

**MINUTES OF THE SECOND EXECUTIVE BOARD MEETING
OF VSS INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AYURVIHAR, BURLA, SAMBALPUR-768017(ODISHA)
11 A.M. 6TH April 2018, METU HALL, VIMSAR**

Members Present:

1. Dr. Aswini Kumar Pujahari, Director, VIMSAR
2. Sri Sarat Chandra Mishra, Addl. Secy to Government, Health & Family Welfare Dept, Govt. Of Odisha
3. Sri Narendra Kumar Swain, Special Secretary, Finance Department, Govt. Of Odisha
4. Dr. Sonamali Bag, DMET, Odisha
5. Prof. Manoj Kumar Mohapatra, Dean, VIMSAR
6. Er. C.R.Tripathy, Hon'ble VC, BPUT
7. Er. Arun Chaudhury, Hon'ble VC, VSSSUT
8. Dr. Bikash Ranjan Hota, Consultant Surgeon, Sambalpur
9. Dr. Rabi Narayan Tripathy, Consultant Surgeon, Bargarh
10. Sri Bhagabat Prasad Nanda, Social Worker, Sambalpur
11. Dr. Shankar Prasad Pati, Retd. Prof of Physics, Sambalpur University, Sambalpur
12. Prof. Sabita Mohapatra, Head, Department of Pharmacology, VIMSAR

Members Absent: Leave of absence was granted to the following members

1. Prof. Siddhartha Das, Dean & Principal, SCB Medical College, Cuttack
2. Prof. Radha Madhab Tripathy, Dean & Principal, MKCG Medical College, Brahmapur

The meeting was chaired by the Director. Quorum was confirmed and meeting was called to order.

The chairman welcomed the members and the agenda of the meeting was placed before the house.

The items in the agenda were discussed threadbare one by one serially by active participation of all members and following resolutions were made unanimously.

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A. P. Chandra
7/4/2018
**DIRECTOR
VIMSAR, Burla**

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AGENDA 2.1: CONFIRMATION OF THE MINUTES OF THE 1st EB MEETING

Minutes of the previous EB meeting and action taken so far were discussed. All members urged upon timely circulation of the minutes of EB meeting to all the members within one week to enable them to make suggestions or comment in next seven days. In the next EB meeting the minute along with any amendment suggested shall be placed for confirmation where it will be signed by the chairman and members. Then it will be recorded in a minute book.

It was decided to hold the first MBBS Examination independently by the Institute. But it was postponed till Controller of Examinations with his support staff is created; funds are available to conduct examination process.

Minutes of 1st EB meeting were resolved and confirmed with the above recommendation.

AGENDA 2.2: DEPARTMENTAL PROMOTION

Select List of 7 associate Professors and 11 assistant professors of VIMSAR Cadre against 6 posts of professors and 11 posts of associate professors, recommended by DPC according to section 18(2, 5, 7,8) of the 1st Statutes were approved.

However, the proceedings along with the select list shall be forwarded to the Government in response to their letter no.585 dated 16/08/2017. It was further decided to request the Government to allow the Director, VIMSAR to issue the appointment letters to the candidate immediately after approval of Executive Body as per the above said provision of the 1st Statutes of VIMSAR, 2016 without referring the matter to the Government.

RESPONSIBILITY: Dean

AGENDA 2.3: RECRUITMENT OF ASSISTANT PROFESSORS

The details of this process such as floating of Advertisement in two local odia dailies and one English daily, examination process and obtaining reservation roster from appropriate authorities through the department of Health and FW followed by its publication as corrigendum in the website of the Institute were explained. Addl. Secretary to Government, Health & FW was requested to expedite the matter.

RESPONSIBILITY: Registrar

AGENDA 2.4: Financial autonomy of the Director

After elaborate discussions, the EB the following power sanctioning powers to the officers mentioned below in pursuance of statutory provisions 21(2.n)

Director: up to 10 lakhs

Dean: up to 2 lakhs

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7/11/2018
DIRECTOR
VIMSAR, Burla

Superintendent: up to 2 lakh

RESPONSIBILITY: Accounts Officer, Govt. Representative, Finance

AGENDA 2.5: DYNAMIC CAREER PROGRESSION SCHEME (DACP)

Currently the promotion will be done as per existing OMES Recruitment Rule 2013(Section 18.5of Statutes). However, detailed proposal of CAS (Career Advancement Scheme) based upon MCI Guidelines will be submitted to the Government for approval.

RESPONSIBILITY: Associate Dean

AGENDA2.6: PROBLEM OF STAFF QUARTERS

Construction of quarters will be done in a phased manner. The government representatives present in the EB meeting assured the EB regarding availability of funds in this context.

As per the suggestion of the members, following committee will be formed for review and monitoring of the quarter's problem of the Institute.

Building and Works Committee

1. Dean- Chairman
2. Prof. S.P.Pati, EB Member
3. Registrar
4. Comptroller of Finance
5. Administrative Officer
6. Executive Engineer(PWD)
7. S.D.O(PWD)
8. Executive Engineer(WESCO)
9. S.D.O.(PHD)

Detailed proposal will be submitted to the Government

RESPONSIBILITY: Building and Works Committee

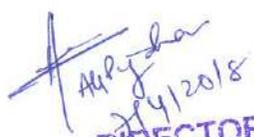
AGENDA2.7: ABOLITION OF USER FUND

On the backdrop of abolition of user fund Government has provided compensatory mechanisms namely NIDAN, SAHAYA Fund and "Strengthening Ancillary Services. As the later provision is under the purview of National Health Mission (NHM) a proposal will be placed to NHM to provide funds towards payment for security, Manpower and Laundry.

RESPONSIBILITY: Accounts Officer

AGENDA2.8: PERFORMANCE APPRAISAL REPORT FLOW (PAR)

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DIRECTOR
VIMSAR, Burla

At present, PAR of faculty is sent individually through HRMS Software prepared and maintained by the General Administration Department of the Government. This time, this mechanism will be followed and each faculty will submit a hard copy of their respective PAR to the Director.

Further, a proposal will be made to the G.A. through Health & F.W. Department to make necessary changes in Par mechanism in the context of VIMSAR.

RESPONSIBILITY: Associate Dean, Accounts Officer

AGENDA 2.9: TRANSFER OF FACULTY OF OMES AND VIMSAR CADRE

Out of those employees who opted for VIMSAR Cadre and their names are enlisted as VIMSAR Cadre in the final VIMSAR Cadre list few of them are either posted in other medical colleges and few are deployed in VIMSAR though shown posted in other medical colleges till date may be transferred and posted back to VIMSAR.

All members suggested that Government may be requested to make necessary action at an early date.

In view of recommendation of promotion of associate professors to 6 posts of Professor and promotion of assistant professors to 11 posts of Associate Professors faculty of OMES Cadre occupying these posts at present may be transferred by the Government at an early date. Action will be taken by the Dean as detailed under 2.2 of the present proceedings mentioned above.

RESPONSIBILITY: Dean

AGENDA 2.10: IMPLEMENTATION OF KBK INCENTIVE FOR FACULTY OF VIMSAR

In this regard, Government notification is awaited. All members agreed that this step will help reduce the Health Resources constraint to a great extent.

AGENDA 2.11: OFFICE HOURS DURING SUMMER MONTHS

Director showed concern about the Departments not providing laboratory services to the patients during summer months from 1pm onwards though OPD functions up to 5pm. Hence, suggestion was placed before the house to make the duty hours 9 9am to 5pm uniform in all departments.

As the duty hours from 7am to 1pm during summer months is followed as per existing government rules, a proposal will be made before the Government to change the office hours as per the need with due justification.

RESPONSIBILITY: Registrar

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Anil Kumar
21/1/2018
DIRECTOR
VIMSAR, Burla

AGENDA 2.12: EXPRESSION OF INTEREST AND MoU FOR SOME OUTSOURCED SERVICES

Pharmacy and physiotherapy students of Gayatri College of Pharmacy may be allowed to work in the Hospital. A subcommittee is constituted by the EB consisting of the Dean, Superintendent and Dr. B.K.Hota. The subcommittee will go through the MoU for appraisal of the Director. Every year review will be made by the subcommittee every year and decision will be made whether to sign MoU further or not.

RESPONSIBILITY: Subcommittee for outsourced service

OTHER AGENDA 2.1: REGULAR POSTING OF DEAN, MEDICAL SUPERINTENDANT AND REGISTRAR

An advertisement will be made for the recruitment of Dean, Medical Superintendent amongst the existing professors of VIMSAR Cadre and an open advertisement for recruitment of Registrar at the earliest as per the eligibility criteria specified in the Act and Statutes. Selection Committee has to be constituted by EB as there is no clear specification in this context in both the Act and Statutes.

RESPONSIBILITY: Registrar

OTHER AGENDA 2.2: CREATION OF POSTS ON PRIORITY BASIS

Proposal will be sent to the Govt. For creation of post of Controller of Examinations,

EB decided that present Accounts Officer will remain in charge of Comptroller of Finance until further orders. Further, request will be made to the Govt. for early posting of Comptroller of Finance on regular basis.

RESPONSIBILITY: Registrar

OTHER AGENDA 2.3: SUPPORT STAFF FOR DIRECTOR, REGISTRAR , CoF and CoE

EB recommended the following staff creation as per the rules and guidelines of the Government.

As proposal in this regard has been placed before the Government earlier, reminder may be sent again.

Director Office: Private Secretary-1, Stenographer-1, Clerk-2, DEO-1, Peon-1

Registrar's Office: Stenographer-1, Section Officer-1, Clerk-2, DEO-1, Peon-1

CoF's Office: Stenographer-1, Section Officer-1, Clerk-2, DEO-1, Peon-1

CoF's Office: CoE's Office: 1, Section Officer-1, Clerk-2, DEO-1, Peon-1

RESPONSIBILITY: Registrar

OTHER AGENDA 2.4: FREQUENCY OF EB MEETING

Contd.P/6.


Anup Kumar
24/2018
DIRECTOR
VIMSAR, Burla

Some of the EB members suggested conducting EB meeting every month. It was resolved that the EB meeting shall be held as per the statutory provisions. However, in case of urgency, Director was advised to call EB meeting on emergency basis.

RESPONSIBILITY: Registrar

OTHER AGENDA 2.5: OPENING OF BRANCH OFFICE OF A BANK IN THE INSTITUTE

As there is no branch of any Bank in the premises it was proposed to take initiative to open a branch for easy financial transactions. EB agreed and advised to go for a Nationalised Bank

RESPONSIBILITY: Registrar

OTHER AGENDA 2.6: INSTALLATION OF JIO TOWERS

Proposals for installation of 3 numbers of JIO towers near hospital, Hostel and Cancer Department was made by the Director for better Network and free wi fi facility besides rent.

EB advised the authority to get necessary permission from the RDC (North Division), Sambalpur

RESPONSIBILITY: Registrar

OTHER AGENDA 2.7: AMENDMENT OF ACT/STATUTES

A necessary change in the Act and Statutes is necessary to cope with the recent demand and changes of the Institute. EB formed a committee under the chairmanship of Dean with Medical Superintendent, Associate Dean, Dr. S.P.Pati as member to review the Act and Statutes and propose necessary modifications within 2 months. The same shall be placed before the EB for deliberations and approval and to refer it to the Government for necessary action.

RESPONSIBILITY: Committee for Act/Statutes

OTHER AGENDA 2.8: COMMON SEAL OF THE INSTITUTE

A common seal of the Institute for all official purpose was proposed along with its policy.

EB approved the same.

RESPONSIBILITY: Registrar

MISCELLANEOUS AGENDA 2.1: REEMPLOYMENT OF DAILY WAGE EMPLOYEE

The issue pertaining to reemployment of daily wage employee, the EB resolved to refer to the Government for necessary action.

Contd.P/7.

A. K. Mishra
7/4/2018
DIRECTOR
VIMSAR, Burla

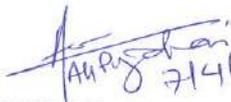
MISCELLANEOUS AGENDA 2.2: RECRUITMENT OF FACULTY UNDER SUPERSPECIALITY WITH SPECIAL TRAINING AND EXPERIENCE

An open advertisement will be floated for recruitment of faculty under super speciality with relevant special training on contractual basis as per Government Guideline.

Time for action to be taken: All actions relevant to these agenda will be accomplished from one week to 8 weeks time by the concerned officers/Committee on whom responsibility has been given.

The meeting ended with a vote of thanks by the Registrar, VIMSAR, and Burla to all members for their valuable time and effort.

NEXT MEETING: Second half of June, 2018


7/4/2018
DIRECTOR,
VIMSAR, BURLA
DIRECTOR
VIMSAR, Burla