

BIRLA INSTITUTE OF TECHNOLOGY

MESRA, RANCHI

Ref. No. GO/Estb/HMC/20-21/262.

Date: 09 April 2021

OFFICE ORDER

HEALTHCARE MANAGEMENT COMMITTEE

A Standing Committee is hereby constituted as under:

1. Dean of Faculty Affairs	Chairperson
2. Dean of Student Affairs	Member
3. Registrar	Member
4. Head, Department of Bioengineering	Member
5. One Professor from Department of Pharm. Sc. & Technology (to be nominated by the Head of the Department)	Member
6. Medical Officer (In-charge)	Member
7. Asst. Registrar (Purchase)	Member
8. Asst. Registrar (Legal)	Member Secretary

Scope of the Committee.

The Committee shall provide guidelines for smooth and efficient functioning of Institute Dispensary to provide robust primary health care in the Campus. The Committee shall be responsible for:

- a. Maintenance and upkeep of 24X7 Emergency, Polyclinic, Physiotherapy, Dental Clinic, Homeopathy Clinic, Dispensary, Minor OT, Day Care-Centre, X-Ray & ECG Centre, and Isolation Centre for minor infectious diseases;
- b. Adherence to national protocols; with all medical and other amenities in the facility;
- c. Designing budgets, purchasing, healthcare service costs for establishing quality multi-specialty healthcare services within the campus;
- d. Availability of medicine as per requirement of staff/students. Procurement, Accounting, Storage of medicine, and Maintenance and other related medical equipment and items.
- e. Streamlining both financial and operational practices of the Institute Dispensary. Architecting short, medium- and long-term strategy for improvements in the Medical Services rendered at the Institute Dispensary;
- f. Managing the hiring, training, capacity building, discipline and evaluation of human-resources deployed in the Institute Dispensary; Increasing availability of Doctors of varied specializations as per the requirement;
- g. Serving as a liaison between the Facility/Staff, Institute Governance, and patients;
- h. Developing new policies and procedures for better serve to the patient population of the Institute Dispensary; The Committee shall play role as policy advisor or advocate, look for opportunities for community support, attending and presenting at conferences and symposiums, liaisons/meeting with leading local Hospitals to find opportunities for collaboration and free/paid Medical Camps;
- i. Initiate social activities based on Medical Services for the nearby villages to generate good-will for the Institute/Group;
- j. Provide leadership and Motivation to the Institute Dispensary Staff and periodically organize trainings for them in organizational skills necessary for its functioning;
- k. Face-to-face interaction combined with on-the-ground experience is a prerequisite for effective coordination between the Medics, Paramedics, and patients. The Committee members are expected to walk the halls, talking to doctors and patients and getting a sense of what is happening at the other end of their administrative decisions;
- a) Health Informatics – The Committee must explore possibilities of maximum computerization of all aspects of Dispensary management by leveraging IT for automation and digitizing medical records; Tele/Video-Consultancy Services; Medical Cards and NABH accreditation.
- l. Patient Advocacy/Reaching One & All – The people who need the most help are often the ones without a voice. The Committee shall work towards making a difference in the lives of Faculty/Staff by taking special care of the most vulnerable;
- m. The Committee shall be well-versed with insurance matters, government regulation and ensuring compliance with governmental policies;



- n. The Committee members shall be responsible for maintaining compliance to regulations within Campus, make efforts to educate community, by using subject matter experts and hands-on experience to change the landscape of healthcare from the top down;
- o. The Committee shall organize inspection of common areas of the Campus, Buildings, Hostels, Staff Quarters etc., to check and access the Hygiene and Sanitation levels, identify risk areas and present a monthly report;
- p. Suggest pre-emptive measures to protect staff/students from alcohol, nicotine and other addictions;
- q. Promote pre-emptive and promotive health care by having Health and Awareness Ambassadors in each Departments/Hostels/Campus Areas and creating Health and Awareness Calendar for the Campus.
- r. Complying with the requirements of Health, Fitness and Yoga Programs of AICTE/UGC/MoE as per the instructions received from time to time.
- s. Maintain, Control, and regulate the Ambulances of the Institute.
- t. Provide medical cover as part of Disaster Management during any crisis in the Campus.

The Committee is also required to monitor the functioning of the Institute Dispensary regularly with monthly review meeting and the Senior Medical Officer should provide monthly progress report, which shall be presented to the office of the Vice Chancellor through the Registrar.

The Committee shall also take-up all other relevant matters referred by the Competent Authorities from time to time.

Tenure: Till further orders.

Meetings and Quorum: The Committee shall meet as often as may be necessary but at least once in three months. The attendance of at least four members shall constitute the quorum for the meeting.

Role of Member Secretary:

- a. Scheduling and administration of meeting, record-keeping, and governance requirements
- b. Making sure meetings are regularly organized and minutes recorded efficiently
- c. Thorough communication and correspondence with all stakeholders
- d. Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.

This is issued with the approval of the Competent Authority, and it supersedes all previous Orders on the subject.


09/04/21
Registrar

To,
The Chairman
All Members

Copy to:

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. File