

Christian Medical College Vellore NEWSLINE



July 08, 2024

For His faithfulness endures forever. Psalm 117:2

Workshop on Autism



IN THIS ISSUE

Workshop on Autism

World Environment Day Celebrations

Events from the Department of Otorhinolaryngology, Head and Neck Surgery

World Food Safety Day

Special Prayers

Welcome

Memoranda

Laurels & Recognitions

Obituaries

Situations Vacant

The Developmental Paediatrics Unit organised a Workshop on Autism for teachers on June 29, 2024, to familiarise them with the evolving aspects of supporting children with autism in classrooms. The participants were asked to complete an introductory preworkshop module as an introduction to autism before the commencement of this workshop.

Ms. Rachel Beulah, Psychologist and Dr. Srinivasa Raghavan, Associate Professor spearheaded this initiative, supported by a team of professionals including Drs. Nitin, Shafi, Rashmi, Manju, Meenu, Samuel P. Oommen, and Beena Koshy; Psychologists – Ms. Caroline, Ms. Samyuktha, Ms. Hannah Grace, Ms. Stuthi Joseph, Mr. Nathaniel Philip, Mr. Alex Taylor, Ms. Sharon Rose, and Ms. Benita; Occupational therapists - Ms. Rhema Anu, Ms. Anu Jacinth, Ms. Sharon Grace, Ms. Benita Rachel, Ms. Joanna, Ms. Madhumita, and Ms. Annie; Speech therapists – Ms. Preethi, Ms. Pavithra, Ms. Keerthika, Ms. Aishwarya, and Ms. Blessy. Teachers from all schools associated with CMC, as well as several local schools, participated in the workshop. The event was graced by Dr. Solomon Sathishkumar, Principal and Mrs. Swarna Joshua, Principal of Ida Scudder School, Vellore. This workshop represents a significant milestone, potentially being one of the first of its kind in the country. Featuring real-life case scenarios, it included hands-on training modules aimed at equipping teachers to address the challenging behaviors, social skills deficits, sensory difficulties, emotional challenges, and cognitive issues experienced by children with autism. Given that children with autism spend substantial time in school and with their peers, it is crucial to engage and empower teachers in their care and education.

World Environment Day Celebrations



On the 5th of June 2024, World Environment Day was celebrated vibrantly by the Department of Environmental Engineering across all the campuses of CMC Vellore. The event aimed to instil a sense of responsibility and urgency towards environmental conservation through the theme: "Our Land, Our Future – We are Generation Restoration."

CMC Vellore Town Campus

The programme began at the Town Campus with a prayer led by Rev. Joseph Devaraj and a prayer song by the Environmental Engineering team. Thiru. Manivannan, Assistant Conservator of Forest from the Forest Department, Vellore District, graced the event as the Chief Guest and spoke about the critical role of governmental and regulatory bodies in environmental stewardship. Mr. Caleb, Associate Superintendent Engineer of the Environmental Engineering Department, extended a warm welcome to the gathering. Dr. Vikram Mathews, Director, Mr. Reni Charles, General Superintendent, and Ms. Sonia Valas, Deputy General Superintendent, added their invaluable insights to the programme, symbolising organisational commitment towards sustainability.

CMC Vellore Ranipet Campus

The programme began with a rally based on the theme followed by prayer led by Rev. Finney Alexander and a prayer song by the Ranipet team. Thiru. Ravichandran, District Environmental Engineer from the Tamil Nadu Pollution Control Board (TNPCB) and Thiru. Manivannan, Assistant Conservator of Forest from the Forest Department, Vellore District joined as the Chief Guest, underscoring governmental support towards grassroots initiatives. Mr. Caleb, Head of the Department, welcomed the gathering, while Mr. Joseph Selvaraj, Deputy General Superintendent, Ranipet campus, delivered a compelling address, urging participants to translate awareness into action.





The following competitions were conducted for the participants:

- 1. Speech Competition
- 2. Poster Competition Painting
- 3. Poster Competition Digital

These contests not only fostered healthy competition but also served as platforms for exchanging ideas and perspectives on environmental sustainability. The highlight of the celebration was the inauguration of Stalls and the ceremonial Planting of saplings across all campuses. This symbolic gesture underscored the commitment to tangible actions in nurturing and preserving the environment.

World Environment Day served not only as a moment of reflection but also as a catalyst for transformative change. Through concerted efforts and unwavering dedication, we can pave the way for a sustainable and harmonious coexistence with nature, ensuring a thriving legacy for generations to come.



Events from the Department of Otorhinolaryngology, Head and Neck Surgery



The Department of Otorhinolaryngology, Head & Neck Surgery had an assemblage of academic activities to honour Dr. Rupa Vedantam on her superannuation after a long illustrious career. The CME was held on the 8th of June at the Paul Brand Building. This was preceded by two hands-on workshops conducted at the Department of Anatomy for which Units III and & IV were instrumental. These workshops for our postgraduates were well appreciated by all attendees for the clarity of instruction and the meticulous cadaver dissection demonstrated by their faculty.

Basic FESS Workshop:

The Department of ENT conducted "Functional Endoscopic Sinus Surgery- A Hands-on Cadaveric Workshop" on June 1st, 2024. The objective of this one-day workshop, done in collaboration with the Department of Anatomy, was to teach the post-graduates the endoscopic anatomy and relations of the nose and paranasal sinuses and to train them systematically in basic endoscopic sinus surgery. The candidates were provided in advance with a FESS dissection manual describing the normal anatomy and its variations along with detailed, illustrated surgical steps. The workshop began with a prayer by Dr. Suma Susan Mathews followed by an introductory address by Dr. Rupa Vedantam. Dr. Regi Kurien gave a brief comprehensive lecture on the endoscopic anatomy of the nose. This was followed by a detailed cadaveric dissection showcasing the fundamental endoscopic surgical steps by Dr. Regi Thomas. The workshop was conducted in the anatomy dissection hall in two batches in twelve stations. The participants were supervised and guided through the dissection by faculty from the Department of ENT at every station.

Temporal Bone Dissection Workshop:

On June 7th, 2024, the dissection halls of the Anatomy department reverberated with excitement as the postgraduate students gathered for an immersive Temporal Bone Dissection Workshop organised by the Department of ENT. The workshop promised a deep dive into the intricate anatomy and surgical techniques of the temporal bone. The workshop was inaugurated by Dr. Rupa Vedantam, the Chief Guest and Dr. Suma Susan Mathews, the department head. The workshop commenced with an introduction by Dr. Ann Mary Augustine followed by a class on temporal bone anatomy by Dr. Vidya. The postgraduates were provided with workstations equipped with microscopes, temporal bone holders, micro motors etc. The participants performed their dissection alongside a live demonstration by Dr. Ann Mary; individual guidance was provided throughout the workshop by Dr. Ajay Philip and a team of mentors. The participants worked with excitement and enthusiasm, gaining invaluable insights into the nuances of temporal bone surgery. The interactive nature of the workshop bridged theory with practice, instilling a deeper understanding of ear surgery.

4

CurrENT 2024 CME and the 8th Henrietta Sieber Batts Oration:

Chaplain Rev Raja prayed for God's blessings and Dr. Rupa's first Cochlear Implant recipient inaugurated the programme. Dr. Vikram Mathews, Dr. Vinod Abraham and Dr. Henry Prakash felicitated the ENT department on the occasion. Padma Shree Dr. Milind V Kirtane was the guest of honour and delivered the Oration. His vast knowledge and experience in cochlear implants were packaged into a nutshell and kept even the non-ENT attendee's attention rapt. Dr. Rupa elaborated on 'How research influenced her clinical practice'. This was followed by various faculty from the Department of ENT addressing topics of interest across the field.

We thank God for His provision and grace during these days of academic pursuits and for the successful completion of CurrENT 2024.



World Food Safety Day



Whether you eat or drink, or whatever you do, do it all for the glory of God – 1 Corinthians 10:31

Cultivating Wellness: Sowing Seeds for a Thriving Future:

On 7th June 2024, in commemoration of World Food Safety Day, The Food & Beverages Section of the GS Office under the leadership of Mr. Reni Charles, General Superintendent, organised several 'Food Safety and Healthy Eating Awareness' stalls at CMC Vellore Town campus. The inauguration programme started with a word of prayer by Ms. Saramma Kuruvilla, Sr. Chaplain. Felicitations were delivered by Mrs. Annie Jarone, Associate Nursing Superintendent and Mr. C Reni Charles, General Superintendent and Head (Food and Beverages Section). The Chief Guest of the programme, Dr. Senthil, DO FSSAI, Vellore and Thiruvanamalai District, addressed the gathering and appreciated the efforts taken by the food and beverages team (Mr. Simon Peter Jebaraj, Mr. Jonathan Raju Galla, Mr. Samson Ponraj & Ms. Jonath Evelyn Navothna). The function was also graced by Mr. Anand John Samuel, Associate General Superintendent and Mrs. Sonia Valas, Deputy General Superintendent. Mr. Manuel Inbam, MBBS Student, (winner of the elocution competition) mesmerized the gathering with his award-winning speech on Food Safety and Healthy Eating. Games were organised by the students of the Hospital Management Studies & Staff Training Department and from the Department of Dietetics, which added interactive fun and educational value to the event. Prizes were awarded to winners of the poster and elocution competitions. The celebration of World Food Safety Day emphasised our commitment to health and well-being. Winners of the elocution, digital poster, and traditional poster competitions were recognized for their contributions to promoting food safety awareness.

Webinar Series: Empowering Through Knowledge:

A three-day webinar series was organised from 29th to 31st May in a hybrid mode. The webinar commenced with a discussion on the theme: Combating Obesity, led by Dr.Henry Prakash, Professor & Head, PMR2 and Dr.Nithin Kapoor, Professor & Acting Head, Endocrinology who explored strategies for managing and preventing obesity through balanced nutrition and regular physical activity. On the second day, the topic discussed was; Reversing Cardiovascular Disease by Dr.Samuel George Hansdak, Professor & Head, of Lifestyle Medicine and Dr.Aditya John Binu, Asst. Professor Cardiology. They emphasised the role of heart-healthy diets, exercise, and stress management in reversing cardiovascular conditions. The series concluded with the topic; Flipping Diabetes, where Dr.Mohammed Anwar, Assistant Professor, Endocrinology and Mrs. Manimegalai, In-Charge, Dietetics shared insights on managing and potentially reversing diabetes through diet and lifestyle changes. Participants felt that the series empowered and inspired them to take control of their health, equipped with the knowledge and motivation to make lasting, positive changes in their lives.

Pre-Event Activities: Elocution and Poster Competitions:

Elocution and poster competitions were organised for staff and students wherein many participated enthusiastically, delivering powerful messages on food safety and healthy living. On June 5th, 2024, the elocution competition, in particular, was a highlight, with compelling topics such as:

- 1. Turning the Tide: The Diabetes Remission Diet under the Microscope
- 2. Beyond Medication: Managing Blood Pressure Naturally
- 3. Food as Medicine: Fighting Chronic Conditions by Healthy Eating

These discussions emphasised the transformative power of diet in managing chronic conditions, reinforcing the idea that food is not just sustenance, but a cornerstone of health

The prize winners are given below:

Elocution Competition Winners

- 1st Place Mr. Manuel Inbam J, MBBS Second Year
- 2nd Place Ms. Anjana Chandran, Research Coordinator, Radiation Oncology
- 3rd Place Ms. Resnija Grace Sajan, BSc Nursing, Third Year

Handmade Poster Competition Winners

- 1st Place Mr. Issac Samuel, Staff Nurse, Emergency Department
- 2nd Place Ms. Femina Jasmine, Staff Nurse, C201
- 3rd Place Ms. Ranjini, Staff Nurse, Cardiothoracic surgery

Digital E-Poster Competition Winners

- 1st Place -Mr. Vignesh & Gowtham, Jnr Dietician, Dietetics
- 2nd Place Ms. Lakshmi Priya, Jnr Dietician, Dietetics
- 3rd Place Ms. Betsy Rachel Raji, Staff Nurse, Surgical ICU

Engaging Food Vendors: Promoting Healthy Eating:

To further amplify the impact of World Food Safety Day, we encouraged all food vendors to align with this year's theme, "Food Safety: Prepare for the Unexpected." From June 3rd to June 8th, vendors across all campuses provided nutritious breakfast, lunch, and snacks in their outlets. This initiative aimed to promote a healthy diet and ensure everyone can access wholesome, safe food options. The celebration of World Food Safety Day was not just a gathering but a testament to our commitment to health and well-being. Through engaging activities and informative sessions, we aimed to empower everyone with the knowledge to make safer food choices. Together, let's continue to advocate for food safety and nurture a healthier world for generations to come





















Special Prayers This Week

July 08 - 13, 2024

Gastrointestinal Sciences: Dr. Anna B. Pulimood and staff

Mrs. Sumathy and staff

Medical Gastroenterology

and Hepatology : Dr. Sudipta Dar Chowdhury and staff

Dr. Ebby George Simon and staff
Dr. Reuben Thomas Kurien and staff

Dr. Ashish Goel and Staff Mrs. Sumathy and Staff

Wellcome Trust Research Laboratory: Dr. Sitara Swarna Rao A. and Staff

Clinical Genetics: Dr. Sumita Danda and Staff

Jeypore Evangelical Lutheran Church

Council Members: Rt. Rev. Bidhan Kumar Nayak

Dr. Sunil Chander Jiwanmall

Hospital: Christian Hospital, Nabarangpur and Bissamcuttack.

Church Mission Society

Council Members: Mr. Stephen Edison

Ms. Rhena Clouston

Welcome

- Mrs. Shandrila Gnanatheepam, Professor, Community Health Nursing, on her return from sabbatical leave.
- Mr. D. Jonathan Paul Hamaran, Assistant Manager, Directorate, on his return from sabbatical leave.

Memoranda

The Department of Dental & Oral Surgery will henceforth be named as 'Department of Dentistry' and will function as six units with effect from 4th July, 2024.

Dr. Santosh Koshy, Professor, will continue as Head, Department of Dentistry, until 7th April 2026, as per the notice dated 1st April, 2022.

Dr. Christinal D. George, Sel. Gr. Sr. Dental Officer, is appointed as Ag. Head, General Dentistry Unit, with effect from 4th July 2024 until further notice.

Dr. Jagadish Ebenezer, Professor, is appointed as Head, Oral Medicine Unit, with effect from 4th July 2024 for a four-year term.

Dr. Sibu Simon S, Professor, is appointed as Head, Prosthodontics Unit, with effect from 4th July 2024 for a four-year term.

Dr. Soumya S.V., Surgeon / Associate Professor, is appointed as Ag. Head, Orthodontics Unit, with effect from 4th July 2024 until further notice.

Dr. Shini Susan Samuel, Surgeon / Associate Professor, is appointed as Ag. Head Paedodontics and Endodontics Unit, with effect from 4th July 2024 until further notice.

Dr. Santosh Koshy, Professor, is appointed as Head, Oral and Maxillofacial Surgery Unit, with effect from 4th July 2024 until further notice.



Memoranda

- Mr. R. Paul Chandra Kumar, Sr. Manager, Department of Finance & Accounts, is appointed as Treasurer with effect from 27th July 2024 for a three-year term.
- **Dr. Uday George Zachariah,** Professor, Department of Hepatology, is appointed as Associate Director (Chittoor) with effect from 1st November 2024 for a four-year term.
- **Dr. T.J. Barney Isaac,** Professor, Department of Pulmonary Medicine, is appointed as Deputy Director (Chaplaincy Services) with effect from 1st July 2024 for a four-year term.
- The appointment of **Mrs. Jainy John,** Manager, as Acting Head, Internal Audit Department is extended with effect from 13th June 2024 to 12th June 2025.

Laurels & Recognitions

- Nursing Service had successfully renewed NABH Nursing Excellence Certification for the period November 15, 2023 - November 14, 2025.
- **Dr. Alok Srivastava,** Senior Professor, Department of Haematology, for being awarded the 2024 'International Society on Thrombosis and Haemostasis' **Esteemed Career Award,** at the recently held ISTH Congress in Bangkok (June 22 26) towards his contributions that have significantly advanced the scientific community's understanding of diseases and disorders that affect hemostasis.

Retirements

Mr. Vijayakumar (Sel. Gr. MCTT-Gr. I) retired on 15th May 2024, after 39 years of dedicated service to the institution. He began his journey as a Clerk-Typist, serving in various departments from 1st December 1983 to 31st March 1985. Subsequently, he joined the MRD as a Clerk-Typist on 14th January 1993, and was later transferred to the newly formed MCTT (Multifunctional Computer Terminal Technician) department. Throughout his service, Mr. Vijayakumar was an effective liaison between patients and the institution. His significant contributions to the development of the current MCTT Module and the transition from manual to online lab orders are remarkable. His substantial efforts in implementing the current system of cashless payments are invaluable.



Mr. Vijayakumar lives with his wife, Mrs. V. Meera, and their two daughters. His elder daughter, Mrs. V. Nandini, works as a Respiratory Therapist in the Pulmonary Medicine Department at CMC. His younger daughter, Miss V. Dharshini, is awaiting admission to the undergraduate para-medical course at CMC. The CMC community is thankful for his dedication and commitment to the institution and wishes him the best in his retired life.



Mr. Kannadasan (Sr. MCTT I) retired on 20th May,2024 after an exemplary 27-year career. He began his tenure at CMC on 28th January 1997 as a Graduate Technician Trainee. Throughout his service, he demonstrated exceptional thoroughness in his work. Proficient in Bengali, Mr. Kannadasan frequently assisted Bengali-speaking patients by serving as a translator. He resides with his wife, Mrs. K. Lakshmi. They have a son, Mr. K. Sanjay Kumar, who works as a Radiographer at CMC, and a daughter, Miss K. Sangeetha, who has completed her B.E.

The CMC community, is thankful for his dedication and commitment to the institution and prays for God's blessings on his retired life.

Obituaries

• **Dr. Shanthi Samuel** (nee Devadas Shanthi) (MBBS batch of 1959-60), passed away on 5th May 2024. Born January 19, 1941, in the city of Bangalore, South India, she was the daughter of Kamala and Ghishulal Devidas. She joined the MBBS course at CMC Vellore in 1959. It was there that she met and fell in love with Dr. Chandy Samuel (MBBS batch of 1954), her anatomy instructor. She and Dr. Chandy Samuel were married on February 19, 1968. The newly minted physicians worked in a small remote mission hospital in South India and provided emergency, primary, and surgical care to a very underserved population before immigrating to the United States in 1971. They moved to Syracuse, NY, to pursue training in their medical specialties, Dr. Chandy in surgery and Dr. Shanthi in pathology.



They brought their young family to Winfield in 1976 when Dr. Chandy joined a local surgery practice. Dr. Shanthi began practicing medicine at William Newton Memorial Hospital in 1980, after completing her pathology residency at the University of Kansas School of Medicine. She was a dedicated, patient centered, detail-oriented pathologist for nearly 35 years and a teacher at heart, offering cancer prevention education to community members and 'show and tell' presentations to school children demonstrating the effects of smoking and chronic alcohol use on human organ specimens from her hospital laboratory.

Dr. Shanthi embodied the spirit of community service. She loved Winfield and had a drive to enhance and promote its cultural treasures. Gardening was one of her passions and she opened her yard to community fund raising events, church services, and hosted several weddings there. She also valued education, providing college scholarship support to many local students to encourage them to pursue their vocational dreams. She was a member of the First Presbyterian Church of Winfield as well as the Rotary Club, Soroptomists Club, and PEO. She is survived by her loving husband, Dr. Chandy Samuel, of Winfield; her son Dr. Alex Samuel and wife, Priya, of Richmond, VA; her daughter Usha Karathanos and husband, Byron, of Belleville, IL; her sisters, Dr. Leela Badvey of India; Susheela Stephen of India; Sheela Suchak of Buffalo, NY; Usha Abraham of Philadelphia, PA and her six grandchildren, Adrien and Elias Samuel and Demetri, Isadora, Samuel, and Isaac Karathanos.

For those who would like to get in touch with the family, details of her son is given below: Dr. Alex Samuel, Email: alexpsamuel@gmail.com

Our thoughts and prayers are with the bereaved members of the family at this time.

- **Dr. M.V Thankachen**, father of Dr. Roy Thankachen, Professor, Cardio Thoracic Surgery Unit III, father-in-law of Dr. Priscilla Rupali, Professor and Head, Department of Infectious Diseases, grandfather of Ms.Lisa Rachel Roy(MBBS Batch of 2020) passed away on 1st July, 2024. Let us uphold his wife Mrs. Aleyamma Thankachen, children(Dr. Roy Thankachen, Mr. Paul Thankachen), and grandchildren (Ms.Lisa Rachel Roy,Mr.Tarun Zachary Roy,Mr.Issac Paul & Mr.Jeremiah Paul) and all the other bereaved family members in our prayers.
- Mrs. Phancy Christopher, mother of Mr. C. Samuel Chandraraj, Sr.Sel.Gr. Coordinator, Directorate, mother-in-law of Mrs. Ebenezer Beulah S., Charge Nurse, Phychiatry Department and Mrs. Ruth Volena, Diabetes Nurse Educator, Endocrinology, CMC passed away on 4th July, 2024. Let us uphold her children, grandchildren, great grandchildren and all the bereaved members of the family in our prayers.

Situations Vacant

Vacancies under the office of Medical Superintendent - for queries contact the mentioned office

1. AHS Medical Lab. Technician (Term Appopintment) and Medical Lab. Technician (Term Appointment) for the Department of Transfusion Medicine & Immunohaematology (CMC Vellore, Ranipet Campus)

Qualifcations:

1(a) AHS Medical Lab. Technician

Qualifications: B.Sc., (MLT) from the Recognized University.

Consolidated Pay: Rs.26,540 /-.

1(b) Medical Lab. Technician

Qualifications: H.Sc., with 2 Year Diploma in Medical Lab. Technician recognized by the CMAI or CMC

DMLT.

Consolidated pay: Rs.22,130/-. Age Limit: 35 years (For Both).

Note: Only Regular mode will be accepted, private or correspondence will not be accepted.

Applications to be done only through online application system. Please login to http://www.cmch-vellore.edu Link: "Vacancies".

Note: Only online applications will be accepted; Hard copies will not be accepted.

Applications will close on July 22, 2024 for Items 1(a) and 1(b).

2. Staff II AHS Medical Lab. Technician and Staff III Medical Lab. Technician for the Department of Transfusion Medicine & Immunohaematology (CMC Vellore, Ranipet Campus)

2(a) Staff II AHS Medical Lab. Technician

Qualifications: B.Sc., (MLT) from a recognized University and those who have completed 4 years of experience as AHS Medical Lab Technician (Term Apppointment) or equivalent only need to apply.

Salary Scale: Rs.15318 - 613 - 30643 + DA & HRA as per rules.

2(b)Staff III Medical Lab. Technician

Qualifications: H.Sc., with 2 Year Diploma in Medical Lab.Technician recognized by the CMAI or CMC DMLT and those who have completed 4 years of experience as Medical Lab Technician (Term Appointment) or equivalent only need to apply.

Salary Scale: Rs.12762 - 510 - 25512 + DA & HRA as per rules.

Age Limit: 35 years (For Both).

Note: Only Regular mode will be accepted, private or correspondence will not be accepted.

Applications to be done only through online application system. Please login to http://www.cmch-vellore.edu Link: "Vacancies".

Note: Only online applications will be accepted; Hard copies will not be accepted.

Applications will close on July 22, 2024 for Items 2(a) and 2(b).

Vacancies under the CMC Vellore, Chittoor Campus, College of Nursing - for queries contact the mentioned office

3. Applications are invited for the post of M.Sc. (N) Tutor to work in College of Nursing, CMC Vellore

& College of Nursing, CMC Vellore, Chittoor Campus

Qualification: M.Sc. Nursing in Obstetrics and Gynaecological Nursing speciality.

Accommodation & Salary: As per institutional policy.

Applications should be submitted online through the link: .

Please log on to https://www.cmch-vellore.edu/News.aspx

(Under: "Vacancies"). Only online applications will be accepted; Hard copies will not be accepted.

On or before July 20, 2024, 2024 for Item 3.

Vacancies under the General Superintendent - for queries contact the mentioned office

4. Jr. Engineer Gr.IV for the Biomedical Engineering Department

Qualification: Diploma in Electronic and Communication Engineering (or) Biomedical Engineering.

Salary: As per institutional norms.

Preference : Preference will be given to candidates those who have completed 4 years' Jr. Engineer experience in CMC. Others need not apply.

Age Limit: 35 years and below.

Please log on to http://www.cmch-vellore.edu

Link: General - "Vacancies".

Tab: "Jr Engineer Gr.IV".

Apply on or before July 12, 2024 for Item 4.

Note: Only regular mode will be accepted. Private or correspondence will not be accepted. Final year students are not eligible. Applications should be made online. Applications through other Job Portals will not be considered. Existing Staff (term or project or permanent) can apply only after getting necessary approval from Head of the Department.