



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
(An Institution of National Importance under Ministry of Health & Family welfare)
धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006



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ADMINISTRATION – II SECTION

No.Admn.II/Committee/2022

Dated: - 3 MAR 2022

OFFICE ORDER

Sub: Constitution of Website Committee - Reg.

Approval of the competent authority is hereby accorded for Constitution of committee with the following members for maintaining the JIPMER website up-to-date with the following terms of references:-

- Regular, periodic review of the website content.
- Making arrangements to update the website regularly.
- Reconstruction and renovation of website as and when required
- Innovate, implement, improve the quality of the website (content, presentation, technology)

Sl.No.	Name & Designation	Role
1.	Dr. Rakesh Aggarwal, Director, JIPMER.	Chairperson
2.	Dr. K Ramesh Babu, Professor Dept. of Ophthalmology.	Vice-Chairperson
3.	Dr. R Raveendran, Professor (Sr.Scale), Dept. of Pharmacology.	Officer-In-Charge Website
4.	Dr. P Jagadesan, Additional Professor, Dept. of Radiation Oncology.	Member Secretary
5.	Dr. P Pasupathy, Assistant Professor, Dept. of Orthopaedics.	Joint Secretary
6.	Website Administrator	-
7.	**All Nodal officers as nominated by the HODs of respective department and service sections	
*SPECIAL INVITEES		
8.	Dr. Dorairajan L N, Medical Superintendent & Professor(Sr.Scale) of Urology.	
9.	Dr. Pankaj Kundra, Dean(Academic) & Professor(Sr.Scale) of Anaesthesiology.	
10.	Dr. D.M. Thappa, Dean(Research) & Professor(Sr.Scale) of Dermatology.	
11.	Dr. Saka Vinod Kumar, Dean(Karaikal), Professor(Sr.Scale) & Head of Pulmonary Medicine.	
12.	Dr. Krishana Gopal Goyal, IRS), Deputy Director(Admn.)	

**The Special invitees will be invited for the meeting as and when needed.

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****Duties and Responsibilities of the Nodal Officers nominated by the HoD of the respective departments and service sections**

- Update the website content of their Department/Service sections and report the status of updation on or before 7th of every month.
- Review the web pages/contents assigned to them and report the mistakes/factual inaccuracies/formatting errors if, any.
- Attend the website meetings without fail.
- Give suggestions for improving the website.

If they are on vacation/long leave/leave the dept./section, they should inform the HoD who should arrange to nominate another person from the dept./section to continue the work.

Duties and Responsibilities of the site administrator:

- The site administrator arranges to receive the content from the nodal officers and format and upload the same on to the website without delay.
- He will send a reminder by email and whatsapp on the 1st of every month to all the nodal officers to update the content and send a report.
- He will make necessary arrangements for the review meetings and present the status of updating in the meeting.

The HoDs of the departments and the service sections also have the responsibility of maintaining their dept./section web page factually correct and up-to-date.

T. Murugavalli

(T. MURUGAVALLI)
Administrative Officer

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Phone : 0413-2296025

पशासनिक अधिकारी

Administrative Officer

जिपमेर / JIPMER

पुदुच्चेरी / Puducherry - 605 006

To

1. The above Officer concerned. (Sl. No. 01 to 12)
2. All HoDs/Service sections.

Copy to:

1. PS to Director / M.S / Dean (Academic) /Dean(Research)/D.D.(A)
2. Dean (JIPMER Karaikal)
3. P.A. to S.A.O/Sr. Accounts Officer
4. L.O/Outsourcing Wing/ Estate Section/AAO-Admin-I
5. IT Wing – **With a request to publish in JIPMER Website.**
6. Asst. Director (OL), Hindi – **With a request to translate in Hindi and upload in JIPMER Website.**