

Manual 1 (Particulars of organisation, Functions and Duties)

Organisation: National Institute of Siddha, Chennai-600047.

National Institute of Siddha was formally inaugurated on 3rd September 2005 by the Hon'ble Prime Minister of India in presence of Hon'ble Union and State Ministers. The Institute has been established by the Government of India as a joint venture with the Government of Tamil Nadu under the Societies (Registration) Act, 1975. It is an autonomous institute under Department of AYUSH, Ministry of Health and Family Welfare, Govt. of India. This Institute conducts Post Graduate Courses in Siddha in six specialised branches viz. Maruthuvam, Gunapadam, Sirappu Maruthuvam, Noi Nadal, Kuzhanthai Maruthuvam and Nanju Noolum Maruthuva Neethi Noolum with total student admission of 46. The Out-Patient Department (OPD), In-Patient Department (IPD) with 160 bedded Hospital and Pathological laboratories are also functional in the Institute. The 6 Departments in this Institute are also recognised for Ph.D programme by The T.N.Dr.M.G.R. Medical University, Chennai.

National Institute of Siddha (NIS) is located alongside Grand South Trunk Road (GST road) at Tambaram Sanatorium in Chennai. It is at a distance of about 6 km from Chennai Airport, about 24 km from Chennai Central Railway Station, just 2 km from Tambaram Railway Station and about 100 Meters from Tambaram Sanatorium Railway Station. It is about 13 km from The Tamil Nadu Dr. MGR Medical University, Chennai to which it is affiliated.

Duties

Admission and Discharge of P.G. students, Teaching, Guiding and supervision of students for dissertation work, Health Care services in OPD and IPD, Maintaining patient records, Maintaining infrastructure services, Research activities, Administration related activities such as establishment matters, Accounts, Maintenance of correspondence, Preparation and submission of annual reports to Dept. of AYUSH etc.

1.1.Organisational Setup

| |
|-------------------------------|
| Director |
| Professors |
| Associate Professors |
| Assistant Professors |
| Lecturers |
| Deputy Director |
| Senior Research Officer(Stat) |
| Accounts Officer |
| Office Superintendents |
| Private Secretary to Director |
| Accountant |
| Matron |
| Asst.Matron |
| Staff Nurse |
| Museum keepers |
| Pharmacist |
| Lab Technicians |
| Lab Assistants |
| UDCs |
| Stenos |
| LDCs |
| |

Total Staff strength: 74 including Faculty, Hospital Staff and Administration

1.2. Overview

Teaching – M.D(S) 3 year course

Hospital – OPD and IPD (160 bedded Hospital)

Administration

I. Health Care Delivery i) Rendering treatment services in OPD / IPD. **II. Siddha education** – i) offering P.G.education. **III. Siddha Research** – Conduct of Research, collaborative research projects and publications. **IV – Promotion and propagation of Siddha** through health camps and participation in AROGYA

1.3. Thrust Areas:

Improving the quality of P.G. teaching
Validate the Siddha Medicine for selected diseases
Provide good health care services

1.4. Objectives:

1. To promote the growth and development of Siddha system of medicine
2. To provide medical relief through siddha system
3. To impart the post graduate course of Siddha system of medicine
4. To undertake research and dissemination
5. To act as a center of excellence

1.5. Immediate Concerns:

Improving the quality of P.G. teaching and dissertation/research works
Validation and documentation of clinical studies
Equipping the laboratories for basic level of examination

1.6. Schemes:

Ph.D fellowship depends on the vacancy under the guide in National Institute of Siddha

1.7. Research & Development Activity

NIS initiate and guide, develop and coordinate scientific research in different aspects of respective systems, both fundamental and allied. The research activities are undertaken using grant of NIS and external funding.

Presently four (4) collaborative research work with MoU signed Institutes Sri Ramachandra University, Chennai and SASTRA University are ongoing. The projects are

Research work with MoU signed Institutions:

As National Institute of Siddha do not have laboratory facilities for pre-clinical research work, the services of MoU signed Institutes are being utilized for pre-clinical evaluation of siddha medicine. The research proposals were initially submitted before the Research Advisory Committee (RAC) and based on the recommendations of selected projects were approved by Director for implementation. The necessary budget for performing specified activities was released to collaborative institutes based on their proforma invoice. The first year amount of Rs.28,15,500/- and Rs.3,25,152/- were released to SRU, and SASTRA University respectively.

Collaborative Research works with Sri Ramachandra University, Chennai

1) Preclinical Safety And Efficacy Of 'Nuna Kadugu' (Internal Drug- NK) and 'Nuna Thailam' (External Drug - NT) In Ven Padai (Vitiligo) – Dr.R.S.Ramaswamy, Professor, Sirappu Maruthuvam, Study No.NIS/3/2010 ver:2.0 date 18.03.10

2) Antihypertensive potential and toxicological evaluation of Kuruthi Azhal Chooranam in rat models - – Dr.T.Lakshimkantham, Lecturer, Maruthuvam - Study No.NIS/1/2010 ver:1.0 date 12.03.10

Collaborative Research works with Sri Ramachandra University, Chennai and SASTRA University, Thanjavur

3) Standardization and Evaluation of Siddha purification process of sulphur with evaluation of preclinical safety and in-vitro efficacy of Ganthaga Mezhugu proposed for Psoriasis (Kalanjaga Padai) Management – Dr.G.J.Christian & Dr.P.Shanmugapriya, Lecturer, Noi Nadal & NNMNN Departments Study No.NIS/5/2010 ver:2-0 date 18.03.10

Collaborative Research works with SASTRA University, Thanjavur

4) Standardization and evaluation of purification process of *Veeram* (Mercuric per chloride) – Dr.M.Madhavan, Lecturer, NNMNN - Study No.NIS/6/2010 ver:2-0 date 18.03.10

All the project activities commenced during June 2010 and specified activities viz. Physiochemical analysis, Phytochemical analysis and Acute Toxicity studies are completed and results are satisfactory. The progress report of first year is under submission. The second year budget requirement is to be prepared in the month of June 2011. The outcome of the first year works is planned to publish in the peer-reviewed journals.

Literary Research

1. WHO funded “Development of Standard Siddha Terminologies” is ongoing from Oct.2010 and ends in the month of August 2011.

Clinical Research

It is proposed to undertake clinical validation of sastric preparation during 2011-12 for documentation and publication.

1.8. Who's Who

| S.No. | Name | Designation | Telephone Number | Mobile No. |
|-------|--------------------------|------------------------------------------------------------------------|-----------------------------------|-------------|
| 1 | Dr.K.Manickavasakam | Director i/c, Professor and H.O.D, Maruthuvam | 044-22381314 | 09444979034 |
| 2 | Dr.M.Murugesan | Dean, Professor and H.O.D., Nanjunool | 044- 22381273/044- 22411611 | 09443157475 |
| 3 | Dr.R.S.Ramaswamy | Hospital Supdt. i/c, Professor and H.O.D., Sirappu Maruthuvam | 044-22380789 | 09444941489 |
| 4 | Dr.M.Rajasekaran | Associate Professor / H.O.D.i/c, Gunapadam | 044-22411611 | 09962360859 |
| 5 | Mr.M.Subramanian | Senior Research Officer (Statistics) | 044-22411611 | 09940254873 |
| 6 | Dr.T.Lakshmikantham | Lecturer, Maruthuvam | 044- 22411611/044- 22380789 | 09444466880 |
| S.No. | Name | Designation | Telephone Number | Mobile No. |
| 7 | Dr.H.Vetha Merlin Kumari | Lecturer, Marurthuvam | 044- 22411611/044- 22380789 | 09894782366 |
| 8 | Dr.H.Nalini Sofia | Lecturer, Maruthuvam | 044- 22411611/044- 22380789 | 09677777677 |
| 9 | Dr.S.Visweswaran | Lecturer, Gunapadam | 044- 22411611/044- 22380789 | 09840542755 |
| 10 | Dr.S.Sivakumar | Lecturer, Gunapadam | 044- 22411611/044- 22380789 | 09962528338 |
| 11 | Dr.A.Mariappan | Lecturer, Gunapadam | 044- 22411611/044- 22380789 | 09894690733 |
| 12 | Dr.V.Mahalakshmi | Lecturer, Sirappu Maruthuvam | 044- 22411611/044- 22380789 | 09962599402 |

| | | | | |
|----|--------------------|--------------------------------------|-----------------------------------|-------------|
| 13 | Dr.N.J.Muthukumar | Lecturer, Sirappu Maruthuvam | 044- 22411611/044- 22380789 | 09444206843 |
| 14 | Dr.M.V.Mahadevan | Lecturer, Sirappu Maruthuvam | 044- 22411611/044- 22380789 | 09840417565 |
| 15 | Dr.D.Periyasami | Lecturer, Sirappu Maruthuvam | 044- 22411611/044- 22380789 | 09442392864 |
| 16 | Dr.K.Suresh | Lecturer, Kuzhandai Maruthuvam | 044- 22411611/044- 22380789 | 09791171137 |
| 17 | Dr.A.M.Amala Hazel | Lecturer, Kuzhandai Maruthuvam | 044- 22411611/044- 22380789 | 09940429202 |
| 18 | Dr.P.Arul Mozhi | Lecturer, Kuzhandai Maruthuvam | 044- 22411611/044- 22380789 | 09500151930 |
| 19 | Dr.K.Vennila | Lecturer, Kuzhandai Maruthuvam | 044- 22411611/044- 22380789 | 09789093986 |
| 20 | Dr.S.Elansekaran | Lecturer, Noi Nadal | 044- 22411611/044- 22380789 | 09962536907 |

| S.No. | Name | Designation | Telephone Number | Mobile No. |
|--------------|---------------------------|----------------------------------|---------------------------|-------------------|
| 21 | Dr.G.J.Christian | Lecturer, Noi Nadal | 044-22411611/044-22380789 | 09962545930 |
| 22 | Dr.M.Ramamurthy | Lecturer, Noi Nadal | 044-22411611/044-22380789 | 09443178112 |
| 23 | Dr.R.Madhavan | Lecturer, Nanjunool | 044-22411611/044-22380789 | 09965261656 |
| 24 | Dr.P.Shanmuga Priya | Lecturer, Nanjunool | 044-22411611/044-22380789 | 09962513101 |
| 25 | Dr.S.Murugesan | Lecturer, Nanjunool | 044-22411611/044-22380789 | 09841108269 |
| 26 | Dr. V.Manjari | Lecturer, Nanjunool | 044-22411611/044-22380789 | 09382233495 |
| 27 | Dr. V.Suba | Asst.Professor (Pharmacology) | 044-22411611 | 09444650763 |
| 28 | Dr.A.Muthuvel | Asst.Professor (Biochemistry) | 044-22411611 | 09444850461 |
| 29 | Dr.M.Marudhu Ramachandran | Asst.Professor (Microbiology) | 044-22411611 | 09003422295 |
| 30 | Dr. V.Tamilalagan | Asst.Professor (Anatomy) | 044-22411611 | 0984033057 |
| 31 | Dr.D.Aravind | Asst.Professor (Botany) | 044-22411611 | 09443091440 |
| 32 | Shri.L.Kumarappan | Accounts Officer (on deputation) | 044-22411611/044-22381273 | 09840981699 |
| 33 | Ms.S.Srimathy | P.S. to Director | 044-22381314 | - |
| 34 | Mr.J.Bharathidasan | Office Superintendent I | 044-22411611 | 09943353883 |
| 35 | Mr.G.N.Lakshmanan | Office Superintendent II | 044-22411611 | 09940324009 |
| 36 | Ms.D.Amudhavalli | Museum Keeper | 044-22411611 | 09486908083 |
| 37 | Mr.E.Sundaravadivelan | Museum Keeper | 044-22411611 | 09840918113 |
| 38 | Ms.B.Sangeetha | Matron | 044-22380789 | 09941277220 |
| 39 | Ms.T.Anitha | Assistant Matron | 044-22380789 | 09840313830 |

| S.No. | Name | Designation | Telephone Number | Mobile No. |
|-------|----------------------------|---------------------------------------|------------------|-------------|
| 40 | Mr.G.Parthasarathy | Statistical Assistant (on deputation) | 044-22411611 | 09025870776 |
| 41 | Ms.S.Yogalakshmi | Accountant | 044-22411611 | 09962468421 |
| 42 | Ms.G.Kalaivani | Staff Nurse | 044-22380789 | 09942534808 |
| 43 | Ms.K.Panchali | Staff Nurse | 044-22380789 | 09947853499 |
| 44 | Ms.S.Shanthi | Staff Nurse | 044-22380789 | 09710009459 |
| 45 | Ms.R.Indira | Staff Nurse | 044-22380789 | 09789424962 |
| 46 | Mr.P.Thirumaran | Pharmacist | 044-22380789 | 09486428983 |
| 47 | Ms.K.Revathi @ Avudaiammal | Pharmacist | 044-22380789 | 09894526266 |
| 48 | Ms.S.Sivasakthi | Pharmacist | 044-22380789 | |
| 49 | Mr.G.Kesavan | Radiographer | 044-22380789 | 09751235474 |
| 50 | Ms.U.Neelapon | UDC | 044-22411611 | 09710534732 |
| 51 | Ms.P.Hemarani | UDC | 044-22411611 | 09940566792 |
| 52 | Mr.V.Balaji | UDC | 044-22411611 | 09442532848 |
| 53 | Mr.A.Kotteswaran | Cashier | 044-22411611 | 09445302284 |
| 54 | Ms.N.RathiNirmala | Stenographer Grade 'D' | 044-22411611 | 09841179007 |
| 55 | Ms.S.Brindha | Stenographer Grade 'D' | 044-22411611 | 09840576692 |
| 56 | Ms.M.Meena | Stenographer Grade 'D' | 044-22411611 | 09500130390 |
| 57 | Ms.E.Manjula | LDC | 044-22411611 | 09884336505 |
| 58 | Mr.K.Raghuraman | LDC | 044-22411611 | 09790929037 |
| 59 | Ms.V.Kalpna | Library Clerk | | 09840504328 |
| 60 | Mr.C.Muthu | Jr. E.C.G. Technician | 044-22380789 | 09443691223 |
| 61 | Ms.S.Gomathi | Lab Technician | 044-22380789 | 09444812796 |
| 62 | Ms.V.Vijaya | Lab Technician | 044-22380789 | 09786598267 |
| 63 | Mr.R.Naresh Kumar | Lab Technician | 044-22380789 | 09600198011 |
| 64 | Ms.K.Abirami | X-Ray Lab Technician | 044-22380789 | 09865337140 |
| 65 | Mr.S.Sridhar | Lab Assistant | 044-22380789 | 09791290373 |
| 66 | Ms.A.Sasikala | Lab Assistant | 044-22380789 | 09444207742 |
| 67 | Mr.S.Senthil Kumar | Lab Assistant | 044-22380789 | |
| 68 | Ms.N.Lalitha | Dark Room Assistant | 044-22380789 | 09790728389 |
| 69 | Mr.C.Saravanan | Dark Room Assistant | 044-22380789 | 09965462030 |

| S.No. | Name | Designation | Telephone Number | Mobile No. |
|-------|------------------|-----------------------|------------------|--------------|
| 70 | Mr.C.Balraj | Pharmacy Attendant | 044-22380789 | 09445771838 |
| 71 | Ms.D.Anandhi | Lab Attendant | 044-22380789 | 09003402728 |
| S.No. | Name | Designation | | |
| 72 | Ms.B.R.Banumathy | Lab Attendant | 044-22380789 | 09940283445 |
| 73 | Mr.J.Rathinam | Sr. Library Attendant | 044-22380789 | 09952377443 |
| 74 | Mr.V.Rajendran | Store Attendant | 044-22380789 | 099766228485 |

Manual 2) Powers and Duties of Officers and Employees

| Designation | Powers/Duties |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director | Head and Controlling Authority of the Institute <ul style="list-style-type: none"> It shall be the duty of the Director to carry on the work of the Institute in accordance with the Rules and Bye-laws for the administration and management of the organization as advised by the General Body / Governing Council / Standing Finance Committee and Department of AYUSH. |
| Dean | Maintaining correspondence with The T.N.Dr.M.G.R.Medical University on M.D(S), Ph.D programme, Admission, Discharge and managing Faculty teaching programme, Conduct of Examination, Guest Lecture etc. |
| Hospital Superintendent | Head of the Hospital services, Managing manpower, Health care services in OPD / IPD. Redressing the grievance of patients etc. |
| Professors/ Head of the Departments | Teaching in Siddha System of Medicine, Clinical Services to the patients, undertaking Research, Planning and developing Departmental activities |
| Associate Professors | Teaching in Siddha System of Medicine, Clinical Services to the patients, undertaking research and assisting HOD for managing Department |
| Assistant Professors | Teaching in allied Subjects and assisting in research programmes. |
| Dy. Director (Admn) | Controlling of entire Administration and Accounts Guiding the Director on all Administrative /Finance matters concerning the Institute |
| Sr.Research officer (Stat) | Assisting the faculty on research activities, Assisting |

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|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Director on research activities, Maintaining Research activities correspondence and MoU related matters. Maintenance of total statistical data of patient care of Hospital attached to NIS. |
| Lecturers | Teaching in Siddha System of Medicine and Clinical Services to the patients. Assisting the HOD in all Departmental activities |
| Accounts Officer | Maintaining accounts related records, Co-ordinating with auditing personnel and seeking approval of annual accounts |
| Matron | To allocate the Nursing staff, preparation of duty roster for paramedical staff, daily round of clinical area, supervision of the activities of nursing staff, liaison with Hospital Superintendent for administration work |
| Assistant Matron | Assisting the Matron for preparation of duty roster, supervision of nursing staff, maintenance of records and reports, maintaining hygienic condition of clinical area |
| Private Secretary to Director | Attending the incoming telephonic calls of Director's office and maintaining Director's Programme and correspondence. Assisting in the preparation of agendas for GB, GC, SFC etc. Programme and correspondence |
| Officer Superintendent | Dealing with establishment matters, stores, civil & electrical works, purchase and stores, correspondence with AYUSH and other Depts. |
| Statistical Assistant | Medical Records section, Maintenance of server with guidance of SRO and faculty member |
| STENO /UDC / LDC | Attending the administrative matters of concerned section – Establishment, Stores, Accounts and assisting concerned Officer in typing, maintaining records |
| Pharmacists | To raise annual demands, to ensure uninterrupted supply of medicines, dispense medicines, maintain proper stock |
| Staff Nurse | Care of personal hygiene of patients including clean clothes, clean bedding, due share of food, provide medication/other therapies in time according to the prescription, Taking and Handing over charge of patients, maintaining records |
| Laboratory Technician | Performing various tests as prescribed and recording results, maintaining records |
| Laboratory Assistant | To collect samples and in various list of blood, stool, maintaining the record |

Manual 3) Procedure Followed in Decision Making Process :

| As per Government of India Rules | |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Section | Work Allocation |
| NIS-ESTt. Stores / | <ol style="list-style-type: none"> 1. Service matters relating to cadres of Director/ faculty members 2. Service matters of Ministerial & Para medical Staff 3. Recruitment, Framing of RR, Pay fixation etc 4. General Administration & House Keeping 5. Procurement, material management and inventory management. 6. Regulating receipt, distribution and disposal, and filing of all correspondence received in NIS. 7. Coordination of Hospital management. 8. Coordination with CPWD for civil and electrical 9. Maintenance of Equipments. 10. All establishment matters 11. All periodical reports / returns |
| Accounts | <ol style="list-style-type: none"> 1. Cash handling, maintenance of Cash book 2. Student related accounts 3. Bills verification 4. Bill register 5. Filing work 6. Maintenance of Register <ol style="list-style-type: none"> a. Cheque Register –Indian Bank / syndicate Bank / Bank of Baroda b. Cheque issued Register c. Advance Register d. Bill Register e. Cash book 7. Preparation of audit work with the help of A.O |
| Hospital | <ol style="list-style-type: none"> 1. Rendering Treatment services 2. Admission and Discharge of patients 3. Clinical Management of patients 4. Ward Management 5. Record Management 6. Medicine inventory etc |
| Teaching | <ol style="list-style-type: none"> 1. M.D(S) admission–Advertisement, Conduct of entrance examination, Admission 2. Teaching and guidance to dissertation work |

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|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 3. Conduct of examination and Discharge of students etc |
| Research | <ol style="list-style-type: none"> 1. Protocol preparation 2. Research Committee approval 3. IEC approval 4. Conduct of research 5. Publication of research articles |

- All financial proposals will be placed before Standing Finance Committee in the form of Agenda. Based on the recommendation of the SFC, approval will be sought from Department of AYUSH for necessary action. The policy matters will be placed before the Governing Council / General Body for necessary approval.
- Each Department is headed by HOD and hence supervision and accountability is ensured in the function of Department.
- Administration is supervised by Deputy Director (Administration)
- Hospital services supervised by Hospital Superintendent
- Academic activities supervised by Dean
- Opening of Tender and quotations, Comparative statement as per GFR rules by Purchasing committee
- Selection Committee for M.D(S) admission
- Selection Committee for recruitments as per GOI rules
- Post-based roster monitoring by Liaison Officer
- Canteen Monitoring Committee for ensuring the quality of food to patients and staff
- Condemnation Committee for the inspection and recommendation of the equipments and materials to be condemned
- Grievance Committee
- Sexual Harassment Committee
- Salary is being dispersed through bank credits

MANUAL 4

Norms set by the Institute for the discharge of its functions

Health Care Services: All patients reporting at the OPD between 8.00 AM and 12.00 Noon will be examined and administered for the medical treatment. IPD patients will be under 24 hours medical care.

Teaching : M.D(S) admission will be carried out during the month of May / June and annual examination will be conducted during the month of March/April.

Administration: Annual Reports including accounts for the period April to March will be prepared and submitted annually for approval.

MANUAL 5

The rules, regulations, instructions, manuals and records, for discharging function.

The rules, regulations, instructions, manuals and records, held by NIS and used in discharge of its various functions are as under:-

1. THE INDIAN MEDICINE CENTRAL COUNCIL ACT, 1970 (Act No. 48 of 1970) & The IMCC (Amendment) Act, 2002 (No. 52 of 2002)
2. Manual of Office Procedure – Government of India
3. Fundamental Rules & Supplementary Rules, (FR&SR)
4. Central Civil Services (Classification, Control and Appeal) Rules, 1965
5. Central Civil Services Conduct Rules, 1964
6. General Financial Rules (GFR)
7. Delegation of Financial Rules (DFR)
8. Central Services (Medical Attendance) Rules, 1944
9. Central Civil Services Leave Rules
10. Central Civil services Leave Travel Concession Rules
11. Delegation of Financial Powers Rules, 1978
12. Bye-laws of National Institute of Siddha

MANUAL 6

Statement of documents that are held by it for under its control

Annual Report
Bye-law

MANUAL 7

The particulars of any arrangement that exists for consultation with or representation by the public in relation to the formulation of its policy or implementation :-

There is a public representation in Institutional Ethical Committee for examining the ethical issues of patients when they are subjecting to research.

MANUAL 8

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;

There are General Body/ Governing Council/ Standing Financing Committee (SFC) for NIS . There are experts in their respective fields nominated on these bodies and Committees. The meetings are not open to the public. Minutes are not confidential.

| SI No | Prescribed frequency of meetings |
|-------------------|----------------------------------|
| General Body | Once in a Year |
| Governing Council | Once in six months |
| SFC | Once in three months |

THE GENERAL BODY

The General Body consists of the following members:

| | | |
|-------------|--------------------------------------------------------------------------------------------------------|---------------------|
| 1. | Hon'ble Union Minister of Health and Family Welfare | President |
| 2. | Minister of State for Health & Family Welfare, Government of India, Nirman Bhavan, New Delhi - 110 011 | Vice President |
| 3. | Hon'ble Minister of Health and Family Welfare, Government Of Tamil Nadu | Vice President |
| 4. | Secretary (AYUSH) Ministry of Health & Family Welfare, GOI | Member |
| 5. | Joint Secretary (AYUSH) | Member |
| 6. | Additional Secretary (FA) Ministry of Health & Family Welfare | Member |
| 7. | Chairman, Scientific Advisory Committee (Siddha) | Member |
| 8. | Secretary, Department of Health and Family Welfare, Government of Tamil Nadu | Member |
| 9. | Director General, CCRS, Chennai | Member |
| 10. | Director, SCRI, Chennai | Member |
| 11. | The Vice – chancellor The Tamil Nadu Dr.M.G.R.Medical University, Chennai-32 | Member |
| 12. | Principal, Government Siddha Medical College, Chennai-106 | Member |
| 13. | HOD Siddha, Tamil University, Thanjavur (TN) | Member |
| 14 - 16. | 3 Siddha Experts | Member |
| 17 - 18. | Two Hereditary Siddha Practitioners nominated by President of General Body | Member |
| 19. | Special Commissioner, Commissionerate of ISM&H, Govt. of TN | Member |
| 20. | Director, NIS, Chennai-47 | Member secretary |

GOVERNING COUNCIL

| | | |
|-----|---------------------------------------------------------------------------------|---------------------|
| 1. | Secretary (AYUSH) Ministry of Health & Family Welfare, GOI | Chairman |
| 2. | Joint Secretary (AYUSH) | Member |
| 3. | Additional Secretary (FA) Ministry of Health & Family Welfare | Member |
| 4. | Director, AYUSH | Member |
| 5. | Secretary, Department of Health and Family Welfare, Government of Tamil Nadu | Member |
| 6. | Director, CCRAS, New Delhi | Member |
| 7-8 | Two Eminent persons from Siddha | Members |
| 9. | Director, NIS, Chennai | Member Secretary |

STANDING FINANCE COMMITTEE

| | | |
|----|-------------------------------------------------------------------------------------------|-------------|
| 1. | Joint Secretary (AYUSH), Department of AYUSH, Ministry of Health & Family Welfare, GOI | Chairperson |
| 2. | Joint Secretary (FA), Ministry of H&FW, GOI | Member |
| 3. | Secretary – Health & Family Welfare, Govt of Tamil Nadu or his nominee | Member |
| 4. | Deputy Adviser / Asst. Adviser- Siddha | Member |
| 5. | Siddha Expert (from General Body) | Member |
| 6. | Director, National Institute of Siddha | Convenor |

SCIENTIFIC ADVISORY COMMITTEE

| | | |
|----|---------------------------------------------------------------------------------------------------------------|-------------|
| 1. | 4 experts to be nominated by the President of General Body out of whom 1 would be nominated as Chairman | Chairperson |
| 2. | Director, CCRAS, New Delhi | Member |

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| 3. | Director, Siddha Central Research Institute, Chennai (SCRI) | Member |
| 4. | Principal, Govt.Siddha Medical College, Chennai-600 106 | Member |
| 5. | Principal, Govt.Siddha Medical College, Palayamkottai, Tirunelveli - 627 002 | Member |
| 6. | Principal, Madras Medical College or his representative | Member |
| 7. | Director, National Institute of Siddha, Chennai. | Member |

INSTITUTIONAL ANIMAL ETHICS COMMITTEE

| | | |
|----|--------------------------------------------------------------------------------------------|----------------------------------|
| 1. | Prof.Dr.K.Manickavasakam, Director i/c, NIS | Chairman |
| 2. | Prof. Dr. M. Murugesan, M.D.(S), Dean, HoD, Nanjunoolum Maruthuva Needhi Noolum, NIS | Member |
| 3. | DR. M. Logamanian, M.D.(S), Ph.D. | Biological Scientist |
| 4. | Dr. A. Muthuvel, M.Sc., Ph.D., Asst. Prof.(Bio-Chemistry), NIS | Biological Scientist |
| 5. | Dr. M. Maruthu Ramachandran, M.Sc., Ph.D., Asst. Prof.(Microbiology), NIS | Biological Scientist |
| 6. | Dr. V. Suba, M.Pharm, Ph.D.,Asst. Prof.(Pharmacology), NIS | Scientist Incharge, Animal House |
| 7. | Prof. Dr. K.Balasubramanian, Dept. of Endocrinology, University of Madras, PGIBMS, Chennai | Scientist –Other Institute |
| 8. | Dr. P. Sadanandan | Veterinarian |
| 9 | Shri. A. Arul Shobi | Social Worker |
| 10 | DR. Kalavathy Kamalakar Rao | Main Nominee |
| 11 | Dr. Jayachandran Dare | Link Nominee |

INSTITUTIONAL ETHICS COMMITTEE

| | | |
|-----|----------------------------------------------|------------------|
| 1. | Dr. V. Subramanian | Chairman |
| 2. | Prof.Dr.K.Manickavasakam, Director –i/c, NIS | Member Secretary |
| 3. | Dr. Manickam, P | Member |
| 4. | Dr. M. Logamaniyan, HOD | Member |
| 5. | Mr. Baskar | Member |
| 6. | Dr. Anbu Ganapathy | Member |
| 7. | Dr. Kanagaraj | Member |
| 8. | Dr. Alphonse | Member |
| 9. | Dr. Sivaraman | Member |
| 10. | Mr. R. G. Sampath Kumar | Member |

RESEARCH ADVISORY COMMITTEE

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prof.Dr.Mayil vahanan natarajan, The Vice Chancellor, The Tamilnadu Dr. M.G.R. Medical University, No. 69, Anna Salai, Guindy, Chennai – 600 032. | Prof.Dr.S.Thanikachalam, Sri Ramachandra University, No.1, Ramachandra Nagar, Porur, Chennai – 600 116. 044-24766991, Fax:044-24766990 |
| Dr.M.A.Kumar, Dy.Advisor (Siddha), IRCS Building, Red Cross Road, New Delhi – 110 001 011-23731813, 9818972383 | Prof.Dr.N.Raman, Director, Center for Herbal studies, Life science building, II Floor, University of Madras, Guindy Campus, Chennai – 600 025. Raaman55@gmail.com |
| Dr.T.Anandan, Director i/c, Siddha Central Research Institute, Arumbakkam, Chennai – 600 106. crisiddha@gmail.com 044-26214925, 9444252555 | Dr.Brindha, Centre for Advanced Research in Indian System of Medicine, SASTRA University, Thirumalaisamudram, Thanjavur – 613 402. 9443330487 |
| Dr.P.Jayaprakash Narayan, No.55/70, Panchali Amman Koil Street, | Prof.Dr.Chandrasekar, Manomaniam Sundaranar University, |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Arumbakkam, Chennai – 600 106. Mobile: 09884012532 | Abishekappatti, Tirunelveli - 627012. profncsekar@gmail.com 9443162820, fax: 0462-2322973 |
| Dr.P.Hariharan, Assistant Professor, Anna University, Guindy Campus, Chennai – 600 025. 9444221618 | Dr.G.Sivaraman, Arogya Health Care Ltd., 425, Kilpauk Garden Main Road, Chennai – 600 010. 9444027455 |
| Dr.K.Manickavasakam, Director i/c Dr.M.Murugesan, Dean & HOD Dr.R.S.Ramawamy, Res.co-ord./ HOD Dr.M.Rajasekaran, HOD i/c Dr.Subha, Asst.Professor (Pharm.) Shri.M.Subramanian, SRO (Stat.) National Institute of Siddha, Chennai | Dr.Manikkam, National Institute of Epidemiology, R127, II Main Road, TNHB, Ayappakkam, Chennai –600077. 044-26136419, 044-26821156 |

MANUAL 9

Directory of its officers and employees;

| S.No. | Name | Designation |
|-------|--------------------------|------------------------------------------------------------------|
| 1 | Dr.K.Manickavasakam | Director i/c, Professor and H.O.D, Maruthuvam |
| 2 | Dr.M.Murugesan | Dean, Professor and H.O.D., Nanjunool |
| 3 | Dr.R.S.Ramaswamy | Hospital Supdt. i/c, Professor and H.O.D., Sirappu Maruthuvam |
| 4 | Dr.M.Rajasekaran | Associate Professor / H.O.D.i/c, Gunapadam |
| 5 | Mr.M.Subramanian | Senior Research Officer (Statistics) |
| 6 | Dr.T.Lakshmikantham | Lecturer, Maruthuvam |
| 7 | Dr.H.Vetha Merlin Kumari | Lecturer, Marurthuvam |
| 8 | Dr.H.Nalini Sofia | Lecturer, Maruthuvam |
| 9 | Dr.S.Visweswaran | Lecturer, Gunapadam |
| 10 | Dr.S.Sivakumar | Lecturer, Gunapadam |
| 11 | Dr.A.Mariappan | Lecturer, Gunapadam |
| 12 | Dr.V.Mahalakshmi | Lecturer, Sirappu Maruthuvam |
| 13 | Dr.N.J.Muthukumar | Lecturer, Sirappu Maruthuvam |
| 14 | Dr.M.V.Mahadevan | Lecturer, Sirappu Maruthuvam |
| 15 | Dr.D.Periyasami | Lecturer, Sirappu Maruthuvam |

| | | |
|----|------------------------------|---------------------------------------|
| 16 | Dr.K.Suresh | Lecturer, Kuzhandai Maruthuvam |
| 17 | Dr.A.M.Amala Hazel | Lecturer, Kuzhandai Maruthuvam |
| 18 | Dr.P.Arul Mozhi | Lecturer, Kuzhandai Maruthuvam |
| 19 | Dr.K.Vennila | Lecturer, Kuzhandai Maruthuvam |
| 20 | Dr.S.Elansekaran | Lecturer, Noi Nadal |
| 21 | Dr.G.J.Christian | Lecturer, Noi Nadal |
| 22 | Dr.M.Ramamurthy | Lecturer, Noi Nadal |
| 23 | Dr.R.Madhavan | Lecturer, Nanjunool |
| 24 | Dr.P.Shanmuga Priya | Lecturer, Nanjunool |
| 25 | Dr.S.Murugesan | Lecturer, Nanjunool |
| 26 | Dr.V.Manjari | Lecturer, Nanjunool |
| 27 | Dr.V.Suba | Asst.Professor (Pharmacology) |
| 28 | Dr.A.Muthuvel | Asst.Professor (Biochemistry) |
| 29 | Dr.M.Marudhu Ramachandran | Asst.Professor (Microbiology) |
| 30 | Dr.V.Tamilalagan | Asst.Professor (Anatomy) |
| 31 | Dr.D.Aravind | Asst.Professor (Botany) |
| 32 | Shri.L.Kumarappan | Accounts Officer (on deputation) |
| 33 | Ms.S.Srimathy | P.S. to Director |
| 34 | Mr.J.Bharathidasan | Office Superintendent I |
| 35 | Mr.G.N.Lakshmanan | Office Superintendent II |
| 36 | Ms.D.Amudhavalli | Museum Keeper |
| 37 | Mr.E.Sundaravadivelan | Museum Keeper |
| 38 | Ms.B.Sangeetha | Matron |
| 39 | Ms.T.Anitha | Assistant Matron |
| 40 | Mr.G.Parthasarathy | Statistical Assistant (on deputation) |
| 41 | Ms.S.Yogalakshmi | Accountant |
| 42 | Ms.G.Kalaivani | Staff Nurse |
| 43 | Ms.K.Panchali | Staff Nurse |
| 44 | Ms.S.Shanthi | Staff Nurse |
| 45 | Ms.R.Indira | Staff Nurse |
| 46 | Mr.P.Thirumaran | Pharmacist |
| 47 | Ms.K.Revathi @ Avudaiammal | Pharmacist |
| 48 | | Pharmacist |
| 49 | Mr.G.Kesavan | Radiographer |

| | | |
|----|--------------------|------------------------|
| 50 | Ms.U.Neelapon | UDC |
| 51 | Ms.P.Hemarani | UDC |
| 52 | Mr.V.Balaji | UDC |
| 53 | Mr.A.Kotteswaran | Cashier |
| 54 | Ms.N.RathiNirmala | Stenographer Grade 'D' |
| 55 | Ms.S.Brindha | Stenographer Grade 'D' |
| 56 | Ms.M.Meena | Stenographer Grade 'D' |
| 57 | Ms.E.Manjula | LDC |
| 58 | Mr.K.Raghuraman | LDC |
| 59 | Ms.V.Kalpana | Library Clerk |
| 60 | Mr.C.Muthu | Jr. E.C.G. Technician |
| 61 | Ms.S.Gomathi | Lab Technician |
| 62 | Ms.V.Vijaya | Lab Technician |
| 63 | Mr.R.Naresh Kumar | Lab Technician |
| 64 | Ms.K.Abirami | X-Ray Lab Technician |
| 65 | Mr.S.Sridhar | Lab Assistant |
| 66 | Ms.A.Sasikala | Lab Assistant |
| 67 | Mr.S.Senthil Kumar | Lab Assistant |
| 68 | Ms.N.Lalitha | Dark Room Assistant |
| 69 | Mr.C.Saravanan | Dark Room Assistant |
| 70 | Mr.C.Balraj | Pharmacy Attendant |
| 71 | Ms.D.Anandhi | Lab Attendant |
| 72 | Ms.B.R.Banumathy | Lab Attendant |
| 73 | Mr.J.Rathinam | Sr. Library Attendant |
| 74 | Mr.V.Rajendran | Store Attendant |

MANUAL 10

The monthly remuneration received by each of its officers and employees for the month of January 2011, including the system of compensation as provided in its regulations;

| Sl.No. | Name of the Staff | Designation | Amount |
|--------|---------------------|-----------------|--------|
| 1 | Dr.K.Manickavasakam | Professor & HOD | 120582 |
| 2 | Dr.M.Murugesan | Professor | 111653 |
| 3 | Dr..R.S.Ramaswamy | Professor & HOD | 111653 |
| 4 | Dr.M.Rajasekaran | Asso. Professor | 73131 |

| | | | |
|----|---------------------------|----------------|-------|
| 5 | Ms.V.Suba | Asst.Professor | 49003 |
| 6 | Dr.A.Muthuvel | Asst.Professor | 49003 |
| 7 | Mr.M.Marudhu Ramachandran | Asst.Professor | 49003 |
| 8 | Dr.V.Tamilalagan | Asst.Professor | 60094 |
| 9 | Dr.D.Aravind | Asst.Professor | 49003 |
| 10 | Mr.M.Subramanian | SRO | 51715 |
| 11 | Dr.P.Shanmugapriya | Lecturer | 53378 |
| 12 | Dr.H.Vetha Merlin Kumari | Lecturer | 53378 |
| 13 | Dr.T.Lakshmikantham | Lecturer | 53378 |
| 14 | Dr.S.Visweswaran | Lecturer | 53378 |
| 15 | Dr.S.Sivakumar | Lecturer | 53928 |
| 16 | Dr.V.Mahalakshmi | Lecturer | 47316 |
| 17 | Dr.N.J.Muthukumar | Lecturer | 53378 |
| 18 | Dr.K.Suresh | Lecturer | 53378 |
| 19 | Dr.S.Elansekaran | Lecturer | 45023 |
| 20 | Dr.G.J.Christian | Lecturer | 53378 |
| 21 | Dr.R.Madhavan | Lecturer | 53378 |
| 22 | Dr.A.M.Amala Hazel | Lecturer | 53378 |
| 23 | Dr.V.Manjari | Lecturer | 50578 |
| 24 | Dr.M.V.Mahadevan | Lecturer | 50578 |
| 25 | Dr.P.Arulmozhi | Lecturer | 50578 |
| 26 | Dr.M.Ramamurthy | Lecturer | 50578 |
| 27 | Dr.A.Mariappan | Lecturer | 50578 |
| 28 | Dr.S.Murugesan | Lecturer | 50578 |
| 29 | Dr.H.Nalini Sofia | Lecturer | 50578 |
| 30 | Dr.K.Vennila | Lecturer | 50578 |

| | | | |
|----|------------------------------------------------------------------------|------------------|-------|
| 31 | Dr.D.Periyasami | Lecturer | 50578 |
| 32 | Ms.B.Sangeetha | Matron | 45390 |
| 33 | Mr.L.Kumarappan | Accounts Officer | 45668 |
| 34 | Ms.S.Srimathy | P.S.to Director | 34153 |
| 35 | Mr.J.Bharathidasan | Office Supdt. | 27398 |
| 36 | Mr.G.N.Lakshmanan | Office Supdt. | 38230 |
| 37 | Ms.T.Anitha | Asst. Matron | 37225 |
| 38 | Mrs.D.Amudhavalli | Museum Keeper | 25078 |
| 39 | Mr.E.Sundaravadivelan | Museum Keeper | 27398 |
| 40 | Mr.G.Parthasarathy | Stat. Asst. | 26768 |
| 41 | Ms.S.Yogalakshmi | Accountant | 23425 |
| 42 | Ms.G.Kalaivani | Staff Nurse | 27675 |
| 43 | Ms.K.Panchali | Staff Nurse | 27425 |
| 44 | Ms.S.Shanthi | Staff Nurse | 27425 |
| 45 | Ms.R.Indira | Staff Nurse | 27425 |
| 46 | Mr.P.Thirumaran | Pharmacist | 23675 |
| 47 | Ms.K.Revathi@Avudaiammal | Pharmacist | 22200 |
| 48 | Ms.S.Sivasakthi | Pharmacist | 22200 |
| 49 | Mr.G.Kesavan | Radiographer | 23675 |
| 50 | Ms.U.Neelapon | UDC | 20730 |
| 51 | Ms.P.Hemarani | UDC | 20730 |
| 52 | Mr.V.Balaji | UDC | 20188 |
| 53 | Mr.A.Kotteeswaran | Cashier | 20188 |
| 54 | Ms.N.RathiNirmala | Steno | 20730 |
| 55 | Ms.S.Brindha | Steno | 20940 |
| 56 | Ms.M.Meena | Steno | 20188 |

| | | | |
|----|--------------------|----------------------|-------|
| 57 | Mr.C.Muthu | Jr.E.C.G.Technician | 20730 |
| 58 | Ms.S.Gomathi | Lab-Technician | 20730 |
| 59 | Ms.V.Vijaya | Lab-Technician | 20730 |
| 60 | Mr.R.Naresh Kumar | Lab-Technician | 20730 |
| 61 | Ms.K.Abirami | X-Ray Lab Technician | 16603 |
| 62 | Ms.E.Manjula | LDC | 15238 |
| 63 | Mr.K.Raghuraman | LDC | 14398 |
| 64 | Mr.S.Sridhar | Lab Asst. | 15238 |
| 65 | Mr.S.Senthil Kumar | Lab Asst. | 14398 |
| 66 | Mrs.N.Lalitha | Dark Room Asst. | 15238 |
| 67 | Mr.C.Saravanan | Dark Room Asst. | 14398 |
| 68 | Mr.C.Balraj | Pharmacy Attendant | 13873 |
| 69 | Ms.D.Ananthi | Lab Attendant | 13873 |
| 70 | Ms.B.R.Banumathy | Lab Attendant | 13873 |
| 71 | Ms.V.Kalpana | Library Clerk | 14398 |
| 72 | Mr.J.Rathinam | Sr.Library Attendant | 13873 |
| 73 | Mr.V.Rajendran | Store Attendant | 13873 |

MANUAL 11

Budget allocated to each agency

| Year | Grant in Crores from Dept.of AYUSH | Expenditure in Crores |
|-----------|------------------------------------------|--------------------------|
| 2006-2007 | 3.00 | 3.84 |
| 2007-2008 | 6.00 | 6.00 |
| 2008-2009 | 10.74 | 7.89 |
| 2009-2010 | 11.00 | 12.25 |

MANUAL 12

The manner of execution of subsidy programmes

Not applicable

MANUAL 13

Particulars of recipients of concessions, permits or authorisations granted by it;

Not applicable

MANUAL 14

Information available in an electronic form

OPD registration database

MANUAL 15

Particulars of facilities available to citizens for obtaining information

Health Care SERVICES

The Hospital attached to National Institute of Siddha is called The Ayothidoss Pandithar Hospital, named after Thiru Ayothidoss Pandithar, a renowned traditional Siddha physician. The hospital houses an Outpatient department with 6 consultation rooms for 6 Post - graduate departments -

Hospital Superintendent - Prof. Dr. R.S.Ramaswamy, M.D (s).

| | | |
|-----------|-----------------------------------|-------------------------------------------------------------------------------|
| Room No 1 | Unit No - 1 (Dr.M.R Unit) | Gunapadam (Siddha Pharmacology) |
| Room No 2 | Unit No - 2 (Prof. K.M.V. Unit) | Maruthuvam (Siddha General Medicine) |
| Room No 3 | Unit No - 3 (Prof.Dr.M.M. Unit) | Noi Naadal (Siddha Pathology) |
| Room No 4 | Unit No - 4 (Prof. R.S.R. Unit) | Sirappu Maruthuvam (Siddha Special Medicine) |
| Room No 5 | Unit No - 5 (Prof.Dr.K.M.V. Unit) | Kuzhanthai Maruthuvam (Siddha Paediatrics) |
| Room No 6 | Unit No - 6 (Prof. M.M. Unit) | Nanju Noolum Maruthuva Neethi Noolum (SiddhaToxicology and Forensic Medicine) |

The OPD functions daily from 8 a.m. to 12.00 noon. Faculty members and Postgraduate scholars of the various departments provide free consultation and treatment to about 1100 patients daily. The paramedical staff posted at the reception at the entrance of OPD, issue registration book for new patients by charging Rs.5/- and make entry in the old OP registration book. From OPD cases (including dissertation cases) requiring in-patient care are referred to IPD for admission and treatment in the departments concerned. The bed strength of IPD at present is 160, distributed to the six PG departments. The patients admitted in the IPD are given free diet and treatment.

For the patients of OPD/IPD, Siddha Pharmacists and assistants dispense free medicines at the dispensary through separate counters for males, females and senior citizens.

Thokkanam, Yoga and Varma treatment: Patients referred from OP/IP departments are given these three types of treatment in separate rooms.

Equipments like Shoulder-wheel, Finger-ladder, Parallel walking bars etc., have been made available to patients.

The faculty members, PG scholars, staff nurses and the other paramedical staff maintain 24-hour service for the patients of IPD.

Treatment Service:

The OPD functions on **all days** of the year including National Holidays. The **treatment service in OPD and In-patient wards are free.**

- Working Hours of OPD : 8.00 AM to 12.00 Noon (Registration Fee : Rs.5/-)for new patients only
- Total Bed strength in In-patient Ward is 160

Payment Ward:

Treatment is free, only room rent is chargeable

A/C Room: Rs.250/- per day for bed+Rs.100 for Diet

Non A/C Room Rs.100/- per day for bed+Rs.100 for Diet

Patients admitted in the pay wards are subjected to examination by post graduate students as this institute is a post graduate teaching institution

Geriatric Special O.P Every Tuesday – 3 to 5 P.M

Yoga Therapy: Dr.R.S. Ramaswamy, Professor & HOD of Sirappu Maruthuvam is providing Yoga therapy for patients –

Every Friday from 8.00 AM to 12.00 Noon

PG Course Offered at NIS

NIS is affiliated to the Tamil Nadu Dr.MGR Medical University, Chennai. Education, Syllabus and Curriculum are in accordance with the norms fixed by the Central Council of Indian Medicine (CCIM), New Delhi.

Siddha graduates with B.S.M.S / B.I.M Degrees are eligible to apply for the Post graduate M.D (Siddha) degree course. An Entrance Examination for the selection of students for all the 6 Post-graduate courses is conducted by NIS for every academic year. Based on the entrance marks and academic marks and reservations, the students are selected and admitted. One seat is allotted for a Siddha graduate from other countries* (BIMSTEC) in any one branch cyclically every year.

National Institute of Siddha is offering 3 years M.D(S) course affiliated to The T.N.Dr.M.G.R.Medical University, Chennai.

P.G.Admission - notification will be issued during the month of March and written test followed by counselling will be held during the month of May and course begins.

ALLOTMENT OF SEATS TO BRANCHES

| Branch | Department Name | With implementation of 27% OBC reservation from 2008-09 |
|--------|---------------------------------------|---------------------------------------------------------|
| I | Maruthuvam | 8 |
| II | Gunapadam | 7+1 |
| III | Sirappu Maruthuvam | 8 |
| IV | Kuzhandai Maruthuvam | 8 |
| V | Noi Naadal | 7 |
| VI | Nanjunoolum Maruthuva Neethinoolum | 7 |
| | Total | 45 + 1 |

+ 1 for BIMSTEC Candidate

*** ADMISSION OF FOREIGN (BIMSTEC) CANDIDATES TO M.D (SIDDDHA) COURSE AT NATIONAL INSTITUTE OF SIDDDHA, CHENNAI-600 047:**

Out of 46 seats permitted in MD(Siddha) course, 1 seat is reserved for candidates from BIMSTEC Countries. Reservation System for admission is followed as per the Govt. of India Order from time to time. Foreign candidates with the required basic qualification in Siddha, namely, Bachelor of Indian Medicine (B.I.M) or Bachelor of Siddha Medicine and Surgery (B.S.M.S) or equivalent degree as approved by the Central Council of Indian Medicine (CCIM)—have to submit their applications to the Indian Embassies in their countries. The Indian Embassies will forward their applications to the Indian Council for Cultural Relations (ICCR) in New Delhi which in turn will forward the applications to the National Institute of Siddha, Chennai to consider for admission to the first year of 3-Year MD(Siddha) degree course.

A foreign (BIMSTEC) candidate seeking admission to 1 year M.D(Siddha) degree course has to submit an application, along with all the original documents, to The Registrar, The Tamil Nadu Dr.M.G.R Medical University, Guindy, Chennai – 600 032 for obtaining Eligibility Certificate from the University.

Our website (www.nischennai.org) gives a detailed overview of all our Academic Programmes, Faculty, Infrastructure, Research Reports, Publications, Appointment notification, display of tenders etc. The NIS library is generally for the exclusive use of our staff and research scholars / Students.

xvi) Name and Designation Central Public Information Officer / First Appellate Authority of National Institute of Siddha

| Sl No | Name of the Officer | Designation | Telephone | Email ID |
|-------|---------------------------------------------------|----------------------------|--------------|--------------------------------------------------------------------------------|
| 1 | Prof.Dr.K.Manickavasakam, Director – i/c NIS | First Appellate Authority | 044-22381314 | nischennaisiddha@yahoo.co.in |
| 2 | Shri.M.Subramanian Sr.Research Officer (Stat.) | Public Information Officer | 044-22381314 | nischennaisiddha@yahoo.co.in |
| 3 | Smt.Srimathy, -PS to Director | Asst to PIO | 044-22381314 | nischennaisiddha@yahoo.co.in |

