

INDIAN INSTITUTE OF TECHNOLOGY, GUWAHATI

MINUTES OF THE THIRTEENTH MEETING OF HOSPITAL ADVISORY BOARD
Held on 15.10.2019

The following items were discussed in the meeting:

Item No.1:

Confirmation of minutes and follow up actions of the decisions of the 12th meeting of HoAB, IIT Guwahati held on 30.05.2019.

R/13/01/2019:

The Board **resolved** to confirm the Minute of the 12th meeting of HoAB, IIT Guwahati held on 30.05.2019.

The Chairman, HoAB apprised HoS, Medical Section that the point no. 1.3.i & ii of minutes regarding consultation fees for intern students, conference participants and non-dependents for providing medical facilities under resolution no. R/12/01/2019 has not been approved in BoG. Therefore, the Board **resolved** that the said item be forwarded to BoG through the Deputy Director for reconsideration in BoG meeting again.

The Board also resolved that item no. 1.2 under resolution no. R/12/01/2019 also included as agenda in next meeting of HoAB as no action taken even after follow up in this matter till date.

The Board **resolved** that actions taken on the decisions of 12th HoAB held on 30.05.2019 be **noted** as reported.

Item No.2:

The MUG meeting held on 17.09.2019 discussed the following item and suggested as below-

Availability of feedback register at the reception and regular comments on feedback given by the visitors.

R/13/02/2019:

The Board **suggested** that every hostel can buy weight machine from their respective contingency fund as it is not the responsibility of Medical Section.

The Board **resolved** that a dedicated Feedback Register will be kept to register feedbacks from users of hospital facility. There will be no more complaint box.

The Board also resolved that a circular be issued to all the departments/centers to keep a first aid box ready in the respective department/laboratory for providing first aid at the time of need. The First aid item be purchased from respective department/centre contingency funds. Medical Section will help by providing the list of items to be kept in the box.

Item No. 3:

Holistic early intervention for children in IIT Guwahati with assistance from AIISH Mysuru.

R/13/03/2019:

The Board **resolved** that awareness camp/talks be conducted with the help of concerned employee in IITG campus for all stakeholders so that the matter can be understood and necessary action can be initiated.

Item No. 4:

Harassment/Difficulty faced by employee of IITG due to Raksha TPA while opting cashless medical facility.

R/13/04/2019:

The Board **resolved** that the Raksha TPA should provide more than one contact number to the Insured so that the insured person can contact Raksha TPA when in need.

Item No. 5:

Purchase and administration of vaccine through Medical Officer of the Institute.

R/13/05/2019:

The Board **resolved** that an undertaking form be issued for the parents who are willing to take vaccine from the Medical Officer as well as administering it through him. The parents will sign the form and submit it to the Medical Officer so that there will be no liability on the Medical Officer for providing vaccine on payment basis and administering the same. The form will be kept with the concerned Medical Officer. Circular/Officer Order will not be issued in this regard.

Item No. 6:

Increasing of visit of Visiting Consultant (Dentistry).

R/13/06/2019:

As per current terms and conditions, to increase the frequency of visit may be not possible for the Visiting Consultant (Dentistry). However, The Board is of the opinion that the visiting hour or visit days can be increased during extension of contract period of the Visiting Consultant.

The Board is of the view that the Visiting Consultant (Dentistry) should be requested to do the procedures which can be done in IITG Hospital as far as possible in the hospital itself. He should also be told that if he takes fees

for any procedure (which cannot be done in IITG hospital) in his clinic, those patients should not be called to IITG OPD so that other patients gets a chance to visit him during OPD hours at IITG hospital.

Item No. 7:

Recruitment of physiotherapist after expiry of contract period of Restricted

R/13/07/2019:

The Board **resolved** that possibility of ad-hoc appointment be explored for the time being till joining of Restricted in January 2020. If Restricted failed to rejoin his duty by January 2020, fresh advertisement can be made for recruitment of physiotherapist on contractual basis.

Item No. 8:

Increasing the extension of contract of Restricted, Restricted instead of fresh recruitment with General Medicine specification.

R/13/08/2019:

The Board **resolved** that the Deputy Director (reporting Authority of Medical Section) may approach the Director to explain the matter and request to consider extension of service of Restricted