



Department of Forensic Medicine & Toxicology  
AIIMS, New Delhi-29

Date: 26/05/2025

The Dean (Academics),  
AIIMS New Delhi.

Ref: F. No./FMT/Memorandum/14/2025 dated 07.05.2025

Subject: Minutes of Collegium Meeting dated 26/05/2025

This is in reference to the above, a Collegium meeting was scheduled in Department of Forensic Medicine & Toxicology on 26.05.2025 at 3.00 PM in Board Room, Vide Memo no. F. No./FMT/Memorandum/14/2025 dated 07.05.2025 in which inputs/agendas were requested from all faculty members.

The collegium meeting was attended by:

1. Dr. Sudhir Gupta, Prof. & Head, Chairman of the Department Collegium
2. Dr. Millo Tabin, Professor, Member
3. Dr. Chittaranjan Behera, Professor, Member

\* The collegium members discussed the measures required for the smooth functioning of the Department and resolving any issues arising in the process.

\*Note: Only two Research staff working with Dr. C. Behera may go to the mortuary for the sample collection and psychological autopsy and may sit in Dr. Balaji's room.

- Similarly, two staff members may work in the histopathology lab in consultation with the Faculty I/C histopathology with enclosed instructions formulated by Prof. T Millo.

The meeting ended with the members thanking the Chairman of the Department Collegium.

Dr Tabin Millo  
Professor  
(Member of Collegium)

Dr. Chittaranjan Behera  
Professor  
(Member of Collegium)

Dr. Sudhir Gupta  
Professor & Head  
(Chairman of the Collegium)

Copy to:

- Chairperson, Compliance Monitoring Committee of Collegium system
- The Academic Section- to post the minutes of meeting on AIIMS intranet
- The Computer Facility - to post the minutes of meeting on AIIMS intranet

✓ All Faculty members.  
~ Dr. Balajee Sr M.O.




**SOPs for PhDs & Research Staff for functioning in Mortuary complex including Histopathology Lab.**

1. All should wear Apron with proper name tag and valid ID card, for proper identification and differentiation from Resident Doctors.
2. Monthly roster to be submitted at HOD office for onward submission to Mortuary containing the names of Individuals to be posted for that particular month.
3. They should remain in the designated area and for specific work/ purpose only for which they are deputed by Principal Investigator and approved by HOD.
4. The questionnaire from the relatives should be taken in presence of Concerned Autopsy surgeon and end before starting of the case, so as to prevent any confusion and harassment of already aggrieved relatives.
5. A Sample register to be maintained with details of person collecting sample and samples collected in the case along with the signature of autopsy surgeon /sample collecting person.
6. No data of Mortuary should be demanded / accessed without the prior permission from HOD office.
7. Samples should not be left unattended/unlabelled in mortuary table/room/mortuary refrigerator. It should be kept in a designated place to avoid confusion and mess in mortuary.
8. Transfer of samples from mortuary to DNA lab should be in concealed manner to maintain dignity of human tissue and avoid any public unrest/complain.
9. Proper disposal of biomedical waste/sample analysed as per biomedical waste management protocol should be followed.
10. The consent forms should be properly filled and compiled for any future queries arising in Dept. / Institute.
11. Follow ICMR Ethical guidelines for biomedical and health research.

to HOD  
sir,

This is the brief SOP prepared by Dr. Abhishek F/I Mortuary & Histopath Lab. with suggestions from other faculty members.

  
Prof. T. Milla  
22/05/2025