

कार्यालय प्रधानाचार्य, सवाई मानसिंह चिकित्सा महाविद्यालय  
एवं नियंत्रक, संलग्न चिकित्सालय, जयपुर

क्रमांक.....8520./एफ/एमसी/ईजी/2019

दिनांक 16/3/19

कार्यालय आदेश

राज्य सरकार परिपत्र क्रमांक प.2(216)डीएमई/2016 दिनांक 17.03.2017 एवं मेमोरेण्डम क्रमांक प. 1(2)एम.ई/युप-1/2017 पार्ट दिनांक 17.04.2018 की अनुपालना में निम्नलिखित चिकित्सक शिक्षको को उनके नाम के संसुख अंकित अवधि तक, अग्रिम आदेश जारी होने तक अथवा स्थानान्तरण/त्यागपत्र/62 वर्ष की आयु पूर्ण करने/सेवानिवृत्त होने तक, जो भी पहले हो के लिये विभागाध्यक्ष नियुक्त किया जाता है -

क्र.सं.	चिकित्सक का नाम मय पद	विभाग	विभागाध्यक्ष के रूप में नियुक्ति अवधि
01.	Dr.Chandrakala Agarwal	Anatomy	09-03-2019 to 16-03-2021
02.	Dr.Jyotshna Shukla	Physiology	17-03-2019 to 16-03-2021
03.	Dr.Sandhya Mishra,	Biochemsitry	17-03-2019 to 16-03-2021
04.	Dr.Monica Jain	Pharmacology	17-03-2019 to 16-03-2021
05.	Dr.Ranjana Solanki	Pathology	17-03-2019 to 16-03-2021
06.	Dr.Sunita Bundas	Blood Bank	06-03-2019 to 05-03-2021
07.	Dr.Bharti Malhotra	Microbiology	17-03-2019 to 16-03-2021
08.	Dr.Krishna Kumar	PSM	05-08-2019 to 04-08-2021
09.	Dr.D.K.Sharma	Forensic Medicine	17-03-2019 to 16-03-2021
10.	Dr. Raman Sharma Dr. Sudhir Mehta	Medicine	17-03-2019 to 11-04-2020 (age of 62 year) 12-04-2020 to 11-04-2022
11.	Dr.S.M.Sharma	Cardiology	17-03-2019 to 16-03-2021
12.	Dr.R.S.Jain	Neurology	17-03-2019 to 16-03-2021
13.	Dr. S.S.Sharma Dr.R.K.Pokharna	Gastroentrolgy	17-03-2019 to 02-08-2019 (age of 62 year) 03-08-2019 to 02-08-2021
14.	Dr. S.S.Yadav Dr. Shivam Priydarshi	Urology	01-03-2019 to 13-01-2020 (age of 62 year) 14-01-2020 to 13-01-2022
15.	Dr.Sunil Goenka	Phy.Med.& Reh	17-03-2019 to 16-03-2021
16.	Dr.Laxman Agarwal Dr.Rajendra Mandia	Surgery	17-03-2019 to 09-05-2019 (age of 62 year) 10-05-2019 to 09-05-2021
17.	Dr.D.K.Purohit	Neurosurgery	17-03-2019 to 28-02-2021 (age of 62 year)
18.	Dr.M.K.Jharwal	Ophthalmology	17-03-2019 to 16-03-2021
19.	Dr.Snadeep Jain	Radiotherapy	17-03-2019 to 16-03-2021
20.	Dr.Meenu Bagarhatta	Radio diagnosis	17-03-2019 to 16-03-2021
21.	Dr.S.K.Samdani	ENT	17-03-2019 to 16-03-2021
22.	Dr.Narendra Joshi	Orthopaedics	17-03-2019 to 17-09-2020 (age of 62 year)
23.	Dr. J.N. Sharma Dr. A.J. Mehta	Pediatric Medicine	12-03-2019 to 31-05-2019 (age of 62 year) 01-06-2019 to 15-09-2020 (age of 62 year)
24.	Dr. Suresh Koolwal Dr. Narendra Khippal	Chest & TB	17-03-2019 to 13-07-2019 (age of 62 year) 14-07-2019 to 13-07-2021
25.	Dr.Fareed Ahmed Dr. Shrifal Ram Meena	Anesthesia	17-03-2019 to 06-07-2019 (age of 62 year) 07-07-2019 to 06-07-2021
26.	Dr.K.P.Banerjee Dr. Neelam Bhardwaj	Obst & Gynae	13-03-2019 to 26-12-2019 (age of 62 year) 27-12-2019 to 20-03-2020 (age of 62 year)

उपरोक्त विभागाध्यक्ष निम्न गाईडलाइन के अनुसार कार्य करेंगे :-

**Administrative**

01. All HODs will be responsible for General Administration of Department including duties of Staff, Cleanness of wards, OPD's and other areas of Department, Maintenance of Machines and equipments, supply of drugs, consumables etc.
02. Distribution of faculty members, gazette staff in different units will be done after consultation with undersigned only.
03. All HODs will send departmental requirements. e.g. Civil Construction, Equipments/Instruments etc. at the earliest to the undersigned.

**Academic**

01. All UG and PG teaching program should be formulated in accordance with MCI guidelines and as per direction from P&C office from time to time. PG and UG Coordinators should be nominated according to academic work performance of faculty members and their name should be send to the under signed.
02. HODs should arrange for intradepartmental activities. e.g. Guest lectures, PG student training in other departments etc.
03. All requirements pertaining for PG teaching and assessment should be performed as per MCI norms including maintaining the log books, theory writing, periodic evaluation (theory & practical), 5 days PG teaching etc.
04. All HODs will conduct departmental meeting per month and send the minutes to office of the undersigned.
05. All HODs are directed to fulfill the requirement of PG and UG seats including infrastructure, MCI declaration forms of faculty members (soft & hard copy)
06. All HODs should ensure smooth conduction of duties of the faculty and residents in outdoor, indoor, referral duties & emergency duties.
07. For any other matter beside the above guidelines HODs are directed to consult P&C for the guidance.

नोट:- शेष विभागों में वर्तमान विभागाध्यक्ष यथावत कार्यरत रहेंगे ।

प्रधानाचार्य एवं नियंत्रक

क्रमांक...8.5.2020...../एफ/एमसी/ईजी/2019

दिनांक...16/3/19

प्रतिलिपी निम्न को सुचनार्थ एवं आवश्यक कार्यवाही हेतू प्रेषित है-

01. निजी सचिव, माननीय चिकित्सा एवं स्वास्थ्य मंत्री, राज0 जयपुर ।
02. शासन सचिव, चिकित्सा शिक्षा विभाग, राज0 जयपुर ।
03. समस्त अधीक्षक, संलग्न चिकित्सालय, जयपुर ।
04. समस्त आचार्य एवं विभागाध्यक्ष/नियंत्रण अधिकारी ।
05. नोडल अधिकारी, कॉलेज वेबसाइट ।
06. निजी सचिव, प्रधानाचार्य एवं नियंत्रक/अति. निजी सचिव, अति0 प्रधानाचार्य ।
07. सामान्य शाखा/विधि शाखा/लेखाशाखा/सांख्यिकी शाखा/भण्डार शाखा ।

प्रधानाचार्य एवं नियंत्रक