

Community Outreach Committee
Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar
Lohia Hospital, New Delhi - 110001

F.No. ABVIMS/CM/2025/121

Dated: 07.04.2025

Circular

The comments/ suggestions are invited on Standard Operating Procedure (SOP) of Community Outreach Committee (enclosed herewith).

The comments/ suggestions to be sent on the following email ID latest by 21.04.2025:

cmhodrmlh@gmail.com

This is with the approval of the Director and MS.

Neelam
07/04/2025

Dr. Neelam Roy
Chairperson, Community Outreach Committee
Director Professor & Head, Community Medicine
ABVIMS & Dr. RML Hospital, New Delhi - 110001

Community Outreach Committee

Standard Operating Procedure (SOP)

**Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar
Lohia Hospital, New Delhi - 110001**

The **Community Outreach Committee (COC)** of Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar Lohia Hospital, New Delhi, has been constituted with the objective of enhancing the involvement of the institute and its various departments in community outreach activities. These activities aim to engage medical caregivers with the targeted population to promote education, awareness, and prevention regarding various health issues.

1. Objectives

- To facilitate and coordinate community outreach programs involving medical professionals and caregivers.
- To facilitate systematic planning and execution of outreach activities.
- To foster collaboration between different departments within the institute for facilitation of community outreach program.

2. Roles and Responsibilities

(A) Community Outreach Committee (COC)

- Sending memorandums to various departments inviting proposals for community outreach activities.
- Providing a **Standard Proposal Format** and guidelines for submission.
- Conducting monthly meetings to screen proposals for feasibility, intended outcomes, and other relevant factors.
- Interacting with departmental representatives for clarifications and additional information.
- Finalizing proposals after internal screening and necessary clarifications.
- Forwarding approved proposals to the competent authority for appraisal and approval.
- Overseeing the implementation of approved community outreach programs.
- Ensuring submission of **Project Completion Reports** from concerned departments within one month of project completion.

(B) Proposing Departments

- Submitting outreach activity proposals in the **Standard Proposal Format** along with a detailed proposal document.
- Addressing any queries or clarifications raised by the committee.
- Implementing the outreach program upon approval.
- Submitting a **Project Completion Report** within one month of completion of the activity.

3. Proposal Submission and Screening Process

Step 1: Invitation for Proposals

- The committee will circulate a memorandum to all departments inviting outreach activity proposals in a prescribed **Standard Proposal Format**.

Step 2: Submission of Proposals

- Departments will submit proposals in the prescribed format along with a detailed proposal document.
- Proposals should include objectives, target population, resources required, expected outcomes, and an implementation plan.

Step 3: Proposal Screening

- The committee will meet on a **pre-specified day each month** to review the submitted proposals.
- Feasibility, intended outcomes, resource allocation, and logistical considerations will be evaluated.

Step 4: Departmental Clarifications

- On the same day, departmental representatives will be invited to address any queries raised by the committee.
- Written clarifications, if needed, must be submitted by the concerned department.

Step 5: Final Approval Process

- Based on the internal screening and departmental clarifications, the committee will finalize the proposals.
- Approved proposals will be forwarded to the competent authority for appraisal and final approval.

4. Implementation & Post-Activity Reporting

- Once approved, the proposing department will execute the outreach program as per the submitted plan.
- Within **one month of program completion**, the concerned department must submit a **Project Completion Report** detailing the activities conducted, outcomes achieved, challenges faced, and any recommendations for future activities.
- The committee will review completion reports and maintain records for institutional documentation and future references.

5. Feedback

- Feedback will be collected from stakeholders, and involved departments to enhance future programs.

6. Documentation & Record Keeping

- All proposals, approvals, clarifications, and completion reports will be systematically documented.
- A dedicated repository will be maintained for transparency and accountability in community outreach initiatives.

7. Review & Amendments

- The SOP will be reviewed periodically by the committee to incorporate necessary amendments.
- Changes will be made as per institutional policies and evolving outreach requirements.

Proposal for Community Outreach Activity

**Community Outreach Committee
Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar
Lohia Hospital, New Delhi - 110001**

S. No.		
1	Name of Department	
2	Collaborating departments, if any	
3	Name of Nodal person for outreach activity from the department	
4	Name of Community Outreach Activity	
5	Type of Activity	Awareness activity/ Health Camp/ Other (specify) _____
6	Frequency of activity	One-time activity/ Daily/ Weekly/ Monthly/ Other (Specify) _____
7	Target population	
8	Collaboration with any other organization	Yes/ No If yes, specify _____
9	Do you have funding for this activity from any organization?	Yes/ No If yes, specify _____
Required Resources		
10	List the Manpower required for this activity	

11	Is the required manpower available in your department?	Yes/ No If no, from where do you intend to get manpower _____
12	List the equipments required for this activity, if any	
13	Are these equipments available in your department?	Yes/ No If no, from where do you intend to get the required equipments _____
14	List the consumables required	
15	Are these consumables available in your department?	Yes/ No If no, from where do you intend to get the required consumables _____
16	Do you require transport facility from ABVIMS & Dr. RMLH?	Yes/ No
17	Any other requirement for the activity	

18	Brief plan of implementation (please enclose detailed plan with timeline)	
19	Expected outcomes	

I undertake that organization of the above mentioned community outreach activity will not affect the functioning of the parent department.

Name & Signature of Faculty in-charge of Outreach activity

Name & Signature of HOD