

**Ref. TSMC/2026/07/06/DRC-2****Date. 06.07.2026****OFFICE ORDER****Reconstitution of Disaster Response Committee (DRC)**

In supersession of all previous Office Orders issued in this regard and in pursuance of the institutional policy to strengthen disaster preparedness and emergency response services, the **Disaster Response Committee (DRC)** of Tripura Santiniketan Medical College & Hospital is hereby reconstituted with immediate effect.

The Committee shall be responsible for planning, coordinating, implementing, monitoring, and reviewing disaster preparedness and response activities of the institution in accordance with the guidelines of the National Medical Commission (NMC), National Disaster Management Authority (NDMA), Ministry of Health & Family Welfare, Government of India, and other applicable statutory authorities.

Sl.	Name	Designation	Role in Committee
1	Prof. (Dr.) Ranjit Kumar Das	Principal	Chairman
2	Mr. Malay Pit	President, SWADHIN Trust	Member
3	Prof. (Dr.) Asim De	MSVP	Vice-Chairman
4	Prof. Dr. Prabhakar Reddy	Medical Director	Advisor
5	Dr. Tamal Chakraborty	Assoc. Prof., Community Medicine	Member Secretary
6	Prof. (Dr.) Tanuja Bhattacharya	Prof. & HoD, Microbiology	Member
7	Prof. (Dr.) Sankari Roy	Prof. & HoD, Anaesthesiology & ICU In-Charge	Member
8	Prof. (Dr.) Swapan Sarkar	Prof. & HoD, General Medicine	Member
9	Prof. (Dr.) Ashish Kumar Rakshit	Prof. & HoD, Obs. & Gynae.	Member
10	Mrs. Sabita Sarkar	Nursing Superintendent	Member
11	Mrs. Rita Hrishu Das	Pharmacy In-Charge	Member
12	Mr. Devanand Priyadarshi	HR Head	Member
13	Mr. Ranjan Dutta	Security In-Charge	Member
14	Mr. Diptanu Chakraborty	Ambulance Service In-Charge	Member
15	Mr. Vicky Kumar	Fire Safety Engineer	Member
16	Mr. Bhula Sarkar	Biomedical Waste Officer	Member

Functions of the Committee

The Disaster Response Committee shall:

1. Prepare, implement, periodically review, and update the Hospital Disaster Management Plan.
2. Develop institutional preparedness for natural disasters, fire emergencies, epidemics, biological hazards, chemical incidents, building collapse, mass casualty incidents, and other public health emergencies.
3. Coordinate disaster preparedness and emergency response activities among all clinical, administrative, engineering, nursing, security, and support departments.
4. Ensure availability and maintenance of emergency medicines, medical equipment, ambulances, communication systems, oxygen supply, blood, emergency power backup, and other logistics required during disasters.
5. Organize regular disaster management training programmes, workshops, awareness campaigns, and mock drills for faculty members, residents, interns, students, nursing personnel, and supporting staff.
6. Coordinate with the District Administration, State Disaster Management Authority (SDMA), National Disaster Response Force (NDRF), Fire & Emergency Services, Police Department, and other emergency response agencies whenever required.

7. Develop and periodically update disaster communication protocols, emergency evacuation plans, patient triage systems, and resource mobilization strategies.
8. Ensure compliance with applicable statutory guidelines relating to disaster preparedness, fire safety, occupational safety, and emergency response.
9. Review the institutional response after every mock drill or actual disaster event and recommend corrective and preventive measures for continual improvement.
10. Submit periodic reports and recommendations to the Principal regarding disaster preparedness, emergency response capability, and implementation status.

The Committee shall meet **at least once every quarter** and may convene emergency meetings whenever required.

This Office Order shall come into force with immediate effect and supersedes all previous orders issued in this regard.


Sd/-
Prof. (Dr.) Ranjit Kumar Das
Principal, TSMC&H

Copy to:

1. The President
2. Medical Superintendent / MSVP
3. All Heads of Departments
4. All Committee Members
5. Office File



PRINCIPAL
TRIPURA SANTINIKETAN MEDICAL COLLEGE & HOSPITAL