

6:6:11(1)

(xi) Min. Medical Management Committee.

The Medical Management Committee Constituted
Vide, No, EC:94-4/Conf/97-464, dt, 16.10.97 met on 10.6.98 and
the second meeting on 24.6.98. The Minute of the meeting are
placed below at annexure I and II respectively for favour of
the Council's approval and orders.

No.F.152/HC/MMC/98-118,

Dated 22/5/98.

Minutes of the 1st. Meeting of the Management Committee constituted by the University Vide.No.EC:94-4/Conf/97-464, dt. 16.10.97 which was held on 10.6.98 at 12.00 noon at the Office of the Pro-Vice-Chancellor at Permanent Campus.

Members Present :

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| 1. Prof.(Mrs) K.S. Lyngdoh | - | Chairperson. |
| 2. Prof. A.N. Rai | - | Member. |
| 3. Prof. M.K. Mahanti | - | Member. |
| 4. Dean Students' Welfare | - | Member. |
| 5. Prof. B.K. Sharma | - | Member. |
| 6. Sr. Medical Officer, Incharge | - | Member-Secretary. |

At the out set the Chair Person welcomed all the members and the following agenda was discussed :-

1. Space : The present space being occupied by the Main Health Centre Bijni is too congested, it has only one room for stocking medicines, and other medical and surgical instruments. The members therefore felt the need to ask the University for an extra room adjacent to the Health Centre at present being occupied by the staff of the Dean of Physical Sciences when the office shifted to Permanent Campus.
2. Medicines and Instruments :-
STORAGE :- The Health Centre does not have sufficient medicine cabinets to store the medicines, it is being kept haphazardly on the floor which caused inconvenience for the Store-keeper and the Pharmacist to check the expiry date from time to time. The members has therefore decided to write to the University to supply the same at the earliest.
3. FRIDGE :- The Health Centre has got one Fridge for storing vaccines and life saving drugs, but this does not solve the purpose because there is no surety of the potency of medicine due to frequent power failure. The members decided that an extra Fridge of small size with Inverter which can function in time of power failure is needed.
4. COMPUTER :- With the increase in daily attendance of patients, the Receptionist finds it difficult to locate the out-patient file, the members suggested the need of a computer for Registration, to keep tract of the medical records of patients and to collect a valuable information regarding available stocks of medicines, quality of fresh medicines to be indented and expiry dates of medicines can be easily obtained through computer.
5. ECG MACHINE :- ECG is now the basic investigation require not only in cases of Heart ailment and suspected heart disease but also in cases of persons above the age of 40. The Medical Officers can operate machine and thereafter decide whether the cases need referral to Specialist or not.

6. DIGITAL B.P. INSTRUMENTS :- At Present the Medical Officers are using Mercurial B.P. instrument for checking Blood pressure of the patient, but the member suggested the need to have Digital B.P. Instrument in addition to the mercurial one.
7. LABORATORY :- It is essential to have an attach Laboratory to the Health Centre for Routine Clinical test of Blood, Urine and Stool. This can save time for the patients and the Doctor to give treatment instead of waiting for days for the reports. In this connection a Lab-Technician is required, but the members were informed that Mr. S.K. Kashyap, STA posted at Forestry Department, Mizoram Campus, can be recalled for Health Centre and can be sent for Clinical Laboratory training to Medical Institute for a period of 6 months to 1 year. The Lab-Technician will submit the requirement for the Laboratory like Microscope, Test Kit etc. To set up Laboratory required space be provided at Bijni. Details of Instruments etc. including computer to be purchased from Budget allocation of the Plan after receiving details from the Sr. Medical Officer.
8. Health Centre Building Permanent Campus :- Enquiries to be made from the University about its inclusion in the Plan proposal.
Quarter for Driver and Pharmacist at Permanent Campus :- In this connection a letter was sent to the Vice-Chancellor on 10.6.98 to allot Ruab quarter lying vacant to the Ambulance Driver for emergency medical duty which is for 24 hours.
9. BUDGET :- The detail of current Plan and Non-Plan allocation to be placed in the next meeting.
10. REFERRAL :- The Management Committee has decided that NEHU Medical Officers only will take the decision where to refer cases within their jurisdiction depending on the severity of the case, both Govt. Hospital and Private Nursing Home.
11. TURA CAMPUS :- Recognition of Holy Cross at Tura and Govt. Hospital and Medical Institutes at Gauhati for treatment of the NEHU employees based at Tura, the matter has been referred to the Senior Medical Officer for detail report and to present it at the next meeting.
12. CREDIT BILLING FOR HOSPITAL TREATMENT OF IN-PATIENT :- Since Finance Officer is not available at the meeting, the members can not be discussed and will be taken up at the next meeting.
13. Next meeting will be held on 24.6.98 at Pro-Vice-Chancellor Office at 12 noon, the following agenda to be taken up :
 - (1) Recognition of Hospital/Medical College Clinic.
 - (2) Re-imbusement purpose.
 - (3) List of recognition of Hospital/Institutes in the country.
 - (4) Budget Plan and Non-Plan.
 - (5) Laboratory Plan.The meeting ended with a vote of thanks from the Chair,

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No.F.152/HC/MMC/98-

Dated _____.

Minutes of the 2nd meeting of the Management Committee constituted by the University Vide.No.EC:94-4/Conf/97-464, dated 16.10.97 which was held on 24.6.98 at 12.00 noon at the office of the Pro-Vice-Chancellor at Permanent Campus.

Members Present :

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| 1. Prof.(Mrs) K.S. Lyngdoh | - | Chair persnn. |
| 2. Prof. A.N. Rai | - | Member. |
| 3. Prof. M.K. Mahanti | - | Member. |
| 4. Sr. Medical Officer, Incharge | - | Member-Secretary. |

At the out set the Chair person welcomed the members and the following agenda was discussed :-

1. SPACE : To write to the Assistant Registrar, Estate to allot the office room of the Dean Physical Sciences to the Bijni Health Centre when the Dean's office shifted to Permanent Cam;us and to allot a Centrally located Building for the Health Centre, Permanent Campus.

2. To purchase the following :

(a) Inverter (b) ECG Machine (c) Computer (d) Medicine Cabinets, the member has estimated an amount of Rs.1.5 lakhs and to write to the University to sanction the same.

3. Laboratory : The Committee has authorised the Chairperson to write to the Vice-Chancellor for the transfer of Shri S.K. Keshyap from Forestry Department, Mizoram Campus to the Head Office, so that his service can be use as a Lab-attendant to the Health Centre.

4. Credit Billing : The member felt the need to extend the credit billing facilities for hospitalization purposes only on recommendation of Sr. Medical Officer I/C both within and outside state. In cases of unavoidable emergencies, the University Doctors has to be informed within 24 hours, the University Doctor will thereafter take a final decision regarding the case. A letter to this effect has been sent to the Chairman of the Executive Council by the Chairperson.

5. Equipment : The Medical Management Committee recommended that the Sr. Medical Officer should put the instrument segment to the University so that an appropriate allocation should be made to the Management Committee for the Plan/Equipment Plan.

(xi) Medical Management Committee.

EC:98:98:6:6:(xi): The Council considered the proceedings of the Medical Management Committee and RESOLVED that the Administration may examine the same.

(xii) Payment of LS/PC with Penal Interest thereto-
Case of Prof. MN Karna.

EC:98:98:6:6:(xii): The Council considered the payment of LS/PC with Penal Interest thereon in respect of Prof. MN Karna and RESOLVED that his increments may be released only on receipt of full payment of the LS/PC with interest.

(xiii) Deduction of HRA and Licence fee from
the staff of essential duty.

EC:98:98:6:6:(xiii): The Council considered the proposal for exemption from deduction of HRA from the staff on essential duty and RESOLVED that the Office may place the Government of India's Rules on the subject before the next Executive Council and also Rules on such employees occupying quarters above entitlement, below entitlement and as per entitlement.

(xiv) Conversion of Medical Officer's post to that
of CMO.

EC:98:98:6:6:(xiv): The Council considered the conversion of Medical Officers post to that of Chief Medical Officer and RESOLVED that Para 9 of the Tikku Committee Report be applied to NEHU Medical Officers and posts so converted be made personal. The University Grants Commission be informed of those along with financial implications as called for.

6:7- OTHERS-

(i) Allotment of Quarter to Prof. AC Sinha after
rejoining NEHU.

EC:98:98:6:7:(i): The Council considered the allotment of quarter to Prof. AC Sinha and RESOLVED that the Resident Allotment Committee's recommendations be implemented.