

Manual-4

Norms set for discharge of functions:

The norms set for various departments of Dr. B. R. Sur Homeopathic Medical College are as under:

Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Centre is a leading academic and patient care institute dedicated to education, research, and quality healthcare services.

1. **Patient Care:** The Hospital has a capacity of 50 beds with separate male and female wards. Interns, House Physicians, Registrar and IPD Incharge look after IPD 24 hours a day. Qualified nursing and paramedical staff is also posted in IPD. Regular breakfast, lunch, evening tea and dinner and medicines are provided free of cost to all patients. Patient examination, investigation and treatment in OPD /IPD as per Homeopathic Principles.
2. **Purchase Section:** As per the Rules laid down in GFR
3. **Planning Section:** As per the requirements.
4. **Accounts branch:** As per the Rules laid down in GFR
5. **Academic Section:** This is a co-educational institution and prepares the students for the award of Degree of Bachelor of Homoeopathic Medicine and Surgery of 5½ years duration (including one year paid internship) as approved by the Central Council of Homoeopathy. During internship interns are posted in different clinical and diagnostic departments for practical training. There are 12 different departments at Dr B.R.Sur Homeopathic Medical College & Hospital. These departments follow the NCH prescribed curriculum and work together in imparting education to the students. Each department has well developed laboratories
6. **Clinical meetings:** Clinical meetings/ Seminars/ Conferences/ Training Sessions are organized at regular intervals and rare and interesting cases are discussed among faculty members including house physicians and senior resident doctors.
7. **Admission Section:** Admissions for Undergraduate and Post graduate courses are given on the basis of NEET Ranking (UG) and AIAPGET (All India AYUSH Post Graduate Entrance Test).
Total no. of UG Seats 63 (15% All India Quota & 85% State quota)
Total no. of PG seats 06
(03 in Homoeopathic Materia Medica and 03 in Practice of Medicine)
Counseling is conducted by AACCC (Ayush Admissions Central Counseling Committee) and GGSIPU (Guru Gobind Singh Indraprastha University)

S.No.	Activity	Time frame / Norm
1.	OPD Activities	
	Monday to Friday	Morning: 9.00 a.m. – 1:00 p.m. Evening: 1:30 p.m. – 4.00 p.m.
	OPD Lunch Break	1:00 p.m.- 1:30 pm
	Saturday	Morning 9.00 a.m. – 1.00 p.m.
	Registration Timings	
	Monday to Friday	Morning: 8:30 a.m. – 12:30 p.m Evening: 1:00 p.m. – 3:30 p.m

	Registration Lunch Break	12:30pm -1:00pm
	Saturday	Morning: 8:30 a.m. – 12:30 p.m
	Hospital runs following OPDs	
	Medical OPD	Daily
	Gynae/Obs. OPD	Daily (Except Thursday)
	ENT OPD	Thursday (1:30 p.m. – 2:30 p.m.) Wednesday (9:30 a.m. - 10:30 a.m.)
	Paediatric OPD	Thursday (9 am - 1 pm)
	Eye OPD	Thursday (9:00 a.m. – 1:00 p.m.)
	OPD for Sr. Citizen	Thursday (9 am - 4 pm) Sunday (Morning 9.00 a.m. – 12.00 noon)
	Yoga	Monday (9 am - 1 pm) Saturday (9:00 am - 10:30 am)
	Physiotherapy	Tuesday and Thursday (9:30 am - 12:00 noon)
	Diet/Nutrition	Wednesday & Friday (9:30 am - 12:00 am)
	Ayush Stress Management Unit	Tuesday and Thursday (9:00 am - 3:00 pm)
2.	Special Clinics:	
	Arthritis Project	Monday (9am-4pm)
	Respiratory Project	Monday (9am-4pm)
	Renal Stones Project	Tuesday (9am-4pm)
	Psoriasis & vitiligo Project	Tuesday (9am-4pm)
	Leucorrhoea Project	Tuesday (9am-4pm)
	ENT	Tuesday & Thursday (1.30 pm-3 pm) Wednesday (9 am - 10:30 am)
	Gastrointestinal Disease Project	Wednesday (9am-4pm)
	Migraine & Other Headache Project	Wednesday (9am-4pm)
	Psychiatry Project	Wednesday (9am-4pm)
	Fibroids/PCOS Project	Wednesday (9am-4pm)
	Paediatric OPD	Thursday (9am-1pm)
	Geriatrics Project	Thursday (9am-4pm)
	EYE OPD	Thursday (9am-1pm)
	Life style Disorders Project	Friday (9am-4pm)
	Paediatric Project	Saturday (9am-1pm)
	Thyroid Clinic	Saturday (9am-1pm)
	YOGA	Monday (9am-1pm) Saturday (9am-10:30am)
	Physiotherapy	Tuesday & Thursday (9.30am - 12 noon)
	Diet /Nutrition	Wednesday & Friday (9.30am - 12 noon)
3.	Grievances redressal officer/ Nodal Officer (OPD)	Dr. Pramod K. Dr. Sandhya Rastogi

APPLICATION UNDER RIGHT TO INFORMATION ACT.

Patients or other members of public can seek various types of information, like, copy of case record, copy of discharge slip. etc under RIGHT TO INFORMATION ACT.

Procedure:- The Application, in the prescribed format is to be submitted to the PIO. The application should carry the reference numbers etc & should also be duly signed by the applicant seeking the information. PIO offers all the possible assistance in filing up of the application form. RTI applications can be filed online through the official RTI portal.

Fee: - Rs.10/- is charged for the first page and Rs.2/- per page for additional pages.

Time frame:- Requisite information is provided within maximum of 30 days.

Contact/ Status Inquiry:- Public Information Officer
Dr. B. R. Sur Homeopathic Medical College Hospital &
Research Center, Nanakpura, Motibagh, New Delhi -
110021

Competent Authority:- M.S/ H.O.D,
Dr. B. R. Sur Homeopathic Medical College
Hospital & Research Center, Nanakpura, Motibagh
New Delhi 110021

FAQ

1. What is RTI Act?

The RTI Act, 2005 gives citizens the right to ask for information from public authorities.

2. Who can file an RTI application?

Any citizen of India can file an RTI application.

3. What information can be requested?

You can ask for any information related to government work, records, documents, reports, etc., except information restricted under the Act.

4. How can I file an RTI application?

You can submit a written application to the Public Information Officer (PIO) of the concerned department.

5. Is there any fee for filing RTI?

Yes, generally ₹10 is charged as an application fee.

6. How much time does it take to get information?

Information is usually provided within 30 days of receiving the application.

7. What if information is not provided on time?

You can file a first appeal to the Appellate Authority of the department.

8. Can I file RTI online?

Yes, RTI applications can be filed online through the official RTI portal.

9. Who is a Public Information Officer (PIO)?

PIO is the officer responsible for receiving and providing information under RTI.

10. What is First Appeal?

If you are not satisfied with the reply, you can file a first appeal within 30 days.

11. What is Second Appeal?

If still not satisfied, you can file a second appeal before the Central Information Commission.