

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

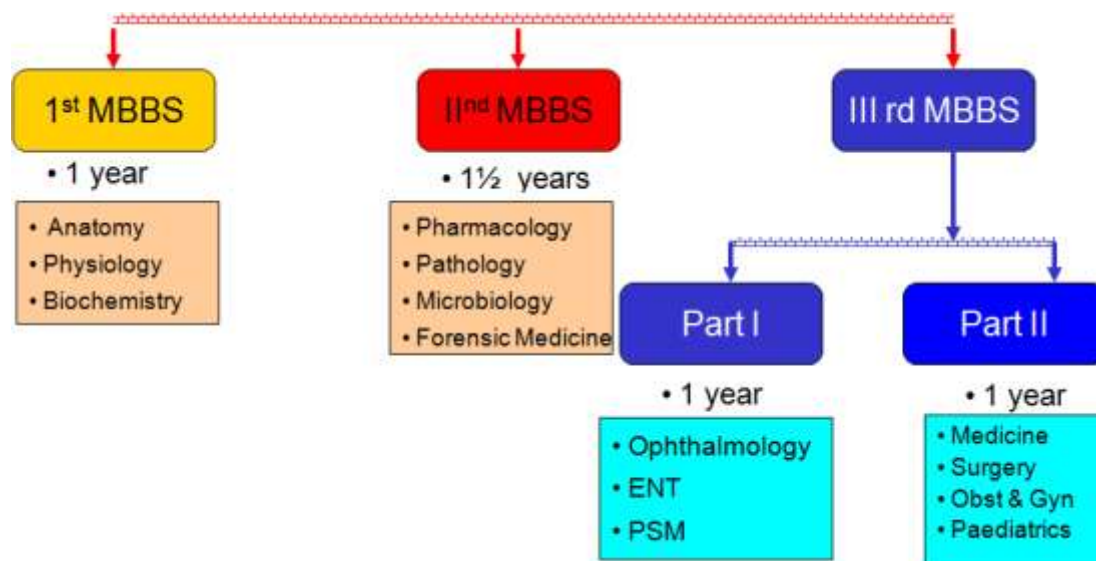
The Medical College has its own hospital located next to Medical College complex having a total of 698 beds out of which 90% are free beds and 10% are paying beds in the special wards. Dr. Vandana M Desai, MD Pediatrics is Administrative In-charge Medical Superintendent. She is MD (Paediatrics) and has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

Chapter - 4 (Manual . 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Type of the document

This organization is in possession of the following documents based on Medical Council of India, Veer Narmad South Gujarat University and resolutions passed by General Board of Surat Municipal Corporation. Viz.,

1. MCI guidelines (www.mciindia.org)
2. VNSGU guidelines (www.vnsgu.ac.in)
3. Circular issued by MCI & VNSGU from time to time
4. Admission rules: (www.medadmbjmc.in)
5. Resolution passed by the Standing committee and General Board from time to time.

Chapter . 5 (Manual -4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

- **Executive Committee** has been constituted vide resolution number 110 / 01 dated 23-03-2001. Executive committee has the elected and other members as a representative of public.

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

- **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

Formulation of Policy:

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sr. No	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

Implementation of Policy:

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sr. No	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation

Chapter . 6 (Manual -5)**A statement of the categories of documents that are held by it or under its control**

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6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing .**Others.**).

Sr. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1	MCI guidelines	MEDICAL COUNCIL OF INDIA 1 .Minimum Qualification for Teacher in Medical Institutions Regulation,1998 2.REGULATION ON GRADUATE MEDICAL EDUCATION,1997 3.MINIMUM STANDARD REQUIREMENTS FOR THE MEDICAL COLLEGE FOR 50 / 100 / 150 ASMISSION ANNUALLY REGULATION 1999 4. POST GRADUATE MEDICAL EDUCATION REGULATION,2000	On written request on payment of fees as per applicable.	M.C.I. Office Pocket 14, Sector 8, Dwarka, NEW DELHI-110077 http://www.mciindia.org
2	VNSG University	Various Ordinances	-do-	Registrar, VNSG University, Udhna Magdallah Road, Surat. www.vnsgu.ac.in
3	Resolutions of SMC	Various resolutions regarding SMIMER.	-do-	Secretarial Branch, Surat Municipal Corporation, Mugalsarai, Surat.

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
	Member:	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

Chapter . 8 (Manual . 7)**The names, designations and other particulars of the Public Information Officers**

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8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format:

Name of the Public Authority:**Assistant Public Information Officers**

Sr No	Name	Designation	STD Code	Phone No		Fax	Email	Address
				Office	Home			
1	Dr V.M.Desai	I/C Medical Superintendent	0261	2333756	2666849	2360306		Medical Superintendent SMIMER OPP Bombay market Umarwada
2	Mr Jagdishbhai Patel	OSD	0261	2355080	9724345506	2343241		OSD Office D Block SMIMER OPP Bombay Market Umarwada

Public Information Officers:

Sr No	Name	Designation	STD Code	Phone No		Fax	Email	Address
				Office	Home			
1	Dr K.A.Desai	Dean	0261	2366367	2252858	2343241	deansmimer@gmail.com	DEAN SMIMER OPP Bombay market, Umarwada Surat – 395 010.

Chapter . 9 (Manual . 8)

Procedure followed in Decision Making Process

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9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

Various committees involved in the decision making process:

Executive committee
Standing Committee

9.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The decision are taken through various committee as under

Executive committee:
College council Committee
Ethical Committee
Gymkhana Committee
Library Committee
Purchase Committee

9.3 What are the arrangements to communicate the decision to the public?

As per need on written application & where applicable, on payment of fees applicable

Administrative office of DEAN

Surat Municipal Institute of Medical Education & Research (SMIMER),
D Block, Nr Sahara Darwaja, Opp.Umarwada,
SURAT – 395 010 (Gujarat) INDIA.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Municipal Commissioner
Dean
Medical Superintendent

9.5 Who is the final authority that wets the decision ?

Standing Committee
General Board

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sr.No	
Subject on which the decision is to be Taken	Purchase /Repair/Contract/Hospital charges
Guideline /Direction, if any	BPMC Act, GCSR
Process of Execution	On approval of , Standing Committee General Board
Designation of the officers involved in decision making	Commissioner Dean Medical Superintendent
Contact information of above mentioned Officers	As Above
If not satisfied by the decision, where and how to appeal	Application in prescribed form to the appellate officer within 30 days.

Chapter -17 (Manual -16)

Particulars of the facilities available to citizens for obtaining information

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17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Like

- | | |
|--|---|
| o Office Library | Not available for public. Only for students and staff members |
| o Drama and Shows | ---- |
| o Through News paper | ---- |
| o Exhibition | ---- |
| o Notice Board | YES |
| o Inspection of Records in the Office | YES |
| o System of issuing of copies of documents | YES |
| o Printed Manual Available | YES |
| o Website of the Public Authority | YES |
| o Others means of advertising | ---- |

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Chapter -18 (Manual -17) Other Useful Information

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18.1 Frequently Asked Questions and their Answers by Public:

Through Complaint Management System (CMS) of SMC website:
<http://www.suratmunicipal.gov.in>

18.2 Related to seeking Information:

Information can be obtained from

1. Mr. Jagdishbhai Patel
Officer on special duty
SMIMER
Opp. Bombay Market
Umarwada
Surat-395010
Phone No: 0261-2368040 ext: 1101
2. Mr. Mehul Patel
I/C. Personnel Officer
SMIMER- Hospital
Opp. Bombay Market
Umarwada
Surat-395010
Phone No: 0261-2368040 ext: 2007
3. Sr. RMO
SMIMER- Hospital
Opp. Bombay Market
Umarwada
Surat-395010
Phone No: 0261-2368040 ext: 1552

- Application form (a copy of filled application form for reference)
The format to be filled in by the Candidate / Applicant

FORM-A (section 6(1) and 7(1) of the RTI Act, 2005)

1.	Full Name of the Applicant	
2.	Address and Phone Number	
3.	Details of the Document / Inspection / samples required	
4.	Year to which the above pertains	
5.	Designation and Address of the Public Information Officer from whom the information is required.	

Note: Enclose of Rs. 20/- with the application (fees exempted for BPL card holder).

Place:

Date:

Signature of the Applicant

- Fee
- How to write a precise information request. Few Tips
 1. Application format available on Internet (www.suratmunicipal.gov.in) may be filled and submitted with Rs. 20/- in form of Cash / Postal Order / non judicial stamp / DD.
 2. The applicant should mention his/her full name, complete address, telephone / mobile number clearly
 3. Information will be issued on payment of Photocopy charges as per RTI-2005 norms, separately at the time of issue.
- Right of the Citizen in case of denial of information and procedure to appeal
If the information asked is not given within the stipulated time, the applicant can appeal with the 1st appellate officer.

18.3 With relation to training imparted to public by Public Authority:-

SMIMER is a Medical Education Institute and imparting Medical Education as per the curriculum of Medical Council of India (MCI).

Details available on website: <http://smimer.suratmunicipal.gov.in>

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prerequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)

- Other Fees (Wherever applicable)
 - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
 - List of enclosures / documents
 - Format of enclosures / documents
 - Procedure of application
 - Selection Procedure
 - Time table of training programme (In case available)
 - Process to inform the trainee about the training schedule
 - Arrangement made by the Public Authority for creating public awareness about the training programmes.
 - List of Beneficiary of the training programme at various levels like district level, block level etc.
-