6090	1800	7890	0
72	Mr.Sajid Hussain	OPD Attendant	5200-20200	6090	1800	7890	0
73	Mr.Mudaseer Ahmed	Off. Att/Nurs.ord.	5200-20200	5860	1800	7660	0
74	Mr.Javeed A Khazi	Office Attendant	5200-20200	5860	1800	7660	0
75	Dr. Irshad Ahmed	Professor	(Rs.25000- F.S.)			25000	0
76	Dr.Mahaboob Pasha	Radiologist	(Rs.25000- F.S.)			25000	0
77	Dr.K.T.Radha	Radiologist	(Rs.25000- F.S.)			25000	0
78	Dr.Mazherunnisa Begum	R.M.O	15600-39100			21000	5250
79	Dr.Shariq Shamsi	Lecturer	15600-39100			19950	4988

Besides the above the employees of NIUM gets DA / HRA/ TA / other allowances etc., as applicable to central Govt employees sanctioned by the Government from time to time

**(xi) The budget allocated to NIUM indicating the particular of all plans proposed expenditure and reports on disbursement made.**

The annual revenue on capital budget is finalised with the approval of SFC and details of the same are maintained and available in the accounts branch of NIUM

**(xii) The manner of execution of subsidy programs, including the amount allocated and the details of beneficiaries of such programs**

NIUM has not executed such subsidy programs

**(xiii) Particulars of recipients of concessions, permits or authorisations granted by it.**

Reservation and concessions in service including for admissions is followed as per Govt of India instructions issued from time to time.

Free medical Aids is provided to the patients belonging to BPL category and at concessional rates to senior citizens, SC/ST.

Conducting free Medical Camps / Arogya Mela / Mobile Clinics periodically for general public in and around Bangalore

**(xiv) Details in respect of the information, available to it or held by it reduce to electronic form**

NIUM is progressively moving towards reducing all information available to it or held by it through electronic form

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

The Administrative wing of NIUM works for five days (Monday to Friday) a week. Office timings are from 9.00am to 5.30pm. During office hours all general information's can be obtained by the public from the reception counter. Any specific information about organisation can be availed from the PIO.

The hospital i.e. OPD works six days in a week from 9.00am to 4.30pm however on second Saturdays it functions from 9.00am to 1.00pm

Library/Reading room facility is not available for public

**(xvi) The name and designation and other particulars of the PIO**

Dr. Abdul Haseeb Ansari,  
Lecturer NIUM  
Kottegepalya Magadi Main Road  
Bangalore-560091

**APPELATE Authority**

Prof. M.A Jafri,  
Director, NIUM  
Kottegepalya Magadi Main Road  
Bangalore-560091

**This list is as on 1st July 2011 and will be up dated from time to time**

**(xvii) Such other information as may be prescribed**

Private Public Partnership (PPP) and NIUM are managing Regimental Therapy Unit, Obstetrics & Gynaecology and surgery (OT) for the last 6 months.

Accreditation to NABH is under progress