



जवाहरलाल स्नातकोत्तर चिकित्सा शिक्षा एवं अनुसंधान संस्थान (जिपमेर), धन्वन्तरि नगर, पुदुच्चेरी - 605 006
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का राष्ट्रीय महत्व संस्थान

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Dhanvantari Nagar, Puducherry - 605 006
Institute of National Importance, Ministry of Health & Family Welfare, Government of India

Dr. T.S. Ravikumar
Director, JIPMER

Dated: 09.03.2012

CIRCULAR

JIPMER Annual Report 2011-12 is to be prepared, approved and printed before 30.09.2012 for placing before the parliament. Hence the Heads / Officers in charge of Departments / Divisions / Central Facilities are requested to prepare FACTUALLY AND LINGUISTICALLY CORRECT Annual Report from 01.04.2011 to 31.03.2012 for their Departments / Divisions / Central Facilities strictly according to the enclosed formats and submit BOTH a soft copy (email: jipmerannualreport@gmail.com) and a hard copy (on one side of A₄ size paper using 11 Font size Arial with double spacing) to the Stenographer, Department of Medical Education Office on or before 10.04.2012.

This circular along with formats can be downloaded form JIPMER website.

(Dr. T.S. Ravikumar)
Director, JIPMER

Enclosures:

1. Format for Departments / Divisions
2. Format for Central Facilities

A. Departments

1. Aneesthesiology and Critical Care
2. Anatomy
3. Biochemistry
4. Cardiology
5. Cardiothoracic Surgery
6. Dentistry
7. Dermatology & STD
8. Endocrinology
9. E.N.T.
10. Forensic Medicine and Toxicology
11. Medical Biometrics & Informatics (Biostatistics)
12. Medical Education
13. Medical Gastroenterology
14. Medical Oncology
15. Medicine
16. Microbiology
17. Nephrology
18. Neurology
19. Neurosurgery
20. Nuclear Medicine
21. Obstetrics & Gynaecology
22. Ophthalmology
23. Orthopaedic Surgery

24. Pediatric Surgery
25. Paediatrics
26. Pathology
27. Pharmacology
28. Physical Medicine & Rehabilitation
 - 28.1 Physiotherapy
 - 28.2 Occupational Therapy Section
 - 28.3 Orthotics Section
 - 28.4 Prosthetic Section
29. Physiology
30. Plastic Surgery
31. Preventive and Social Medicine
32. Psychiatry
33. Pulmonary Medicine
34. Radiodiagnosis
35. Regional Cancer Centre / Radiotherapy
36. Surgery
37. Surgical Gastroenterology
38. Surgical Oncology
39. Urology

B. Divisions

40. Clinical Immunology
41. Clinical Pharmacology
42. Emergency Medical Services
43. Neonatology
44. Transfusion Medicine
45. College of Nursing

C. Central Facilities

46. The Advanced Centre for Yoga Therapy, Education & Research (ACYTER)
47. Biomedical Waste Management
48. Canteen
49. Central Animal House
50. Central Library
51. Central Sores
52. Central Workshop
53. Computer Facilities
 - 53.1 Administrative information System (AIS)
 - 53.2 Centre for Research and Academic Facilities and Training (CRAFT)
 - 53.3 Hospital Information System (HIS)
54. Central Sterile Supplies Department (CSSD)
55. Dietetics
56. Hindi Cell & Official Language implementation
57. Horticulture
58. Hostels
59. Linen & Laundry
60. Medical Illustration Division
61. Medical Records Department
62. Medico- Social Services
63. Nursing Wing
64. Pharmacy
65. Physical Education
66. Printing and Stationery
67. Sanitary Unit
68. Security
69. Vigilance Cell

Copy to (for kind information)

- A. P.S. to Director / Medical Superintendent / Dean / Project Coordinator
- B. All faculty members of JIPMER via e-mail

Format for Annual Report of Departments / Divisions
(Please confine to the period from 01.04.2011 to 31.03.2012)

1. Faculty List

Include only designations followed by names

2. Background Information of the Department

Include only landmark events. Total Length should not exceed 200 words

3. Educational Courses

Include only regular courses involving the Department

1. Undergraduate Courses (eg. MBBS, BSc, M.L.T, etc.,)
2. Postgraduate Courses (eg. MD, MS, MSc, M.L.T, etc.,)
3. Higher Speciality Courses (eg. DM, M.Ch, etc.)
4. Research Courses (eg. PhD, etc.,)
5. Other Courses (eg. Certificate courses, Diploma Courses, Short term training, etc.,)

4. Continuing Medical Education Programmes

Include faculty wise listing of all activities relating to CME programmes such as delivering programmes, organizing programmes and attending programmes etc. CME programmes include workshops, symposia, seminars, guest lectures, TV / Radio talks, etc. CME programme details should include names of the programme, sponsor / organizer, venue and date(s).

5. Conferences

Include faculty wise listing of all activities relating to conferences such as paper presentation, attending conferences, organizing conferences, chairing sessions, etc. Conferences include local, state level, regional, national and international conference etc. Conference details should include names of the programme, sponsor / organizer, venue and date(s).

6. Research Projects

(Department wise listing in text form only)

- A. Funded Projects
 - Completed
 - Ongoing
- B. Departmental Projects
 - Completed
 - Ongoing
- C. Collaborative Projects
 - Completed
 - Ongoing

7. Publications

(Department wise listing alphabetically in Vancouver style)

- a. Journals
- b. Books
- c. Book Chapters

8. Patient Care Services

(Department wise listing in text form only)

- a. Clinical
- b. Laboratory

9. Awards, Honours and Other Personal Achievements

Include faculty wise listing of awards, honours and other personal achievements such as memberships in professional associations, visiting professorship / fellowship, etc..

10. Administrative, Educational, Research and Other Assignments

Include faculty wise listing of personal assignments such as faculty and officer in chargeship, membership in official committees, MCI inspectorship, examinerships, guideships, membership and member-secretaryship in educational and research committees, etc.

11. Significant Events in the Department

Include Department wise listing of visiting professors coming to JIPMER, any upgradation of educational, research and patient care facilities, etc.

Format for Annual Report of Central Facilities
(Please confine to the period from 01.04.2011 to 31.03.2012)

1. Administrative Hierarchy

- Include only names of Group A Officers with designations

2. Background Information

- Include only landmark events. Total length should not exceed 200 words.

3. Names of Staff Post(s) and number(s)

- Do not give individual names

4. Services provided with statistics during the year

5. Achievements / significant events during the year