



Govt. of Jammu & Kashmir
Govt. Unani Medical College & Associated Hospital
Nawabagh, Ganderbal, Kashmir
noumck@gmail.com

Subject: - Monitoring of attendance of the staff and supervision of students in GUMC
Ganderbal- instructions thereof.

Reference: - Govt. Order No. 281-JK(HME) of 2023 dated 04.04.2023

Office Order No: - 98 -GUMC of 2025
Dated: - 05 -08-2025

In order to ensure the smooth functioning of the College and Associated Hospital GUMC Ganderbal, to provide a better hustle free academic environment to the students of this college and to ensure improved healthcare conveniences to the patients, following orders are hereby issued with instant effect for compliance: -


- (i) The Senior faculty members viz. Associate Professors of the college shall be entirely authorized and liable to monitor the attendance of their respective Departments both in college and Associated hospital, including paramedical staff and ensure proper arrival and departure timings schedule, notified by the Health and Medical Education Department, vide Govt. Order No. No. 272-JK(HME) of 2024 dated 03.04.2024. In case any such non-compliance is noticed by these senior officers, the higher authorities may be apprised in writing, with appropriate suggestions;
- (ii) The Designated Academic Committee of the GUMC Ganderbal, may held periodical meetings with the teachers so as to gauge the academic progress of the college. The said committee shall oversee the attendance of the students after seeking the inputs from the concerned teachers;
- (iii) The Concerned Teachers are asserted upon to furnish the details of such students on fortnight basis in writing only, to the college Administration, who will be found unauthorizedly absent from the class, for three consecutive days, so that further action shall be taken accordingly for the sake of the institution. besides no student group may be allowed to organize any function at their own, or move for any daytrip unless same is permitted by the authorities and accompanied by the teachers;


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- (iv) The concerned teachers both male and female may attend such student on priority basis, with the assistance of other staff, who will be found having extreme health problems in the class rooms or within the campus of the college. The teachers may also prepare a list of such student(s) who are having chronic health problems, so that they can be provided check up by the doctors of this college/hospital, periodically.
- (v) The hospital staff Gazetted/non-gazetted, are enjoined upon that in case of health emergency of any of the students, the available treatment may be ensured to them without any fail;
- (vi) The concerned teachers may make the Class Representatives of their classes accountable to remain in support with such a student(s) who will be having abrupt health problem and inform the concerned teacher accordingly, so that further steps could be taken by this college, collectively;
- (vii) No student shall be allowed to approach the administration for any of the demand unless same are recommended by the concerned teacher with full justification;
- (viii) Dr. Ruquia Qayoom, Resident Medical Officer, Associated Hospital, shall attend the assignment of RMO Administration, in addition to her normal duties and keep the DMS of the Associated Hospital, posted about the ongoing developments or any other issue, on daily basis. Likewise, Dr. Najmu Saqib, Resident Medical Officer, Associated Hospital, shall attend the responsibilities of hospital upkeep, in addition to her own duties and upload the images of upkeep on the **UPKEEP GROUP**, on daily basis, for the appraisal of the higher ups.

This is issued with the approval of the Competent Authority.

By order.


(Mohammad Abdullah)
ADMINISTRATIVE OFFICER
Dated: 08/05/2025
Government Shah Medical College
Ganderbal.

No: -GUMC/Admn/54/2025

Copy to the: -

- 01/ Additional Secretary to the Government, Health and Medical Education Department, Civil Secretariat, Srinagar/Jammu.
- 02/ Nodal Officer/ Incharge Academics, GUMC Ganderbal, Kashmir.
- 03/ All Associate Professors for kind information and further n/a
- 04/ Chairman, Academic Committee, GUMC Ganderbal.
- 05/ Dr. Azad Hussain Lone, Associate Professor/ Incharge Website. He is requested to kindly upload the order on the official Website of the college for its dissemination.
- 06/ Dr. Ruquia Qayoom/Dr Najmu Saqib, Resident Medical Officers, for cognizance
- 07/ Pvt. Secretary to the Principal, GUMC, Ganderbal, Kashmir
- 08/ Office file.