

Chapter . 7 (Manual . 6)

A statement of boards, council, committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

o. Name and address of the Affiliated Body

o Type of Affiliated Body (Board, Council, **Committees**, Other Bodies)

Executive committee:
College council Committee
Ethical Committee
Gymkhana Committee
Library Committee
Purchase Committee
Anti-ragging Committee
Disciplinary Committee
Academic Board
Disciplinary Board

o Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities):

These committees are formed to facilitate the day to day functions of various aspects of both college and hospital.

Executive committee:
College council Committee
Ethical Committee
Gymkhana Committee
Library Committee
Purchase Committee
Anti-ragging Committee
Disciplinary Committee
Academic Board
Disciplinary Board

o Role of the Affiliated Body (Advisory / Managing / Executive / Others) involved in the decision making process on different agenda of hospital & college

o Structure and Member Composition

Executive committee	Chairman	Mayor, SMC
	Member	Deputy Mayor, SMC.
	Member	Chairman Standing Committee
	Member	Chairman Hospital Committee
	Member	Leader Ruling party

	Member	Leader Opposition Party
	Member	Chairman Health Committee
	Member	Municipal Commissioner
	Member	Deputy Commissioner (Spl.)
	Member	Deputy Commissioner (P&D)
	Member	Deputy Commissioner (Finance)
	Member Secretary	Dean
	Member	Medical Superintendent.
	Member	Three Medical Experts
	Member(Educationalist)	Representative of VNSGU
College Council Committee	Chairman	Dean
	Member	Medical Superintendent
	Member	H.O.D of all Departments
Ethical Committee	Chairman	Bioscience Dept., VNSGU
	Member	Dean
	Member Secretary	HOD Medicine
	Member	HOD Pharmacology
	Member	HOD Paediatrics
	Member	HOD PSM
	Member	Associate Professor, Ob & G
	Member	Representative of NGO
	Member	Legal Expert
	Member	Person from Community
Gymkhana committee:	Chairman:	Dean
	Co chairman:	Medical Superintendent
	Gen. Secretary:	HOD Medicine
	Asst. Secretary:	Faculty & Student Repre.
	Finance Secretary:	Faculty & Student Repre.
	Cultural Secretary:	Faculty & Student Repre.
	Literary Secretary:	Faculty & Student Repre.
	Sport Secretary:	Faculty & Student Repre.
	Souvenir C. Secretary:	Faculty & Student Repre.
	Drama C. Secretary:	Faculty & Student Repre.
	Dance C. Secretary:	Faculty & Student Repre.
	Music C. Secretary:	Faculty & Student Repre.
	Logistics C. Secretary:	Faculty & Student Repre.
	Member:	Student G. S.
Library committee:	Chairman:	Dean
	Member:	HOD, Pharmacology
	Member:	HOD, Medicine
	Member:	HOD, Pediatrics
	Member:	HOD, Anatomy
	Member:	Librarian

Purchase committee:	Chairperson:	Dean
	Dy. Chairperson:	Medical Superintendent
	Member: (Pre-Clinical)	Prof. & Head, Biochemistry
	Member: (Para-Clinical)	Prof. & Head, Pharmacology
	Member: (Clinical)	Prof. & Head, Medicine
	Member:	Prof. & Head, Respective Departments for which purchases / AMC / CMC / Repairing to be done.
	Member:	Medical Officer, SMIMER Store Officer on Special Duty (OSD) / Personal Officer
	Member:	Dy. Accountant.
Anti-Ragging Committee	Chairman	Dean
	Member	Medical Superintendent
	Member	HOD PSM
	Member	HOD Pharmacology
	Member	HOD Biochemistry
	Member	HOD Medicine
	Member	Associate Professor, Psychiatry
	Member	Law Officer, SMC.
	Member	Police Insp., Varachha Police St.
	Member	PG Residence – Representative
	Member	Intern Doctors – Representative
	Squads	Four squads – for boys
	Squads	Four squads – for girls
Disciplinary Committee	Chairman	Dean
	Member	Medical Superintendent
	Member	Rector
	Member	Warden
	Member	HOD, PSM
	Member	HOD, Forensic Medicine
	Member	HOD, Physiology
	Member	Asso. Prof., Gen. Surgery
	Member	Representative – Resident Doctor
Disciplinary Board	Chairman	Dean
	Member	HOD, Medicine
	Member	HOD, Surgery
	Member	HOD, Pediatrics
	Member	HOD, Ob. & G.
	Member	HOD, Orthopedics
	Member	HOD, Ophthalmology
	Member	HOD, Anesthesiology

	Member	HOD, Psychiatry
	Member	O.S.D.
	Student Repres.	G.S.
Academic Board	Chairman	Dean
	Member	HOD, Biochemistry
	Member	HOD, Microbiology
	Member	HOD, Pediatrics
	Member	HOD, PSM
	Member	Rector
	Member	O.S.D.

o Address of main office and its Branches

<p><u>Main office:</u> 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</p> <p><u>Head Office:</u> Surat Municipal Corporation Muglisara, Nr Chowk, SURAT – 3095003 (Gujarat) INDIA. Web: http://www.suratmunicipal.gov.in</p> <p><u>Medical Council of India Office:</u> Pocket- 14 , Sector - 8, Dwarka Phase -1 New Delhi – 110077. INDIA. Web: http://www.mciindia.org</p> <p><u>Veer Narmad South Gujarat University Office:</u> University Campus, Udhna-Magdalla Road, SURAT-395007 (Gujarat) INDIA. Web: http://vnsgu.ac.in</p>

o Frequency of Meetings:

As and when required

o Can public participate in the meetings ?

These committees are not open for public participation

o Are minutes of the meetings prepared ?

YES

o Are minutes of the meetings available to the public ? If yes please provide information about the procedure to obtain them.

NO