

S.O.P-DEPARTMENT OF SURGERY



Introduction

- Established in the year 2004 along with medical college and hospital
- Affiliated to MUHS [MUHS/PB/PG/Med /158/2011 dt.13.04.2011 AND PERMISSION FROM MCI
- Evolved in all aspects till date
- One of the busiest and fully functioning department of hospitals
- Provide training to all undergraduates and post graduates students
- Patient care which includes basic surgery and speciality services
- Actively involved in research activities such as publications, poster and paper presentations

Scope of services

Surgical Services

- General Surgery
- Oncosurgery
- Neurosurgery
- Urosurgery
- Minimally invasive surgery
- Cardiothoracic and vascular surgery
- Paediatric surgery
- Diabetic foot care Services.

Support services

- CCL
- Pathology
- Radiology
- Surgical ICU
- Anaesthesia
- Medical and radiation oncology
- Endoscopy

Facilities

- Modular operation theatre 4 surgical + 1 CVTS+ 1 Neurosurgery + 1 septic OT.
- Well equipped minor OT
- Intraoperative imaging with USG and C arm
- 128 slices CT scan, 1.5 tesla MRI
- Digital and MR mammography
- Departmental and central Library
- Departmental Museum
- Endotrainer
- Skill Lab.
- PET scan (Acquisition in process).

Staff strength

No. of units/beds: 7/210

1. Professor and head -1
2. Asso.Prof -8
3. Asst. Prof - 13
4. Sr. Resident -7
5. Junior Residents -14

Divided in 7units

Technical staff

- Lab technician- 3
- Store keeper/clerk- 1
- Record clerk- 2
- Steno typist-1
- Attendent -4

Credentials

Designation	Qualification required	Experience required	Publications required
Professor	Recognised PG qualification in the sub.eg- MS/DNB	8 yrs of post PG experience	3 publications
Associate Prof	MS/DNB	5 yrs post PG experience	1 publications in indexed journals of subject
Assistant Prof	MS/DNB	1 year for MS and 2 yrs for DNB	
Senior resident	MBBS, MS/DNB		
Junior resident	MBBS		

Duties and responsibilities

1] PROFESSOR & HEAD OF DEPARTMENT:-

A) Duties related to Medical Education & Research (Academic duties) :

Objectives:

- 1. To perform all such duties [under the Statutory provisions of Medical College /University / Medical Council of India (MCI) . Director of Medical Education & Research (DMER),Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules,1998. etc.) as to obtain & maintain the affiliation of the College and the attached Teaching Hospital to a Health University and recognition of these Teaching institutions by MCI & Govt. of India for the purpose of conducting various medical/paramedical Undergraduate/Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education & Research.
- 2.To perform all such duties to ensure continued improvement in the quality of Medical Education & Research. (i) Teaching & training Undergraduate (MBBS) Medical students including Interns/ Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge, skills & attitude.
- (ii) To do periodic evaluation / assessment of Undergraduate (MBBS) / Postgraduate Medical students by conducting their internal (College) examinations.
- (iii) To work on the College Council, Undergraduate & Postgraduate Academic Committees, Medical Education Teaching Technology Cell, Library Committee of the College and to organize / participate in teaching programs like Lectures / Tutorials/Group Discussions- Ward Clinics- Demonstrations/Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures /Conferences / Continuing Medical Education Programmes etc. and to maintain a Departmental Library for medical students as well as teaching staff.
- (iv) To conduct Undergraduate & Postgraduate Medical Examinations of Maharashtra

University of Health Sciences (MUHS)

- (v) To participate in conduct of Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7days in an ‘Academic Year i.e.1April to 31st March as per rules.
- (vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.
- (vii) to undertake any other task entrusted by muhs like working on local inquiry committee for inspection of medical colleges in Maharashtra state.
- (viii) To conduct Research Projects - clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.
- (ix) To work on various Research-related Committees like Ethics Committee . Research Society of the College.
- (x) To undertake any task entrusted by MCI like working on “Inspection Committee” For inspection of Medical Colleges in other States with the permission of the Dean.
- (xi) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical student.
- **B) Duties related to Teaching Hospital (Medical Relief / Patient Care – Clinical duties) :-**
- [Applicable to Professors in Clinical Departments like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest & TB; Surgery & allied viz. ENT Ophthalmology.Orthopaedics,Gynaecology& Obstetrics, Anaesthesiology. Radiology etc.

Objectives :

- 1.To perform all such duties [under the Statutory requirements of various acts
- applicable to Medical Practice i.e.“Indian Medical Council Act,1956", Code of
- Medical Ethics,2002" , “Consumer Protection Act.1986" “Bio-Medical waste.

- (Management and Handling) Rules,1998 under Environment (Protection) Act, 1986 -
- “The Transplantation of Human Organs Act,1994”,“Medical Termination of pregnancy
- Act,2003”, “Prenatal Diagnostic Techniques Act,1994”, “Drugs & Cosmetics Act,1940” etc.] as to ensure reasonable, acceptable standard of patient care through efficient Health care delivery system.
- 2.To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- (1) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers in such a way that there is no “Medical Negligence’ in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics,2002. governing practice of Medicine bringing disgrace to the dignity of Medical Profession and/or to the reputation of the Medical College / Hospital.
- It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.
- (ii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death
- (iii) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent ,in any patient-related case, with original hospital patient case records as required by the Court.
- (iv) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.
- (v) To suggest / recommend use of certain managerial tools / techniques / skills to upgrade the quality of patient care.
- **C) Administrative / Supervisory duties as a Head of the Dept.:-**
- Objectives :
- 1.To perform all such duties [under the Statutory provisions of various Acts that
- govern the service of any Employee of Thane Municipal Corporation i.e.“Bombay .
- Provincial Municipal Corporation Act.1949”“Maharashtra Civil Service Rules,1979°,
- “Right To Information Act,2005, etc. as adopted by Thane Municipal Corporation
- from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient
- & effective functioning of the Department Personnel.

- 2.To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the Department.
- (i) Planning, proposing, processing the proposals , procuring & maintaining plant & machinery, equipment & instruments. Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.
- (ii) To work on various Hospital Committees like Local Tender Committee, Theatre Committee, Hospital Infection Control Committee (Grievance Committee Sexual Harassment Committee etc.
- (iii) To exercise authority in Administrative control of the Department :
- a) To maintain ‘Personal Files’ of all teaching as well as non-teaching staff of the Dept.
- b) To recommend or refuse any kind of Leave (Casual Leave/Special Leave/Earned Leave to any staff member of the Dept. as per rules in that regard.
- c) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.
- d) To maintain Muster Roll of teaching as well as non-teaching staff of the Department; to conduct periodic audit of the timings of arrival / departure of the staff: to mark any Sanctioned Leave or Absence Without Leave (AWL) - which is Unauthorised Absence - of the employee as the case may be and to report to the Competent Leave-sanctioning Authority i.e. Dean , any irregularity in attendance or punctuality in respect of a defaulting employee. To serve a memorandum to the undisciplined employee giving him/her a chance to improve.
- e) To write annual ‘ confidential Report’ (Performance Appraisal / Work Audit) of the employees working in the Dept. as well as your own “Self-Appraisal / Assessment” as per the guiding principles in that regard : to inform the erring member about the adverse remarks, if any, immediately through a memorandum.

- f) To organise / conduct / encourage “Core Competency Development Programmes” for Faculty Development ; also training programmes for other non-teaching staff of the Dept.
- g) Whenever ordered by the higher authorities , to conduct “Preliminary Inquiry” into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.
- h) Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent. Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.
- i) To exhibit keen interest , initiative & drive in the overall development of the Dept. and ‘Leadership Qualities’ for others to follow.
- j) He/She is expected to perform all the duties diligently with utmost sincerity and honesty.

- **2] ASSOCIATE PROFESSOR**

- A) Duties related to Medical Education & Research (Academic duties) :
- Objectives :

I.To perform all such duties [under the Statutory provisions of Medical College /University / Medical Council of India (MCI), Director of Medical Education & Research (DMER), Nursing Council of India .Breeding of and Experiments on Animals (Control & Supervision) Rules,1998, etc.] as to obtain & maintain the affiliation of the College and the attached Teaching Hospital to a Health University and recognition of these Teaching institutions by MCI & Govt. of India for the purpose of conducting various medical/paramedical Undergraduate/Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education & Research.

- 2.To perform all such duties to ensure continued improvement in the quality of Medical Education & Research.

- (i) Teaching & training Undergraduate (MBBS) / Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge , skills & attitude.
- (ii) To do periodic evaluation / assessment of Undergraduate (MBBS) Medical students including Interns / Postgraduate Medical students by conducting their internal (College) examinations.
- (iii) To work on the College Council , Undergraduate & Postgraduate Academic Committees , Medical Education Teaching Technology Cell , Library

Committee of the College and to organise / participate in teaching programmes like Lectures /

- Tutorials/Group Discussions-Ward Clinics-Demonstrations and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures/Conferences / Continuing Medical Education Programmes etc. and to maintain a Departmental Library for medical students as well as teaching staff.

(iv) To conduct Undergraduate & Postgraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)

(v) To participate in conduct of Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7 days in an Academic Year i.e. 1st April to 31st March as per rules.

(vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.

- (vii) To undertake any other task entrusted by MUHS like working on “Local Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.
- (viii) To conduct Research Projects — clinical research . Clinical trials of drugs etc, and contribute to medical knowledge by scientific paper Publications in indexed journals & their presentation at various local / state / international Conferences.
- (ix) To work on various Research-related Committees like Ethics Committee ,Research Society of the College.
- (x) To work on various Students’ Welfare-related committees like “Anti-Ragging

Committee" and to enforce discipline among medical students.

- B) Duties related to Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-

- Applicable to Associate Professors in Clinical Departments like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest&TB: Surgery & allied viz. ENT, ophthalmology, orthopaedics, gynaecology & Obstetrics, Anaesthesiology, Radiology etc,

Objectives .

- 1.To perform all such duties [under the Statutory requirements of various Acts applicable to Medical Practice i.e.“Indian Medical Council Act.1956”, “Code of Medical Ethics.2002”, “Consumer Protection Act.1986”, “Bio-Medical Waste (Management and Handling) Rules,1998 under Environment (Protection) Act, 1986”, The Transplantation of Human Organs Act.1994”, “Medical Termination of Pregnancy Act,2003”, “Prenatal Diagnostic Techniques Act.1994””. “Drugs & Cosmetics Act,1940” etc.] as to ensure reasonable, acceptable standard of patient care through efficient Health care delivery system.
- 2. To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- (i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers in such a way that there is no “Medical Negligence” in patient care as ‘a result of breach / violation / infringement of any Act / Code of Medical Ethics,2002, governing practice of Medicine bringing disgrace to the dignity of Medical Profession and/or the reputation of Medical College / Hospital. It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.
- (ii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death
- (iii) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent . in any patient-related case, with original hospital patient case records as required by the Court.
- (iv) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.
- C) To assist the Head Of Dept. in the following administrative work of the Department objectives :
 - 1.To perform all such duties [under the Statutory provisions of various Acts that govern the service of any Employee of Thane Municipal Corporation i.e.*Bombay Provincial Municipal Corporation Act.1949". “Maharashtra Civil Service Rules,1979". “Right To Information Act,2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient & effective functioning of the Department Personnel. To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the Department.
 - (i) Planning, proposing, processing the proposals , procuring & maintaining plant & machinery, equipments & instruments. Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department. .
 - (ii) To work on various Hospital Committees like Local Tender Committee , Theatre Committee. Hospital Infection Control Committee Grievance Committee Sexual Harassment Committee etc.
 - (iii) To recommend or refuse any kind of Leave (Casual Leave/Special Leave/Earned Leave to any of your subordinate staff member of the Dept. as per rules in that regard.
 - (iv) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.

(v) To maintain Muster Roll of teaching as well as non-teaching staff of the Department; to conduct periodic audit of the timings of arrival / departure of the staff: to mark any Sanctioned Leave or Absence Without Leave (AWL) = which is Unauthorised Absence - of the employee as the case may be and to report to the Professor & HOD / Dean any irregularity in attendance or punctuality in respect of a defaulting employee.

- (vi) If directed by the Professor & HOD ,to write annual ‘confidential report’ (Performance Appraisal / Audit) of your subordinates working in the department as well as your own "Self Appraisal / Assessment” as per the guiding principles in that regard
- (vii) To organise/conduct / encourage “Core Competency Development Programmes” for Faculty Development as also training programmes for other non-teaching staff of the Dept.
- (viii) Whenever ordered by the higher authorities , to conduct “Preliminary Inquiry” into a particular untoward incidence or in respect of a particular employee and to submit report in time as per the rules in that regard.
- (ix) Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer Of Health, Deputy Municipal Commissioner, Additional Municipal Commissioner, Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.
- (x) To exhibit keen interest, initiative & drive in the overall development of the Dept.

(xi) He / She is expected to perform all the duties diligently with utmost sincerity and honesty. 3) LECTURER :-

- A) Duties related to Medical Education & Research (Academic duties):
- Objectives:
 - 1.To perform all such duties [under the Statutory provisions of Medical College /University / Medical Council of India (MCI), Director of Medical Education & Research (DMER), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, ect.] as. to obtain & maintain the affiliation of the College and the attached Teaching Hospital to a Health University and recognition of these Teaching, institutions by MCI & Govt. of India for the purpose of conducting various medical/paramedical Undergraduate/Postgraduate courses . thereby helping to establish and ensure the basic minimum standard of Medical Education & Research.
 - 2. To perform all such duties to ensure continued improvement in the quality of Medical Education & Research.
- (i) Teaching & training Undergraduate (MBBS) Medical students including Interns / Postgraduate Medical students so as to achieve the Educational Objectives ie. To develop their knowledge , skills & attitude.
- (ii) To do periodic evaluation / assessment of Undergraduate (MBBS) Medical students by conducting their internal (College) examinations.
- (iii) To organise / participate in teaching programmes like Lectures / Tutorials / Group Discussions-Ward Clinics-Demonstrations / Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures / Conferences / Continuing, Medical Education Programmes etc.
- (iv) To conduct Undergraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)
- (v) To participate in conduct of Undergraduate Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period being considered as “On Duty”) of not exceeding 7 days in an Academic Year i.e. 1st April to 31st March as per rules.

- (vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.
- (vii) To undertake any other task entrusted by MUHS like working on “Local Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.
- (viii) To conduct Research Projects — clinical research , clinical trials of drugs etc. And contribute to medical knowledge by scientific paper publications in indexed journals and their presentation at various local / state / international Conferences.
- (ix) To work on various Research-related Committees like Ethics Committee Research Society of the College.
- (x) To work on various Students’ Welfare-related Committees like “Anti-Ragging committee” and to enforce discipline among medical students.
- B) Duties related to Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-
- Applicable to Associate Professors in Clinical Departments like Medicine & allied branches viz. Paediatrics, Psychiatry, Dermatology, Chest&TB: Surgery & allied viz. ENT, ophthalmology, orthopaedics, gynaecology & Obstetrics, Anaesthesiology, Radiology etc,
- Objectives :
- 1.To perform all such duties [under the Statutory requirements of various Acts applicable to Medical Practice ie.“Indian Medical Council Act.1956", “Code of Medical Ethics,2002", “Consumer Protection Act,1986", “Bio-Medical Waste (Management and Handling) Rules,1998 under Environment (Protection) Act, 1986”,
- “The Transplantation of Human Organs Act,1994”,“Medical Termination of Pregnancy Act,2003”,“Prenatal Diagnostic Techniques Act,1994", “Drugs & Cosmetics Act, 1940 etc.] as to ensure reasonable, acceptable standard of patient care through efficient Health care delivery system.

- 2.To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- (i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers in such a way that there is no “Medical Negligence” in patient care as a result of breach / violation / infringement of any Act / Code of
- Medical Ethics,2002, governing practice of Medicine bringing disgrace to the dignity of Medical Profession and/or the reputation of Medical College / Hospital.
- It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.
- (ii) To attend to patients in time avoiding delay in examination , investigations and rendering appropriate treatment particularly so in respect of emergency cases.
- (iii) He / She will make himself / herself available immediately to attend to emergency admitted patients for which it is mandatory to remain and stay overnight in the hospital campus in designated “Lecturer’s Duty Room” on “Emergency (on - call) Day”
- (iv) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.
- (v) To issue Medical Certificates of various kinds like Under-treatment Certificate,
- Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc.
- (vi) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent. in any patient-related case, with original hospital patient case records as required by the Court.

- (vii) To maintain records / reports of Medical Statistics concerning the Dept. and to
- provide the same as and when required by the Administration.
- C) To assist the Head Of Dept. in the following administrative work of the Department
- Objectives :
- 1. To perform all such duties [under the Statutory provisions of various Acts that govern the service of any Employee of Thane Municipal Corporation ie. Bombay Provincial Municipal Corporation Act,1949”, "Maharashtra Civil Service rules, 1979” “Right To Information Act,2005, etc. as adopted by Thane Municipal corporation from time to time] as to enforce the “disciplined work culture’ resulting in efficient & effective functioning of the Department Personnel.
- 2.To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the department.
- (i) Planning, proposing, processing the proposals , procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.
- (ii) To work on various Hospital Committees like Local Tender Committee .Theatre Committee, hospital infection control committee, Grievance Committee ,Sexual Harassment Committee etc.
- (iii) To write your own Self Appraisal / Assessment” in the given proforma. higher authority like Dean, Medical Municipal Commissioner,
- (ix) Any other duty/task/work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer Of Health, Deputy Municipal Commissioner,Additional Municipal Commissioner,Municipal Commissioner ; either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.

- (v) To exhibit keen interest, initiative and drive in the overall development of department
- (vi) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.
- **4] TUTOR / DEMONSTRATOR :-**
- A) Duties related to Medical Education & Research (Academic duties)
- Objectives :
- 1.To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), Director of Medical Education & Research (DMER), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, etc.] as to obtain & maintain the affiliation of the College and the attached Teaching Hospital to a Health University and recognition of these Teaching institutions by MCI& Govt. of India for the purpose of conducting various medical/paramedical Undergraduate/Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education & Research.
- 2. To perform all such duties to ensure continued improvement in the quality of Medical Education & Research.
- (i) Teaching & training Undergraduate (MBBS) Medical students including Interns Postgraduate Medical students so as to achieve the Educational Objectives i.e. to develop their knowledge . skills & attitude.
- (ii) To do periodic evaluation / assessment of Undergraduate (MBBS) Medical students by conducting their internal (College) examinations.
- (iii) To organise / participate in teaching programmes like Lectures / Tutorials / Group Discussions-Ward Clinics-Demonstrations / Practicals and other academic activities like Seminars / Symposia / Panel Discussions / Workshops / Guest Lectures Conferences / Continuing Medical Education Programmes etc.
- (iv) To conduct Undergraduate Medical Examinations of Maharashtra University of Health Sciences (MUHS)
- (v) To participate in conduct of Undergraduate Medical Examinations of other State Health Universities as an External Examiner with the permission / under the direction of the Dean availing the facility of Special Leave (the period be considered as “On Duty”) of not exceeding 7 days in an Academic Year 1st April to 31st March as per rules.
- (vi) To maintain attendance & academic (including Internship) record of individual medical student for at least 5 years as required by MUHS.
- (vii) To undertake any other task entrusted by MUHS like working on “Local! Inquiry Committee” for inspection of Medical Colleges in Maharashtra State.
- (viii) To conduct Research Projects - clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.

- (ix) To work on various Research-related Committees like Ethics Committee ,Research Society of the College,
- (x) To work on various Students’ Welfare-related Committees like “Anti-Ragging Committee” and to enforce discipline among medical students. °
- B) Duties related to Teaching Hospital (Medical Relief / Patient Care : Clinical duties) :-
- [Applicable to Tutors / Demonstrators in Clinical Departments like Medicine & allied branches viz. Paediatrics , Psychiatry, Dermatology. Chest & TB ; Surgery & allied viz. ENT, Ophthalmology, Orthopaedics, Gynaecology & Obstetric, Anaesthesiology, Radiology etc.]

• Objectives:

- 1.To perform all such duties {under the Statutory requirements of various Acts applicable to Medical Practice ie. Indian Medical Council Act1956" “Code of Medical Ethics,2002", “Consumer protection Act, 1980". “bio-medical Waste (Management and Handling) Rules,1998 under Environment (Protection) Act 1986", The Transplantation of Human Organs Act,1994",Medical Termination of Pregnancy Act,2003""Prenatal Diagnostic Techniques Act, 1994", “Drugs & Cosmetics Act,1940” etc.] as to ensure reasonable acceptable standard of patient care through efficient Health care delivery system.
- 2. To perform all such duties to ensure continued enhancement In the quality of patient care through efficient Health care delivery system.
- (i) Complete management of a Full-time Unit including training & supervision of Resident Medical Officers in such a way that there is no “Medical Negligence” in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics,2002, governing practice of Medicine bringing disgrace to the dignity of Medical Profession and / or the reputation of Medical College / Hospital.
- It is binding on any Full-time Medical Teacher to attend to Emergency cases as and when required even beyond duty hours.
- (ii) To attend to patients in time avoiding delay in examination , investigations and rendering appropriate treatment particularly so in respect of emergency cases.
- (iii) He / She will make himself / herself available immediately to attend to emergency admitted patients for which it is mandatory to remain and stay overnight in the hospital campus in designated “Lecturer’s Duty Room” on “Emergency (on - call) Day”
- (iv) Every Full-time Medical Teacher will work for 8 hours daily (inclusive of 1 hour Lunch-time) normally 9 am to 5 pm from Monday to Friday & 9 am to 1 noon - 4 hours (Lunch hour not included) on Saturdays.
- (v) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc.
- (vi) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent , in any patient-related case, with original hospital patient case records as required by the Court.
- (vii) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.
- C) To assist the Head Of Dept. in the following administrative work of the Department

- Objectives :
- 1.To perform all such duties [under the Statutory provisions of various Acts that govern the service of any Employee of Thane Municipal Corporation i.e.Bombay Provincial Municipal Corporation Act,1949".“ Maharashtra Civil Service Rules,1979”.
- “Right To Information Act.2005, etc. as adopted by Thane Municipal Corporation from time to time] as to enforce the ‘disciplined work culture’ resulting in efficient & effective functioning of the Department Personnel
- 2. To perform all such duties to ensure continued enhancement in the quality of performance of teaching as well as non-teaching staff of the Department
- (i) Planning. proposing, processing the proposals , procuring & maintaining plant & machinery, equipments & instruments, Furniture & Fixtures (Dead Stock) and to maintain record of all such items in the custody of the Department.
- (ii) To work on various Hospital Committees like Local Tender Committee Theatre Committee. Hospital Infection Control Committee Grievance Committee (Sexual Harassment Committee etc.
- (iii) To write your own"Self Appraisal / Assessment” in the given proforma.
- (iv) Any other duty /task/ work assigned by any higher authority like Dean, Medical Superintendent, Medical Officer OF Health, Deputy Municipal Commissioner,
- Additional Municipal Commissioner, Municipal Commissioner either in “Public Interest” or in the interest of upkeep / development of the Department / Institutions.
- (v) To exhibit keen interest, initiative & drive in the overall development of the Dept.
- (vi) He/ She is expected to perform all the duties diligently with utmost sincerity and honesty.
- 5) RESIDENT MEDICAL OFFICERS
- (HOUSE-OFFICER / REGISTRAR / JUNIOR RESIDENT/ SENIOR RESIDENT }:-
- A) Duties related to Medical Education & Research (Academic duties):
- Objectives :
- 1.To perform all such duties [under the Statutory provisions of Medical College / University / Medical Council of India (MCI), Director of Medical Education & Research (DMER), Nursing Council of India, Breeding of and Experiments on Animals (Control & Supervision) Rules, 1998, etc.] as to obtain & maintain the affiliation of the College and the attached Teaching Hospital to a Health University and recognition of these Teaching institutions by MCI& Govt. of India for the purpose of conducting various medical/paramedical Undergraduate/Postgraduate courses ; thereby helping to establish and ensure the basic minimum standard of Medical Education & Research.

- 2. To perform all such duties to ensure continued improvement in the quality of Medical Education & Research.
- i) To participate in teaching & training Undergraduate (MBBS) Medical students including Interns so as to achieve the Educational Objectives i.e. to develop their knowledge, skills & attitude.
- ii) to assist the Examiners in making arrangements for smooth conduct of the College & University Examinations.
- iii) To assist Medical Teachers in organising various academic activities like Lectures /Tutorials Group Discussions - Ward Clinics - Demonstrations / Seminars / Symposia /Panel Discussions / Workshops / Conferences / Continuing Medical Education Programmes etc. and participate in them.
- iv) To conduct Research Projects — clinical research , clinical trials of drugs etc. and contribute to medical knowledge by scientific paper publications in indexed Journals & their presentation at various local / state / international Conferences.
- B) Duties related To Teaching Hospital (Medical Relief / Patient Care - Clinical duties) :-
- Objectives :
- 1.To perform all such duties [under the Statutory requirements of various Acts applicable to Medical Practice ie.“Indian Medical Council Act,1956", “Code of Medical Ethics2002. “Consumer Protection Act.1986". “Bio-Medical Waste (Management and Handling) Rules.1998 under Environment (Protection) Act, 1986”, “The Transplantation of Human Organs Act.1994 “Medical Termination of Pregnancy Act 2003 -Prenatal Diagnostic Techniques Act,1994" etc] as to ensure reasonable acceptable standard of patient care through efficient Health care delivery System.
- 2. To perform all such duties to ensure continued enhancement in the quality of patient care through efficient Health care delivery system.
- (1) To work under the direct timely guidance / supervision / assistance / advice of Lectures / Associate professor / Professor in the management of patients in such a way that there is no “Medical Negligence” in patient care as a result of breach / violation / infringement of any Act / Code of Medical Ethics.2002, governing Practice of Medicine bringing disgrace to the dignity of Medical Profession and /or the reputation of medical college / hospital.
- [It is emphasized that except in dire (life and death) emergency situation, the resident medical officer will not take independent, final decision on his own regarding patient care and will seek an opinion/advice/assistance/ direct supervision of a senior qualified medical teacher of the rank of lecturer/ associate professor/ professor who are under “vicarious responsibility/ liability” jointly or severally for any act of commission or omission in patient care amounting to “medical negligence” on the part of resident medical officer.]

- ii)He/ She will make himself / herself available immediately to attend to admitted patients especially in emergency situation for which it is mandatory to remain and stay in the hospital campus in the Residents' Hostel Room" allotted to him / her.
- He / She will have to obtain permission from his / her superiors to leave the hospital campus for not more than 4 hours in a day for personal work after making alternate arrangements of some other Locum-RMO being kept on call. An entry to that effect (Name of RMO leaving hospital , date & time of his departure , Name of Locum RMO & time of return of the RMO) will be made by the concerned RMO leaving the premises in a "Locum Register" available with the Casualty Medical Officer. He / She will also keep the Ward Nurse informed about such an arrangement.
- (iii) To issue Medical Certificates of various kinds like Under-treatment Certificate, Injury Certificate, Fitness Certificate, Disability Certificate, Certificate of Cause of Death etc. on the advice by a senior Medical Teacher.
- (iv) To maintain records / reports of Medical Statistics concerning the Dept. and to provide the same as and when required by the Administration.
- (v) If summoned, to appear in a Court of Law, as an Expert Witness, under intimation to the Dean or Medical Superintendent , in any patient-related case, with original hospital patient case records as required by the Court.
- (vi) Any other duty / task / work assigned by any Medical Teacher or higher administrative authority like Dean, Medical Superintendent , Medical Officer OF Health , Deputy Municipal Commissioner , Additional Municipal Commissioner,
- Municipal Commissioner ; either in "Public Interest" or in the interest of upkeep / development of the Department / institutions.
- (vii) He / She is expected to perform all the duties diligently with utmost sincerity and honesty.

Clinical Work distribution

- For clinical work, staff is divided in 7 units with fixed weekly schedule for each unit. (OPD,OT, and teaching ward round.)
- All minor OT procedures and scopies are performed on Ward day.

Weekly working pattern of units for clinical work

UNIT	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
I	OPD & Emergency day	O.T	Ward day	Minor O.T	O.T	Ward day	-
II	Ward day	OPD & Emergency day	O.T	Ward day	Minor O.T	O.T	-
III	O.T	Ward day	OPD & Emergency day	O.T	Ward day	Minor O.T	-
IV	Minor O.T	O.T	Ward day	OPD & Emergency day	O.T	Ward day	-
V	Ward day	Minor O.T	O.T	Ward day	OPD & Emergency day	O.T	-
VI	O.T	Ward day	Minor O.T	O.T	Ward day	OPD & Emergency day	-
VII	O.T	Ward day	Minor O.T	O.T	Ward day	-	O.P.D+ Emergency day

Speciality Clinics

Sr. No	Specialty clinic	Day	Time	Average no. of cases attended per clinic
1	Cardiovascular & Thoracic	Monday	3.00 pm to 4.00 pm	4
2	Urology	Wednesday & Friday	3.00 pm to 4.00 pm	10
3	Plastic Surgery	Friday	3.00 pm to 4.00 pm	1
4	Surgical Gastroeneterology	Monday & Thursday	3.00 pm to 4.00 pm	9
5	Neuro-Surgery	Wednesday	3.00 pm to 4.00 pm	4
6	Paediatric Surgery	Tuesday	3.00 pm to 4.00 pm	4
7	Surgical Oncology	Thursday	3.00 pm to 4.00 pm	7
8	Diabetic Foot	Saturday	12.00 am to 1.00 pm	8

Academics

- UG intake - 200 students
started in 2004
- PG student- 4 per year
started in 2011

Teaching activity U.G. (MUHS Syllabus).

Theory

- 3 ½ years curriculum
- 160 lectures, 140 tutorials
- 3rd term- 16 lectures
- 6th term- 48, tutorials- 32
- 7th term- 48, tutorials- 32
- 8th term- 48, tutorials- 32
- 9th term revision -48
- TOTAL- 320 Teaching hrs.

Clinics

- Bed side clinics –for 20/25 Students (OPD, Ward, OT)- 468 hrs
- 3rd term- 6wks. (Daily 3hrs)
- 5th term- 4wks.
- 7th term- 4wks.
- 8th term- 6wks.
- 9th term- 6wks.

For Theory lectures term wise micro time table planned.

Academic Activity in the department- February to July

Day	8am to 9 am	9am to 10 am	10am to 1 pm	1 pm to 2 pm	2pm to 3 pm	3pm to 5 pm
Academic Activity in the department	Lecture	Lecture	Bedside Clinics For UG as per posting	Lunch Break	Lecture	P.G Activity-
Monday		(VI Term) III/I M.B.B.S Lecture	by teachers having ward day	Lunch Break	(VIII Term) III/III M.B.B.S Lecture	P.G- Case Presentation
Tuesday	-	-			-	P.G-Journal (VIII Term) III/III M.B.B.S Tutorial
Wednesday	(VIII Term) III/III M.B.B.S Lecture	-			-	P.G-Case presentation Third year B.P.Th Lecture
Thursday	-	-			-	P.G- Case presentation Third year B.P.Th Lecture
Friday	-	(VI Term) III/I M.B.B.S Lecture			(VIII Term) III/III M.B.B.S Lecture	3pm to 4 pm P.G- Seminars 4pm to 5 pm (VI Term) III/I M.B.B.S Tutorial
Saturday	-	-			-	10 am to 11 am Every Saturday – Group discussion 12 pm to 1 pm 1 st Saturday - Guest lectures 2 nd & 4 th Saturday- Theory Lecture 3 rd Saturday- Thesis Review

Academic Activity in the department- August to January

Day	8am to 9 am	9am to 10 am	10am to 1 pm	1 pm to 2 pm	2pm to 3 pm	3pm to 5 pm
Academic Activity in the department	Lecture	Lecture	Bedside Clinics For UG as per posting	Lunch Break	Lecture	P.G Activity-
Monday		(VII Term) III/II M.B.B.S Lecture	by teachers having ward day	Lunch Break	(IX Term) III/IV M.B.B.S Lecture	P.G- Case Presentation
Tuesday	III Term II/I M.B.B.S Lecture	-			-	P.G-Journal (IX Term) III/IV M.B.B.S Tutorial
Wednesday	(IX Term) III/IV M.B.B.S Lecture	-			-	P.G-Case presentation Third year B.P.Th Lecture
Thursday	-	-			-	P.G- Case presentation Third year B.P.Th Lecture
Friday	III Term II/I M.B.B.S Lecture	(VII Term) III/II M.B.B.S Lecture			(IX Term) III/IV M.B.B.S Lecture	3pm to 4 pm P.G- Seminars 4pm to 5 pm (VII Term) III/II M.B.B.S Tutorial
Saturday	-	-			-	10 am to 11 am Every Saturday – Group discussion 12 pm to 1 pm 1 st Saturday - Guest lectures 2 nd & 4 th Saturday- Theory Lecture 3 rd Saturday- Thesis Review

PG teaching schedule

Day & time	P.G Activity
Monday 3.30 pm to 5 pm	Case presentation
Tuesday 3.30 pm to 5 pm	Journal
Wednesday 3.30 pm to 5 pm	Case presentation
Thursday 3.30 pm to 5 pm	Case presentation
Friday 3.30 pm to 5 pm	Seminars
Saturday	Group discussion- 10 am to 11 am Every Saturday ----- Guest lecture -12pm to 1 pm- 1 st Saturday ----- Theory lectures-12pm to 1 pm 2 nd & 4 th Saturday ----- Thesis Review- 12 pm to 1 pm 3 rd Saturday

Internal assessment examination

Is taken as Term ending in the form of Theory
and Practical Examination

University Exams

Held at the end of every year

Methods- Theory and practical

In the presence of 1 internal and 1 external
examiner

Innovative Ideas

- Problem based learning
- Integrated teaching
- Group discussions
- Mentorship system
- Monthly Death audit.

Functions of the department

- OPD procedures

Dressings, suture removal

Tru cut biopsies, FNAC

Lipoma, cyst excision

I & D of abscess

Endoscopy

Surgery OPD.



- Space- as per MCI specifications.
- Registration room.
- Patients waiting lobby-90sq.m.
- Examination rooms- 4.
- Dressing rooms- 2.{male and female}
- Minor OT.
- Recovery room.
- Speciality clinics- 8
- Endoscopy room

Main ot complex:

4 major + 1 CVTS OT +1 Neurosurgery OT+ 1 septic OT

Casualty : 1 major + 1 Minor = 2 OT

OPD : 1 Minor OT

Equipments in OT.

- All theatres are AC & well equipped with basic requirements like hydraulic table, shadow less lamps, electro cautery units, basic monitors resuscitation, anaesthetic instruments ,central suction, central oxygen supply.
- Operating microscope for neurosurgery
- Portable X-Ray, USG, C-Arm.
- Teaching aid CCTV with two way A-V communication.

Special instruments available.

- Neuro – surgical set.
- Laparoscopic surgery set.
- Endo – Urology set.
- OGD Video scope
- Colonoscope

Surgeries

- GI surgeries
 - Exploratory laparotomy
 - Colectomy- Rt/Lt/Radical/Extended
 - Oesophagogastrectomy
 - Gastrectomy- total/partial
 - Splenectomy
 - Whipples procedure
- Anorectal disorders
 - Stapler Haemorrhoidectomy
 - Abdominoperineal resection
 - Anterior resection
 - Fisulectomy
 - Pilonidal sinus surgery
- Hepatobiliary surgeries
- Head and neck surgery
 - Oral malignancy
 - Salivary gland surgery
 - Thyroid surgeries
 - Neck dissections

- Breast surgeries

Modified radical mastectomy

Breast conservative surgery

Benign breast diseases

- Urological surgeries

Cancer –Kidney,Bladder,Ureter, Penis,Prostate

PCNL,URSL

TURP

- Amputations

- Cardiovascular surgery

- Paediatric surgeries
 - Hirschprung disease
 - Meningomyelocele
 - Wilms tumour
- Neurosurgery

- Consent policy

Written and informed consent is obtained by Patients and relatives in their Own language before the procedure

- Satisfaction form

Feedback forms are made available for outpatient and indoor patients

Surgical I.P.D.

- Bed strength -210[Teaching beds]
- Male beds -75 ; Female beds -75.
- Surgical ICU – 10.
- Post operative beds available.
- Surgical wards - 6 {Male-3, Female-3}
- Units – 7.
- Unit wise bed distribution :
- BEDS IN EACH UNIT - 30

Library

- 36sq.m. space with seating arrangement of 20.
- Total books available - 217
- Journals available - (in central library)
- 1)Indian : 7
- 2)Foreign : 3
- Internet access available.
- Educational DVD available.

Museum

- Surgical pathology –
- mounted specimens :- 106
- Images-
- (a) x-ray , (b) CT scan (c)MRI displayed on vertical rotating view box.
- Educational CDs.
- Power point presentation lectures.
- Clinical photographs & educational charts.
- Photographs of legends in surgery.

Achievements

- Provision of excellent Healthcare to the rural population of central Maharashtra.
- Provision of 210 beds for surgical patients along with 10 surgical ICU beds and with 6 advanced operation theatres to carry out tertiary surgical care.
- Departmental postgraduate programme started with 2 candidates in 2011 and presently providing training to 4 candidates per year.
- Out of 19 surgical post graduates passed out 10 have sought Surgical Superspeciality.
- Department had organised 3 state level surgical conferences on varied topics and a Live Surgical workshop on Thyroid in 2012.
- Department has 43 Research Publications which are published in various National and International journals.
- Department encourages participation in various conferences in form of poster, paper and video presentation. In ASICON 2020, First and second prize for paper presentation & Second prize for poster presentation was received by departmental PGs.
- Frequently staff members have been appointed as President of Ahmednagar surgical society and has active participation in the same.
- Recently carried out first Renal Transplant surgery in the Institution.
- Total 385 Oncosurgery cases were performed in a year 2020-21.
- Active participation of students and staff in live workshops.
- CME on thyroid diseases & live surgical workshop done in 2012.
- Workshop on hands on training on UGI endoscopy.
- CME Surgical gastroenterology update:
- Video Conference on Laparoscopic TEP & Bariatric surgery.
- Lasers in Surgery Live Surgical Workshop on role of LASER in management of fistula in ano in 2021.

Future plans of the department

- Software integrated demonstration models for surgical procedures in skill laboratory.
- Radiofrequency ablation system
- To organise National As Well As International Conferences.
- Increase in PG intake seats.
- Permission for acquiring post-PG Surgical fellowships recognised by MUHS.
- Robotic Surgery.