**ALL INDIA INISTITUTE OF SPEECH AND HEARING,MYSORE-6**

 **DEPARTMENT OF ENT Date:3.6.2016**

1. **Title of the Project:** Management of Intractable vertigo.
2. **Investigator:**
3. Principle investigator: Dr. G. Rajeshwari
4. **CO- investigator:** Dr. H. Sundara Raju
5. **Subject key words:** Vertigo, Management of vertigo, Treatment options of vertigo.
6. **Study type:** Prospective study.
7. **Objectives:**
8. To know the most appropriate treatment option in Intractable vertigo.
9. To know the surgical indications and when to intervene.
10. To know the safety profiles of labyrinthine sedatives.
11. **Introduction:** Vertigo is hallucination of movements. It’s symptoms usually arise from disorders affecting the peripheral vestibular or central vestibular system. Since the symptom is subjective, it is mostly treated with symptomatic drugs. This would result in re-occurrence of symptoms. Worsening of symptoms, adverse effect of long term drugs usage and in certain situation could give rise to compromised hearing.
12. **Methodology:** About 100 patients who are suffering from vertigo undergo ENT examination, ENG, Vemp . peripheral vestibular and central vestibular cases are distinguished They are evaluated for their medical management and started suitably and called for the follow up after 2 weeks. They are further evaluated for clinical status of the disease, and their symptoms . A decision is made whether to continue their medical management or opt for a surgical management.
13. **Results.**
14. **Conclusion:**

**Project Summary**

About 8 to 10% of patents attending ENT OPD complain of vertigo or dys-equilibrium. This incapacitating symptom affects all age group pediatric, adult as well as geriatric patients. Being a subjective symptom most often it is not evaluated adequately. Hence the treatment is mostly symptomatic. This project aims at complete evaluation of patients presenting with vertigo, to get definitive diagnosis and clearly delineate those patients who would benefit from medical management and those who would need surgery.

**ROLE OF – Principal Investigator:**

* Conception of the Idea of the Proposal
* Date Collection
* Monitoring data Collection
* Treatment and Management decisions
* Data analysis.
* Project report Preparations

**Role of Co-investigator –**

* Data Collection,
* data analysis
* project report preparation

Monitoring Project work during Principal Investigator’ absence

**Research Officers – Educational qualification-: M.B.B.S, MS/DLO/DNB.(ENT)**

 **Submitted to the Director,** 3.06.16

Madam,

 Please Find here in enclosed research proposal from the department of ENT under ARF funds.

 Yours Sincerely

 **Prof. Dr.G.Rajehwari**

 **HOD ENT Department**

***Department of ENT***

***Dear colleagues,***

 **A hi gh tea is arranged (on 25/9/2013) at the department of ENT on the eve of naac visit., at 4.00 pm at Dr .H Sundara Raju consultation room.**

 **Kindly treat this as personal invitation and oblige.**

 **With regards**

 **Prof. & HOD Dr.Rajeshwari**

**ALL INDIA INISTITUTE OF SPEECH AND HEARING,MYSORE-6**

**ENT DEPARTMENT**

**To, 04/02/2016**

**The DIRECTOR**

**All India Institute of speech and Hearing**

**Manasagangothri**

**Mysore.**

 **Subject: Making of Rubber stamp for official purpose.**

 **With reference to the above I the undersigned would like to place an order for a rubber stamp for official purposes with the following details.**

**Dr. Rajeshwari G, M.S, DNB, MNAMS,**

**KMC Reg. No.36200**

**Professor and HOD - ENT**

**All India Institute of Speech and Hearing**

**Manasagangothri,**

**Mysore-570006**

 **Thanking you,**

 **Yours Faithfully**

 **Dr. Rajeshwari.G**

 **Professor and HOD - ENT**

**Duty Roaster for Faculty**

**Month of March 2012**

|  |  |  |
| --- | --- | --- |
| **Date. Thur/Fri** | **KRH(Day Duty)** | **AIISH (Afternoon Duty)** |
| 01.03.12- 02.03.12 | Dr. H.Sundararaju | Dr. Rajeshwari G |
| 08.03.12- 09.03.12 | Dr. Rajeshwari G | Dr. T.K. Prakash |
| 15.03.12 – 16.03.12 | Dr. T.K. Prakash | Dr. H.Sundararaju |
| 22.03.12 – 23.03.12 | Dr. H.Sundararaju | Dr. Rajeshwari G |
| 29.03.12 – 30.03.12 | Dr. Rajeshwari G | Dr. T.K. Prakash |

**Month of April 2012**

|  |  |  |
| --- | --- | --- |
| **Date. Thurseday/Friday** | **KRH(Day Duty)** | **AIISH (Afternoon Duty)** |
| 01.03.12- 02.03.12 | Dr. T.K. Prakash | Dr. H.Sundararaju |
| 08.03.12- 09.03.12 | Dr. H.Sundararaju | Dr. Rajeshwari G |
| 15.03.12 – 16.03.12 | Dr. Rajeshwari G | Dr. T.K. Prakash |
| 22.03.12 – 23.03.12 | Dr. T.K. Prakash | Dr. H.Sundararaju |
| 29.03.12 – 30.03.12 | Dr. H.Sundararaju | Dr. Rajeshwari G |

 **Prof. Rajeshwari G**

 **HOD ENT Department**

**ENT DEPARTMENT**

 **29.02.2012**

**Submitted to the Director**

**Madam,**

 We would like to inform you that the autoclaving equipment which is used for sterilization purpose has burst and is not functioning. The electronics /electrical department have reported that the company people be called. We had procured 2 autoclaving equipment, one was functioning which was used till recently, the other equipment was rejected and a replacement was sought. Even on repeated request the company (R.V surgical) have neither claimed their bill for both the equipment, nor have replaced the defective piece. This is for your personal and further orders.

 **Prof. Dr.Rajeshwari G**

 **HOD ENT Department**

**ENT DEPARTMENT**

 **29.02.2012**

**Submitted to the Director**

**Madam,**

 **Please find here in enclosed the NAAC format of Faculty of ENT.**

Thanking You

 Yours Sincerely

  **Prof. Rajeshwari G**

 **HOD ENT Department**

06..03.2012

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that **SUMANTH Y. k (Case No. 167955) S/o Mr.Krishna Y.M** is a case of Bilateral Sensori Neural Hearing Loss of severe degree. He is advised to use a Behind the Ear hearing aid for binaural purpose. Audio Serice Riva 2 HP digital BTE hearing aids are found to be suitable for him. This certificate is being issued to enable the patients parents to get funds for the Expenditure involved.

**Dr. Rajeshwari G Dr. H. SundarRaju Dr. T. K Prakash**

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

**DEPARTMENT OF ENT**

**SH/ENT/HOD/2012-2013 5.3.12**

With reference to your letter dated 21.2.12

* Instrument list with physical stock at clinical services.
* Exhibition materials
* Stock position of medicines, files and registers are being handed over to Mrs. Uma Rosalind monica.
* However cupboard keys needs to be placed at a common place for accessibility to other Staff also.
* Internal rotation among staff is being considered for O.T purposes, ENG, Endoscopy, Computer assistance and typing , Drawing of blood samples. Since the consultants holds additional responsibilities, HOD need to be about the above skills from all the 3 staff Nurses to rotation is given. This would ensure smooth running of department.

 **Prof. Rajeshwari G**

 **HOD ENT Department**

ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06

DEPARTMENT OF ENT

SH/ENT/HOD/2013-2014 17.02.16

Duties of Contract Staff Doctors

* Primary duty is to manage OPD and duties (on Thursdays & Friday) smoothly.
* 5 Minimum working days and Timings at AIISH. (9-5.30pm) KRH OPD (12 hours shift), Night duty (8pm to 8am.)
* The doctors on night duty shall attend O.T, post op rounds (Saturday & Sundays)
* Camp duties would be alternatively done.
* Admission done during duties to be followed up till discharge of the patient.
* Duties in O.T would include assisting, performing minor procedure, OT register entry, post operative notes and reference notes.
* Emergencies in institute will be attended by the contract staff whose duty is in the department with a nursing staffs assistance.
* Duty Roaster is tentative can be changed in emergency and short of staff situation.
* No outside referral of any patients of the institute without consultation with faculty for surgery.
* Reimbursement cases and OT cases to be discussed with faculty for OT /preoperative evaluation
* Cases should not be investigated and abandoned.
* Cases shall be informed of investigations and OT facilities at KRH for Institute cases.
* Prior sanctioning of leaves to be obtained after making suitable arrangements.
* To handle DHLS classes.
* The duties assigned by the HOD and head of Institution as and when a need arises.
* EXPLAIN PRESCRIPTIONS TO PATIENTS.

 Prof. Rajeshwari G

 HOD ENT Department

ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06

DEPARTMENT OF ENT

SH/ENT/HOD/2013-2014 17.02.16

Duties of Staff nurses

* EXPLAIN PRESCRIPTIONS TO PATIENTS.
* Handling of equipment like microscope ,endoscope ,ENG instruments IS STRICTLY TO BE HANDLED BY NURSING STAFF ONLY and they are responsible for all the equipments.
* Coffee break strictly 15 minutes only
* Leaves to be sanctioned prior, except genuine medical leave.
* GIVING DIRECTIONS TO PATIENTS ABOUT WAY TO DEPARTMENT OR ENTRY OF FILE TO BE DONE POLITELY.
* Along with this the job summary of staff nurses is circulated for active re enforcement.

 Prof. Rajeshwari G

 HOD ENT Department

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

**DEPARTMENT OF ENT**

**SH/ENT/HOD/2012-2013 17.2.16**

**CLASS IV WORKERS DUTIES**

* OPD/ Departments- Alternate duties.
* Opening/closing at 2 places OPD/ Department by permanent staff/MTS/ house keeping Staff If one is on leave the other one would do it at 2 places before 8.45 am.
* Handling of equipment like microscope ,endoscope ,ENG instruments IS NOT ALLOWED STRICTLY TO BE HANDLED BY NURSING STAFF ONLY.
* Returning of files to registration before 9am .
* Duties would include cleaning/ drying instruments , cleaning of suction bottle, helping autoclaving ,helping procedure for paediatric cases/ motor- sump on and off to ensure no wastage , dusting tables, helping in gauze folding.
* Bring indent /Xerox/sending papers to office.being responsible for dispatch register.
* Camps –R.H.V Gowda.
* Open day/ exhibition-/ Dr. Mohan Monday & Thursdays - geethamma
* Helping contract doctors.
* Coffee break strictly 15 minutes only
* Leaves to be sanctioned prior, except genuine medical leave.
* ANY PROBLEMS OF PATIENTS TO BE BROUGHT TO NOTICE OF STAFF NURSES OR DOCTORS.
* GIVING DIRECTIONS TO PATIENTS ABOUT WAY TO DEPARTMENT OR ENTRY OF FILE TO BE DONE POLITELY.

 **Prof. Rajeshwari G**

 **HOD ENT Department**

**Dynamic Medical Systems**

**18/2, 1st Floor,**

**3rd Avenue,**

**Metro Nagar**

**Alapakkam**

**Porur**

**Chennei-116**

**Axon Healthcare Systems**

**17/2, Thiru. V.Ka Nagar**

**Aerodrome (post)**

**SIHS colony**

**Coimbatore-641014**

 09.04.2012

With reference to Dr. Bhagyashree who has availed leave for 2-3 weeks, the following changes are made for AIISH / KRH duties.

AIISH duties(afternoon OPD)

9, 11 16, 18, 23, 25th April - Dr. Shylaja

10th – Dr. T.K Prakash

17th - -Dr. H. Sundara Raju

24th – Dr. Rajeshwari G

Dr. Shylaja will be on camp duties on 10th 17th, 24th .

|  |  |  |  |
| --- | --- | --- | --- |
| Thu/ Friday  | AIISH Duty | KRH(Day duty) | KRH(Night Duty) |
| 12-13 | Dr. Shylaja | Dr. H. Sundara Raju | Dr. Rajeshwari G |
| 19-20 | Dr. Shylaja | Dr. Rajeshwari G | Dr. T.K Prakash |
| 26-27 | Dr. Shylaja | Dr. T.K Prakash | Dr. H. Sundara Raju |

**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6**

**DEPARTMENT OF ENT**

 Dated: 25.05.2016

Submitted to the Director:

Madam,

 The ENT conference 2016 is being held at Madekeri from 27– 29 of May 2016 organized by Association of otolaryngologist of India coorg chapter. Surgical equipment stalls at conference provide a discount in view of conference and the surgeons can handpick instruments. Hence we would like to buy surgical equipments that we had indented in the last quarter. The approximate cost of the micro instruments would be Rs 40,000/- . I would like to request you for approval of the same.

Thanking you,

Yours faithfully

Dr. G. Rajeshwari

Professor & HOD – ENT

Approved / Not Approved

**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6**

**DEPARTMENT OF ENT**

SH/ENT/2015-16 25.05.2016

**Submitted to the Director:**

 Madam,

 Sub: Posting of MTS to the department of ENT.

 With reference to the above subject we would like to bring to your notice that Mr. RHV Gowda (MTS) is attaining superannuation on 31st of May 2016.Hence a staff is required in his place at the department of ENT. The staff posted would require training to carry out his nature of work and he would also be required to attend camps. Hence if a staff is posted permanently to ENT it would be useful. At the earliest.

 Thanking you,

Yours faithfully

Dr. G. Rajeshwari

Professor & HOD – ENT

Approved / Not Approved

**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6**

**DEPARTMENT OF ENT**

SH/ENT/2015-16 11.01.2016

**Submitted to the Director:**

 Sub: Handing over charges as Hostel Chairperson- reg

 Ref; SH/PL/210-VOL-1/2015-16 dated 10.12.2015

 With reference to the above, this is bring to your kind notice that I have handed over the charges of Liaison Officer to Prof.. Dr. Animesh Barman - Professor of Audiology.

 List of Files -1, Books -3

 Prof. Rajeshwari G

 Prof. of ENT

 Handed over by Taken over. by

 Prof. Dr. Rajeshwari .G. Prof. Dr. Animesh Barman

Copy to:

1. Prof. Dr. Animesh Barman
2. Prof. Dr. G.Rajeshwari.
3. O/c.

**List of file handed over**

 Sl. Title

 No.

1. Hostel Committee file.(1)
2. Anti ragging committee file(1)

Handed over Taken over

Prof. Rajeshwari G Prof. K. S Prema

HOD ENT Department HOD –Special Education

Hostel committee Chairperson Hostel committee Chairperson

2010-12 2012-13

**Regular duties for Staff Nurses 16.02.2012**

|  |  |  |
| --- | --- | --- |
| **S/N RAGUNA** | **S/N UMA R. MONICA** | **S/N SHAKUNTALA L GOWDA** |
| Endoscopy /Stroboscopy | Incharge and maintenance of ENT equipment at clinical Services | ENG/ Stroboscopy |
| Dhobi account | Exhibition activities(openday, Dasara) | Typing assistance |
| Camp  |  |  |

**Stock verification and maintaining**

|  |  |  |
| --- | --- | --- |
| Technical instruments both AIISH& KRH | Furniture’s | Office equipments & camp equipments, cosumables |

**Indent monthly Quarterly, Annually**

|  |  |  |
| --- | --- | --- |
| Equipment | Monthly indent for stationary | consumable |
| Linen | Medicine Indent | Local purchase |

**Nursing assistance to contract doctors (Dr.Bhagyashree & Dr. Shylaja )**

|  |  |  |
| --- | --- | --- |
|  | F/N | A/N |
| Thursday | S/N Shakuntala | S/N Uma R Monica  |
| Friday | S/N Raguna | S/N Shakuntala |

**For regular doctors Assigned staffs**

**Ot. List**- Raguna

 Dr. Rajeshwari G

 Professor and HOD in ENT.

**Additional work for year 2013**

Preparation for self study report, charts, statistics and graphs for NAAC visit.

Checking for blood sugar during medical emergencies (students fainting in class room) or any kind of Medical assistance to staff and students.

Preparation for Temporal bone dissection lab

Preparation for ISO certification

Indents of drugs for Health center.

Issue of medical certificate in the absence of clerical staff

Preparation of condemnation list

Assistance for project work Dr. H Sundara Raju and Dr. G Rajeshwari

Preparation of Diagnosis wise Statistics.

Assistance to the Preparation of Estimated budget, revised Estimated Budget and annual report.

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

**DEPARTMENT OF ENT**

SH/ENT/HOD/2016-2017 06.04.16

Submitted to the Director:

 Sub: Request to extend the services of Dr.Sowmya N Gosh-reg

 Dr. Sowmya N Gosh ENT surgeon on contract basis is working satisfactorily in the department of ENT at AIISH. Her work tenure is going to end on 13.04.16. I would request you to kindly give her an extension of one more term with an increment. Kindly oblige.

Thanking you,

Yours faithfully

Dr. G. Rajeshwari

Professor & HOD – ENT

Approved / Not Approved

 07.01.2013

***Medical certificate***

TO WHOM SO EVER IT MAY CONCERN

 Thisis to certify that master Chinmay B V aged 10/m was under my treatment for vocal nodule from 4/1/13. He has undergone a minor procedure for the same.

 He has been advised absolute voice rest for 3 weeks.

 Dr. Rajeshwari G

 Professor and HOD in ENT.

CML

|  |  |  |
| --- | --- | --- |
| FROM | TO | TOTAL NO. OF DAYS |
| 26.05.11 | 27.05.11 | 2 |
| 14.7.11 | 15.7.11 | 2 |
| 8.9.11 | 9.9.11 | 2 |
| 3.10.11 |  | 1 |
| 9.2.12 | 10.2.12 | 2 |
| 16.6.12 | 22.6.12 | 7 |

EL

|  |  |  |
| --- | --- | --- |
| 28.3.11 | 31.3.11 | 4 |
| 7.12.11 | 9.12.11 | 3 |
| 26.12.11 | 4.1.12 | 10 |
| 8.3.12 | 9.3.12 | 2 |
| 20.3.12 | 22.3.12 | 3 |
| 31.5.12 | 15.6.12 | 16 |
| 27.6.12 | 29.6.12 | 3 |
| 3.7.12 | 13.7.12 | 11 |
| CL |  | 08 |

 **Total 76days**

 **Department of ENT 20.3.13**

 A meeting of the staff of ENT is called on 20.03.13 in the dept of ENT at 4.00 pm at the H’OD room. All are requested to attend the same without fail.

Agenda-ISO certification

 DR Rajeshwari G

 Professor & H’OD ENT

 DEPARTMENT OF ENT

 Circular

 22.03.13

 It is come to the notice of the undersigned that certain staff in the department are found missing from the department without informing or taking prior permission from HOD, and applying leave without prior sanctioning. It is also noted that few staff fail to conform to duty timings at the institute as well as at KRH the undersigned regret to inform that this has caused inconvenience to patients and their attendants. It is hereby informed that staff found missing during duty timings at institute or at KRH will be viewed seriously.

 DR Rajeshwari G

 Professor & H’OD ENT

Copy to:

Directors Office

 22.04.2013

Submitted to Director,

 With reference to OM dated SH/E1014/2012-13, I have been deputed to attend the conference at Jaipur –SKULLBASE -2013. I am instructed by your kind office that my travelling allowance would be reimbursed only if I travelled by air India. In view of vacation season I am unable to get flight tickets on air India. I have got tickets on private airline indigo nation for my journey on 25 and on 1st may, however the airfare for indigo nation from Bangalore to Jaipur is Rs 11,752 /- and on air India the fare is Rs.32,000 /- since airfare on indigo nation is lesser. I may kindly be permitted to travel on private air line.

 DR Rajeshwari G

 Professor & H’OD ENT

 ENT Department

 23.04.2013

Submitted to the director

 With reference to OM SH/ESTT/ACR/2013-14. Please find in here in enclosed suggestions of Group A and C staff of ENT for APAR.

 DR Rajeshwari G

 Professor & H’OD ENT

For Medical Faculty

1. Total number of patients evaluated by the particular faculty in a year.
2. Total number of surgeries both major and minor performed by the faculty in a year
3. Total number of endoscopic and microscopic procedures done during a year.
4. Total number of duties performed at K.R. Hospital and ward rounds on Saturdays and Sundays
5. Total number of medical and surgical emergency cases handled during a year.
6. Total number of disability certificates issued by the medical faculty
7. Total number of patient cured by medical line of treatment
8. Treatment given to staff and student of AIISH during a year
9. Issue a medical certificates to staff and students of AIISH
10. Professional services given to other departments of the institutes
11. Work done in emergency/disaster management team.
12. Number of camps attended
13. For conference or workshops attended /presented papers credit hours to be given.

For Group C Employees Staff Nurses

1. Number of emergency call attended in the institute.
2. Number of dressings and injections staff and students.
3. Number of emergency Night calls attended at the hostels
4. Number of Helpline committees attended.

Mercury Movement in India

Any broken thermometer should be replaced by a mercury free one.

Any broken BP instrument should ....... one.

Precision issues should be discussed with the physicians.

Nurses and nursing orderlies may be trained in dealing with mercury spillage and its

proper collection.

Dental departments to ensure a fool-proof collection and storage of mercury-containing

waste.

Hospitals should factor the additional cost in their budgetary proposal to implement the

policy.

7

Mercury Movement in India

Central Pollution Control Board

In 2005, the Central Board wrote to all the State Pollution Control Boards to stress on the

segregation of mercury containing waste and make it a parameter for granting authorization to

the healthcare centres. This was the fi

rst step by the central government.

Ministry of Health and Family Welfare

Under the National Rural Health Mission the Ministry released the ‘Infection Management and

Environment Plan’ in 2007. This document has two volumes:

1) A policy framework document, which gives a broad overview and guidance to central and

state level institutions on the type of systems and processes to be established for infection

control and bio-medical waste management.

2) A set of operational guidelines which are designed as instruction manuals for healthcare

workers at primary level healthcare facilities.

Both these volumes have integrated mercury spill management and also advised the healthcare

establishments to eventually start a phase-out plan for mercury containing equipment.

TRAINING PROGRAMME AND SHORT TERM TRAINING PROGRAMME

 TRAINING PROGRAMME

|  |  |  |  |
| --- | --- | --- | --- |
| SL. NO | CORE | SUBJECT | PERIOD |
| 1 | B.Sc (speech and Hearing) | Otorhinolaryngology | II Semester |
| 2 | M.Sc (Soft core) Audiology | Diseases of the ear and auditory Pathway | I Semester |
|  |  | Examination of ear with different pathology | I Semester |
|  |  | Vestibular system- assessment and management | I Semester |
| 3 | M.Sc SLP ( Soft-core) | Endoscopic evaluation of benign lesions of Larynx (theory)  | I Semester |
|  |  | Endoscopic evaluation of benign lesions of Larynx (Clinical Practicum) | I Semester |
| 4 | DHLS TRAINING PROGRAMME | Basic medical Science | CERTIFIED COURSE |

SHORT TERM TRAINING PROGRAMME

|  |  |  |  |
| --- | --- | --- | --- |
| SL. NO | CORE | SUBLECT | DURATION |
| 1 | M.S ENT ( Post Graduation) | Otolaryngology | 2days |

**TRAINING PROGRAMME AND SHORT TERM TRAINING PROGRAMME**

**RESEARCH ACTIVITIES AND PUBLICATION**

**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE – 6.**

 **Dated: 28.08.2013**

**Department Of ENT**

**Office Memo**

It has come to the notice of the undersigned that Dr. K.R Shylaja, Contract ENT Doctor was found missing in the entire afternoon during duty hours on 19.08.2013. She has not informed or taken any prior permission from HOD, ENT. She is informed to explain her act of negligence, Which has caused inconvenience to patients.

 Dr. Rajeshwari G

 Professor & HOD ENT

Copy to :

The Director

**Cochlear Implantation**

**Artificial Larynx**

**Myringotomy procedure**

Sir,

 Mr. Rahul Raghuvamshi is a case of traumatic brain injury ie Left Temporo parietal haemorrhage. He is undergoing speech therapy for wernicke’s aphasia. He complains of Hiccups, followed by vertigo with brief spells of loss of consciousness. He has retinopathy of the left eye. His ENT examination and audiological examination is normal. His ENG reveals central lesion. Kindly evaluate opine and advise.

 Dr. Rajeshwari G

 Professor in ENT

ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06

 DEPARTMENT OF ENT

 Circular

 13.10.14

 Sub: With reference to om dated 11.09.2014 SH/PL/Gen/2014-15.

As per the OM a committee is constituted to conduct an enquiry into the allegations made by Shri Sannaranga MTS. In connection with this a preliminary meeting is called in the chamber of the chair person at 4.00pm on 14.10.2014. The members and convenor are informed to attend the same.

 DR Rajeshwari G

 Professor in ENT

 Chairperson & Liaison officer for SC/ST

Circulation to:

1. Dr. Satyapal Puri Goswamy - Member

Professor of speech Pathology

Staff grievance officer

1. Dr. K Yeshoda - Member

Reader in Speech Science &

HOD- Clinical Services

1. Shri. K Purushothama - Convenor

Assistant Registrar

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

SH/Ltr.Nos/AIISH/ENT/2014 15/10/14

 Sub: Complaint of Mr. Sannaranga – Reg.

 Ref: (i) Letter of complaint of Mr. Sannaranga MTS received noted as No. 5949

 dated 09/09/14.

 (ii) OM No. SH/PL/GN/2014-15 dated 11.09.14.

 With reference to the above a four member committee constituted by the Director is directed to conduct an enquiry into the written allegation made by Mr. Sannaranga against some office staff. Hence an enquiry meeting is scheduled to be held on 20th October 2014 at the meeting hall of the administrative block (2nd floor) at 2.00pm. All the members in the committee, Mr. Sannaranga MTS and the staff mentioned in the allegation are hereby informed to be present for the enquiry meeting without fail. Mr. Sannaranga is also informed to bring evidences, witnesses to substantiate his allegation if any to the meeting without fail.

 Mr. Ananda Ram- Assistant Administrative Officer - AIISH

 Mr. Ramesh D.S - Office Superintendent - AIISH

Mr. Mallikarjunaiah – Security Officer - AIISH

Mr.Sannaranga – MTS - AIISH

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

SH/Ltr.Nos/AIISH/ENT/2014 15/10/14

 Sub: Complaint of Mr. Sannaranga – Reg.

Submitted to the Director,

Madam,

 With Reference to the above the four members committee conducted a preliminary meeting on 14/10/2014 to discuss the manner of enquiry to be conducted into the allegations made by Mr. Sannaranga MTS against some office staff. Going by the gravity/seriousness of the allegation the members of the committee opined that an audio & video recording of the enquiry need to be done. The statements of those attending the enquiry also need to be recorded. The enquiry is scheduled on 20th October 2014 at 2.00 pm at the meeting hall of administrative block. Hence I request you to provide services of a stenographer with typing knowledge of kannada, and a person from the Department of electronics for video recording of the enquiry.

 DR Rajeshwari G

 Professor in ENT

 Chairperson & Liaison officer for SC/ST

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

SH/Ltr.Nos/AIISH/ENT/2014 22.10.2014.

**PROCEEDINGS OF ENQUIRY MEETING HELD ON 21.10.14**

**Submitted to the Director:**

Ref: (i) Letter of complaint of Mr. Sannaranga MTS received noted as no.

 5949 dated 09/09/14.

 (ii) OM No. SH/PL/GN/2014-15 dated 11.09.14.

.

 With reference to the above, a four member committee was constituted by the Director, to conduct an Enquiry into the Allegations made by Sri. Sannaranga wide office. Letter of complaint of Mr. Sannaranga MTS received noted as No. 5949

Dated 09/09/14.

 The committee held a preliminary Meeting on 11.10.2014 to discuss the manner in which the enquiry need to be done since the allegations were of a serious nature, and the list of office staff to be called for the Enquiry. The members of the committee agreed to have an audio video recording of the Enquiry on 20th October 2014 at 2.00 pm at the Meeting hall of the administrative block. The same was intimated through ‘Office note’ to Mr. Sannaranga, MTS, Mr. Anandram (AAO) Mr. D.S.Ramesh (OS) and Mr.Mallikarjunaiah, Security Officer,

 On the Day of the Enquiry Mr. Sannaranga, MTS, was not present at the Enquiry, till 2.45 Noon. Hence the committee decided to record the deposition of the other office staff called for the Enquiry. The deposition of through Mr. Anandram (AAO) , Mr. D.S.Ramesh, OS, and Mr. Mallikarjunaiah, Security Officer was recorded. The deposition is enclosed, in the daily order sheet.

 On Enquiring the Office staff the allegation made by Mr. Sannaranga MTS, that he was abused about his caste was found to be false and baseless. It was also learnt that on Earlier occasions too, he has made false allegation against the same office staffs to the

Staff grievance officer.

 The committee also learnt that there is no coherence, continuity between the two letters he has, submitted to the office. Since he has absented himself for the Enquiry, through he was found near the Meeting hall, where the enquiry was being held. The committee taking into consideration the deposition of the office staff decided Exparte that the allegations made by Mr. Sannaranga are frivolous and false.

A video recording of the Enquiry meeting is also being enclosed.

1. DR Rajeshwari G - Chairperson

Professor in ENT

 Liaison officer for SC/ST

1. Dr. Satyapal Puri Goswamy - Member

Professor of speech Pathology

Staff grievance officer

1. Dr. K Yeshoda - Member

Reader in Speech Science &

HOD- Clinical Services

1. Shri. K Purushothama - Convenor

Assistant Registrar

**ALL INDIA INSTITUTE OF SPEECH AND HEARING MYSORE -06**

SH/Ltr.Nos/AIISH/ENT/2014 25.11.2014.

Submitted to the Director

Madam,

 Ref : SH/PL/Gen-2013-14 dated 11-09-14 committee constituted to look into the complaint dated 09-09-2014 submitted by Shri. Sannararanga MTS to the Director.

Please find here in enclosed the proceedings, depositions, and video recordings of the enquiry held on 21-10-2014.

 Thanking you,

 DR Rajeshwari G

 Professor in ENT

 Chairperson & Liaison officer for SC/ST

**NO OBJECTION CERTIFICATE**

Certified that miss Devika.G, who is an Indian national ,is a permanent employee of Sunkenahalli government high school, Department of public instructions Government of Karnataka Bangalore 560050 from 8.12.1998 and is at present holding the post of Assistant mistress. The institute has no objection to her acquiring Indian passport.

I the undersigned am duly authorized to sign this identity certificate. I have read the provisions of section 6(2) of the passport act 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian passport to her.

Submitted to Prof &HOD Dr. H. Sundara Raju

Sir,

With reference to the complaint written by staff nurse Mrs uma Rosalind, I would like to inform you that the function of my house was a personal function held in may 2014. I had invited the staff of ENT. Mr kamlesh kumar is known to me on several occasions he has bought his family members for consultation. The invitation to Mrs uma rosalind & Mrs shakuntala were passed on to their respective husbands, as I was attending to my duty at K R hospital. I have extended an invitation to attend the function, to attend or not was their personal choice.

I would also like to inform you that I have presented the facts of my assessment of the APAR of Mrs uma Rosalind as her reporting officer to the enquiry conducted by the SGO on 21.02.14.As HOD you are aware that she does not assist me so I virtually have no contact with her. She is in the habit of writing false complaints and making baseless allegations against her superiors , colleagues and reporting officers. Her allegations are of malicious intentions and baseless to malign my name.

 Thanking you,

 Yours Sincerely

 Prof Dr.RAJESHWARI

**ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-6**

**DEPARTMENT OF ENT**

SH/ENT/2015-16 08to.01.2016

**Submitted to the Director:**

 Sub: Handing over charges of Vertigo Clinic – reg.

 Ref; SH/PL/210-VOL-1/2015-16 dated 10.12.2015

 With reference to the above, this is to bring to your kind notice that I have handed over the charges of Vertigo Clinc to Dr. T. K. Prakash – Reader in ENT .

 Prof. Rajeshwari G

 Prof. of ENT

 Handed over by Taken over. by

 Prof. Dr. Rajeshwari .G. Dr. T. K. Prakash

 Reader in ENT

Enclosures: Enclosed:

Copy to:

1. Dr. T. K. Prakash
2. Prof. Dr. G.Rajeshwari.
3. O/c.

**Enclosures:**

|  |  |  |
| --- | --- | --- |
| **Sl No.** | **Description** | **Remarks** |
| 1 | **Furniture:** Table, Chair, Footstep , foam Matress,Curtains, Model of Auditory Pathway. |  |
| 2 | **Equipment:** B.P. Apparatus, Stethoscope, ENG with Printer, inclusive of Bar, VNG, with printer, inclusive of frenzel glass, VEMP, Cold / hot air irrigator, Sterilizer(1), Thermometer (2), OT Table with accessories |  |
| 3 | **Software:** VNG, ENG, VEMP with Manual |  |
| 45 | Air Irrigator with AccessoriesVNG Machine (Condemned ) | In the stock of Audiology |
| 6 | Refrigerator | 1 No. |
| 7 | Registers  | 2 Nos. |

 Handed Over By Taken Over By

 Dr. G. Rajeshwari Dr. T. K. Prakash

 (Prof. & HOD-ENT) (Reader in ENT)

**ALL INDIA INSTITUTE OF SPEECH AND HEEARING: MYSORE-6**

**DEPARTMENT OF ENT**

Name Case No.

Age Sex: Date:

**CONSENT FORM**

I hereby give my full consent for the necessary (Procedure-ENG/VNG/VEMP) which is required for the diagnosis. The need for the procedure, Instructions for the procedure, and complications that occur during of the Procedure; are explained to me. The need for hospitalization or observation in case of any unwarranted complication has been explained to me in a language i understand.

Guardian’s Signature Patient’s Signature .

**ALL INDIA INSTITUTE OF SPEECH AND HEEARING: MYSORE-6**

**DEPARTMENT OF ENT**

Name Case No.

Age Sex: Date:

**CONSENT FORM**

 I am hereby giving my full consent for the necessary operation under any type of anesthesia. The risks of the operation, ear discharge, hearing loss, facial palsy have been explained to me in my own language. I also understand that the surgery is not for my tinnitus.

Guardian’s Signature Patient’s