

MEDICAL EDUCATION & RESEARCH CELL

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The Medical Education & Research Cell is functioning as a part of the Dean's office. The details of its functionaries and parts are given hereunder:

FUNCTIONARIES

OVERALL INCHARGE

**Dr. Vivekanand Jha,
as
Officer Incharge**

CENTRAL OFFICE(Administrative Wing)

- 1. Dr. Vivekanand Jha,
Officer Incharge**
- 2. Mrs. Jyoti Malik,
Educationist-cum-Lecturer in English**

RESEARCH GRANT CEL (Accounts /Procurement Wing)

- 1. Dr. Vivekanand Jha,
Officer Incharge**
- 2. Mrs. Poonam Manchanda,
Accounts Officer**

CENTRAL OFFICE (Administrative Wing)

Initially, all the cases are examined by the office and proposals are put up for review to the Educationist-cum-Lecturer. After ascertaining the merit of the cases and application of rules by the Educationist-cum-Lecturer, the cases are submitted to the Professor Incharge for recommendation. The Professor Incharge thoroughly

examines the summary of the cases and the rules applied therein and records his recommendations. Finally, the cases are placed before the Dean/DPGI for passing appropriate orders which are, later-on, implemented.

All the Institute Funded Research Schemes are being looked after by the Educationist-cum-Lecturer. The section invites research schemes from faculty members every year. The schemes undergo a process of peer review by external reviewers and a Research Committee chaired by the Dean. Thereafter, the proposals are placed before the Dean/DPGI, for the orders. The orders of the Dean/DPGI are implemented immediately.

RESEARCH GRANT CELL(Accounts /Procurement Wing)

In the Institute, departments are running various projects and schemes funded by the national and international funding agencies. The Research Grant Cell deals with maintenance of accounting record of payment of salary, equipments, chemicals etc. and processing of procurement cases pertaining to various projects and schemes funded by National and International funding agencies. At present, this section deals with more than 600 Projects, schemes and drug trials etc. and the wing keeps the tract record of more than 24 crores. There is a heavy bank transactions, the cell keeps the day to day record of bank transactions and closely interacts with the bank. This cell also deals with the letters of credit opened for purchase of sophisticated equipments. The process of this wing starts from the grant-in-aid received from the national and international funding agencies for various projects and schemes under the charge of various principal investigators in the Institute, passing of bills and monitoring the record of all types of payments made in respect of projects, schemes and drug trial etc. The cell also deals with the payment of TA/DA of the officials engaged in the work of projects, schemes etc. as well as the travel grant received by faculties of the Institute sponsored by various funding agencies.

One of the major works of this cell is to prepare annual accounts of private research grant account to be compiled with main annual accounts of the Institute.

The funds from various agencies come in the form of cheques in the name of Director (PGIMER) either directly to cashier or to the department concerned. The

department gives receipt to the agencies and deposit the cheques alongwith the challan giving details of granter and the purpose of grant to the cashier in the cash section, who issues a receipt to the person concerned and finally deposits the cheque in bank account for Pvt. Research Grant. After depositing money, cashier gets a bank slip from bank. Then the challan form alongwith the bank slip comes to Research Grant Cell. For the purpose an account in the name of **“Private Research Grant Account”** is maintained and there are different codes for each scheme. The cell reconciles the clearance of cheque from bank, after reconciliation from the bank the amount is posted against the scheme for which it has been granted, on the specific page in the books of accounts.

When the request/requisition comes for payment from principal investigator, the cheque is prepared. If the requested amount is available in the particular account, the cheque is sent to the concerned after due verification.

1% administrative charges were levied on the grant-in-aid received for all extra mural national/international research projects and drug trials. Staff council of the Institute in its meeting held on 15th May, 2004 revised 1% administrative charges to 3% administrative charges on grant-in-aid received for all extra mural national/international research projects and drug trials. Staff council of the Institute in its meeting held on 10th February, 2009 under the chairmanship of Director, PGIMER increased administrative charges from 3% to 10% on grant-in-aid received on all national/international drug trials. The deduction of 3% administrative charges from grant-in-aid received on all extra mural national/international research project will continue, as per past practice. For administrative charges, a specific account is maintained in the books of accounts. The cell also issues the acknowledgement or receipt for chargeability of administrative charges.

OTHER ACTIVITIES

- ✍ Assistance in obtaining audit certificates from the statutory audit party.
- ✍ Verification/ attestation of the utilization certificate and the statement of expenditure in accordance with the requirement of different funding agencies.
- ✍ Interaction with the departments in PGI

The procurement cases in respect of grant-in-aid received for the projects /schemes/drug trial etc. are processed on the pattern of the procurement procedures followed by main procurement branch from time to time.

(A) **ESTABLISHMENT MATTERS**

1. Procedure for Selection of Institute Research Scheme Contract Employees:

A.1.1 The demands of the concerned principal investigators for sanction of man-power for the effective execution of Institute Research Schemes is considered by the Institute Research Committee in consultation with the requirements incorporated into the protocol and the minimum man-power is sanctioned for their optimum utilization, to meet with the urgent requirements of the project. The recommendations of the Institute Research Committee are approved by the DPGI. Accordingly, sanctions for Institute Research Schemes contract man-power, are issued by the Medical Education & Research Cell.

A.1.2 The due representation to the SC/OBC categories is also given by way of reservation of vacancies as per rules.

A.1.3 The requisitions for sponsoring the names of the eligible candidates for the contract posts are sent by the concerned principal investigators, to the Regional Employment Exchange, Chandigarh. Simultaneously, local notices are also displayed on prominent notice boards at the Institute for inviting applications directly or through proper channel from the departmental eligible candidates, as the case may be, as per the instructions contained in Government of India, Ministry of Personnel, P.G. and Pensions, Department of Personnel and Training, New Delhi O.M. No.14024/2/96-Estt(D), dated 18.5.1998, implemented at the Institute vide letter No. PGI-MA-99/40706-89, dated 9.8.1999.

A.1.4 On receipt of list from the Regional Employment Exchange, Chandigarh or Non-Availability Certificate, as the case may be, and direct applications, the concerned principal investigators, in consultation with the

concerned Heads of the Departments, constitute Departmental Selection Committees, consisting of three Faculty Members including a Liaison Officer to represent SC/OBC categories. The said Committees verify the eligibility of the candidates and hold their interviews. In view of the academic background and performance at interview of the candidates, the Departmental Selection Committees select the candidate(s) and send their recommendations alongwith supporting documents of the candidates, to the Medical Education & Research Cell for further examination and approval.

A.1.5 The Medical Education & Research Cell examines the proceedings/recommendations of the Departmental Selection Committees and supporting documents furnished by the candidates e.g. prescribed minimum educational qualifications, experience, age limit etc. and put up the proposal through the Professor Incharge, Medical Education & Research Cell to the Dean/DPGI for according their approval. After obtaining the final approval from the authority, the selected candidate(s) is/are directed through a letter for appearing before the Medical Board of the Institute for their medical examination and furnishing his/her/their Medical Fitness Certificate(s). On receipt of Medical Fitness Certificate(s) from the candidate(s), formal contract(s) of employment is/are issued. Thereafter the selected candidate(s) submit his/her/their acceptance to the contract(s) of employment as a token of his/her/their acceptance of the terms and conditions of the contract(s) of employment. The contracts of employment are issued for a period of one year or upto 31st of March of the concerned calendar year, as the case may be. In view of the availability of the contract post(s) in the concerned Department and subsequently in consideration of the recommendation of the concerned Heads of the Departments, they are given fresh contracts of employment every year because their contracts of employment are for specific Research Scheme(s) and their services are co-terminus with the said Research Scheme(s).

2. Completion of subsequent formalities:

A.2.1 After the acceptance of contract(s) of employment by the selected candidate(s), his/her/their character and antecedents are got verified from the Police Department through District Magistrate concerned.

3. Welfare, Benefits and Facilities granted:

A.3.1 The Institute always watches the welfare of the Institute Research Scheme contract employees and thus has provided all the benefits and facilities e.g. Annual Increments, H.R.A., L.T.C., Bonus, Medical Facilities, Patient Care Allowance, Transport Allowance, Earned Leave/Half Pay Leave/Commuted Leave/Casual Leave/Maternity Leave/Paternity Leave, Earned Leave Encashment, Subscription toward General Provident Fund etc. etc., to them at par with their regular counter-parts at the Institute, except pensionary benefits. All the contract employees have been granted central pay scales as are applicable to their regular counter-parts here, to maintain parity. H.R.A., L.T.C., Earned Leave/Half Pay Leave/Commuted Leave/Casual Leave/Maternity Leave/Paternity Leave, Earned Leave Encashment, Subscription toward General Provident Fund, Bonus are granted with the prior sanction by the competent authority. Leave and Posting files of the Institute Research Scheme Contract Employees, are maintained at the Medical Education & Research Cell. However, the Service Books are maintained by the concerned Heads of the Departments but the Earned Leave/Half Pay Leave/Commuted Leave is sanctioned by the Medical Education & Research Cell after having the title verified from the Service Books of the concerned contract employees.

A.3.2 The requests of Institute Research Scheme Contract Employees who intend to apply for better jobs outside the Institute, are examined by the Medical Education & Research Cell and the matter is put up for the clearance of the Vigilance Cell of the Institute. After the matter is cleared by the Vigilance Cell, the proposals are put up to the Dean/DPGI for consideration. The Dean/DPGI after considering the merit of the requests of the concerned contract employees, permit to apply and their applications are forwarded to the concerned quarters. In similar cases, if required, No Objection Certificates are also issued.

4. **Quitting from Contract(s) of Employment:**

A.4.1 The requests of those Institute Research Scheme contract employees who wish to quit the services of the Institute and submit their resignations, with one month notice or without one month notice, recommended by the concerned Heads of the Departments, are examined by the Medical Education & Research Cell and put up to the Vigilance Cell for their clearance. After obtaining their clearance, the resignation with one month notice, are put to the Dean/DPGI for their acceptance. In the event of tendering of resignations without one month notice, the concerned contract employees are directed to deposit an amount equivalent to his/her/their one month emoluments in lieu of one month notice of resignation, for the period by which the notice falls short of one month. The proposals in such cases, are put up to the Dean/DPGI for acceptance only after the requisite amount is received. However, the clause of one month notice for resignations, is exempted in the cases of selection of the contract employees in other cadres at the Institute. The acceptance of the resignations by the Dean/DPGI are conveyed to the concerned contract employees. However, the last salary/dues of these contract employees are released only after they furnish the mandatory 'No Dues Certificate' from the concerned departments of the Institute.

A.4.2 Similarly, if the Institute intends to terminate the contract of employment of any Institute Research Scheme contract employee in the middle of the session, the Institute is also required either to give one month notice for termination of the contract of employment or to pay in lieu of one month notice, an amount equivalent to his/her one month emoluments, for the period by which the notice falls short of one month. This clause is not applicable in those cases where the contract of employment is terminated for misconduct or his/her character antecedents being reported to be unsatisfactory, in which case, the services of contract employee will be terminated without any notice. If any contract employee is found having furnished false/ incorrect documents/information/ declaration in connection with his/her contract of employment, at any time, he/she will be liable to be dismissal.

A.4.3 The Institute Research Scheme employees are also granted Experience Certificates for the period they have rendered their services at the Institute. A report on their work and conduct is also obtained from the concerned Heads of the Departments which is highlighted into their Experience Certificates; so that, their work and conduct may reflect at a glance.

B. LEGAL MATTERS

B.1 The Medical Education & Research Cell deals with all the legal matters including court cases, relating to the Institute Research Scheme(s)/Institute Research Scheme Contract Employees and Research Staff working on Extra-Mural Research Projects at the Institute. The court jurisdiction of the cases is as under:-

1. **Labour Court, Chandigarh**: If the demand notices filed by the Research Scheme staff, by raising disputes under the Industrial Disputes Act, fail for reconciliation before the Reconciliation Officer, the matter is referred by the Government to the Labour Court for adjudication. This office prepares para-wise comments on the demand notices, in consultation with the record and sends to the Law Officer for proceeding further. The draft replies, prepared by the Legal Cell, are also vetted by this office to authenticate their correctness. The person authorized by the authority, also appears before the court as witness for the Management. The orders passed by the court, are implemented immediately in consultation with the Law Officer.

2. **Panjab & Haryana High Court, Chandigarh**: In some of the cases, the Research Scheme employees file their petitions in the Panjab & Haryana High Court, Chandigarh, directly seeking relief for their grievances; or some times they go in for appeals/revisions against the orders passed against them by the lower courts; or vice versa, this office prepares comments, based on the record of this office, and sends to the Legal Cell for defending/pleading the cases, as the case may be. The draft replies are also vetted by this office to authenticate their correctness. During the period of adjudication of the cases in the Court, all feed backs, as required by the Legal

Cell from time to time, is provided by this office. The decisions awarded by the court, are implemented immediately, as suggested by the Legal Cell, to avoid contempt petitions.

3. Supreme Court of India, New Delhi: Some of the Research Scheme employees, approach the Supreme Court of India, New Delhi against the orders passed against them by the lower court and the High Court. Likewise, in some cases, the Institute also approaches the apex court against the orders passed by the High Court by ignoring the merit. In such cases, all the feed-back is managed by this office and final orders passed by them, are implemented.

C. INTRA-MURAL RESEARCH

C.1 The PGIMER, Chandigarh is a Research Institute of National Importance and has gained world-wide fame for its research activities/quality research. The research at the Institute is mainly focused at the Patient Care and to provide them un-matched treatment of the region with latest methods and technologies.

C.2 After allocation of research funds, this office invites new and old research proposals from the faculty members/scientists working at the various departments of the Institute. The research proposals are got cleared from the Institute Ethics Committee/ Institute Animal Ethics Committee/ Bio-safety Committee, as the case may be. The research proposals are also got peer reviewed from two scientists and the identities of the principal investigators are kept secret by allotting them confidential code numbers. The clarifications required by the peer reviewers, if any, are also conveyed to the principal investigators for clarification. The replies/clarifications received from the principal investigators, are communicated to the peer reviewers for consideration and according their clearance . Thereafter, Institute Research Committee is constituted by the Director, PGIMER, Chandigarh under the chairpersonship of the Dean. The Chairperson fixes the meeting of the Institute Research Committee as convenient to him/her and other members of

the Committee. The detailed agenda prepared, is placed before the Institute Research Committee for consideration. The Institute Research Committee examines the merit of all the research proposals, comments of the peer reviewers, comments of Ethics Committee(s), staff required by the principal investigators for execution of the research project and, grant-in-aid required. After thorough discussion on the research proposals, the Committee accords its approval/recommendations for sanction of the research projects/staff/grant-in-aid. The proceedings of the Institute Research Committee are, finally, approved by the Director, PGIMER, Chandigarh for implementation. The sanction letters are issued by this office, accordingly.

C.3 The old research proposals, received in this office alongwith the progress reports, are also sent to two peer reviewers for their comments. As stated above, if the peer reviewers clear the old research proposals, the same are placed before the Institute Research Committee for consideration. The Institute Research Committees considers the old research proposals in consultation with the progress achieved and give their approval/recommendations for sanction or otherwise. The minutes of the Committee are finally approved by the Director, PGIMER, Chandigarh for implementation. The sanction letters are issued accordingly.

D. EXTRA-MURAL RESEARCH

D.1 All the research projects, funded by the external agencies i.e. like national agencies, International agencies and Drugs Trial Sponsors, are called Extra-mural research projects. The Principal Investigators submit their research projects on the prescribed proformae to the various funding agencies. The funding agencies also fund Task Force Studies. In these cases, the funding agencies identify the area of research and invite projects thereon. Some projects are multi-centric projects and are executed in more than one institutions. In all the cases, first of all the Principal Investigators obtain clearance from the Institute Ethics Committee/Institute Animal Ethics Committee/Institute Bio-safety Committee and submit their projects alongwith a copy of the ethical clearance to the Medical Education & Research Cell, through the Heads of the concerned Departments, for signatures on the Certificate/Declaration by

the Dean/DPGI. The papers furnished by the Principal Investigators alongwith the research proposals, are examined by the central office. The cases lacking complete formalities, are got completed and are placed before the Dean/DPGI through the Professor Incharge, for clearance. After obtaining approval from the Dean/DPGI, the research proposals are sent to the concerned funding agencies for consideration for funding.

D.2 The International Collaborative research projects are also processed in the similar manner. The International Collaborative research projects, first of all, are got cleared from the Institute Ethics Committee/Institute Animal Ethics Committee/Institute Bio-safety Committee, by the Principal Investigators and submitted to this office, through their respective Heads of the Departments, for proceeding further. The said projects are got cleared from the Screening Committee of the Health Ministry, Government of India, housing at the ICMR, New Delhi and the summary sheets are got filled-up from the Principal Investigators of the projects. All the papers are examined by the central office and are placed before the Dean/DPGI through the Professor Incharge for orders for onward transmission to the concerned quarters. Thereafter, the research projects are sent to the Indo-Foreign Cell through their nodal agency ICMR, New Delhi, for clearance by the various agencies of Government of India and onward transmission to the concerned funding agencies for funding.

D.3 The Drug Trial projects, sponsored by the National/International Firms/sponsors, are also undertaken. These projects are also processed in same manner.

D.4 All the funding agencies consider the research proposals for funding. If they find the research proposals worth sanctioning, the same are sanctioned formally. If they do not find any research proposal worth funding, they reject the same and convey the rejection to this office. The funds are received in the name of the Director, PGIMER, Chandigarh which are deposited with the Cashier of the Institute for realization. This office monitors the utilization of the funds received.

E. FURNISHING OF INFORMATIONS

E.1. This office compiles and provides all the informations, required by the Government of India, Ministry of Health & Family Welfare, New Delhi from time to time. These informations are authenticated by the Professor Incharge, before these are sent to the concerned quarters.

E.2 This office also compiles and provides material pertaining to the research activities at the Institute, for inclusion into the Annual Report of the Health Ministry.

E.3 The material relating to the research activities at the Institute, is also provided by this office for inclusion into the Annual Report of the Institute.

E.4 All the Parliament Questions, relating to research at the PGIMER, Chandigarh are replied by this office within the stipulated time.

F. AGENDAS FOR STATUTORY BODIES OF THE INSTITUTE

F.1 The establishment of the Institute Research Scheme contract staff, is with the central office of the Medical Education & Research Cell. As and when, the recommendations of the Central Pay Commissions are implemented at the Institute for revision of the pay scales of the regular staff, this office also considers the revision of the pay scales of the Institute Research Scheme contract staff and sends its recommendations to the authority for implementation of the pay revision in their case, to maintain parity with their regular counter-parts at the Institute. After obtaining the approval from the Director, PGIMER, Chandigarh, clearance from the Financial Advisor and administrative concurrence from the Deputy Director (Admn.), the agendas for apex bodies of the Institute e.g. Standing Finance Committee and Governing Body are prepared by this office, for approval of the apex bodies of the Institute. The decisions of these bodies are implemented immediately.

F.2 The merit for the regularization of the services of the Institute Research Scheme staff, is also considered by this office. Earlier in 1993, the services of 79 Institute Research Scheme employees were regularized. In such cases, the proposals are initiated by the central office of the Medical Education & Research Cell, for approval by the Director, PGIMER, Chandigarh, clearance by the Financial Advisor and administrative concurrence of the Deputy Director (Admn). After having all these formalities completed, the agendas for Standing Finance Committee and Governing Bodies are prepared and got approved, by this office and sent to the Committee Branch for incorporation into the main agenda. The decisions of the apex bodies of the Institute, are implemented immediately.

G. AGREEMENTS

G.1 All the Agreements, Memorandum of Agreements relating to the research schemes, sanctioned by different National/International funding agencies, including Drug Trials sponsors, are examined at length, from all the angles by the central office of the Medical Education & Research Cell. All the requisite aspects are examined and the interest of the Institute is kept in view. Those clauses incorporated into the agreements, which are not in the interest of the Institute, are got deleted from the agreements. A transparent proposal is placed before the Dean/DPGI for signing the agreements.

H. VISITING PROFESSORS/SCIENTISTS

H.1 Visiting Professors/Scientists from India and abroad, visit the various departments of the Institute, frequently to share their research experiences. The concerned departments send their requests for inviting visiting professors/scientists. The merit of their requests is examined by this office in consultation with the bio-data of the visiting professor/scientist and comprehensive proposal is put up to the Professor Incharge for his information and recommendations. The Professor Incharge authenticates the facts mentioned in the proposal and sends the case with his recommendations, to the Dean/DPGI for approval. The decision of the Dean/DPGI is implemented immediately and formal sanction/rejection is issued. A report on the academic contributions to the Institute, by the visit of the visiting professors/scientists to various departments is also obtained.

I. ASSESSMENT REPORTS

I.1 The Assessment Reports of the Resident Doctors are received in the Medical Education & Research Cell which are checked thoroughly and are recorded on the chart. During the course of examination of the Resident Doctors, the requisite Assessment Cards, affixed with their photographs, are prepared and provided to the Examination Branch.

J. AWARDS AND ORATIONS

J.1 The letters, received from various organizations, inviting nominations for Awards and Orations, are circulated widely. The nomination papers received in this office are examined with requisite check list. Thereafter, nomination papers are put up to the Dean/DPGI through Professor Incharge, for making recommendations and approval for their onward transmission to the concerned quarters. After having the approval of the Dean/DPGI, the nomination papers, complete in all respects, alongwith the recommendations of the Institute, are sent to the concerned organizations.

K. ACADEMIC ACTIVITIES

K.1 The Medical Education & Research Cell is also involved in academic activities. Apart from administrative work, the Educationist-cum-Lecturer in English has been assigned the academic duties too. She teaches English to B. Sc. Nursing (Basic), B. Sc. Nursing (Post Basic) and B.Sc. (Physio-therapy) students at the Institute. This is a full year assignment. She is also undertaking the duties and responsibilities of Paper-setter and Paper Evaluator as assigned by the Panjab University.