



# SARASWATI

HOSPITAL & RESEARCH CENTRE

LIDA, Madhu Vihar, PO. Asha Khera, Lucknow-Kanpur Highway, NH-25, Unnao (UP), Pin- 209859

Letter No.: SMC/2020/CV-19/168

Date : 04 May 2020 2020

## NOTICE


There will be a Training lecture for JR, SR. Ward Boys/Aayas, House Keeping and Nursing Staff on handling of Covid-19 patients on 05 May 2020. All those must attend the lecture except not on duty.

Speaker : Dr. Himanshu Khatri, Asstt Prof.  
Deptt of Microbiology

Topic : **Covid-19 Patients management**

Venue : Demonstration room, "B" Block, 1st Floor near Medical Store

Time : 10:30 AM

  
Col. (Dr.) K K Rai (Retd)  
Dy Medical Supdt & Nodal Offr Covid-19

Copies to :-

The Executive Director

Chief Medical Superintendent

GM (Operations)

AO (Clinical)

All Clinical Deptt

Dr, Himanshu Khatri, AP, Deptt of Microbiology

DNS

Ms. Suman Chaudhary, Hosp Coordinator to ensure attendance of staff.



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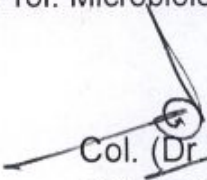
SMC/2020/CV-19/

Dated : 30 Apr 2020

Constitution of Committee – Covid-19- Biomedical Waste /  
Hospital Biomedical Waste Management

Following Committee is detailed to handle Management of Covid-19, Biomedical Waste and Hospital Biomedical waste management :-

1. Col. (Dr.) D P Srivastava, AO (Clinical)
2. Dr. Himanshu Khatri, Asst. Prof. Microbiology
3. Mr. Shaji, DNS

  
Col. (Dr.) K K Rai  
Dy Medical Superintendent &  
Nodal Offr Covid-19

Copies to :-

The Executive Director  
Chief Medical Supdt  
GM (Operations)  
Concerned members of Committee  
Hospital Coordinator



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LIDA, Madhu Vihar, PO. Asha Khera, Lucknow-Kanpur Highway, NH-25, Unnao (UP), Pin- 209859

Letter No.: SMC/2020/CV-19/

Date : 16 April 2020

## NOTICE

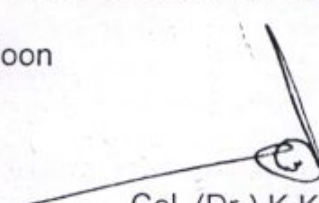
There will be a lecture for staff who are actively involved in Isolation and Quarantine ward on 17 April 2020. Doctors handling the Covid-19 cases must attend the lecture.

Speaker : Dr. Himanshu Khatri, Asstt Prof.  
Deptt of Microbiology

Topic : **Standard precaution during Covid-19 Patients management**

Venue : Demonstration room, "B" Block, 1st Floor near Medical Store

Time : 10:00 AM to 12 Noon

  
Col. (Dr.) K K Raj

Dy Medical Supdt & Nodal Offr Covid-19

Copies to :-

The Executive Director

Chief Medical Superintendent

GM (Operations)

AO (Clinical)

HR Deptt - \_ Kindly make attendance register of staff attending the lecture.

Dr. Anand Verma, HOD Medicine

Dr. Himanshu Khatri, AP, Deptt of Microbiology

DNS

Ms. Suman Chaudhary, Hosp Coordinator to ensure attendance of staff Covid-19

IT



# SARASWATI

## HOSPITAL & RESEARCH CENTRE

LIDA, Madhu Vihar, PO. Asha Khera, NH-25, Lucknow Kanpur Highway, Unnao (UP), Pin- 209859

SMC/2020/CV-19/124

Dated : 13 Apr 2020

### Constitution of Committee – Covid-19

As per instructions received from DGME, Lucknow (UP) vide letter No 938/71-1-2020-G-228/2017 Dated 21 March 2020, College constituted seven Committee, which will handle Management of Covid-19 Patient Care in this hospital.

1. Isolation ward Management committee :-

- Dr. Anand Verma, HOD Medicine
- Dr. (Maj) Vishal Arora
- Dr. Ajay Kushwaha

2. Quarantine ward Management Committee :-

- Dr. Bhupesh Yadav
- Mr. Shaji Abraham, DNS

3. Triage Management Committee :-

- Dr. Harpreet Singh
- Dr. Vanshika Malik
- Ms Suman Chaudhary

4. OPD Management Committee :-

- Dr. Anand Verma
- Col (Dr.) D P Srivastava
- Dr. Sonam Vijay Yadav

5. Logistic (Equipment, Medicine etc) Management Committee :-

- Mr. Manoj Shishodia, GM (Operations)
- Mr. Abhishek Singh
- Mr. Shaji Abraham



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Letter No.: SMC/CMS Office/2020/CV-19/

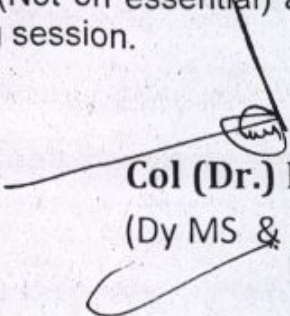
Date : 08 April 2020

## NOTICE FOR COVID-19 TRAINING AT LT-3 "F" BLOCK

It is intimated that there will be training session conducted for Medical & Paramedical staff from 1100 h onward on 09 April 2020.

All medical personnel involved in Corona case (Team A & B) will attend the training session.

All HODs clinical, Nursing Staff (Not on essential) and Paramedical Staff, their maximum presence required in training session.

  
Col (Dr.) K K Rai

(Dy MS & Nodal Officer Covid-19)

### Copies to :

- The Executive Director
- Chief Med Supdt
- GM (Operations)
- HODs (Clinical) : Gen Medicine/Dermatology/Gen Surgery/Orthopaedics/ENT/Ophthalmology/Obs & Gynae/Anaesthesiology/Paediatrics/TB & Chest/Psychiatry/Radiology/Dentistry
- AO (Clinical) - Ensure maximum participation of JR & SR.
- Admin Offr - Ensure Housekeeping, Laundry personnel and Food services personnel should participate in the training.
- Patient Care Manager
- Hospital Coordinator



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Letter No.: SMC/CMS Office/2020/ 118

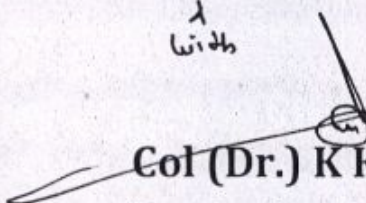
Date : 07 April 2020

## NOTICE

It is intimated that there is a training session conducted by SGPGI, Lucknow on 07 April 2020 from 03:00 PM to 05:00 PM at LT-3, F Block regarding management of Covid-19 cases in the Hospital.

All faculty, SR, JR and Nursing Staff not on essential duty will attend the training session. Dr. Rakesh Prasad Sah will coordinate IT Cell for smooth functioning of training session.

With

  
Col (Dr.) K K Rai

(Dy Medical Superintendent)

### Copies to :

- The Executive Director
- The Principal, SMC, Unnao
- Chief Med Supdt
- GM (Operations)
- HODs (Clinical) : Gen Medicine/Dermatology/Gen Surgery/Orthopaedics/ENT/  
Ophthalmology/Obs & Gynae/Anaesthesia/Paediatrics/TB & Chest/Psychiatry/  
Radiology/Dentistry/Microbiology
- AO (Clinical)
- DNS - Shauji





# SARASWATI MEDICAL COLLEGE

## OFFICE OF THE PRINCIPAL

Letter No.: SMC/Principal Office/Notice/2019-20/329

Date: 06/03/2020

### NOTICE

A Seminar for Faculty, Residents and Medical officers will be held on Friday, 13<sup>th</sup> March, 2020.

Speaker: Dr. Himanshu Khatri


Assistant Professor, Department of Microbiology

Topic: CORONAVIRUS DISEASE 2019 (COVID-19)

Venue: College Council Room, Administrative 'F' Block.

Time: 12 NOON to 1 PM.

Note: All should attend the seminar, except those busy in Hospital or Teaching work.

  
B.P. Mathur  
(Principal)

Copy to:

1. Management/Executive Director
2. Chief Medical Superintendent and Deputy Medical Superintendent
3. Notice Board: Hospital 'B' block and College
4. IT Department for information and necessary action



# SARASWATI MEDICAL COLLEGE

## OFFICE OF THE PRINCIPAL

Letter No.: SMC/Principal Office/Notice/2019-20/336

Date: 06/03/2020

### NOTICE

A Seminar for nursing staff, technicians, and other hospital staff will be held on Friday, 13<sup>th</sup> March, 2020.

Speaker: Dr. Himanshu Khatri

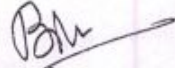
Assistant Professor, Department of Microbiology

Topic: CORONAVIRUS DISEASE 2019 (COVID-19)

Venue: Seminar Room near Medical Store in 'B' block

Time: 2 PM to 3 PM.

Note: All should attend the seminar, except those busy in Hospital or Teaching work.

  
B.P. Mathur  
(Principal)

Copy to:

1. Management/Executive Director
2. Chief Medical Superintendent and Deputy Medical Superintendent for information and necessary action
3. Notice Board: Hospital 'B' block and College
4. IT Department for information and necessary action

Saraswati Medical College  
Unnao (U.P.)





# SARASWATI MEDICAL COLLEGE

LIDA, Madhu Vihar, P.O. Asha Khera, NH-25, Lucknow Kanpur Highway, Unnao (UP), Pin - 209 859  
Tel. : (+91) 515-3070000, E.mail. : smc@saraswaticolleges.com

Letter No.: SMC/Notice/Principal Office/2019-20/319

Date: 20/2/2020

## Notice

On the account of "Mahashivratri" on 21<sup>st</sup> February 2020 (Friday). College will remain closed. Emergency and other essential services will functional as normal.

(B. P. Mathur)  
Principal

Saraswati Medical College  
Unnao (U.P.)

Copy to:

1. Management/Executive Director
2. Chief Medical Superintendent
3. Dy. Medical Superintendent/Administrative Officer/General Manager/ I/C Marketing/  
Patient Care Manager /Clinical AO/ Co-ordinator /Nursing Superintendent/MRD
4. HR/Account/Purchase/Control Room/IT/F-Block Reception/B Block Reception/Central Store
5. Library/Medical Store/Pharmacy/Construction/Central Lab/Blood Bank/
6. Department of Anatomy, Physiology, Biochemistry, Microbiology, Pharmacology, Pathology,  
Forensic Medicine, Community Medicine, Surgery, Medicine, ENT, Ophthalmology, Radiology  
Dermatology, Anesthesia, TB & Chest, Dentistry, Obs & Gynae, Psychiatry, Orthopedics and  
Paediatrics.
7. Notice boards: College, Hospital, Girls Hostel and Boys Hostel



# SARASWATI MEDICAL COLLEGE

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Tel. : (+91) 515-3070000, E.mail. : smc@saraswaticolleges.com

Letter No.: SMC/ Principal Office/ Notice/2019-20/274

Date: 06/12/2019


## Notice

Dr. Seema Nigam, Professor and Head Department of Community Medicine, G.S.V.M., Medical College, Kanpur will deliver Hon. guest lecturer on 11<sup>th</sup> December, 2019 in Lecture theatre-1 for 2<sup>nd</sup> and 3<sup>rd</sup> Year MBBS students (2017 and 2016 Batch) as per following schedule.

● 11<sup>th</sup> December, 2019

Session-I                      10:00 AM to 1:00 PM

Regular teaching of 2<sup>nd</sup> and 3<sup>rd</sup> Year MBBS students (2017 and 2016 Batch) will remain suspended during above lecture.

  
(B. P. Mathur)  
Principal  
Saraswati Medical College  
Unnao (U.P.)

● Copy to:

1. Management / Executive Director
2. HOD and Professor Department Pharmacology, Pathology, Microbiology, Forensic Medicine, Community Medicine, Paediatrics, General Surgery, General Medicine, Obs & Gynae, Ophthalmology and ENT for information and necessary action.
3. Notice Boards: College and Hospital, Girls Hostel and Boys Hostel
4. Administrative officer/ General Manager/Accounts Department/ HR /Hospitality Manager /IT Department for information and arrangements.
5. Office Copy



# SARASWATI MEDICAL COLLEGE

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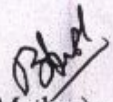
Letter No.: SMC/Principal Office/ Notice/ 2019-20/237

Date: 03/10/2019

## Notice

On the account of "Navami and Dussehra" on 7<sup>th</sup> and 8<sup>th</sup> November, 2019. College will remain closed. However, the following services of the Campus and Hospital will be functional which includes.

- Emergency
- Pharmacy
- Canteen
- Tuck Shop
- Guard, Sweeper, Malies and Drivers will observe roasters.

  
(B. P. Mathur)

Principal

Principal  
Saraswati Medical College  
Unnao (U.P.)

Copy to:

1. Management/Executive Director
2. Medical Superintendent
3. Administrative Officer/General Manager(Mr. Manoj)/AAO/Clinical AO/ JR & SR Co-ordinators /Nursing Superintendent/MRD
4. HR/Account/Purchase/Control Room/Dy. Registrar/IT/F-Block Reception/B Block Reception
5. Library/Medical Store/Pharmacy/Construction/Central Lab/Blood Bank
6. Department of Anatomy, Physiology, Biochemistry, Microbiology, Pharmacology, Pathology, Forensic Medicine, Community Medicine, Surgery, Medicine, ENT, Ophthalmology, Radiology Dermatology, Anesthesia, TB & Chest, Dentistry, Obs & Gynae and Paediatrics.
7. Notice boards: College and Hospital



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Tel. : (+91) 515-3070000, E.mail. : smc@saraswati.colleges.com

Letter No.: SMC/Principal Office/ Notice/ 2019-20/256

Date: 08/11/2019

## Notice

On the account of "Guru Nanak Jayanti" College will remain closed on 12<sup>th</sup> November, 2019

However, the following services of the Campus and Hospital will be functional which includes.

- Emergency
- Pharmacy
- Canteen
- Tuck Shop
- Guard, Sweeper, Ward boy, Ward Aaya, Nursing Staff, Gardeners and Drivers will observe roasters.

(B. P. Mathur)  
Principal  
Principal  
Saraswati Medical College  
Unnao (U.P.)

Copy to:

1. Management/Executive Director
2. Medical Superintendent
3. Administrative Officer/General Manager(Mr. Manoj)/HOD, Marketing /AAO/Clinical AO/ JR & SR Co-ordinators /Nursing Superintendent/MRD
4. HR/Account/Purchase/Control Room/IT/F-Block Reception/B Block Reception/Central Store
5. Library/Medical Store/Pharmacy/Construction/Central Lab/Blood Bank/
6. Department of Anatomy, Physiology, Biochemistry, Microbiology, Pharmacology, Pathology, Forensic Medicine, Community Medicine, Surgery, Medicine, ENT, Ophthalmology, Radiology Dermatology, Anesthesia, TB & Chest, Dentistry, Obs & Gynae and Paediatrics.
7. Notice boards: College and Hospital



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Tel. : (+91) 515-3070000, E.mail. : smc@saraswaticolleges.com

Letter No.: SMC/ Principal Office/ Notice/2019-20/263

Date: 27/11/2019

## Notice

Dr. R. K. Dixit, Professor and Head Department of Pharmacology, K.G.M.U., Lucknow will deliver Hon. guest lecturers on 9<sup>th</sup> and 10<sup>th</sup> December, 2019 in Lecture theatre-1 for 2<sup>nd</sup> Year MBBS students (2017 Batch) as per following schedule.

### 9<sup>th</sup> December, 2019

Session-I	9:00 AM to 10:30 AM
Session-II	11:00 AM to 1:00 PM
Session -III	2:00 PM to 4:00 PM

### 10<sup>th</sup> December, 2019

Session-I	8:30 AM to 10:30 AM
Session-II	11:00 AM to 1:00 PM
Session -III	2:00 PM to 3:30 PM

Regular teaching of 2<sup>nd</sup> Year MBBS students (2017 Batch) will remain suspended on above dates.

(B. P. Mathur)  
Principal

Saraswati Medical College  
Unnao (U.P.)

### Copy to:

1. Management / Executive Director
2. HOD and Professor Department Pharmacology, Pathology, Microbiology, Forensic Medicine, Community Medicine, Paediatrics, General Surgery, General Medicine, Obs & Gynae and ENT for information and necessary action.
3. Notice Boards: College and Hospital, Girls Hostel and Boys Hostel
4. Administrative officer/ General Manager/Accounts Department/ HR /Hospitality Manager
5. Office Copy