

SURAT MUNICIPAL INSTITUTE OF MEDICAL EDUCATION & RESEARCH

Chapter-2 (Manual . 1)

Particulars of Organization, Functions and Duties

2.1. Objective / purpose of the public authority.

SURAT MUNICIPAL INSTITUTE OF MEDICAL EDUCATION & RESEARCH SMIMER – the self-financing medical college & hospital, established by Surat Municipal Corporation in the year 2000 to fulfill the desire of the people of Surat city. This Institute is aimed to impart quality medical education to children of the residents of Surat & Gujarat state & cater health care needs to all, irrespective of caste, creed, & society. The College is located in a unitary campus measuring about 25 acres of own land at Umarwada, opposite to Bombay Market, in the heart of Surat city. The main railway station of Surat city is at a walking distance from the college campus.

2.2. Mission / Vision Statement of the public authority.

The prime objective to establish this medical institute was to develop a unique medical education & health care center in the western India.

2.3. Brief history of the public authority and context of its formation.

SMIMER –the medical college & hospital, established by Surat Municipal Corporation in the year 2000. SMIMER, being a corporation Medical College, is governed by rules & regulations prescribed under the BMC Act and abide by the regulations of Medical Council of India (MCI) and Veer Narmad South Gujarat University (VNSGU) with the commitment to maintain standards of medical education as envisaged by the Medical Council of India. The prime objective to establish this medical institute was to develop a unique medical education & health care center in the western India.

SMIMER is completely funded by Corporation. Approximately 150 cores have been spent for providing infrastructure for the college as per the norms of Medical Council of India, New Delhi & Veer Narmad South Gujarat University, Surat.

Surat Municipal Institute of Medical Education & Research is under academic, administrative and disciplinary control of Dean, Dr. Kalpana A. Desai. She is M.D (Anesthesiology) having, clinical & teaching experience of 28 years. She had been the in charge Medical Superintendent of SMIMER hospital earlier.

Surat Municipal Institute of Medical Education & Research is recognized for the following courses by the Medical Council of India (MCI).

1. MBBS Course for 100 seats
2. Post Graduate Courses (MD/MS/Diploma) in the following subjects,
 - a. General Medicine - 2 seat
 - b. General Surgery - 2 seat
 - c. Orthopedics - 1 seat
 - d. Ophthalmology - 1 seat
 - e. Anesthesiology - 4 seat
 - f. Pediatrics - 4 seats
 - g. Obst. & Gynec - 1 seat
 - h. Community Medicine - 2 seats

Further, Surat Municipal Institute of Medical Education & Research is permitted by the Medical Council of India (MCI) & Ministry of Health & Family Welfare Government of India as follows.

1. MBBS Course for additional 50 seats (**Total Intake Capacity of 150 seats**)
2. Post Graduate Courses (MD/MS/Diploma) in the following subjects,
 - a. General Medicine - 3 seat (Total Intake Capacity – 5 seats)
 - b. General Surgery - 3 seat (Total Intake Capacity – 5 seats)
 - c. Orthopedics - 1 seat (Total Intake Capacity – 2 seats)
 - d. Ophthalmology - 1 seat (Total Intake Capacity – 2 seats)
 - e. Anesthesiology - 1 seat (Total Intake Capacity – 5 seats)
 - f. Paediatrics - 0 seat (Total Intake Capacity – 4 seats)
 - g. Obst. & Gynec - 1 seat (Total Intake Capacity – 2 seats)
 - h. Community Medicine - 2 seat (Total Intake Capacity – 4 seats)
 - i. Microbiology - 4 seat (Total Intake Capacity – 4 seats)
 - j. E.N.T - 2 seat (Total Intake Capacity – 2 seats)
 - k. Pathology - 2 seat (Total Intake Capacity – 2 seats)
 - l. Diploma in Public Health - 1 seat (Total Intake Capacity – 1 seats)
 - m. Diploma in Ob & G - 1 seat (Total Intake Capacity – 1 seats)

Total - 22 (Total Intake Capacity – 39 seats)

SMIMER is affiliated to Veer Narmad South Gujarat University, Surat, for the award of M.B.B.S. & Post Graduation (MD / MS / Diploma) degrees.

Buildings:

The Medical College Complex comprises of four separate blocks, “A, B, C, D” each is three storied building. The hospital is located in a separate six storied building housing OPD block as well as indoor department having adequate space for all teaching activities in all the departments. The Institute has a total floor area for College 18426.9 sq m and for hospital 75216.53 sqm.

SMIMER HOSPITAL

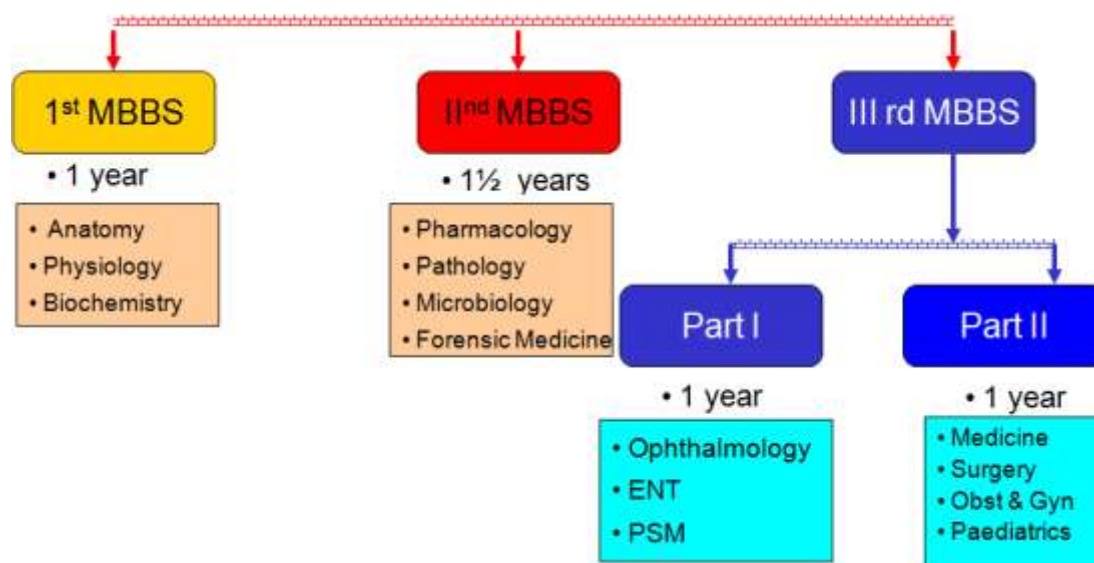
The Medical College has its own hospital located next to Medical College complex having a total of 698 beds out of which 90% are free beds and 10% are paying beds in the special wards. Dr. Vandana M Desai, MD Pediatrics is Administrative In-charge Medical Superintendent. She is MD (Paediatrics) and has 23 years of teaching and clinical experience.



2.4. Duties of the public authority:

I. Education and Research

MBBS Course



POST GRADUATION HAS BEEN STARTED:

MD / MS / Diploma Courses in various subjects (As mentioned above)

LIBRARY INFORMATION

- More than 11,296 books
- More than 100 types of Medical Journals (India & Foreign)

II PATIENT CARE:

- a) Out Patient Department
- b) Indoor Patient Department
- c) Emergency Care
- d) Diagnostic Departments
 - i. Clinical Laboratories
 - ii. Radiology
- e) Blood Banking
- f) Autopsy facilities
- g) Milk Banking
- h) Eye Bank & Retinal Repairing.
- i) ART Clinics

2.5. Main activities/functions of the public authority

I. Academic functions: (As mentioned above in 2.4.I)

As per the regulations and norms set up by:

- a. Medical Council of India (www.mciindia.org) and
- b. Veer Narmad South Gujarat University (www.vnsgu.ac.in)

II. Patient care:

Hospital Timing

Monday to Friday

Timings: 9.00 A.M to 1.00 P.M
2.00 P.M to 5.00 P.M

Saturday & Hospital Half Day

Timings: 9.00 A.M to 1.00 P.M

(Emergency 24 hours)

OPD in various specialties are:

Medicine, Pediatric, Dermatology, Psychiatry, T.B. & Chest Diseases, Surgery, Orthopedic, ENT, Ophthalmology, Dentistry, Obst. & Gynec, Physiotherapy

IPD Facilities:

Departments	No. of Beds	ICU / Specialty Beds
Medicine	156	21 Beds for ICU & ICCU 4 dialysis
Pediatrics	90	21 Beds for NICU & PICU
Skin	13	-----
Anesthesia	-----	Recovery Bed 21
T.B. & Chest	30	-----
Psychiatry	13	-----
Surgery	156	10 Beds for ICU 16 Beds for Burns Ward
Dental	-----	-----
Orthopedics	90	8 Beds for ICU
ENT	30	-----
Ophthalmology	30	-----
Obst. & Gynac	90	7 Beds for Labor
Radiology	-----	-----
Pathology	-----	-----
Physiotherapy	-----	-----
Casualty	-----	20
TOTAL	698	128

Special clinics:

PPTCP (Mamta Clinic), GSNP+, Vaccination, STD Care, VCTC, RNTCP, Audiometry, ART Center

Other services:

Radiology C.T Scan, Blood Bank, Laboratories (Pathology, Microbiology & Biochemistry), Milk Bank, Eye Bank & Retinal Repairing

2.6. List of services being provided by the public authority with a brief write-up on them.

As mention in 2.5

2.7. Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc (whichever is applicable).

At SMIMER being educational institute all the officers and subordinate staff are discharging their functions as per the Rules, regulations and instructions provided by the following authorities:

- Medical Council of India
- Veer Narmad South Gujarat University
- BPMC act
- Gujarat Civil Service Rules

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency

The public should fully co-operate to facilitate the authorities of this institute for discharging its functions and duties as per rules and regulation by which it abides, so that it can run smoothly.

We expect the cooperation of public for the activities like blood donation, human milk donation, eye donation & dead body donation as and when needed for the patient care or medical education purposes.

2.9 Arrangements and methods made for seeking public participation/contribution.

Not applicable as the SMIMER is Medical Educational Institute.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution.

- Administrative officers regarding monitoring the service delivery and public grievance resolution.
 - I. For college:**
 - a) Dean
 - b) OSD
 - II. For Hospital**
 - a) Dean
 - b) Medical Superintendent
 - c) R.M.O
 - d) Personnel Officer
- Public grievance resolution through complain management system by website www.suratmunicipal.gov.in .

2.11. Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).

Main office:
Surat Municipal Institute of Medical Education & Research (SMIMER):
OPP. Bombay Market, Nr Sahara Darwaja,
Umarwada,
Surat – 395010 (Gujarat) INDIA.
Web: <http://smimer.suratmunicipal.gov.in>

Head Office:

Surat Municipal Corporation

Muglisara, Nr Chowk,
SURAT – 3095003 (Gujarat) INDIA.

Web: <http://www.suratmunicipal.gov.in>

Medical Council of India Office:

Pocket- 14 , Sector - 8, Dwarka Phase -1
New Delhi – 110077. INDIA.

Web: <http://www.mciindia.org>

Veer Narmad South Gujarat University Office:

University Campus, Udhna-Magdalla Road,
SURAT-395007 (Gujarat) INDIA.

Web: <http://vnsgu.ac.in>

2.12 **Working hours**

Administrative Office: 10:30 A.M. to 6:10 P.M.

College : 9:00 A.M. to 5:00 P.M.

Library

Routine : 10:00 A.M. to 6:00 P.M.

Reading : 8:00 A.M. to 2:00 A.M.

Hospital

Routine : 9:00 A.M. to 5:00 P.M.

OPD : 9:00 A.M. to 5:00 P.M.

Emergency : 24 hours (Round the clock)