



GOVT. OF JAMMU & KASHMIR  
OFFICE OF THE PRINCIPAL

**GOVERNMENT MEDICAL COLLEGE DODA**

Email: [principalgmc\\_doda@gmail.com](mailto:principalgmc_doda@gmail.com)

Phone/Fax: 01996-233888

Sub: Taking of Review Meetings regarding functioning of various Departments and Sections of Associated Hospital and Government Medical College Doda.

( C I R C U L A R )

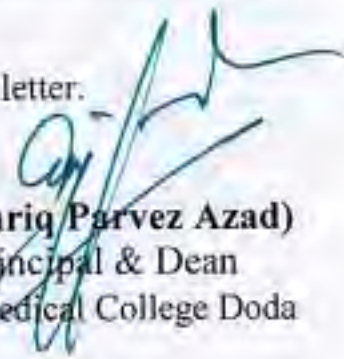
In order to review the functioning of various Departments and sections of Government Medical College & Associated Hospital, Doda, undersigned shall be taking a review meeting as per the schedule enclosed.

Head of Departments and In charge Sections are required to remain physically available on the day of review meeting with their faculty and Resident staff. They shall also present a power point presentation depicting the working of their department and facilities available with deficiencies if any.

Principal/Dean, GMC Doda shall be accompanied by Prof.Mushtaq Ahmad Coordinator GMC Doda and Dr.Ashraf Ali Khan HOD Biochemistry for assessing the overall working of the department and shall take follow-up action as per the decisions that will be taken during the course of meetings.

The main objective of the review meetings shall be focused on mission, vision and difficulty, if any, to streamline the functioning of the department in the interest of patient care, academics, teaching and administration.

The detailed schedule of inspection is enclosed with the letter.

  
(Prof. Tariq Parvez Azad)  
Principal & Dean  
Govt. Medical College Doda

No: PS/GMCD/ 405-416

Dated:- 02-12-19

CC:

1. Financial Commissioner, Health and Medical Education Department, Civil Secretariat, Jammu
2. Director Coordination, new GMCs J&K for information
3. Prof.Mushtaq Ahmad, HOD Pharmacology for necessary action
4. Dr.Ashraf Ali Khan HOD Biochemistry for necessary action
5. All Head of Departments for necessary action,
6. All faculty members for necessary action
7. Administrative Officer, GMC Doda for information
8. Chief Accounts Officer, GMC Doda for information
9. Medical Superintendent Associated Hospital GMC Doda for necessary action
10. Assistant Director Planning GMC Doda for information
11. I/IT Section for uploading the circular on official website
12. Office record file





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**Annual Calendar for Review Meetings**

Sr.No	Name of Department	Day and date	Time
01	Surgery	Wednesday ( 11-12-2019)	2.30 pm
02	Medicine	Wednesday ( 18-12-2019)	2.30 PM
03	Gynae & Obstetrics	Wednesday ( 24-12-2019)	2.30 pm
04	Anesthesiology & Critical Care	Tuesday ( 01-01-2020)	2.30 pm
05	E.N.T.	Wednesday ( 08-01-2020)	2.30 pm
06	Orthopaedics	Wednesday ( 15-01-2020)	2.30 pm
07	Ophthalmology	Wednesday ( 22-01-2020)	2.30 pm
08	Paediatrics	Wednesday ( 29-01-2020)	2.30 pm
09	Blood Bank	Wednesday ( 05-01-2020)	2.30 pm
10	Dental Deptt.	Wednesday ( 12-02-2020)	2.30 pm
11	Microbiology	Wednesday ( 19-02-2020)	2.30 pm
12	Anatomy	Wednesday ( 26-02-2020)	2.30 pm
13	Biochemistry	Wednesday ( 04-03-2020)	2.30 pm
14	Physiology	Wednesday ( 11-03-2020)	2.30 pm
15	Pharmacology	Wednesday ( 18-03-2020)	2.30 pm
16	Pathology	Wednesday ( 25-03-2020)	2.30 pm
17	Community Medicine	Wednesday (01-04-2020)	2.30 pm

Note Please: All faculty members shall remain available on the day of review meeting / inspection in the department and no leave whatsoever shall be entertained.

  
Principal/Dean  
Govt. Medical College Doda