

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND
TECHNOLOGY, THIRUVANANTHAPURAM-695011**

**Personal & Gen. Administration - Duties and Responsibilities of Secretary to the
Director – Orders issued**

PERSONNEL AND GENERAL ADMINISTRATION

Dir/ Secy/SCTIMST/2007

Dated 23rd July 2007

The Secretary to the Director will work under the direct control of the Executive Secretary to the Director cum Ethics Committee Coordinator

She/He shall attend the following duties:

1. Take dictation in shorthand and transcribe the same
2. Maintain inward and outward Registers
3. Maintain files and records and keep all files in a systematic order
4. Attend confidential correspondence as instructed by the Director
5. Settlement of TA/DA of committee members/guests who attend the statutory meetings under the direction of the Exe.Secretary
6. Maintain good public relations with staff and visitors
7. Assist the Exe.Secretary for coordination of statutory meetings
8. Assist the Exe.Secretary in preparation of Agenda and Minutes for various meetings and documentation
9. Give all secretarial assistance to the Director as and when required
10. Any other duties assigned by the Director or Exe.Secretary to the Director cum EC.CO


DIRECTOR

To
Secretary to the Director
Executive Secretary cum Ethics Committee Coordinator to the Director

Copies to:

Head, BMT Wing /Medical Superintendent / All HODs/Dean/ Deputy Director (Admn),
FA&CAO/Internal Audit Officer/ AO Gr.I (Admn)/AOGGr.II/ AMO/NS/
Security Officer/Purchase Officer/Stores Officer/PRO/Job description file

AO Gr I (Admn) ✓

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM—695 011**

Personnel & Administration—Appointment of the first Associate Head, BMT Wing—Orders issued.

PERSONNEL & ADMINISTRATIVE DIVISION

No.P&A.I/X/ 40 /SCTIMST/2007

Dated: 15.10.2007

Read: (i) Governing Body Resolution Nos. 20 of 11.06.2007 and 10 of 29.07.2007.
(ii) Governing Body Resolution No.4.2 dated 13.12.1993.

ORDER

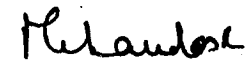
The Governing Body of the Institute vide its resolution read (i) above has appointed Dr.C.P.Sharma, Scientist—G (Senior Grade) as the first Associate Head of BMT Wing with effect from 29.07.2007 for a period of one year to discharge the responsibilities as given below:

Administrative Responsibilities of Associate Head BMT Wing:

1. Associate Head will replace Head, BMT Wing in the Departmental Promotion Committee of the Institute in respect of all positions, for which Head, BMT Wing is not the Chairman of the DPC. Head, BMT Wing will be the Chairman of DPC for BMT Wing positions as at present.
2. Review of Annual Confidential Reports of all Non-academic staff posted at the BMT Wing.
3. Approving minor works related to building maintenance, electrical and water utilities etc., not requiring the clearance of the Minor Works Committee.
4. Management of cleaning and routine housekeeping activities of the campus, buildings and laboratories, garden maintenance and related matters of the estate.
5. Waste disposal and co-ordination of matters related to the Incinerator.
6. All Security and time-keeping matters.
7. Management of Safety issues—fire, electrical and chemical and taking over as Chairman of the Institute's Biosafety committee.
8. Routine leave and personnel matters related to Non-academic staff of the Wing.
9. All matters related to Canteen, Students' Hostel and Guest House management.
10. In view of the responsibilities at 4, 5 & 6, the Security Officer and the Estate Officer of the BMT Wing will report directly to the Associate Head.

The administrative and financial powers delegated to enable his functioning are given in the Annexure. In a manner similar to that of the Dean (AA), Associate Head of BMT Wing will be paid a monthly honorarium of Rs.500/-.

Encl: as above



DIRECTOR

To

The Individual concerned.
Notice Boards

Copy to: Head BMT Wing/Medical Supdt./Dean(AA)/All HODs (Hospital & BMT Wing)/Dy. Director (A)/FA&CAO/Registrar/AO—I/AO—II/AO/Ex. Secy. to Director—for information

**ADMINISTRATIVE AND FINANCIAL POWERS OF THE ASSOCIATE HEAD,
BIOMEDICAL TECHNOLOGY WING**

1. To grant all kinds of leave to all Non-academic, Project and other temporary staff at BMT Wing; other than study leave, leave on loss of pay (exceeding 60 days) and leave granted by special rules.
2. To permit all employees to whom he is empowered to grant leave, to return to duty before the expiry of any kind of leave granted to them, if the return is not earlier than 14 days from the date of termination of the leave applied for.
3. To accord administrative sanction for emergent purchase of equipment, uniform and scientific materials up to a maximum of Rs.10, 000/- a year in every exceptional and urgent cases where the value of the indent does not exceed Rs.5000/-.
4. To pass T.A. bills of all officers and other employees posted at BMT Wing.
5. To accord permission to all officers of BMT Wing to accept examinership offered by the Universities and to receive the remuneration therefore subject to rules prescribed in this behalf by the Institute from time to time.
6. To sanction uniforms for the employees as per rules of the Institute.
7. To accord administrative sanction to petty works or repairs the cost of which does not exceed Rs.5000/- each case limiting to Rs.20, 000/- per annum.
8. To dispose of by auction unserviceable articles whose book value does not exceed Rs.1000/- in each case.
9. To incur non-recurring items of contingent expenditure or expenditure on the purchase of stores and stationery and printing of forms upto Rs.2000/- in each case, subject to a maximum of Rs.10, 000/- a year observing purchase rules.
10. To incur expenditure towards refreshment charges in connection with meetings, seminars and conferences convened by him.
11. To incur items of expenditure of a trivial nature not exceeding Rs.500/- at a time for bonafide purposes even if there are no specific rules to regulate such expenditure.
12. Sanction advance required for purchase of diesel and petrol subject to Rs.1000/- at a time. This advance will be excluded for the limit prescribed for local purchase (Per & Admn.III/18/SCTIMST dated 06.04.1988).

Alchander
15/10/07

OMS - Allocation of the work to Medical Records Officer, Assistant Medical Records Officer & Medical Records Assistants in Medical Records Division of Hospital Wing - Orders issued:-

OFFICE OF THE MEDICAL SUPERINTENDENT

OMS/Duties & Responsibility/D.104/ SCTIMST/2013

Dated: 18.04.2013

ORDER

DUTIES AND RESPONSIBILITIES OF SENIOR MEDICAL RECORDS OFFICER

- He will work under Medical Superintendent.
- He is responsible for overall management of the Department.
- He is the custodian of all records in general and records involved in medico-legal cases in particular.
- He will correspond with external agencies / Government / Insurance companies as per rules and guidelines.
- Will issue important certificates.
- Will maintain safety and confidentiality of medical record / health information.
- He will involve in the discussion in relation to medico-legal cases for finalizing counter affidavits.
- Will attend court duty when directed by Institute.
- Will maintain inter-departmental relationship.
- He is responsible for finalization of hospital statistics and circulation among concerned.
- Will participate in educational & training programs organized by the Institute.
- He is responsible for efficient conduct of academic program by arranging classes / discussions and directed postings etc.

- He will organize research activities and other improvements needed to uplift the department to international levels.
- Responsible for digitization of Medical Records Department.
- Will be the custodian of departmental stock.
- Will carry out any other responsibilities assigned by Medical Superintendent / Director.

DUTIES AND RESPONSIBILITIES OF MEDICAL RECORDS OFFICER

- He will work under Senior Medical Records Officer.
- Will supervise the department and carry out the essential functions of Senior Medical Records Officer, in the latter's absence.
- He is responsible for management of Inpatient sections Viz. Receiving discharged case files from wards in time, getting analyzed, coded, indexed, completed, checked and filed in stipulated time.
- Will ensure timely issue of records for all purposes.
- Will arrange to supply records for academic / research purposes and document it.
- Responsible for printing and maintenance of Medical Record forms / stationeries.
- Will arrange for rescheduling of appointments as needed.
- Responsible for compilation of hospital statistics and forward to SMRO for verification and circulation.
- Will respond to online / telephonic / letter mode enquiries of patients.
- Will issue patient care related certificates in the absence of SMRO.
- Will participate in educational and training programs organized by the Institute
- Will carryout any other duties assigned by SMRO/MS/Director.

DUTIES AND RESPONSIBILITIES OF MR. JEYARAJ R C
(ASSISTANT MEDICAL RECORDS OFFICER)

- He will work under Senior Medical Records Officer
- Will manage the department in the absence of SMRO / MRO.
- Will ensure proper documentation of data in terms of registration, admission etc.
- Will maintain staggered appointment system.
- Will issue patient care related certificates.
- Will attend to patient enquiries.
- Will ensure timely coding, indexing and completion of outpatient records.
- Will check outpatient records before forwarding to main MRD for storage.
- Will ensure smooth functioning of OP-MRD counters.
- Will participate in educational and training programs organized by the Institute
- Will carry out any other duties assigned by MRO/SMRO/MS/Director.

DUTIES AND RESPONSIBILITIES OF MEDICAL RECORDS ASSISTANTS

- He will work under SMRO / MRO / AMRO.
- His duty timings and place of posting will be as per shift system prepared by HOD.
- Responsible for complete, flawless documentation of patient care data in terms of registration, admission etc.
- Will update Change in address / Contact Numbers / Local Body etc.
- Will provide future appointments for review, admission etc. after screening the prescription.

- Will reschedule appointments as needed / directed
- Will respond to patient queries and guide them.
- Will report the death to the civil administration (Corporation).
- Call patients for procedures / surgery.
- Will analyze / check the OP files, and get the diagnosis coded and indexed.
- Will issue case records in time for all needs.
- Will file the records and other reports / papers timely in proper locations.
- Responsible for proper filing and retrieval of records.
- Will analyze discharge records, assemble in order, code and index the diagnosis, procedures, surgeries etc. and get the records completed in time.
- Will participate in educational and training programs organized by the Institute
- Will carry out any other duties assigned by AMRO /MRO /SMRO /MS /Director.


MEDICAL SUPERINTENDENT

To:

All Individuals concerned

Copy to:

Deputy Director (Admn) ✓

Administrative Medical officer

Executive Secretary to the Director

Administrative Officer

OFFICE OF THE MEDICAL SUPERINTENDENT

OMS/Duties & Responsibility/D.104/ SCTIMST/2013

Dated: 18.04.2013

ORDER

The following assignment of work is ordered with effect from 01/04/2013.

1. Purchase & Stores Officer

He will be in overall charge of the Store Division in Hospital Wing and will attend the following.

- Ensure that intended items are received in time and issued to all concerned departments.
- Verify the accuracy of stocked items with respect to the items received and issued.
- Settlement of cash advances drawn for various purposes including imprest money.
- Supervision of work carried on by all staffs in main store.
- Forwarding of Receipt vouchers (RVs) along with the original bills for the items received in Store to the Accounts Department/Purchase Department for effecting their payment after due processing.
- Marking of all relevant papers/files/Registers to the staff working in the Division for appropriate action.
- Ensure that the payment of loading and unloading charges, charges to contract tailor, payment to consolidator, medical gas, stitching charges to employees etc. are properly done in time.
- The annual purchase indent for the items required in Store has to be provided in time with the help of dealing assistants.
- To attend monthly Condemnation Committee meetings on every 3rd Saturdays and attend any other Committees as ordered from time to time.
- Attending to RTI applications.
- Computerized records management of Stores division and its upgradation by 31st October of every year.
- To carry out any other work assigned by Medical Superintendent/Director from time to time.

2. Stores Section No.S1)

He will be in charge of all items received in Store such as Disposables, Consumables, Chemicals, Instruments and any other items assigned to him except items indented by Store Division. He will attend to the following items of work concerning the above division of work.

- Proper filing of all Purchase orders (both Indigenous and Import)
- Receipt of concerned items and proper entry in the Register/Computer.
- Preparation of Receipt Voucher after verification of items as per Purchase order
- Distribution of Receipt Vouchers to concerned Departments and its receipt after acceptance by user departments. (Original bill shall not be sent to departments)
- Issue of items to the various Departments.
- Submission of Receipt Vouchers along with original bill for signature of Purchase & Stores Officer
- Sending Receipt Vouchers to Finance & Accounts Division, Purchase Division after having signed by Purchase & Stores Officer
- Proper filing of Receipt Vouchers and Issue Vouchers
- Issue of items under his charge on all specified days.
- Computer entry on transfer of Departmental Stock items from one Department to other after getting proper authentication.
- Correspondence with various suppliers in respect of shortage/excess/rejection of items etc.
- Keeping discrepancy register and it's reconciliation.
- Issue of gate pass for rejected/excess supplied items
- Purchase of items as per local purchase indent as and when required

3. Stores Section No.S2

He will be in charge of all items received in Store such as Consumables, Disposables, Stationary, Linen etc. etc. in respect of items indented by Store Division.

He will attend to the following items of work

- Proper filing of all Purchase orders
- Receipt of concerned items and proper entry in the Register/Computer.
- Preparation of Receipt Voucher after verification of items as per Purchase order and submission to Purchase & Stores Officer for acceptance and signature.
- Submission of Receipt Vouchers along with original bill for signature of Purchase & Stores Officer
- Sending of Receipt Vouchers to Finance & Accounts Division, Purchase Division after having signed by Purchase & Stores Officer
- Proper filing of Receipt Vouchers and Issue Vouchers
- Issue of items under his charge on all specified days.
- Issue of various types of clothes, gauze, thread, button etc. to Contract Tailor
- Issue of uniform clothes, chappal/shoes, security items such as Caps etc to concerned employees.
- Purchase of Diesel for Hospital use as well as for quarters after availing advance for the purpose and its final settlement.
- Preparation of local purchase indent for urgent requirement of Hospital
- Purchase of items as per local purchase indent as and when required
- Preparation of vouchers for loading and unloading charges in respect of Medical Gas cylinders and other items received in Store
- Receipt of Medical Gas cylinders
- Issue of Gate passes for empty cylinders, rejected/damaged/excess quantity items received in respect of Store items.
- Settlement of Imprest Cash
- Disposal of scrap materials
- Arrangement of Collection of parcels from parcel office with the help of Unit Helper/Cleaning Attendant
- Preparation of monthly statement of stitched items
- Issue of items against condemnation

- Arrangement of Refilling of Co2 cylinders
- Letter correspondence with the suppliers in respect of shortage/excess/rejection of items

4 .Stores Section No.S3

He will be in charge of items received in Store in respect of Division of Clinical Engineering, Equipments (Import as well as Indigenous), Furniture, items received under deposit scheme basis etc.

He will attend to the following items of work

- Proper filing of all Purchase orders (both Indigenous and Import)
- Receipt of concerned items and proper entry in the Register/Computer.
- Preparation of Receipt Voucher after verification of items as per Purchase order
- Distribution of Receipt Vouchers to concerned Departments and its receipt after acceptance by user departments. (Original bill shall not be sent to departments)
- Issue of items to the various Departments.
- Submission of Receipt Vouchers along with original bill for signature of Purchase & Stores Officer
- Sending of Receipt Vouchers to Finance & Accounts Division, Purchase Division after having signed by Purchase & Stores Officer
- Proper filing of Receipt Vouchers and Issue Vouchers
- Issue of DCE items on specified time.
- Issue of Equipments/Furniture to concerned Departments after obtaining Department Stock Register Issue Vouchers
- Receipt and issue of items kept under Deposit Scheme to Cardiology, Neuro Surgery and IS & IR Departments
- Preparation of Receipt Vouchers of Deposit items of Cardiology Department (Cath lab), Confirmatory Purchase Order in respect of Cath Lab, Neurosurgery and IS & IR Departments and rate contract etc. for acceptance after obtaining bills from concerned Departments.

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- Payment to consolidator bill
- Arrangement for repair of wooden chairs and release of its payment
- Purchase of items as per local purchase indent as and when required
- Issue of Gate passes for unused deposit items, rejected/damaged/excess quantity items.
- Letter correspondence with the suppliers in respect of shortage/excess/rejection of items

5. **General**

- a. All staff members have to carry out any other work assigned by Purchase & Stores Officer/Medical Superintendent as the case may be, for the smooth functioning of the Stores Division.
- b. If any of the above specified days become a holiday, the items will be issued on the next Working day.
- c. All the above dealing Assistants are required to do proper maintenance of all records and ensure that the physical stock under their charge tally with the stock register/record. The movement of files/Receipt Vouchers etc to various departments / officers is also to be monitored properly by all concerned and any delay beyond a week should be reported to the Purchase & Stores Officer and incase he fails to resolve the delay, it should be brought to the notice of the Medical Superintendent within another 3 days.
- d. As there is no separate despatch section, all dealing Assistants in the Division are required to do the despatch work also in respect of their files.
- e. All the dealing hands should give proper replies to the Audit queries to the Purchase & Stores Officer in time.
- f. In the absence of any dealing hand, his work should be attended to by others in the interest of the Institute.

- g. Stores Section S1 to S3 are allotted to Mr. Kiran K.V (Executive Assistant-A), Bineesh.N.S (Upper Division Clerk-A) and Ajish Chandran (Upper Division Clerk-A) respectively at present.


18.5.13
Medical Superintendent

To:

All Individuals concerned

Copy to:

Deputy Director (Admn)

Administrative Medical officer

Executive Secretary to the Director

Purchase officer (O)

Administrative Officer



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM - 695 011, INDIA.**

(An Institute of National Importance under Govt. of India)
Phone - (91) 0471-2443152 Fax - (91) 0471-2446433, 2550728
Email - sct@sctimst.ac.in Web site - www.sctimst.ac.in

Personnel & Administrative Division – Duties and Responsibilities of Officer on Special Duty (Estate)- Orders issued.

PERSONNEL & ADMINISTRATIVE DIVISION

No. P&A.I/X/ 05 /SCTIMST/2014

Dated: 21 . 03 .2014

ORDER

The following duties and responsibilities are assigned to Officer on Special Duty (Estate):

1. Mutation of properties owned by the Institute and remittance of property tax.
2. Correspondence with the Survey Department and maintenance of survey sketch records of properties.
3. Renewal of lease in respect of lease hold property and remittance of lease rent.
4. Correspondence with the revenue authorities on eviction of encroachment of property, assignment of land acquired etc.
5. Remittance of building tax and maintenance of records.
6. Correspondence with police authorities for complaints related to above.
7. Maintenance of boundary walls, fences and preventive measures against encroachment of Institute's property.
8. Maintenance of children's park.
9. Maintenance and repair of roads inside the campus.
10. Maintenance of ponds, wells, fountains and other water bodies.
11. Rain water harvesting, management of waste, etc.
12. Planting of trees and maintenance of gardens.
13. Pruning of trees and plants periodically.
14. Collection of usufructs of trees and disposing them.
15. Identification of old and unhealthy trees and cutting and removing the same.
16. Upkeep and maintenance of all Institute buildings in consultation with construction wing, electrical wing, Housekeeping etc.
17. Custody of title deeds of Institute properties.
18. Custody of building permits, plans and sketches of all Institute buildings.
19. Records of buildings including approved plans.

20. Maintenance of register relating to fixtures and furniture.
21. Control and supervision of staff engaged for the maintenance of estate , garden etc.
22. Custody of attendance records and other service records of contingent staff engaged in connection with estate work.
23. Recommend all contingent payments in connection with the maintenance of gardens and lawns.
24. He is assigned all the above duties and responsibilities of all the campuses of the Institute.

He will be attached to the Office of the Medical Superintendent and report to MS/Head, BMT wing. He will function from his office in Men's hostel for the time-being.

The present custodians of all related documents should properly handover these to the OSD (Estate), within one month of the order.


DIRECTOR

To

Mr.Gopinathan C.
Officer on Special Duty (Estate)
Construction Wing

Copy to:

Head, BMT Wing/MS/DD(A)/FA/CAO/AMO/
ES to Director cum EC Co-ordinator/Secretary to Director/
Construction Engineer/Asst.Exe.Engineer/IAO/
Security & Safety Officer (Hos&BMT)/AO(Hos/BMT)



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY
TRIVANDRUM- 695 011 KERALA, INDIA.**

An Institute of National Importance under Government of India with the status of
University established by an Act of Parliament (No.52 of 1980)

Duties and responsibilities of Associate Deans - Orders issued.

DIVISION OF ACADEMIC AFFAIRS

No.SCTIMST/DAA/1/46/2017

Dated :07.12.2017

Read: i) Approval of the recommendation of the Academic Committee dated 22.09.2017.
ii) Approval of the above decision of the Academic Committee by the Governing Body dated 14.10.2017.

As decided by the Governing Body of the Institute, following are the duties and responsibilities of Associate Deans.

(A) ASSOCIATE DEAN (PH.D AFFAIRS)

1. Involve in the preparation for PhD admissions for the January and July sessions
2. For January session, facilitate preparation of 3 sets of question papers in each of the 7 subject areas by collecting Questions with answer key well in advance from as many guides and faculty as possible.
3. Collect Feedback from Guides regarding slot availability based on vacancy and other necessary resources, details of area of the slots and preferred background of the student before advertisement, so that academic section will have an idea about number of slots and the area in which students can be accommodated
4. Verify the advertisement details for admission and update Prospectus
5. Update PhD manual every year with approved orders of Dean's & Academic Committee
6. Update Standard Operating Procedure every year or as required
7. Update Guides list in the website every year
8. After advertisement and last date for receipt of completed application, Select qualified applications for entrance test/and interview from submitted applications
9. Facilitate the conduct of PhD entrance exams for January session and participate in the selection interview for both sessions
10. Verify the panel of DAC members, Examiners for comprehensive exam and thesis evaluation before each Dean's committee
11. Verify six monthly reports of students and assess completion of mile stones stipulated by academic section and based on the comments of progress by guide and DAC members
12. Intervene in case of major delay altering guide/student and convene extra DAC meeting as remedial measure and monitor the outcome.
13. Verify the applications for Comprehensive exam, synopsis submission and thesis submission to confirm eligibility
14. Scrutinize the examiner's report to confirm eligibility to convene open defense
15. Confirm eligibility for the award of provisional Ph.D degree

16. To be involved in the organization of various research/academic activities, including annual convocation, GP oration, meetings of the research forum, Science fete etc
Any other matter assigned by dean and director.

(B) ASSOCIATE DEAN (R & P CELL)

RESEARCH AND PUBLICATION:

1. To recommend scientific articles/Abstracts/ Requests for Paper Publication from within the Institute to the Director, after verification.
2. To retain copies of permission granted by the Director for publication.
3. To establish norms and standards for publications from the Institute and monitor conformity with those by authors.
4. Preparation of Annual Report, which includes getting departmental reports (including Annual Accounts), correcting/editing them, getting them translated into Hindi, identifying the Printer, editing/proof reading and getting them ready for submission to the parent Ministry/Department on time.
5. Compilation of data relating to the Institute's performance and output for submission to DST, NITI Aayog and other Central and State Government agencies, from time to time.
6. To be involved in the organization of various research/academic activities, including the Annual Convocation, GP Oration, meetings of the Research Forum, Science Fete and so on.
7. Preparation of speeches for visiting dignitaries and write-ups for inclusion in various documents of the Institute.
8. To ensure renewal of DSIR-SIRO registration of the Institute every 3 years.
9. Assist in publicizing important events and achievements, including research, in print and visual media.

FINANCIAL AND ADMINISTRATIVE:

10. To sanction bills/claims pertaining to R & P Cell for reimbursement of project expenses/advances to Principal Investigators, up to Rs. 20,000/-.
11. Approval of indigenous purchase indents for consumables against sanctioned projects, up to Rs. 1 Lakh.
12. To pass bank payment and cash payment vouchers, which are prepared, scrutinized and recommended by R & P Cell.
13. To oversee the functions of the R & P Cell.

ASSOCIATE DEAN (HEALTH SCIENCE STUDIES)

- 1) Working closely with the Chair of Board of Studies, Head of Department and other senior faculty members to further the vision and mission of SCTIMST in relation to Public Health.
- 2) Be responsible for student affairs related to the Masters', Diploma and PhD students in Public Health of SCTIMST for matters related to their academic work. Work to enhance the quality of life and sense of community amongst the diverse group of students and encourage their active involvement in academic activities related to Public Health within and outside SCTIMST.
- 3) Monitor and facilitate where possible students' timely completion of various milestones such as formation of DAC, completion of course-work, seminars and comprehensive examination, colloquium, submission of dissertation and conduct of viva-voce.
- 4) Scrutinize the list of examiners for comprehensive examination and examiners for PhD dissertation of PhD students in Public Health before submission to the Deans' Committee and Academic Committee for approval.
- 5) Assist the Division of Academic Affairs to ensure the smooth management of academic affairs related to SCTIMST's Masters', Diploma and PhD programmes in Public Health on and off-campus.

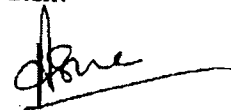
- 6) Serve as an ex-officio member of the Board of Studies, Public Health, and contribute to revisions to policies, procedures, and regulations to improve the quality of the Masters' and PhD programmes; and represent its recommendations to the Deans' Committee
- 7) Discharge such duties as may be assigned by the Dean and Director from time to time.

(C) ASSOCIATE DEAN (EXAMINATIONS & CURRICULUM)

1. Enforce the BOS guidelines on the academic structure and activities of the departments and divisions. Ensure that BOS meetings are held periodically and review their recommendations. These need to be placed before the Deans' committee and Academic committee. The recommendations of the committees to be informed to the BOS.
2. Periodic meetings with Program-Coordinators, Program-in-Charge and HODs (if necessary) to be held to review the academic standards of senior residents.
3. Preparation/revision of the syllabus of all programs except PhD, MPH, DPH and MPhil.
4. Review the prospectus of each academic year prepared by the academic division.
5. Review the advertisements of various courses in the media prepared by academic division.
6. Conduct of the entrance and the final examinations (Part I&II) of senior residents.
7. Help the director & dean in the selection of candidates (except PhD, MPH, DPH and MPhil) during the entrance examinations.
8. Conduct of periodic evaluations of senior residents with the internal assessment examinations.
9. Enforcing E-portfolio-student evaluation system for the DM &MCh program with close coordination with the Program-Coordinators, Program-in-Charge and Head of departments/divisions.
10. Design and issue of various academic certificates such as degree, fellowship, transcript, course etc.
11. Assist in co-ordinating the conduct of convocation ceremony and G.Parthasarathi oration.
12. Active participation in students' day and science fete programs
13. Help the dean in preparing the agenda in deans' committee meetings.
14. Suggest to the director, suitable steps to improve the academic standards from time to time.

(D) ASSOCIATE DEAN (FACULTY & STUDENT AFFAIRS)

- 1) To assist the Director and the Dean for administrative matters concerning Faculty and Student affairs
- 2) To redress academic issues among faculty members
- 3) To redress academic issues among the faculty members and the students in capacity of the Associate Dean and also as a member of the Student grievances redressal committee
- 4) To redress issues pertaining to hostel accommodation and HRA of the students in capacity as an Associate Dean and also as a member of Students Hostel committee
- 5) To moderate the social media of Institute such as SCTIMST hospital research Facebook and Twitter
- 6) To conduct academic programs such as Annual convocation and Science Fete
- 7) Meeting with Faculty to resolve any academic problems encountered by them
- 8) Periodic conduct of the research forum meetings



DIRECTOR

Copy to : Dean, Academic Affairs
Registrar
Dy. Registrar
Individual concerned
Division of Academic Affairs
Website





श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्दपुरम् - ६९५ ०११, केरल, भारत
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Personnel & Administrative Division—Assigning duties and responsibilities to Administrative Medical Officer -Orders issued

PERSONNEL & ADMININSTRATIVE DIVISION

No.P&A.I/X/109 /SCTIMST/2017

Date: 01.11.2017

Ref:- 1. Order No P&A.1/X/01/SCTIMST/2016 dated 01.01.2016
 2. Note OMS III/46/SCTIMST/2016 dated 19.10.2017 and approval of the Director dated 25.10.2017.

ORDER

In view of the joining of Dr Rahul D Nambiar, Administrative Medical Officer, Director has approved the delegation of following duties and responsibilities to Administrative Medical Officer (AMO) with immediate effect, in partial modification of the order vide reference 1 cited:

1. Sanctioning Medical Reimbursement of staff up to ₹ 5000/- (Rupees Five thousand only)
2. Medical Reimbursement of staff above ₹ 5000/- to be routed through AMO
 (The channel of routing for medical reimbursement up to ₹ 10,000/- shall be AMO - DMS - MS and above ₹ 10,000/- shall be AMO-DMS-MS-Director)
3. Countersigning Medical reimbursement bills of patients.
4. Countersigning application forms for financial schemes like Karunya Benevolent Fund (KBF), Rashtriya Arogya Nidhi (RAN) etc
5. Sanctioning of refund to patients in the absence of MS and DMS.

Sr. Deputy Director(A)

To
 Dr S K Jawahar, Deputy Medical Superintendent
 Dr Rahul D Nambiar, Administrative Medical Officer
 Notice Board(Hospital Wing /AMC /BMT Wing) / Website

Copy to :-

Head, BMTWing /Medical Superintendent /CAO/Executive Secretary to Director/
 All officials concerned.



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्दपुरम- 11

(भारत सरकार के अधीन राष्ट्रीय महत्व संस्थान)

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL
SCIENCES & TECHNOLOGY,

THIRUVANANTHAPURAM—695 011

(An Institute of National Importance under Govt. of India)

कार्मिक एवं प्रशासनिक प्रभाग- प्रशासनिक चिकित्सा अधिकारी को कर्तव्यों और जिम्मेदारियों को सौंपना
-आदेश जारी ।

कार्मिक एवं प्रशासनिक प्रभाग

सं.पी&ए.।/X/109/एससीटीआईएमएसटी/2017

दिनांक:01.11.2017

पढें:1. पी&ए.।/X/01/एससीटीआईएमएसटी/2016 दिनांकित 01.01.2016 का आदेश

2. ओएमएस III/46/एससीटीआईएमएसटी/2016 दिनांकित 19.10.2017 का टिप्पण और निदेशक के अनुमोदन
दिनांकित 25.10.2017 ।

आदेश

संदर्भ 1 के आदेश में आंशिक सशोधन करते हुए निदेशक ने डॉ.राहुल डी नम्बियार, प्रशासनिक चिकित्सा
अधिकारी की कार्यभार ग्रहण करने पर, तत्काल प्रभाव के साथ निम्नलिखित कर्तव्यों और जिम्मेदारियों
को प्रशासनिक चिकित्सा अधिकारी (एमओ) को सौंपने का अनुमोदन दी है ।

1. 5000रु.(केवल पाँच हजार रुपए) तक कर्मचारियों की चिकित्सा प्रतिपूर्ति मंजूरी ।
2. एमओ द्वारा 5000/-रुपए से ऊपर के कर्मचारियों की चिकित्सा प्रतिपूर्ति (10,000/-रुपए तक
चिकित्सा प्रतिपूर्ति के लिए रूटिंग चैनल एमओ-डीएमएस-एमएस होगा और 10,000/-रुपए से
ऊपर एमओ-डीएमएस-एमएस-निदेशक होगा)
3. रोगियों के चिकित्सा प्रतिपूर्ति नुस्खों की प्रतिहस्ताक्षरी ।
4. वित्तीय योजना जैसे कारुण्या हितकारी निधि (केवीएफ), राष्ट्रीय आरोग्य निधि (आरएएन) के लिए
आवेदन फॉर्मों का प्रतिहस्ताक्षरी ।
5. एम.एस, डी.एम.एस के अनुपस्थिति में रोगियों को धन वापसी के लिए मंजूरी देना ।

वरि.उप निदेशक(ए)

सेवा में

डॉ.एस के जवहर,उप चिकित्सा अधीक्षक

डॉ.राहुल डी नम्बियार, प्रशासनिक चिकित्सा अधिकारी

सूचना पट्ट(अस्पताल स्कंध/एमसी/वीएमटी स्कंध)/अन्तरताना

प्रतिलिपि:

प्रधान, वीएमटी स्कंध/चिकित्सा अधीक्षक/ सीएओ/निदेशक के कार्यकारिणी सचिव/सभी संबंधित अधिकारियों ।



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्दपुरम् - ६९५ ०११, केरल, भारत
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Email: sct@sctimst.ac.in Web site: www.sctimst.ac.in

Personnel & Administrative Division—Re-defined Duties and responsibilities-Ward Sisters -Orders issued

PERSONNEL & ADMINISTRATIVE DIVISION

No.P&A.II/X/ 18/SCTIMST/2018

Date: 17.03.2018

Read:- Note from Nursing Officer recommended and forwarded by Medical Superintendent

ORDER

The duties and responsibilities of Ward Sisters is re- defined and issued as follows. with the approval of the Director:

WARD SISTER - Accountable for 24 hrs patient care

1. Make Nursing Rounds

- To check Patient's appearance & cleanliness and Neatness of patient's surroundings
- To ensure that Patient's files are properly documented
- To enquire about patient satisfaction / problem
- To Ensure correct diet of each patient

2. Ensure Patient Safety

- Patient identification
- Patient communication
- Prevention of accidents
- Prevention of medication error
- Ensure safe injection practices
- Prevention of health care associated infection and liaison with HICU
- Ensure proper functioning of fire safety equipment

3. Ward management & Supervision

- Staff assignment including duty roster and leave forwarding
- Accompany HOD/consultants in clinical rounds
- Ensure proper documentation wherever needed
- Maintain records and reports
- Staff development
 - CNE of staff
 - induction training for new staff
 - Performance evaluation and maintaining anecdotal reports
- Maintain discipline and staff morale in the ward
 - Restrict usage of electronic devices like mobile phone, Tablet, laptops etc.
 - Conflict & grievance management
 - Ensure usage of standard precautions by the staff

4. **Material Management**
 - Maintain up –to-date inventory control
 - Maintain departmental sub-store system for all consumables including drugs
 - Avoid pilferage
 - Preventive & corrective maintenance of equipments
 - Maintain a safe medical gas line facility for patient care
 - Economic use of water & electricity
5. **Billing & Discharge**
 - Ensure proper billing of all consumables
 - Giving information to the relatives regarding payment
 - Ensure drug entry by the staff
 - Follow up of payment balance
 - Ensure payment before sophisticated investigation & procedure
 - Advance payment on daily basis
 - Finalization of all bills at discharge
 - Ensure all external consultations were entered in the computer
6. **Waste Management**
 - General cleanliness
 - Impart current policy regarding waste management to all staff
 - Ensure availability of colored bags ,needle burner, sharp container, metal container & food waste bucket
 - Ensure availability of disinfectant according to current policy for floor, surface and devices
7. **Visitor Management**
 - Strict implementation of visiting time
 - Strict implementation of number of visitors per patient as per departmental orders
 - Ensure that plastic & food are not brought by visitors
 - Ensure that no visitors are feeding or bathing the patient


Sr. Deputy Director (A)

To

Notice Board(Hospital Wing /AMC /BMT Wing) / Website.

Copy to :-

Head, BMT Wing / MS/All faculty /CAO/Executive Secretary to Director/AO Gr.II
Nursing Officer/DNS/All Departments/Divisions



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Personnel & Administrative Division—Re-defined Duties and responsibilities of Unit Helpers -
Orders issued.

PERSONNEL & ADMINISTRATIVE DIVISION

No.P&A.II/X/19 /SCTIMST/2018

Date: 17.03.2018

Read:- Note from Nursing Officer recommended and forwarded by Medical Superintendent

ORDER

The duties and responsibilities of Unit Helpers is re- defined and issued as follows, with the approval of the Director.

1. Patient care

- Grooming, bathing, mouth care, nail cutting, combing of hair etc.
- Providing sponge bath and back care
- Bed making, change of soiled linen and patient dress
- Sorting of linen for laundering and mending
- Collecting diet from dietary and distributing it to patients as per instructions
- Assist patients in eating food, and preparation of juice for patients
- Removal and replacement of trays after each meal and cleaning of trolleys
- Cleaning tumblers, spoon and other kitchen accessories in the unit

2. Assisting patients for meeting elimination needs

- Giving enema and cleaning of patients afterwards
- Accompanying patients to toilet if needed

3. Positioning patient and helping for procedures like:

- Urinary catheterization, tracheostomy, dialysis, removal of chest drainage tubes, re-exploration, L.P, abdominal and pleural aspiration etc / any other procedures done in the ward /ICU / or other units
- After care of the unit – cleaning of area and preparing used tray for re-sterilization, and disposal of waste after segregation.

4. Patient transportation – for investigations, procedures, surgery, transfer to ward /ICU, for discharge etc.

5. Transportation of specimen – to various labs and other concerned places

6. Safety of equipments – cleaning and transporting equipments to and fro for maintenance.

7. Inventory maintenance

- Collection of consumables, medicines and dietary items and supplies from store pharmacy etc. and sterile items from CSSD.
- Arranging the above items appropriately.
- Ensure the availability of hand towels/soaps near wash basins.

8. Carry out instructions of nurses as and when required

9. Do not use mobile phone while engaged in patient care services.

Sr. Deputy Director (A)

To

Notice Board(Hospital Wing /AMC /BMT Wing) / Web site.

Copy to Head, BMT Wing / MS/All faculty /CAO/Executive Secretary to Director/AO Gr II/Nursing Office / DNS/
All Departments/Divisions



Personnel & Administrative Division—Assignment of Duties to Nursing Supervisors -Orders issued

PERSONNEL & ADMINISTRATIVE DIVISION

No.P&A.IIX/ 17/SCTIMST/2018

Date: 17.03.2018

Read - Note from Nursing Officer recommended and forwarded by Medical Superintendent

ORDER

The duties and responsibilities of Nursing Supervisors are re- defined and issued as follows, with the approval of the Director.

General responsibilities of all Nursing Supervisors

1. Each Supervisor will report directly to Nursing Officer (NO) or Deputy Nursing Superintendent in the absence of NO
2. The Supervisor is responsible to ensure proper functioning of areas of their assignment. Overall supervision of concerned area include manpower deployment ensuring quality patient care, and proper documentation, motivating staff of all cadre for educational programme and staff development in association with DNS
3. Take report from the night supervisor and conduct morning rounds in all patient care areas and redeployment of staff, if required.
4. The Supervisor will check the report books, patient files and other reports and will decide for change in allocation of duty of staff for effective management of the departments if required.
5. Inpatient bill verification for its final settlement.
6. They will be accountable for compliance to protocol and policies of cleaning and infection control practices
7. Logistic management: Ensure optimization of indent of consumables/equipments and co ordination of indents from their assigned area.

Assignment of duties to Nursing Supervisors

Name	Area of assignment	Special assignment	Description
Smt. Sara Sherly George	NMW, NMICU, CHW, CHICU, CMW, CACCU, GMW, PSOT, EPW, OPD, Cath Lab-Block - 1	<u>Bill verification</u> Tailor, Barber	Verify the bill and forward it to NO for recommendation
Smt. Thresiamma John	COT, NOT, CSICU, CSW, NSICU, NSW, NIC, STICU, IS&IR, Cath Lab Block - 2	<u>Duty roster preparation</u> Nursing Officers, Ward sisters, staff under NO and preparation staff	Prepare roster & submit it to NO Inform Holiday duty to the concerned W/S
Smt. Gracyamma Bridget	Infection Control Unit, BMW management, Housekeeping, & CSSD,	<u>Verification</u> of attendance, manpower deployment, and monthly bill of contract cleaners, supervising hospital hygiene & in-service education	Verify monthly bill against attendance and area of coverage & forward it to NO.

Sr. Deputy Director (A)

To: Notice Board(Hospital Wing /AMC /BMT Wing) / Intranet.
Copy to: Head, BMT Wing / MS/All faculty /CAO/Executive Secretary to Director/AO Gr. II/
Nursing Officer/DNS/All Departments/Divisions



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Personnel & Administration Division – Duties and responsibilities of the Dean - orders issued

PERSONNEL & ADMINISTRATIVE DIVISION

No. P&A.I/X/ 80/ SCTIMST/2018

Date: 13.08.2018

Ref: - 1. Order no. Per & Admin. No. 49/94/SCTIMS&T dated 9th August 1994
2. Resolution no.IV.17 of the 102nd GB dated 14.07.2018

ORDER

The functions of the Dean's Office are currently enlisted in the Order referred to as 1 above. Considering the major changes that have since taken place in the Division of Academic Affairs (DAA), the Governing Body (GB), vide the reference cited as 2 above, has approved the revised/updated duties and responsibilities of the Dean, as given below:

- a. The Dean is in charge of the functions of the DAA. The Registrar, Deputy Registrar and staff of the DAA will report to the Dean. The Dean will report to the Director. The Dean will be assisted in his functions by the 5 Associate Deans. The Dean will delegate responsibilities to the Associate Deans and meet with them regularly.
- b. The Dean is the member secretary of the Academic Committee (AC) of the Institute. The Dean is responsible for preparing the agenda of the AC and organizing the AC held 3 or 4 times a year and at least one month before the Governing Body (GB) meeting. All degrees are awarded by GB and all results should be approved by GB before award of degrees. The minutes of the AC have to be a part of the agenda of the GB. The agenda and the minutes of the AC have to be approved by the Chairman of AC before circulation to the members. The Dean is assisted by the Associate Deans in preparing the agenda and they can attend the AC meeting as an invitee of the Chairman when matters dealt with them are discussed, to offer clarifications and assist the Dean and help prepare the minutes related to such agenda items. Dean also has to conduct periodic Dean's Committee meetings chaired by the Director to discuss the recommendations of the Board of Studies (BoS) of various disciplines and other academic matters and forward the relevant items for inclusion in the agenda of the AC and ensure that all aspects have been studied and examined before the agenda of the AC is prepared. New agenda cleared by the Director can be placed in the AC directly and need not necessarily be placed in Dean's Committee if a situation demands so.

- c. The Dean is in charge of Medical Illustration and the Library of both the wings. The Dean will chair the meetings of the Library Committee and hold meetings with the Chief Librarian every month.
- d. The Dean and the Associate Deans, along with the staff of the DAA are responsible for preparing the Prospectus, Annual Academic Time Table, organization of various examinations conducted by the Institute throughout the year, preparation of SOPs related to academic matters, updating guidelines, curriculum upgradation etc.
- e. The Dean, the Associate Deans and the DAA will organize the Annual Convocation function held- during May every year and the G. Parthasarathi Oration. The funds for the latter need to be generated on a yearly basis.
- f. The Dean is responsible for scrutinizing and recommending observership applications to the Director for various streams. Such work can be delegated to the Associate Deans too.
- g. The Dean is responsible for signing the agreement submitted by the new students admitted to various courses on behalf of the Director.
- h. The Dean will assist the Director when called upon to do so during visits by officials of ministries, external agencies etc.
- i. The Dean will perform any other duties assigned by the Director from time to time to assist the Administration.
- j. The Dean and the DAA will provide reports/data on the academic performance of the Institute for the GOI, DST, NITI AYOOG etc.
- k. The Dean and the Associate Dean for Research and Publication, along with the R and P Cell must promote research activities and provide assistance to the researchers and students and organize training sessions etc for their professional development.
- l. The Dean will also be responsible for the courses conducted at the affiliated institutions. The DAA, as supervised by the Dean, must maintain records of all MoUs for academic and research collaborations of the three wings and monitor their renewals. This includes reviews and renewals of affiliated institutions and renewals of the MoUs, declaration of results, reporting to GB etc.
- m. The Dean along with the Associate Deans will be responsible for developing an Academic Budget every year and recommending periodic revision of fees in consultation with the Finance Division.
- n. The Dean will be the intermediary nodal person to whom the Students' Grievance Cell will report.
- o. The Dean will supervise the distribution of hostel accommodation and maintenance etc. in coordination with the concerned Associate Dean and the Warden.

- p. The Dean will be the nodal person for initiating collaborations with reputed Academic Institutions, both Indian and foreign, and will enter into correspondence with them. The Dean will oversee the preparation of MoU, legal vetting and in the case of International Institutions, work with the Administration in getting GB approval and clearance from various Ministries.
- q. The Dean will be chairperson of the Committee which selects and recommends faculty/students eligible for travel grants for attending International Conferences.
- r. The Dean will hold regular review meetings with Associate Deans and monitor the progress of academic programs and other related work. The Dean may hold meetings with the HODs to ensure that the recommendations of the BoS, as approved by the GB, are followed.
- s. The Dean must spend a minimum of 2-3 hours a day for at least 3-4 days a week to perform the duties and responsibilities of the Dean. Prior to the nomination of the Dean, the ability of the senior faculty member to ensure his or her availability must be confirmed.
- t. The Dean will be in charge of the amenities available in the Dean's office for which a separate register is kept with the stores and purchase.
- u. The Dean will hold review meetings with the Registrar and Deputy registrar every month to monitor the activities of the DAA and report to the Director.
- v. The Dean will ensure Director's availability in selection interviews, meetings etc of the DAA before the dates are fixed and published. Registrar or DR may be entrusted with this duty.
- w. The Dean will be responsible for screening all applications submitted to the Technical Advisory Committee (TAC) en route to the Ethics Committee (EC) and clear them and arrange to keep a copy of the submission in the DAA. This work can be assigned to the Associate Dean of R and P cell, if needed.
- x. The Dean, after intimation to the Director will be responsible for entering into correspondence with National Academic Administrative bodies like MCI, UGC, HRD ministry etc for implementing various positive changes in the academic administration and conduct of various courses.

This Order supersedes the Order referred to as 1 above.



DIRECTOR

To Notice Board (Hospital Wing/ AMC/BMT wing)/Website

Copy to: - Sr. Dy. Director & CFA/CAO/Sr. Accounts Officer (R&P Cell/BMT)
Executive Secretary to Director/IAO/A.O (Hospital /BMT)



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Personnel & Administration Division - Duties and responsibilities of the Registrar- orders issued

PERSONNEL & ADMINISTRATIVE DIVISION
No. P&A.I/X/ 82./ SCTIMST/2018 Date: 13.08.2018

Ref: - 1. Order no. Per & Admen. No. 50/94/SCTIMS&T dated 9th August 1994
2. Resolution no.IV.18 of the 102nd GB dated 14.07.2018

ORDER

The functions of the Registrar's Office are currently enlisted in the Order referred to as 1 above. Considering the major changes that have since taken place in the Division of Academic Affairs (DAA), the Governing Body (GB), vide the reference cited as 2 above, has approved the revised/updated duties and responsibilities of the Registrar, as given below:

- a. The Registrar shall be responsible for the routine functioning of the Academic Division currently known as Registrar's office. This will henceforth be named as Division of Academic Affairs (DAA) and it will serve as the Office of the Dean, the Associate Deans, the Registrar, the Deputy Registrar, the two permanent staff and 1-2 temporary staff working in the Office.
- b. Normally the Registrar shall first report to the Associate Deans dealing with the specific area and with their inputs forward it to the Dean. The Registrar may report urgent matters directly to the Dean or if the Associate Dean is not available.
- c. The Registrar will be directly responsible for the conduct of all examinations and related activities, including collecting question papers and answer keys and admissions to all medical and Para medical courses offered by the Hospital Wing of the Institute. He will communicate with all examiners (both internal and external) and arrange the logistics for the smooth conduct of the examinations in consultation with the Associate Dean for Examinations & curriculum.
- d. The Registrar will be responsible for convening the Dean's Committee meetings and will prepare the agenda and minutes in co-ordination with the Deputy Registrar dealing with the BMT wing and the AMC courses, affiliated institutions and PhD students' affairs.
- e. The Registrar will convene the meetings of the Board of Studies (BoS) in consultation with the Chairpersons of the Boards and will organize the logistics and collect the minutes for placing in the Dean's Committee or Academic Committee (AC).
- f. The Registrar will file the monthly report of the DAA.

- g. The Registrar will assist the Dean and the Associate Deans in the execution of academic duties and in organizing the annual convocation and annual GP Oration.
- h. The Registrar will be the convener of the Committee which meets twice a year to recommend travel fund allocation for faculty/students attending conferences abroad.
- i. The Registrar will prepare the Annual Report of the Academic Division and assist the Research and Publication cell in compiling data for the Annual Report.
- j. The Registrar has to maintain record of stock in the DAA and enable the stock verification process.
- k. Registrar has delegated financial powers to sanction emergency purchase of stationary and other sundry items, the cost of which does not exceed Rs. 10,000/- per annum
- l. The Registrar has delegated financial powers to sanction expenditure for light refreshments and other contingent expenditure up to Rs. 1500/- in each case subject to an annual ceiling of Rs. 10000/-.
- m. The Registrar has delegated financial powers to sanction purchase of stamps up to Rs. 1000/- at a time
- n. The Registrar can incur contingent expenditure for payment of taxi charges etc which does not exceed Rs. 1000/- at a time subject to a yearly limit of Rs. 5000/-.
- o. The Registrar can sign, on behalf of the concerned Associate Dean, official communication pertaining to the DAA, subject to the Associate Dean's approval.
- p. The Registrar will be responsible for organizing the National Science Day and the Orientation programs for the newly admitted students.
- q. The Registrar has to execute any other duties and responsibilities assigned to him/her by the Director/Dean/Associate Deans from time to time for the smooth administration of the DAA.
- r. The Registrar will organize/ schedule short term educational and/or training programs for medical/engineering/scientific personnel from within and outside the institute.
- s. The Registrar will be in charge of the official language implementing committee and its associate activities.

This Order supersedes the Order referred to as 1 above.



DIRECTOR

To Notice Board (Hospital Wing/ AMC/BMT wing)/Website

Copy to: - Sr. Dy. Director & CFA/CAO/Sr. Accounts Officer (R&P Cell/BMT)
Executive Secretary to Director/IAO/A.O (Hospital /BMT)



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Personnel & Administrative Division—Re-defined Duties and responsibilities of Staff Nurse -Orders issued.

PERSONNEL & ADMINISTRATIVE DIVISION

No.P&A.I/X/66 /SCTIMST/2018

Date:12.06.2018

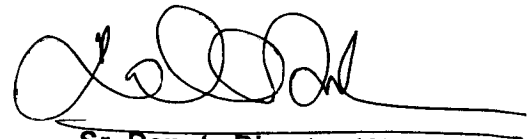
Read:- Note from Nursing Officer recommended and forwarded by Medical Superintendent and approval of Director dated 28.05.2018

ORDER

The staff nurse is the core care provider in each patient care unit. She/He cares for the individual patient assigned to her/him ensuring comfort and symptomatic relief to all discomfort endured by the patient due to sickness or otherwise. This means fulfilling the patient's physical, psychological and spiritual needs. Maintaining a clean and safe environment is the base for all patient care related activities. Staff nurse also have to maintain a cordial relationship with all supporting services.

- 1. Planning nursing care of assigned patients**
 - a) Recording vital signs & monitoring for any change in patient's condition
 - b) Administration of medications
 - c) Supervise dietary services and ensure patient's nutritional needs are met
 - d) Venepuncture and maintenance of IV fluids
 - e) Insertion of Ryle's tube and Foley's catheter and maintenance
 - f) Provide need based care to the patient e.g. IABP, plasma exchange, ventilator care, dialysis, endo-tracheal suction, tracheostomy care, care of drainage tubes, EVD, central line etc
 - g) Accompany sick patients as and when required
 - h) Care of dying and supervise care of expired patients
 - i) Supervise and guide patient care rendered by unit helpers and cleaning attendants. (e.g. sponge bath, back care, enema, serving diet, shifting of bed patient etc.)
- 2. Participate in doctor's rounds and assist in medical/surgical procedures**
 - a) Prepare patients for surgery and procedures
 - b) Assist in various medical & surgical diagnostic procedures
 - c) In theatre assist the surgeon and keep instruments ready
 - d) Participate in the rounds
- 3. Patient related activities**
 - a) Carryout patient admission and orient the new patient with ward/ICU
 - b) Carryout patient discharge procedure and explain prescriptions to patient and family.

- c) Impart health education to patients and family members
 - d) Ensure consultation, both external and internal, if any
 - e) Documentation and maintenance of all patients' records & reports
 - f) Maintain crash cart so as to meet any emergency
- 4. Patient Safety**
- a) Ensure safe handover procedure
 - b) Ensure patients are not left alone and protect them from hazard
 - c) Ensure implementation of infection control measures
 - d) Segregation and management of clinical waste generated by self
 - e) Consumable / Drug safety
 - f) Ensure safety and security of patient belongings
- 5. Logistic Management**
- a) Maintain the inventory and ensure all articles are well arranged
 - b) Check monitor, ventilator, defibrillator and all life saving gadgets for proper working condition and its safety
- 6. Ward Management**
- a) Make rounds with ward sister
 - b) Help ward sister in indenting and checking of drugs, supplies and maintaining inventories
 - c) Manage the unit including HR in the absence of ward sister
 - d) Ensure safe use of narcotic drugs and maintain narcotic drug register
 - e) Computer entry of diet, consumables, procedures etc for billing purpose and invasive devices for infection control surveillance
 - f) Ensure timely payment of IP bill
 - g) Ensure that wards and washrooms are maintained very clean by Cleaning staff.
- 7. Staff Development**
- a) Assist the ward sister in orientation of new staff and students
 - b) Participate in clinical teaching and in-service education programme
 - c) Teach, supervise and guide nursing procedure performed by student nurses
 - d) Attend conferences, present papers
- 8. Do Not Use Mobile Phones While Engaged In Patient Care Service.**
- 9. Be courteous and considerate to patients and relatives at all times.**
- 10. Attend official phone calls .**



Sr. Deputy Director (A)

To

Notice Board(Hospital Wing /AMC /BMT Wing) / Website.
Copy to :- Head, BMT Wing / MS/All faculty /CAO/Executive Secretary to Director/AO Gr.II/Nursing Officer/ DNS/
All Departments/Divisions



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्दपुरम् - ६९५ ०११, केरल, भारत
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(भारत सरकार के अधीन एक राष्ट्रीय महत्व संस्थान)
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Personnel & Administrative Division—Assigning duties and responsibilities to Public Relations Officer -Orders issued

PERSONNEL & ADMINISTRATIVE DIVISION

No.P&A.1/X/40/SCTIMST/2018

Date:02.04.2018

Read: 1.Governing Body Minutes vide resolution V 21 dated 14.10.2017
2.Order No P&A.1/X/120/SCTIMST/2017 dated 22.11.2017

ORDER

All requests for services of Public relations Officer [Ms. Swapna V.R. PRO (on Contract) Contact No. 2524381] are to be routed through Administration (Office of Director MS).

The following duties and responsibilities are assigned to Public Relations Officer :

I. Internal Relationships

1. He/She will report to the Director..
2. To prepare and update documents indicating various facilities and services available in the Institute and publicize new activities, services, research outcomes of the three wings of the Institute.
3. To compile and publicize Technology development activities of BMT wing
4. To arrange and file archival/historical records, photographs, media reports etc relating to the Institute.
5. To attend to publication activities of the Institute and manage external communication agencies, if required
6. To co-ordinate events organised by the Institute and VIP movements.

II. Media

7. To communicate medical bulletins.
8. Developing and implementing media engagement strategies to enhance SCTIMST's branding, positioning and visibility.
9. Responding to local, national and trade media inquiries and proactive outreach as required, undertakes such activities consistent with the vision and mission of the Institute.
10. Building and managing media relationships and engagements at the state level and National level particularly with the health, pharma, technology, research, innovation and start up beats.

1

11. Keeping all key stakeholders closely informed of emerging media issues and trends and providing timely counsel.
12. Planning and developing organization's brand and communications collaterals, including advertising, and advice on brand guidelines and visual identity standards.
13. Write press statements, releases and develops content for the press
14. Providing guidance to external PR agencies and event companies as required.
15. Proactively respond during crisis management and provide assistance or guidance to Institute's management and sensitize the employees.

III. Stakeholder Relations & Issues Management

16. Develop and implement strategies and plans to support the smooth functioning of the Institute, and its three wings.
17. Develop and extend an effective contact network across media, government, community and relevant interested groups.
18. Support advocacy with the State and National Government in New Delhi and engagement with other influencers and opinion-formers, including but not limited to elected representatives, trade unions and associations, other corporations, think tanks, the scientific community, international organisations, academia, the voluntary sector / NGOs and informed publics.
19. To co-ordinate with Liaison Officer of Institute in New Delhi.
20. All duties assigned to him/her from time to time by Director/Sr DD(A)


DIRECTOR

To

Public Relations Officer
Notice Board(Hospital Wing /AMC /BMT Wing) / Intranet

Copy to :-

Head, BMT Wing /MS/Dean/Sr DD(A)/AO Gr I/ CAO/Executive Secretary to
Director/ All officials concerned.



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Personnel & Administration – Nomination of Dr.Sathyabhama, Scientist G, Transfusion Medicine as Associate Medical Superintendent –Orders issued.

PERSONNEL AND ADMINISTRATIVE DIVISION

No.P&A.III/X/52/SCTIMST/2019

27.08.2019

Read: Note OMS/SCTIMST/2019, dated 22.07.2019 and approval of the Competent Authority dated 24.07.2019

ORDER

Dr.Sathyabhama, Scientist G, Department of Transfusion Medicine will hold the charge of Associate Medical Superintendent with immediate effect. AMS will carry out the following duties and responsibilities.

AMS will be in independent charge of the following & will report to MS

- 1) Nursing Services
- 2) Cleanliness and sanitation of all WARDS, ICUs & OTs
- 3) Staff Clinic
- 4) Staff Canteen
- 5) Mortuary
- 6) Creche
- 7) Tailor
- 8) Purchase files are to routed through AMS
- 9) Chairman of Adhoc Committee for selection of temporary staff
- 10) Nurses Hostel
- 11) Medical Records Department

Other Duties

- Attend meetings related to above (Sl.No1-11).
- Hospital rounds on working days & holidays alternating with AMO assisted by Nursing Officer, Deputy Nursing Superintendent and Nursing Supervisors.
- Surprise visit of hospital and premises during off hours.

- Signing of urgent documents if MS is on leave.
- Attend all meetings related to purchase.
- Member of ICT (Infection Control Team).



Sr. Deputy Director (Admin)

To

Dr.Sathyabhama, Scientist G, Department of Transfusion Medicine

Copy to: Head, BMT Wing/Medical Superintendent/All HOD,s/Associate Head/ Executive Secretary to the Director /CAO /
Secretary-to Director / IAO/NO/AMO/DNS/Sr.Purchase & Stores Officer /Purchase & Stores Officer (Hospital/BMT Wing)/
/NursingSupervisors/SMRO/Pharmacy/AO (Hospital/BMT Wing) /Security & Safety Officer (Hospital/BMTWing)

NB Hospital/AMC/BMT/Website



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Personnel & Administrative Division – Assignment/delegation of duties & responsibilities among AO Gr.I (Recruitment & Statutory meetings), AO Gr. I – General Administration, & AO (Hospital/BMT Wing) – orders issued

PERSONNEL & ADMINISTRATIVE DIVISION

No. P&A.I/ 09/SCTIMST/2019

Dated: 24.01.2019

ORDER

- Ref: - 1. Order no. P &A.I/108/SCTIMST/2017 dated 30.10.2017
 2. Order no. P &A.I/X/45/SCTIMST/2018 dated 02.04.2018

In supersession of all earlier orders issued on the subject, the following administrative & financial duties/powers have been redistributed among Administrative Officer Gr.I – Recruitment & Statutory meetings, Administrative Officer Gr.I – Establishment & General Administration, and Administrative Officers - Hospital Wing & BMT Wing, with immediate effect:

DIRECTOR

To : Notice Boards (AMC/ Hospital/BMT wing/website)

Copy to: -AO Gr I – General Administration/ AO Gr I – Recruitment & Statutory Meetings
 AO (Hospital/BMT) A.O (Hospital /BMT)

A. Administrative Officer Gr.I – Recruitment & Statutory Meetings

1. To be in charge of all the arrangements for the Senior Staff Selection Committee (SSSC) – Direct Recruitment, FCP, MFCP & VoP – preparation of Notification, Applications, Short listing, preparation of GB Note etc.
2. Preparation of the Governing Body (GB) and Institute Body (IB) Agenda/Minutes, circulation, safekeeping of documents, e-filing, issue of GB/IB orders etc under the direction of the Director and the supervision of the Sr. Dy. Director.
3. Conduct of Disciplinary Proceedings, follow up and implementation.
4. Compilation of reports for the President's Committee (PC), Research Committee (RC), Technical Research Committee (TRC), National Advisory Committee (NAC), other important meetings etc.
5. Preparation of Performance Report to GB, IB, Niti Ayog, DST, GoI etc.
6. Monitoring of the CSR funded programs of the Institute.
7. Monitoring of the Special Programs of the Institute, SC/ST Projects, Projects with the GoK, Foreign Institutions, MoUs etc. and report to the Director.
8. Updation of the Service and Personnel Conduct Rules (SPCR) of the Institute and other rules.
9. Keeping a tab on the orders issued by the GoI from time to time and placing the same before the GB to consider its adoption in the Institute within the provisions of the SCTIMST Act, wherever necessary.
10. Preparation of the Standard Operating Procedures (SoP) necessary for Administration.
11. Co-ordinating the filing/renewal of the Memoranda of Understanding (MoU) and their reporting to the GB, including getting clearances from various Ministries for International MoUs.
12. Co-ordinating the preparation of Annual Report of the Institute.
13. Timely compilation of Performance Report of the Institute to the GB & the DST.
14. Responding to the questions from the DST, Parliament etc on Science & Technology (S&T) related queries & performance of the Institute.
15. Maintaining records of patents, technologies transferred, commercialized, in –the-pipeline etc.

16. Updating the Institute's website content (write-ups on the top management, faculty etc; major activities; photographs of RC, IEC etc, S & T activities, outreach activities, new initiatives etc).
17. Proposing Administrative Reforms.
18. Organising important policy related GB Resolutions as ready reckoners for prompt reference.
19. Proposing amendments in the SCTIMST Act and Regulations, their follow-up and updation.
20. Co-ordinating Institute's public image building programs/proposals with the Public Relations Officer (PRO)
21. Assist organisation of G P Oration, Convocation, Technology Conclave, VIP Visits, Parliamentary Committee visits etc.
22. Ensure timely conduct of the Statutory Committees meetings and meetings of other important bodies
23. Monitor timely despatch of letters and other legal documents to Parliamentary Committees, National/State Commissions etc, follow up and report progress to the Director and the Governing Body (GB).
24. Any other work assigned from time to time by Sr DD (Admin). AO to ensure that regular work is not affected.
25. Any other work assigned from time to time by the Director
26. The Officer will report to the Sr. Dy. Director (Admin).

B. Administrative Officer Gr.I – Establishment & General Administration

1. Reporting to the Senior Deputy Director (Admin) and assist him/her in ensuring that the administrative procedures of the Institute are carried out in accordance with the Act, rules and regulations.
2. In-charge of the Personnel, Establishment & General administration division of the Institute. The Finance & Accounts, Stores & Purchase, Academic & Library divisions and the Directors' Office will function independently of him/her.
3. Supervising the work of the staff in the Personnel & Administrative Division and hold charge of the records and documents in the Division.
4. In-charge of the Personnel and Administration Division at the BMT Wing where he /she may delegate administrative responsibilities as necessary to Administrative Officers.
5. Seeking the opinion of the legal counsel/consultants and will liaison with them as and when required on matters pursuing litigation on behalf of the Institute.
6. Timely conduct of the Junior Staff Selection Committee and the Departmental Promotion Committee (DPC) meetings and the recruitment procedures for filling temporary/adhoc vacancies and vacancies under the different Projects of the Institute.
7. Timely filing of replies under the Right to Information (RTI) Act.
8. Timely filing of replies to grievances in the Public Portals of the Government of India & Government of Kerala.
9. Providing timely replies to all queries/communication from the Department of Science & Technology (DST), other Departments of the Government, questions raised in the Lok Sabha and Rajya Sabha (those related to Personnel & related matter only).
10. Holding discussion/negotiations on behalf of the Director with the employees, groups of employees or Associations on grievances demands. The Officer may seek the assistance of Public Relations Officer (PRO) in this regard.
11. Liaising with Head BMT Wing, FA & CAO, Medical Superintendent and Registrar as necessary, in the overall administration of the Institute, he/she will.
12. Referring all communications pertaining to the Personnel and Administration subject to due approval of the Director Medical Superintendent.
13. In-charge of Estate matters of the Institute, payment of taxes etc

14. Ensuring that Institute complies with the statutes in force like Labour registration, PF, ESI etc
15. Any other duty/duties assigned from time to time by Director and the Sr Dy. Director (Admin)

C. Administrative Officer (Hospital Wing)

1. Attendance and time keeping of staff, issue of staff identity/punching cards and pension cards and regularization of attendance/absence of non-academic staff as per orders.
2. Maintaining Performance Assessment Reports of all employees.
3. Record Room Management.
4. Supervising all Office Attendants and their work (including photocopying work).
5. Management of Apprenticeship related work such as recruitment, selection, issuance of offer of appointment and placement orders, relieving orders etc correspondence with the Regional Directorate of Apprenticeship training for the registration and training of apprentice trainees engaged in the Institute, their personal file maintenance etc.
6. Inward and despatch of documents and its timely documentation, distribution and activities incidental thereto including receipt and transmission of fax messages. Will be in charge of maintenance of proper registers for the receipt of mails, registered articles, telegrams, money orders etc. and their outward flow within and outside the Institute.
7. Purchase and maintenance of equipments, machines, furniture and its stock in the P&A Division and related correspondence.
8. Work related to contracts on stitching, photocopying, hiring of vehicle, courier service, outsourcing of services of housekeeping and security services etc. Will ensure that all statutory provisions are adhered to.
9. Sanctioning increments to the non academic staff except Group A officers and cause appropriate entries to be made in their service books.
10. Allotment of official and residential telephones to the eligible staff and related work.
11. Arranging timely display and removal of notices, circulars etc. in from the Notice Boards.
12. Receipt and distribution of stationery to P&A Division
13. Maintenance and allotment of Mini Conference Room for interviews, meetings etc.
14. Supervision and control (including sanctioning of online leave) of staff working under Administrative Officer
15. Attestation of the Service Books of all non academic staff except Group A officers.

16. Correspondence with other officers as per orders.
17. Granting all kinds of leave other than leave on loss of pay and leave on special rules to all employees in the Personnel & Administrative Division at the Hospital / BMT Wing.
18. Forwarding application from non-academic categories of employees except Group A officers of the Institute seeking jobs elsewhere subject to rules.
19. Causing appropriate entries to be made in their service books on LTC/HTC/declaration of probation/caste verification.
20. The Officer is authorised to sign the offer letter (based on vacancies as per the request) placement order and relieving certificate for temporary staff after verification of documents and approval from the Senior Deputy Director/ Director as the case may be.
21. Issuance of NOC as per the Rules of the Institute to all non academic staff except Group A officers
22. Routing of LTC/HTC/Leave encashment/pay fixation.
23. Signing orders of Leave on duty/Duty leave of Non-Academic Staff (except Group - A) as per the rules of the Institute .
24. Imparting training to Administrative Staff of the Institute.
25. Any other work assigned by the Administrative Officer Gr.I, Sr. Dy.Director (Admin) and Director from time to time.

D. Administrative Officer (BMT Wing)

1. Attendance and time keeping of staff, issue of staff identity/punching cards and regularization of attendance/absence of all staff in the Wing as per orders.
2. Maintaining Performance Assessment Reports of all employees.
3. Record Room Management.
4. Supervising all Office Attendants and their work (including photocopying work).
5. All matters related to the recruitment of Project Staff in the BMT Wing.
6. Maintenance of personal files pertaining to the apprentice trainees engaged in the BMT Wing, issuance of relieving orders, correspondence with the Regional Directorate of Apprenticeship training for registration, training etc.
7. Inward and despatch of documents and its timely documentation, distribution and activities incidental thereto including receipt and transmission of fax messages. Will be in charge of maintenance of proper registers for the receipt of mails, registered articles, telegrams, money orders etc. and their outward flow within and outside the Institute.
8. Purchase and maintenance of equipments/machines/ furniture and its stock in the P&A Division and related correspondence.
9. Work related to contracts on hiring of vehicle, courier service, canteen, washing, outsourcing of services of housekeeping and security services etc. Will ensure that all statutory provisions are adhered to.
10. Sanctioning of increments to the non academic staff except Group A officers and cause appropriate entries to be made in their service books.
11. Allotment of official and residential telephones to the eligible staff and related work.
12. To be a member in the Committee to open quotations received in Purchase Division.
13. Arranging timely display and removal of notices, circulars etc. in/from the Notice Boards.
14. Receipt and distribution of stationery to P&A Division
15. Supervision and control (including sanctioning of online leave) of non-academic staff working under Administrative Officer

16. Attestation of the Service Books of all non academic staff except Group A officers.
17. Correspondence with other officers as per orders.
18. Granting all kinds of leave other than leave on loss of pay and leave on special rules to all employees in the Personnel & Administrative Division at the BMT Wing.
19. Forwarding application from non-academic categories of employees except Group A officers of the Institute seeking jobs elsewhere subject to rules.
20. Causing appropriate entries to be made in their service books on LTC/HTC/declaration of probation/caste verification.
21. The Officer is authorized to sign the offer letter (based on vacancies as per the request) placement order and relieving certificate for temporary staff after verification of documents and approval from the Sr.Dy. Director or the Head- BMT Wing or the Director as the case may be.
22. Issuance of NOC as per the Rules of the Institute to all non academic staff except Group A officers
23. Preparation, verification and routing of Pay Fixation/LTC/HTC/Leave encashment files.
24. Signing orders of Leave on duty/Duty leave as per the Rules of the Institute and timely reporting of vacancies to AO-Gr.I.
25. Any other work assigned by the Administrative Officer Gr.I. Sr. Dy.Director (Admin), Head – BMT Wing and the Director from time to time.