

Office of the Principal & Dean
Govt. Medical College Srinagar

Minutes of the meeting held on 4th February 2016 under the chairmanship of Principal/Dean, Government Medical College Srinagar to review the functioning of I.T. Section of GMC & Associated Hospitals. The following officers/officials attended the meeting:-

1. Prof.Kaisar Ahmad,Principal & Dean	In chair
1. Dr. Farida Noor, HOD Forensic Medicine	Chairman IT Sub Committee
2. Ms.Shabnum Ara	Assistant Programmer
3. Ms.Rahila Majid	Asstt.Programmer
5. Mr.Bharat Bhusan	Asstt.Programmer
6. Mr.Muneer Ahmad	Computer Technician
7. Mr.Mohammad Tahir	I/C Library (IT)

At the outset of the meeting, Chairperson IT Prof.Farida Noor introduced the staff working in IT section to the Principal & Dean GMC Srinagar.

1. Prof.Farida Noor Chairperson IT apprised the chair about the functioning of the IT Section of GMC Srinagar and informed that the correspondence made from different sections of GMC & Associated Hospitals relating to IT is not being routed through her office and needs adoption of proper procedure so that normal functioning of IT department is ensured. She also explained that whatever purchases for IT department has been made, she has not been taken into confidence first.

(SOLUTION)

Principal & Dean, GMC Srinagar has instructed that whatsoever correspondence relating to IT section must come from the Chairperson IT with her remarks and recommendations to ensure that IT section functions normally and up to the standards of high quality. It was also decided that in future whatever equipments and items are required for IT section, it should be endorsed and recommended by the Chairperson of IT department with specific recommendations and remarks.

