भारतीय प्रौदयोगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Medical section

Minutes of the 1st meeting of the Medical Users Group

The 1st meeting of the Medical User Group (MUG) committee 2026-27 was held on 10th September, 2026 (Thursday), at around 11 a.m. in the conference hall of IIT Guwahati Hospital. The meeting was convened by Dr. Pallabi Sarmah, Chief Medical Officer & HOS Medical Section, IIT Guwahati.

The following members of MUG were present in the meeting viz.

1. Dr. Pallabi Sarmah
2. Dr. Chandan Karfa
3. Dr. Anuj Kr, Baruah
4. Prof. Siddhartha Pratim Chakrabarty
5. Dr. Deepmoni Deka
6. Mr. Dipak Kumar Barman
7. Mr. Surbhit Kumar
8. Mr. Rahul Deka
9. Mr. Ayush Mishra
10. E S N Raju P representative of Ms. Divya Chintada
11. Mr. Nilyotpal Deka

Dr. E S N Raju P represented Ms. Divya Chintada, Dependant of IITG Employee.

Ms. Lipika Nath, Member could not attend the meeting due to her prior engagement.

The agenda for this meeting and subsequent resolution passed were taken up as follows:

Item no. 1: Discussion on the revision of rates for the medical assistance for the participants of various program to be paid by respective departments/centres to the Institute.

It was observed that the expenditure incurred towards medical assistance during conferences, workshops, and other programmes has increased over the last few years, owing to the increase in both the number of programme days and the number of participants. It was further noted that the existing rates of medical assistance have remained unchanged for a considerable period.

R/MUG/01/2026/1: After due deliberation, it was resolved that the existing rates of medical assistance may be reviewed and revised appropriately, taking into consideration the increased expenditure, prevailing requirements, and the increased duration and number of participants in such programmes.

Further, it was resolved that the matter should be brought to the notice of the Competent Authority of the Institute and recommended that the proposal for the same should be placed in the Hospital Advisory Board (HoAB) meeting.

Item no. 2: Discussion on the discount rates of the empanelled Hospitals and Laboratories

R/MUG/01/2026/2: The members of the Committee also accepted the revise rate lists including the discounts offered by the various empanelled Hospitals and Laboratories of IIT Guwahati and the same will be informed to IIT Guwahati Community through e-mail correspondence.

Item no. 3: The revision of the outside state referral policy.

Proposed Modifications in the Existing Outside-State Referral Policy, such as –

1. **No. of Visits to Outside State**

    a. The permissible number of visits to an outside State for treatment/referral may be clearly defined.
    b. Provision may be made for additional visits, where medically necessary, based on the recommendation of the treating specialist and approval of the competent authority.
    c. The policy may also specify the duration/validity of an outside-State referral to avoid repeated administrative approvals for the same course of treatment.

2. **Reimbursement of Travelling Allowance for Outside-State Referral**

    a. Clear provisions may be introduced regarding reimbursement of **Travelling Allowance (TA)** for the patient and, where admissible, an authorized attendant accompanying the patient for outside-State treatment.

R/MUG/01/2026/3: Resolved that the matter should be brought to the notice of the Competent Authority of the Institute and recommended that the proposal for the same should be placed in the Hospital Advisory Board (HoAB) meeting.

Item no. 4: Revision of the bed charges for the cases admitted less than 24 hours.

It is submitted that bed charges per day have increased considerably in different empaneled hospitals of IIT Guwahasti. In view of this it is proposed that bed charges for patients admitted for less than 24 hours may also be revised accordingly. The present reimbursable ratess bed charges for all employees and students as per the Institute Medical Rule 5.5 are as follows –

Group of Employees	Maximum entitled of accommodation in Hospital per day
A	Rs 1200/-
B	Rs 900/-
C	Rs 600/-

R/MUG/01/2026/4: It is therefore, suggested that

a. ***Rs 10,000/-*** (based on 2% of the basic sum insured Rs 5,00,000/-by the Institute) may be considered as bed charges per day for reimbursement for such cases for employees and their bonafide dependents.
b. ***Rs 4,000/-*** (based on 2% of the basic sum insured, Rs 2,00,000/- by the Institute) may be considered as bed charges per day for reimbursement for such cases for students.

The proposal may accordingly be placed before the Competent Authority of the Institute for consideration and approval.

Item no. 5: Empanelment of Eye Care Centre Guwahati as the new panel Hospital of IIT Guwahati

R/MUG/01/2026/5: The Committee accepted the matter and recommended that the proposal for the same should be placed before the Competent Authority of the Institute for the benefits of the Institute Employees, Students and their bonafide dependents.

Item no. 6: Discussion on OPD consultation fees for retires

At present the OPD consultation fee of Rs 150/-(One hundred fifty only) has to pay by the retirees when they visit to IIT Guwahati Hospital for OPD consultation, who opted for the Rs 1000/- (One thousand only) facility.

R/MUG/01/2026/6 Resolved that the OPD consultation fee of Rs 150/- (One hundred fifty only) will be waived for all retirees, irrespective of whether they have opted for the Rs 1,000/- (One thousand only) facility or not.

Item no. 7: Proposal for a One-Day Hearing & Balance Check- up and Audiological Consultation Camp

R/MUG/01/2026/7: This matter is not considered by the Committee as a permanent ENT Doctor is already available at IIT Guwahati.

Item no. 8: Proposal for 01 (one) additional Dermatologist

At present 01 Part- Time Consultant Dermatologist, visit to the IITG Hospital under the outsourced hospital service provider two (02) days in a week for 04:30 hours. However, the

increasing number of patients with skin diseases visiting IITG Hospital has resulted in a waiting list of approximately 30-40 patients. The current visiting hours have been deemed insufficient by students and the IITG community.

R/MUG/01/2026/8: The Committee members have reviewed the matter and resolved to propose the appointment of one (01) additional Dermatologist with relevant experience on a need-based service arrangement under the outsourced hospital service provider for two (02) days a week with a four (04) hours duty schedule. It is recommended that this proposal should be submitted to the Competent Authority of the Institute for consideration and approval.

Item no. 9: Proposal for recruitment of (01) one permanent Dermatologist

At present 01 Part- Time Consultant Dermatologist, visit to the IITG Hospital under the outsourced hospital service provider two (02) days in a week for 04:30 hours. However, the increasing number of patients with skin diseases visiting IITG Hospital has resulted in a waiting list of approximately 30-40 patients. The current visiting hours have been deemed insufficient by students and the IITG community.

R/MUG/01/2026/9: The Committee members have reviewed the matter and decided that this proposal should be submitted to the Competent Authority of the Institute for consideration and approval.

Item no. 10: Proposal for allotment of permanent space at IIT Guwahati Hospital for the Nutritionist engaged at IITG Hospital.

R/MUG/01/2026/10: In view of the non-availability of adequate space at the IIT Guwahati Hospital at present, it is resolved that the allotment of space for the Nutritionist at IIT Guwahati Hospital is not considered.

The meeting ended with a vote of thanks to all.

Dr. Pallabi Sarmah

Dr. Chandan Karfa

Dr. Anuj Kr, Baruah

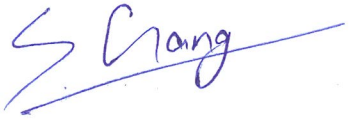
Prof. Siddhartha Pratim Chakrabarty



Dr. Deepmoni Deka



Mr. Dipak Kumar Barman



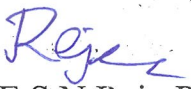
Mr. Surbhit Kumar



Mr. Rahul Deka



Mr. Ayush Mishra



Dr. E S N Raju P



Mr. Nilyotpal Deka