



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर

REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR

(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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CIRCULAR

Imphal, the 30th July 2026

HGEN/SAP/KAYA/10/2025-Gen (Hosp): In pursuance of the directive issued by the Ministry of Health & Family Welfare, the Institute/Hospital will organize a *Special Manthan on Kayakalp Guidelines* for the year 2026-2027 to promote best practices for improving cleanliness, hygiene, and public participation in the hospital.

2. The objectives of the Special Manthan are as follows:
 - I. To strengthen cleanliness, hygiene, and infection control practices in the hospital.
 - II. To encourage innovative ideas and active participation of students, faculty, staff, patients, and the community.
 - III. To enhance public involvement through awareness programmes, Jan Bhagidari activities, and community participation.
 - IV. To promote patient feedback and continuous quality improvement.
 - V. To implement the best practices recommended under the Kaya-Kalp Guidelines and ensure regular monitoring and reporting
3. The list of activities to be undertaken during the Special Manthan has been outlined and enclosed as Annexure.
4. All concerned are requested to actively participate and extend full cooperation to ensure the successful implementation.

This issues with the approval of Director, RIMS, Imphal

Sd/-

(Prof. N. Sanjib Singh)
Medical Superintendent

Memo No. 43/SAP/2017-18/RIMSH-16:

Copy to -

1. The P.S. to Director, RIMS, Imphal for kind information of the Director, RIMS, Imphal
2. The Dean (Academic), RIMS, Imphal.
3. The Principal, Dental College/ College of Nursing, RIMS, Imphal
4. All Head of Departments/Units/Sections, RIMS, Imphal
5. The Nodal Officer, SAP/Kaya Kalp, RIMS, Imphal
6. The Deputy Director (Admn.)/Chief Accounts Officer/FA, RIMS, Imphal
7. The Chief Nursing Officer, I/C, RIMS Hospital, Imphal
8. The Executive Engineer (Civil/Electrician), RIMS, Imphal
9. The Section Officers – RIMS/RIMS Hospital, Imphal.
10. The Caretaker, RIMS, Imphal.
11. The Liaison Officer, RIMS, Imphal
12. The System Administrators, RIMS, Imphal
13. The Steward, RIMS Hospital, Imphal
14. The Media Advisor/Photographer, RIMS, Imphal
15. The President/Vice President, CRED/MSS, Imphal
16. Concerned file

(Prof. N. Sanjib Singh)
Medical Superintendent

ANNEXURE - I

ACTIVITIES TO BE UNDERTAKEN DURING THE SPECIAL MANTHAN AT RIMS, IMPHAL (2026-2027)

Sl. No.	Activity/Programme	Activities	Remarks
1	Innovative ideas by organizing theme-based competitions among students	On 28th July World Hepatitis Day, a painting competition can be planned for school students (Class VIII to X) On 10th September, World suicide prevention Day, Clinical psychologist can deliver a lecture on an appropriate topic inviting late adolescent school/college students	Or a quiz competition for higher class (X to XII)
2	Open discussion on the suggestions received and setting up of help desk/kiosks	The Grievance cell and Kaya Kalp/SAP with the involvement of CRED, MSS, Nursing Staffs, Help Desk can have a sensitization and review discussion Proper/creative mechanism for public feedback can be also reflected in the discussion On an appropriate day during August - October 2026	Other staff, including faculties and non-teaching staff, can join. Can be arranged in Jubilee Hall for better interaction A PPT on operatives of RIMS Grievances will be delivered by GRO.
3	Community involvement through patients' attendants	During 1st to 7th August, World Breast feeding week, on an appropriate day, a program on an awareness and health speech for lactating mothers can be delivered by Gynaecologist at maternity block On 8th September, World Physiotherapy Day, Department of PMR can have a delivery on importance of good nutrition, maintenance of proper body posture and strictly continuing advice of physiotherapist after treatment World Alzheimer's day on 21 Sept can be organized by Neurology Department, at OPD Foyer with interaction with elderlies or invited stressed patients On 28th September World Rabies Day can be organized by Microbiology Department to invite Dog lover's association members and interested dog pet owners On 29th September, World heart Day can be organized by Cardiology Department at OPD complex offering free lipid profile and Finger prick sugar test (HbA1c for selected patients) apart from Blood pressure measurement	To make the event enjoyable and memorable small gift can be given after some quizzes to participating mother

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4.	Awareness about handwashing and not throwing away the expired/unused medicines	On October 15, Global hand Washing day , School students can be invited and events on different topics, demo and a simple quiz can be organized	On the same function, Proper disposal of expired/ unused medicine can be delivered by A doctor from Community Medicine
5	Invigorating sense of belongingness among the patients for the hospital	The ward sister in charge briefs the staff under her for 1. Foster a patient – Centered culture 2. Improve communication 3. Create a Welcoming Environment 4. Encourage patient engagement 5. Recognize patients as partners 6. Strengthening staff behavior 7. Family friendly care 8. Health education 9. Build community connection 10. Appreciation and recognition	Encouraging words “wall of hope” Birthday greetings Welcome kits – hospital information, feedback and other essentials These topics can be practiced by all nurses and ward staff. A sensitization program can be arranged by Nodal Officer for all Nurses in the training trainer’s mode. <i>The date of the programme will be notified in due course</i>
6.	Organizing monthly program of Jan Bhaagidari	Social services can be organized with involvement of local clubs and youth organizations, NSS and NCC volunteers, Rotary Club Ek ped Ma ke Naam can be also included.	Monthly organize “Clean RIMS – Healthy RIMS” <i>The date of the programme will be notified in due course</i>