



DIRECTORATE OF MEDICAL EDUCATION & TRAINING, ODISHA

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NO. 3391 // Bhubaneswar Dtd. 26-02-2024
MET-I-MISC-12/2024

From

Prof. (Dr.) S.N. Mohanty
Director, Medical Education and Training, Odisha Training, Odisha

To

The Director PGIMER & CH, Bhubaneswar/Director VIMSAR, Burla
The Director AHPGIC, Cuttack
The Dean & Principal/ Superintendent
All Government Medical College & Hospital, Odisha
The Principal SCB, DCH, Cuttack
Superintendent, SVPPGIP, Cuttack /MHI Cuttack

Sub : Strict Adherence to OPD Timing and Hospital Regulations:-Regarding

Ref: Government Order No. 22046/H dated October 5, 2015, and Government Notification No. 25880/H, Dtd. November 16, 2022.

Madam/Sir,

With reference to the subject & aforementioned government directives and notifications, it is imperative to uphold strict adherence to the operational procedures and regulations governing our hospital. To ensure seamless management, I would like to emphasize the following points, which are to be meticulously followed in conjunction with the guidelines stipulated in Government Order No. 22046/H dated October 5, 2015 (enclosed herewith for your reference):

- The OPD timings are scheduled from 09:00 a.m. to 05:00 p.m., with one-hour lunch break from 1.00 PM to 2.00 PM & emergency services should be available round-the-clock.
- All clinical departments are mandated to conduct OPD sessions on a daily basis, including holidays.
- Super specialty departments must organize OPD sessions for a minimum of three days per week.
- A comprehensive OPD schedule outlining the name of the attending doctor, assigned room number, etc., should be prepared by the hospital authority.
- Micromanagement of hospital affairs shall be overseen by the superintendent in collaboration with relevant stakeholders.

It is imperative that all medical practitioners within our institution remain readily available to efficiently address the hospital's caseload and ensure optimal patient care. Furthermore, I urge you to diligently enforce the prescribed OPD timings and uphold all pertinent rules and regulations without exception. Any deviation from these directives will not be tolerated under any circumstances.

Your cooperation in ensuring compliance with these directives is greatly appreciated, as it contributes to the effective functioning of our hospital.

Yours sincerely,

5/8
26/2/24

Director of Medical Education & Training, Odisha

Memo No: 3392

Dated: 26-02-2024

Copy forwarded to the PS to Commissioner-cum-Secretary to Government of Odisha, H&FW Department, Bhubaneswar for kind appraisal to the Commissioner-cum-Secretary.



Director of Medical Education & Training, Odisha

GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

ORDER

Memo.No.ME-I-IM-10/13. 22046 /H., **Dated.** 05-10-15

In order to streamline Medical Education in the State a Committee comprising of DMET (Odisha), and senior most professors of Medicine and Surgery in the state was constituted to give a draft proposal for improving quality of medical education, both undergraduate and post graduate, and to bring about accountability of members of the faculty in the Government medical Colleges. The committee submitted its recommendation taking into account the prevailing duty schedule, academic engagement of teachers, MCI regulation governing undergraduate and post graduate teaching and requirement of the state. The recommendations were vetted by DMET (Odisha), Director, VIMSAR and Dean & Principal of SCB Medical College and Hospital and MKCG, Medical College and Hospital Berhampur and also Odisha Medical Teachers Association where upon it was decided to adopt the recommendations of the committee.

In order to improve the standards of medical education, bring about accountability of members of faculty in three Government Medical Colleges and to ensure uniformity, after careful consideration, the following Standard Operating Procedures (SOP) are prescribed for adoption with immediate effect.

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1. **Duty hours of faculties:**

- 1.1 All Departments should function from 9.00 A.M. to 5.00 P.M. with lunch break between 1P.M. to 2 P.M.
- 1.2 The Super Speciality Departments shall function on all public holidays at par with all clinical departments.
- 1.3 All the three medical colleges shall follow uniform teaching schedule for the undergraduate and post graduate courses as mentioned below:

Undergraduate Teaching Schedule:

1.	Theory Class	9.00AM to 11.00AM (two classes)	2.00PM to 5.00PM (three classes)
2.	Bedside Clinical teaching and demonstration	11.00AM to 1.00PM	
3.	Practical Classes	2.00PM to 5.00PM Non Clinical Departments	2.00PM to 5.00PM Para Clinical Departments

Where practical classes are to be taken in the Fore Noon, the theory classes will be taken in the After Noon accordingly. The micro programme of MBBS teaching has to be finalised by the Office of Dean and Principal of the concerned Medical College in due consultation with Departmental HOD and Institution Routine Committee.

2. Post graduate Teaching Schedule:

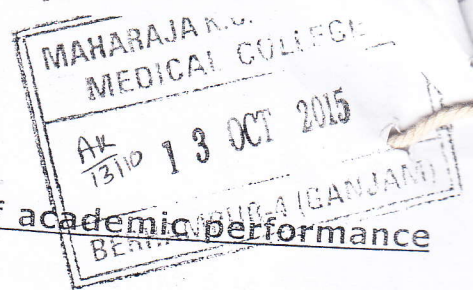
- 2.1 From 2.00PM to 5.00PM at least 4 days in a week so as to cover all the following items as per MCI statute given below:
- Topic Discussion :- Once a Week
 - Recent Advances – Journal Club :- Once a week
 - Case presentation :- For all Clinical Departments at least two days in a week and may be three days in broad specialities due to larger number of P.G. Students

- Dissertation Synopsis Discussion:- Prior to approval, review of progress of thesis work after one year & at the end prior to the submission of the thesis.
- Subject Seminar (horizontal discussion on a particular disease/ subject):- To be done at least once a month.
- Death Review: - For all Clinical Departments at least once a month. The allied specialities to participate.

2.2 Post graduate students shall maintain a Log Book as required by MCI statues. Log Book is to be verified by the senior teacher / PG guide periodically once in every 6 months (semester) and countersigned by the unit Head as well as HOD.

3. Institute level academic assignments and responsibilities :

- 3.1 Meetings be convened regularly under the chairmanship of the Dean and Principal of the respective colleges with Medical Superintendent as the convenor and attended by the faculties regularly in the Auditorium (As done in top institutions of the country).
- 3.2 Clinico Pathological Conference :- To be held every fortnightly and department wise.
- 3.3 Institution Death Review Meeting :- To be held as per this Department. Letter no. 55/84-26193/H dated 28th August 1984 (Copy enclosed as Enclosure-I).
- 3.4 Quarterly review of all ongoing research projects in the institution.
- 3.5 Academic Audit: Quarterly Review of all publications in scientific journals published from the institution and addressing difficulties in such publication if any.
- 3.6 Submission of data to State as well as National authorities.
- 3.7 Attendance registers to be maintained for each meeting and placed before the supervising official during visit.



4. **Ascertaining accountability and audit of academic performance (performance audit):**

- 4.1 Every Department in the colleges should maintain academic attendance register for PG students and medical teaching faculties including Senior Residents.
- 4.2 All faculty members have to sign the academic register on day to day basis. The HOD should submit the academic attendance of every faculty member along with the work certificate to the Head of the Institution.
- 4.3 The Dean & Principal will periodically verify the academic attendance register for faculties and PG students and report to DMET(O).
- 4.4 The Dean and Principal should visit every teaching Department and ascertain regular conduct and quality of P.G. teaching and Seminar.

5. **Formation of Internal Vigilance Committee:-**

- 5.1 As per the recommendation of the Hon'ble Sri Justice P.K. Mishra Commission, there shall be "Vigilance Committee" (VC) in each Medical College Hospital headed by the concerned Superintendent. The VC shall have three wings and each wing shall have at least three senior Professors as members. The committee so constituted shall be formed by the Dean and Principal of the concerned Medical College. The three wings of the VC shall look into the matters, as per standard operating procedure entailed below, in the departments as listed below:

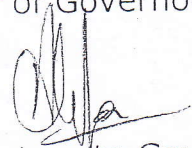
- (a) Medical Disciplines and OPDs
- (b) Surgical Disciplines and Casualty
- (c) All laboratories including Regional Diagnostic Centre and Departments not covered under (a) and (b)

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5.2 Standard operating procedure for internal vigilance committee shall be as follows :

- 5.2.1 The VC will verify the daily attendance of members of the Faculty and Staff. All the subordinate members of the Faculty shall sign the attendance register in front of the concerned HOD.
- 5.2.2 The VC will verify the proper functioning of the Department with regard to routine and emergency work. Lapses and irregularities detected, if any at any stage, shall be immediately inquired into by the VC and reported to the Dean & Principal without fail.
- 5.2.3 Any unpleasant situation arising in any of the Department shall be attended by the VC and effort should be made by them to solve the issue. The concerned HOD has to immediately inform the appropriate wing of the VC in the event of such occurrence.
- 5.2.4 The VC shall attend to any other work assigned to them by the Dean & Principal / DMET (O)/ Government, as and when required.

This should be brought to the notice of all concerned and strict adherence should be ensured to the above mentioned procedures. Any deviation shall be viewed seriously and action as deemed proper shall be initiated against the defaulters.

By order of Governor



Memo.No.ME-I-IM-10/13. 22047 /H **Dated.** 05.10.15
Principal Secretary to Government

Copy forwarded to P.S. to Hon'ble Minister., H & F.W. /P.S. to Principal Secretary to Govt., H & FW Deptt/ Addl. Secretary , H & F.W. Deptt./ DMET(O), Bhubaneswar/Dean & Principal and Superintendent, SCB MCH, Cuttack/MKCG MCH, Berhampur/ VIMSAR, Burla/ SCB Dental College, Cuttack/ SVPPGIP, Cuttack for information and necessary action.



Additional Secretary to Government

Working hours to be followed in the Medical Colleges & Hospitals

1. The Model time table for teaching prescribed by MCI will continue with classes starting at 8 A.M. & ending at 4 P.M.
2. The OPD will start at 9 A.M. and will continue till 5 P.M.
3. The regular operation theatres will function from 9 A.M. to 5 P.M. on all working days.
4. After 5 P.M. the emergency hospital work will be managed by the emergency staff.
5. In all clinical department there will have ward rounds in the morning hours from 9 A.M. till the round is over and in the afternoon for one hour from 4 to 5 P.M.
6. Sufficient number of doctors should be available for emergency management.
7. Regional Diagnostic Centre will be managed jointly by the Department of Pathology, Bio-Chemistry & Radiology by Asst. Professors and Tutors on rotation basis. The HOD Pathology, Bio-Chemistry and Radiology will be in-charge of respective department. The Regional Diagnostic Centre will remain functional for 24(Twenty Four) hours.
8. The Medical College Blood Bank will be managed by the Department of Pathology as per MCI Guidelines in which Assoc. Professor Pathology along with two other Asst. Professor / Tutor with P.G in Pathology on rotation basis with Assoc. Professor as in-charge.

[Signature]
30/10/2018



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

No. HFW-MEI-MISC-0056-2022 25880 /H Dated 16-11-2022

After careful consideration, Government has been pleased to schedule the OPD timing of PGIMER and Capital Hospital, Bhubaneswar from 09:00 AM to 05:00 PM, with lunch break between 01:00 PM to 02:00 PM and Emergency Hours from 05:00 PM to 09:00 AM.

By order of the Governor

(Shalini Pandit, IAS)

Commissioner-cum-Secretary to Government

Memo No. 25881 /H dtd. 16-11-2022

Copy forwarded to P.S. to Hon'ble Chief Minister/ P.S. to Hon'ble Minister, Health & Family Welfare for kind information of Hon'ble Chief Minister, and Hon'ble Minister, respectively.

Memo No. 25882 /H dtd. 16-11-2022 Additional Secretary to Government

Copy forwarded to P.S. to Chief Secretary, Odisha/ P.S. to Commissioner-cum-Secretary to Government, Health & FW Department for kind information of Chief Secretary and Commissioner-cum-Secretary respectively.

Memo No. 25883 /H dtd. 16-11-2022 Additional Secretary to Government

Copy forwarded to all Departments/ all Collector & DMs/ all Directorates of H & FW Department/ Dean & Principal, All Government Medical Colleges/ Superintendent, All Government Medical Colleges and Hospital/ Director, PGIMER and Capital, Hospital, Bhubaneswar/ Director, VIMSAR, Burla/ Director, AHPGIC, Cuttack/ Director, Capital Hospital, Bhubaneswar/ all sections of H & FW Department for information.

Memo No. 25884 /H dtd. 16-11-2022 Additional Secretary to Government

Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack for information and necessary action. He is requested to publish the notification in the next issue of Odisha Gazette.

Additional Secretary to Government