


CIRCULAR
(REMINDER)

The KMIO Annual report and KMIO website is being updated to keep in line with the Institute and patients requirements and also as per instructions of the Principal Secretary, Medical Education, Government of Karnataka.

It has come to notice of the undersigned that many departments especially Clinical have so far not yet submitted the same in spite of the previous circular dated Dt: 2.9.2013. The Heads of The Department are requested to kindly provide the Details of the respective Department in the Following format towards KMIO Annual report & KMIO website. You are requested to send by e-mail the Soft copy of the Details in Document format (*.Doc or *.docx) to Director, KMIO by e-mail: kidwai@kar.nic.in before 10-12-2013 or in the form of CD to the office of the Director.

Details required for KMIO Annual report & KMIO website: 1. (Jan 2012 - Dec 2012) & 2. (Jan 2013 - 30th Nov 2013)

1. Department Name:
2. About the Department:
3. Facilities available in the Department:
4. Information to Patients:
 - a. OPD Timings ,OPD Days and Units
 - b. Procedure to see the Doctors, What to do in case of Emergency
 - c. Information to patients regarding the treatment and Investigations
 - d. Inpatient , Ward Name - Bed strength under the Department
5. Department Staff List: Faculty/Doctors, Designation
 - a. Academic -Doctors / Residents / Registrars / Students
 - i. PGs List - MD/Dip/DM/ DNB/MCh/PhD/ with Admission Date
 - ii. UG List - BSc/MSc/Dip/Technology Course etc
6. Department Other Staff List & their Designation
7. Medical Education Programme - Teaching and Learning (Lecture, Seminar, Symposium, CME, Conference etc) Schedule as per MCI/RGUHS criteria
 - a. Weekly Academic Schedule
 - b. Monthly Academic Schedule
 - c. Yearly Academic Schedule
8. Work load
 - a. Number of patients seen - new Patients registered in the Department & Unit/ Patients treated in the Department & Unit / Number of follow-up patients in the Department/ treated / investigated
9. Departments Medical Research Activity
 - a. Ongoing Research activity: Faculty/Residents
 - b. Publications (Year wise 2008, 2009, 2010, 2012, 2013)
 - i. National
 - ii. International


DIRECTOR