



**SHRI SATHYA SAI MEDICAL COLLEGE AND RESEARCH INSTITUTE**  
**Ammappettai, Nellikuppam Post, Kancheepuram District – 603108.**

Ref No: 021 /Med Supt. /2019

Date: 08.04.201

**Order**

It is observed by the undersigned that some of the mandatory committee meetings get overlapped with academic meetings of our institute which defeats the purpose. In order to prevent schedule congestion, the following days are fixed for the above said meetings of the month.

**First Wednesday of the month: PHYSICIAN CONFERENCE**

**Venue:** Hospital IV floor Lecture Hall, **Time:** 1.30Pm

**Second Wednesday: CLINICAL SOCIETY MEETING**

**Venue:** Hospital IV floor Lecture Hall, **Time:** 1.30Pm

**Third Wednesday: CLINICO PATHOLOGY CONFERENCE**

**Venue:** Hospital IV floor Lecture Hall, **Time:** 1.30Pm

**Fourth Wednesday: MEDICAL AUDIT MEETING & REVIEW MEETING**

**Venue:** Hospital IV floor Lecture Hall, **Time:** 1.30Pm

**First Thursday of the month: DEPARTMENT JOURNAL CLUB MEETING**

**Venue:** Department of Library/Seminar Hall, **Time:** 12.00 to 1.00pm OR 2.00Pm to 3.00pm

**Second Thursday: PHARMACOVIGILANCE COMMITTEE MEETING**

**Venue:** Hospital Council Hall, **Time:** 12.00 to 1.00pm

**Third Thursday: TRANSFUSION COMMITTEE MEETING**

**Venue:** Hospital Council Hall, **Time:** 12.00 to 1.00pm

**Fourth Thursday: HOSPITAL ACQUIRED INFECTION CONTROL COMMITTEE AND BIOMEDICAL WASTE MANAGEMENT COMMITTEE MEETING.**

**Venue:** Hospital Council Hall, **Time:** 12.00 to 1.00pm

Therefore, the Head of the Departments are informed to adhere the above schedule and to avoid the said days, time and venue while fixing their academic meetings, Programmes and other activities during the month.

Further, it is informed that the Registrars, Member secretaries, Coordinators and Organizing Secretaries can send reminder circulars from their desk and no need to get approval/ permission from the Dean/MS as the days/schedule are approved.

**This order comes with effect from 08.04.2019.**

**Medical Superintendent**

*Signature*  
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**To:**

- HODs of Pre, Para, Clinical and Specialty departments – with a request to circulate among all coordinators , secretaries and other staff under their control
- Blood Bank Medical Officer – thro HOD of pathology
- Casualty Medical Officers – thro Deputy Medical Superintendent
- Medical Record Officer

**Copy submitted to**

- Respected Chairman (Mail)
- Respected Chairperson (Mail)
- Respected Director (Mail)

**Copy to:**

- Dean (mail) – for information
- Vice Principals(mail) – for information
- Manager – Administration – with a request to arrange the venue on the specified days.
- HR manager(mail) – for information
- Manager –Maintenance (mail)
- PS to Chairperson(mail)
- Nursing Superintendent – with a request to circulate among all staff under her control.
- Notice Boards - Hospital/College/Library/Residents/Interns/Hostels(Men & Women)
- File

  
~~Medical Superintendent~~ 08/19