



NEIGRIHMS

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCE, SHILLONG

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
Director's Block, Mawdiangdiang, Shillong – 7930018 Meghalaya

RESEARCH CELL

NEIGR/RCELL/2016/038

Shillong, Dated: 10th November 2016

CIRCULAR

Medical Council of India Oversight Committee appointed by Honourable Supreme court of India directed to all Medical College/ Medical Institute of India with Letter no. MCI-34(41)(Gen.)/2016-Med./134906, Dated – 5th October 2016 to comply with attendance, College website, Status of faculty, Students feedback, Clinical material & Infrastructure & Regulations.

Copy of Letter no. MCI-34(41)(Gen.)/2016-Med./134906, Dated – 5th October 2016 is attached with the PDF file in the same mail.

Compliance of Medical Council of India Oversight Committee direction is mandatory for us.

For any query and support feel free to contact the Office of Dean, NEIGRIHMS.

Circular is issued with approval from Dean, NEIGRIHMS.

Dr. Md. Yunus
Sub Dean (Research)
NEIGRIHMS, Shillong

- Copy to: -
- 1) PA to Director for information to Director
 - 2) PA to Dean for information to Dean
 - 3) PA to Principal for information to Principal
 - 4) PA to Deputy Director for information to Deputy Director
 - 5) Medical Superintendent for information
 - 6) All HOD & In charge for information & Circulation
 - 7) All Medical Faculty members of this Institute
 - 8) All Senior Residents & Post Graduate students
 - 9) DPA, for uploading in the Institute website
 - 10) Notice Board
 - 11) Office copy

Dr. Md. Yunus
Sub Dean (Research)
NEIGRIHMS, Shillong

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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

