

Govt. of National Capital Territory of Delhi
Maulana Azad Medical College
2-Bahadur Shah Zafar Marg, New Delhi-110002

No.F. 403(65)/2010/MC(Aca) 16551

Dated: 21/10/16

To, ✓
All HODs.
MAMC

Sub:- Directions of the Honorable Supreme Court mandated Oversight Committee

Madam/Sir,

On the Subject cited above, the undersigned is directed to forward herewith a copy of letter no. MCI-34 (41) (Gen)/2016-Med/134906 dated 05.10.2016 as received from Secretary (I/C), Medical Council of India, New Delhi, for information and strict compliance. It is also requested that the contents of same may be brought into the knowledge of all Faculty Members.



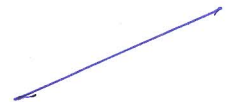
Registrar (Academic)

No.F. 403(65)/2010/MC(Aca)

Dated:

Copy to :-

1. In charge, Data Center, MAMC with the directions to upload the letter referred above on the college website
2. PS to Dean



Registrar (Academic)

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Website : www.mciindia.org



15806/RA
7/10/16

पॉकेट - 14, सेक्टर - 8,
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भारतीय आयुर्विज्ञान परिषद्
MEDICAL COUNCIL OF INDIA

No.MCI-34(41)(Gen.)/2016-Med./134906.

Dated: 5th October, 2016

To,

The Deans/Principals of all the Medical Colleges,

Sir/Madam,

The Hon'ble Supreme Court mandated Oversight Committee has directed as under:-

- (i) All Medical Colleges to maintain the attendance electronically/physical register in each department/section which must be signed by the faculty/residents/other functionaries by 9:30 am (within half an hour of commencement of duty).
- (ii) The electronic data/physical attendance register, after verification and signature by the HOD/HOS, should reach the office of Principal/Dean/Director of the institute by 10 am (within one hour of commencement of duty) regularly.
- (iii) Dean should check these data/registers and sign the same, making note of absentees and/or faculty/residents on leave.
- (iv) In the case of physical attendance registers, the same should remain in the office of Principal/Dean/Director of the institute till 11:30 am, after which these registers should be collected by the respective departments.
- (v) These electronic data sheet/physical attendance registers shall be made available to the assessors during the time of inspection. The assessors should check the Declaration Forms along with faculty members at either 11 am or 4 pm or when they visit various departments, without causing any hindrance in the functioning of the college and the hospital.

In addition to above, it has also been directed by the Oversight Committee to complete the following exercise, **latest by October, 10, 2016:-**

College Website: It should be a comprehensive website depicting the medical college and the hospital. The college website should necessarily be updated in the first week of every month and a record of the content should be preserved and a copy be submitted to MCI for updation on the MCI website. The college website should, inter alia display:

- (i) **Faculty:** The information about every faculty member should be available on the website of the college and should include the designations/promotions/transfers/resignations/joining, and the required IMR details. Names of the faculty member not display on the website would not be counted during the assessment process. Wrongly displayed names or names of faculty appearing on website of another institution would be dealt with as per existing Regulations.
- (ii) The Faculty web-link should display the faculty attendance. A record of the same should be available electronically or in the form of a register in each department/section which must be recorded/signed by faculty in-charge/Dean/Principal.
- (iii) Monthly schedule of teaching should be displayed on the website of the college depicting the name of the teacher and the lecture/demonstration topic with the date and time. A minimum of 70% lectures of the scheduled lectures must be taken by the respective faculty.
- (iv) Data of every undergraduate medical student/post-graduate should be uploaded on the college website and submitted to the MCI for inclusion in the MCI website. The data for the UG course should include, the NEET score of the student, the date of admission to the college and the fee charged by the college for admission. The student information should

10/10
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be updated as and when the student moves to another semester. The attendance and the performance of the students and fellows should also be available and regularly updated by the institution.

- (v) **Student feedback:** As part of a 360 degree evaluation, students' feedback, as regards regularity in teaching, practical demonstrations, hands-on-training, infrastructure facilities should be included.
- (vi) **Clinical Material;** A monthly census of all clinical material patient admissions (names and identity of the patients to be kept confidential and not to be displayed), discharges, deaths, surgeries, procedures, and investigations carried out in each department should be available on the college website, and submitted to the MCI.
- (vii) **Infrastructure and regulations:** Details related to the infrastructure, Consent of Affiliation (COA), and details of compliance as per MCI requirements for establishment of a college or running a course, recognition, renewal, etc. should be available at all times on the college website.
- (viii) All authenticated documents in original, required as per IMC Act and should be available in the office of the principal/Dean.

You are hereby directed to faithfully comply with the above directives of the Hon'ble Oversight Committee by the deadline of 10th October, 2016.

Yours faithfully,


(Dr. Reena Nayyar)
Secretary I/C