

4. AUTHORITIES OF THE INSTITUTE

4.1 Board of Management

The Board of Management is the principal administrative, financial and academic and executive body of the Institute and is comprised of:

Ex-Officio Members

Director / PGIM (Chief Executive Officer)

Deputy Director / PGIM

Secretary / Higher Education or nominee

Secretary / Health or nominee

Secretary / Finance or nominee

Director General of Health Services

Nominee / Medicine, University of Colombo

Nominee / Medicine, University of Peradeniya

Nominee / Medicine, University of Jaffna

Nominee / Medicine, University of Ruhuna

Nominee / Medicine, University of Kelaniya,

Nominee / Medical Sciences, University of Sri Jayawardenepura

Nominee / Faculty of Medical & Allied Sciences, Rajarata University Sri Lanka

Nominee / Health Care Sciences, Eastern University of Sri Lanka

Nominee / Dental Sciences, University of Peradeniya

(Nominee of any new faculties of medicine that are established under the Act in the country)

Two members nominated by the University Council from among the members appointed by the Commission to the Council.

Seven members appointed by the University Grants Commission from among persons who have rendered distinguished service in educational, professional, commercial, industrial, legal, scientific or administrative spheres.

The Chairman of the Board of Management is selected/elected from among the members.

4.2 Boards of Study

The Board of Study is the main academic organ of a given medical discipline. The Board will plan programmes of study, draft and review curricula, plan clinical or laboratory training, plan and carry out examinations, select resource persons, recommend training centers for approval and nominate examiners subject to approval by the Board of Management and the Senate of the University of Colombo. Each Board of Study will recommend to the Board of Management and the Senate of the University of Colombo candidates for certification as specialists.

Boards of Study are also responsible for monitoring progress of trainees through progress reports being submitted by trainers and other appropriate mechanisms.

Reconstitution of Boards of Study/Specialty Boards is done every three years in terms of the provisions of the PGIM Ordinance No. 01 of 1980 and its subsequent amendments.

4.3 The University Senate and the University Council

The final authority on academic matters is the Senate and on administrative matters the Council of the University of Colombo.

4.4 Channels of Communication

- 4.4.1** When letters are sent by trainees to the PGIM, these should be addressed to the Director. If necessary the letters may be copied to Chairpersons of BOS. E-mails and SMS messages will not be entertained.
- 4.4.2** All letters being sent from the PGIM to supervisors, examiners, trainers, trainees or to other institutions should be under the signature of the Director/PGIM unless otherwise delegated.
- 4.4.3** Chairpersons/Secretaries of Boards of Study, Conveners of Committees/Sub Committees may attend to correspondence and official work with the subject clerks concerned and prepare drafts of letters etc. However, these drafts should be forwarded to the Director under the supervision of the relevant DR, DB, SAR, SAB, SAL or AR. All letters will be signed by the Director and an office copy will be retained.
- 4.4.4** The Director/PGIM can by letter of authority delegate designated officers to handle certain correspondence.
- 4.4.5** Assistance of Computer Application Assistants and Technicians could be sought through the Deputy Registrar
- 4.4.6** The Medical Education Resource Centre (MERC), will function directly under the direction of the Director/PGIM.
- 4.4.7** The Deputy Director and academic staff of the PGIM will function directly under the Director/PGIM.