

Deputy for Management Development and Resources

Human Resources

Organizational Structure

Personnel Training

Welfare Services

Technical and Civil Engineering Affairs

Statistics and IT Department

Donor Affairs

Tenders and Auctions



2-1. Introduction

The Deputy for Management Development and Resources, by leveraging the university's human capital as its fundamental and primary asset, along with other financial and intellectual resources, is recognized as a dynamic, influential and decision-shaping deputy. This deputy, in cooperation, partnership and coordination with other Vice-Chancelleries, holds a crucial role in the enhancement and progression of the university's ultimate objectives. The attainment of the designated goals within the university's strategic document is not feasible without an increase in productivity and administrative reform across all operational domains of the university. Consequently, through the management of resources concerning the modification of approaches and legal imperatives, structural and personnel revisions have been enacted at all managerial echelons. By leveraging the specialized knowledge and capabilities of the managers and personnel within this sector, with a priority on the planning and upgrading of services, effective strides have been made.

The overall activities within the Deputy Office for Management Development and Resources are directed towards achieving a comprehensive set of managerial accomplishments, effective operational research, organizational training models, strategic organizational development, enhancement of information and communication technologies, human capital development and other necessary infrastructures and resources.

Mission:

Providing specialized and administrative services in the fields of organizational development, management and enhancement of human, financial, physical and information resource management. These services are delivered to the university's affiliated units, planning bodies and decision-making authorities within the university. This is achieved by employing the most efficient systems and methods of management and administrative sciences, considering the centrality of human resources in organizational development and focusing on the spiritual elevation and growth of staff, quality of work life, flexibility, justice, dynamism, efficiency, effectiveness, innovation, creativity, accountability and adherence to laws and regulations, all in support of medical health, education and research activities.

Main Missions:

- Planning, evaluating, monitoring and enhancing management
- Procurement, distribution and guidance of financial and physical resources
- Recruitment, optimal distribution and empowerment of human resources
- Supporting specialized health, treatment, educational and research services
- Assertion of the university's rights before relevant authorities





2-2. Human Resources Status (Physicians, Paramedics and Other Staff)

In 1403, the number of individuals employed at the university was 19,447 (11,761 females and 7,686 males). This figure includes faculty members, non-faculty physicians, paramedics and other staff. This section will delve into the details of these employees, excluding faculty members who are covered in the Academic Affairs section.

Chart 2-1: Percentage and Frequency Distribution of Total Staff by Gender in 1403

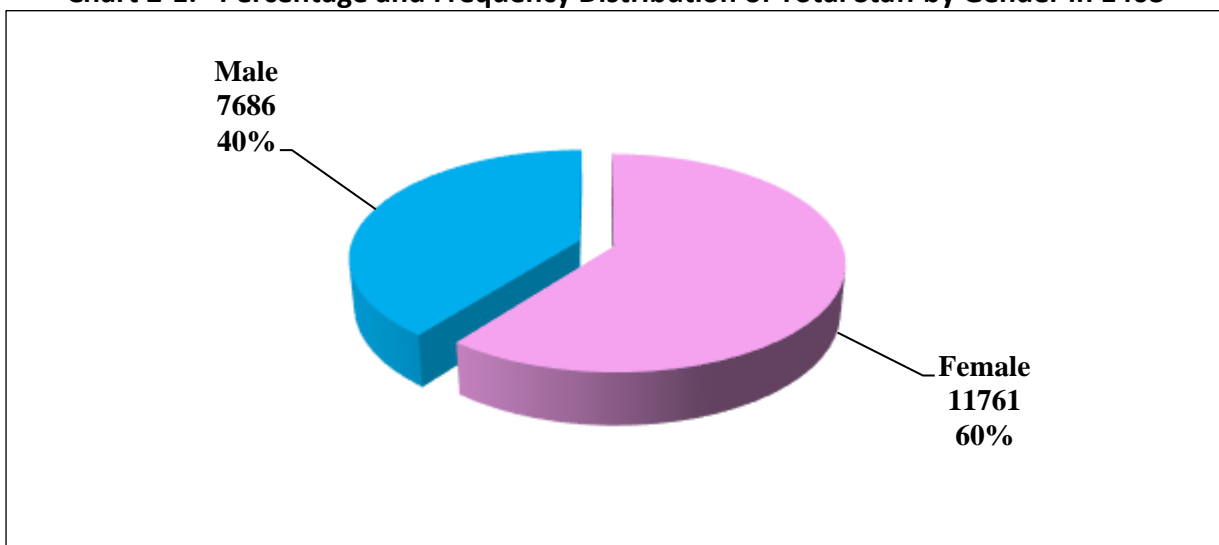


Chart 2-2: Percentage and Frequency Distribution of Total Staff by Covered Centers in 1403

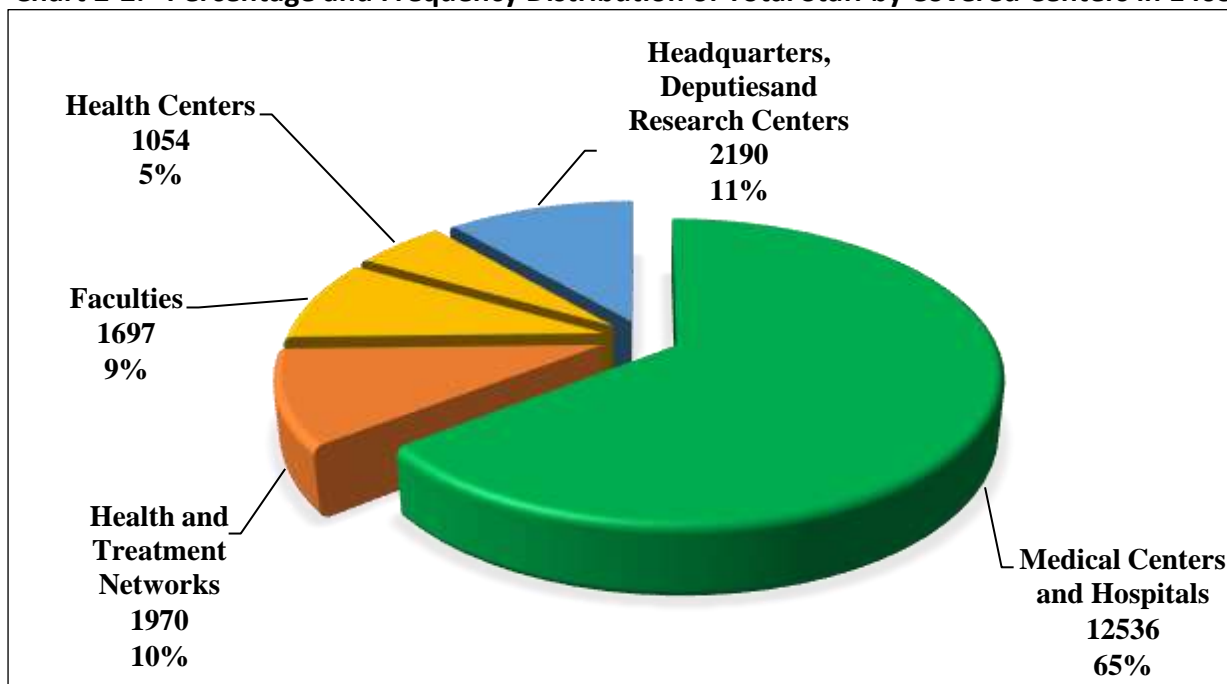




Chart 2-3: Percentage and Frequency Distribution of Total Staff by Category in 1403

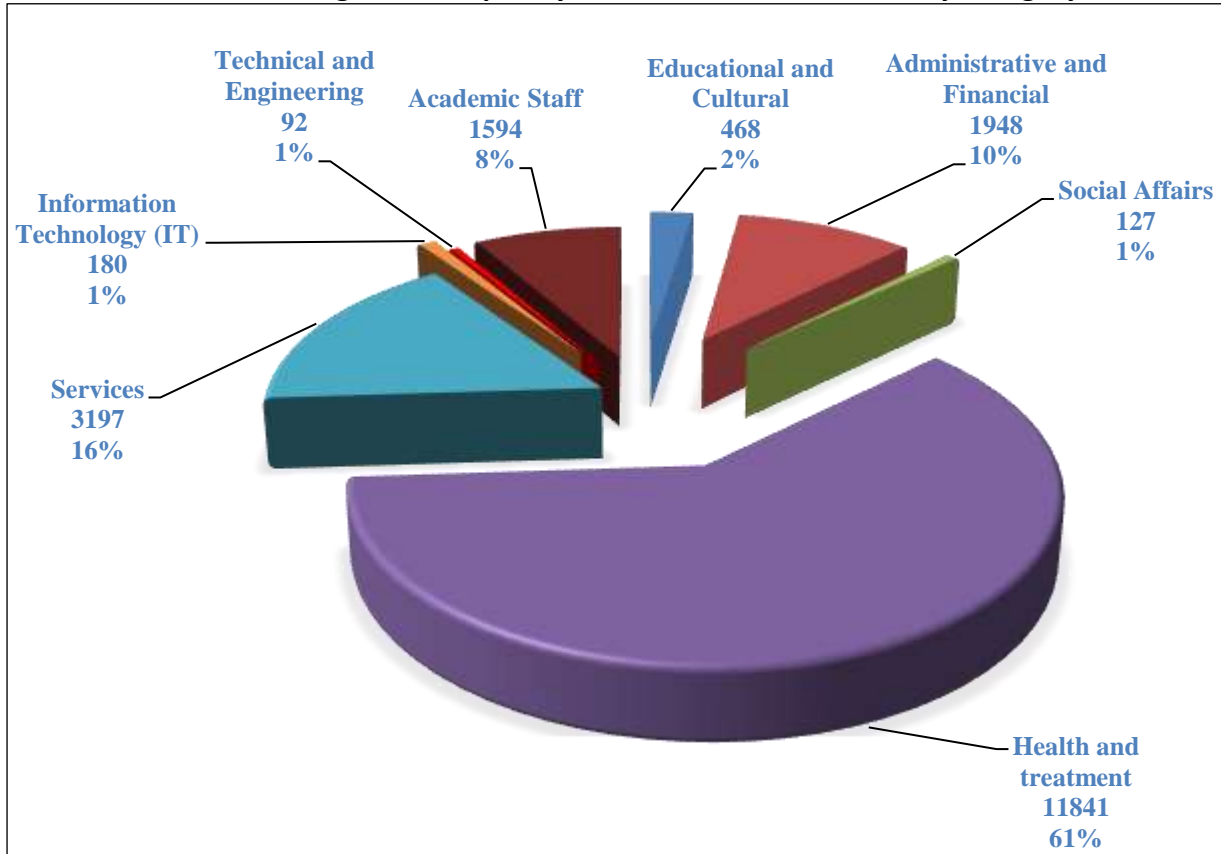


Chart 2-4: Frequency Distribution of Staff by Gender and Job Category, 1403

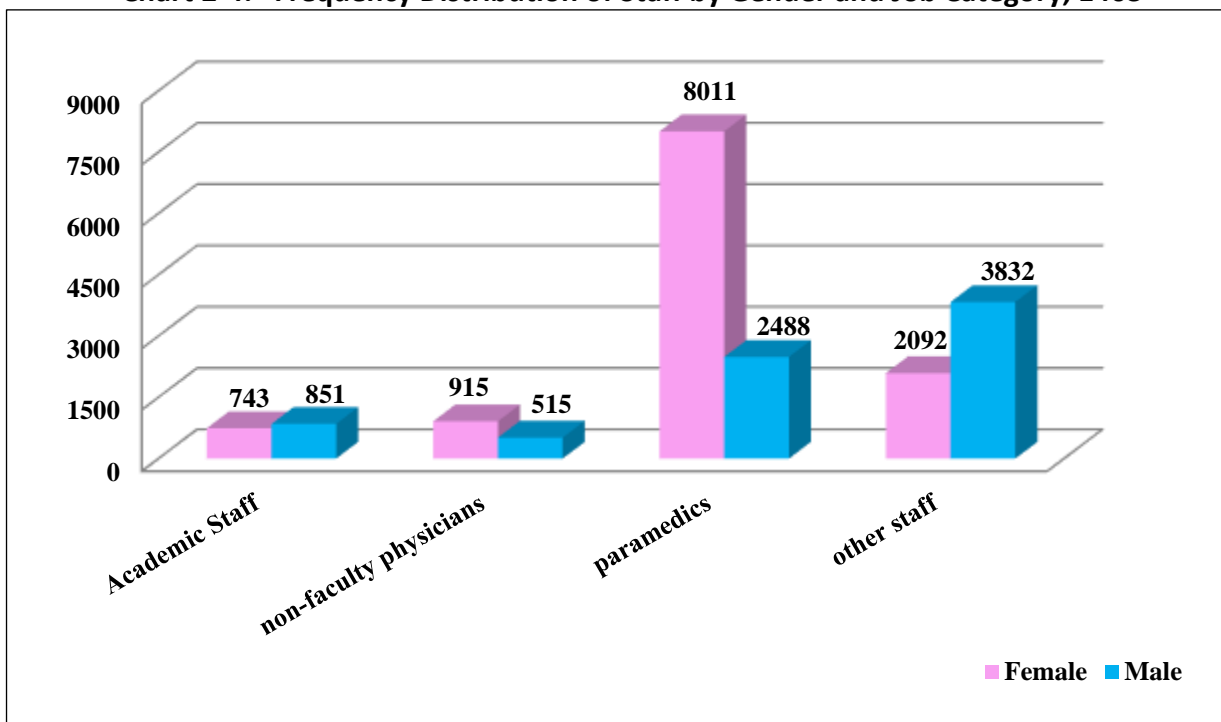



Table 2-1: Frequency Distribution of Staff by Employment Type and Job Category, 1403

Job Category Employment type	Academic Staff	Non-Faculty Physicians	Paramedics	Other Staff	Grand Total
Permanent Employment	958	599	5703	1464	8724
Fixed-term Employment	261	42	974	75	1352
Project-based Employment Contract	.	48	983	1356	2387
Employment under "K Coefficient" Contract	317	233	.	.	550
Under Mandatory Service Act	.	375	1644	22	2041
Labor Employment Contract	.	.	.	1449	1449
Family Medicine Contract	.	18	64	.	82
Article 7 Contract of the Iranian Labor Law	51	.	.	.	51
Employment under Article 1 of the Faculty Recruitment Law	7	.	.	.	7
89-day Fixed-term Contract	.	.	4	.	4
Productivity-based Contract	.	37	.	.	37
Company-based Outsourced Contract	.	78	1068	1558	2704
Other Forms of Employment (Hourly, Cooperative/Collaborative, Consultancy Contracts)	.	.	59	.	59
Grand Total	1594	1430	10499	5924	19447





2-3. Organizational Structure of the University

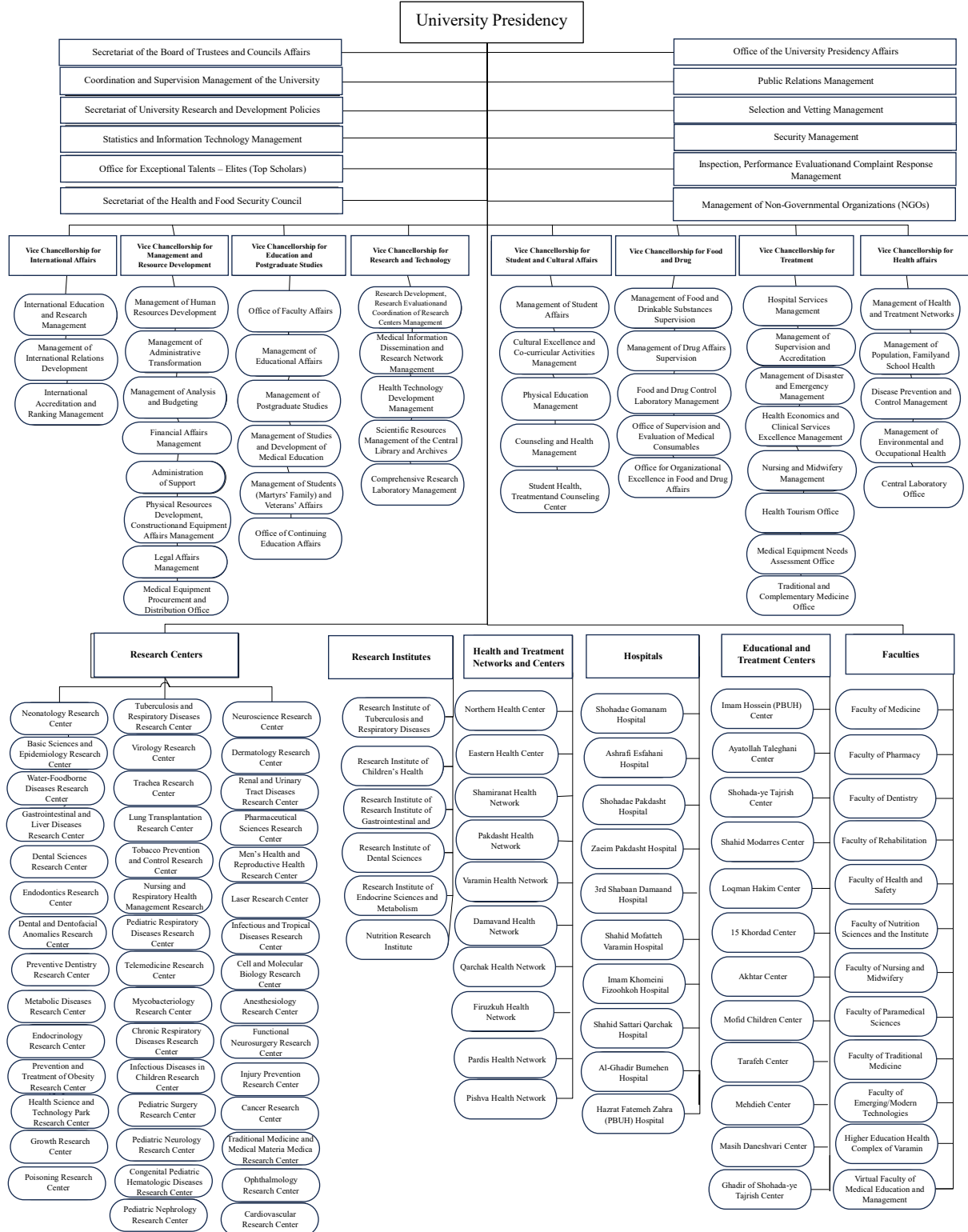
Table 2-2: Number of Organizational Posts of the University in 1403

County	Urban	Rural
Pakdasht	938	274
Pishva	145	77
Damavand	666	217
Shemiranat	424	100
Varamin	865	172
Tehran	19553	0
Firoozkouh	292	107
Gharchak	503	104
Pardis	714	71
Grand Total	24100	1122





University Organizational Chart of Shahid Beheshti University of Medical Sciences





2-4. Personnel Training

One of the major factors contributing to the enhancement of empowerment and thus the realization of organizational productivity objectives is human resource training. Achieving the goals of the organization depends on employees' ability to perform their assigned duties and adapt to a changing environment. In this regard, implementing training and development programs enables individuals to effectively continue their activities in line with organizational and environmental changes, thereby improving their efficiency. Currently, the University has made considerable efforts to empower its employees through training programs. The following table presents the performance report of the year 1403.

Table 2-3: Training Courses Conducted in 1403

Number of Classes	Number of Courses	Number of Registered Participants	Total Hours	Job-related Person-hours	General Person-hours	Management Improvement Person-hours	Pre-employment Orientation Person-hours	Total Person-hours	Total Training Per Capita
1438	385	27155	11481	764337	6063	12302	145080	936518	67,55

- In 1403, the average training per capita was **68 hours**.

Calculation of Training Person-hours:

Number of participants in each course \times Duration (hours) of the same course. Finally, by summing the person-hours of all courses, the **total training person-hours** is obtained.

Calculation of Training Per Capita:

Total training person-hours \div Total number of employees

In other words,

$$\frac{\sum (\text{Number of participants in each course} \times \text{Duration of the same course})}{\text{Total number of employees eligible for training}}$$




Table 2-4: Key Performance Indicators of the Human Resources Department in 1403

Row	Indicator Title	Method of Calculation	Current Status					
1	Percentage of Conducted Training Needs Assessment at the Individual, Job and Organizational Unit Levels	Ratio of Training Courses Assessed through Needs Assessment to the Total Number of Training Courses	Ratio		Total Number of Training Courses		Total Number of Training Needs Assessments	
			%100		385		385	
2	Per Capita of General Training Hours for Managers and Employees	Ratio of Total Conducted General Training Hours to Total Number of Managers and Employees	Training Hours per Manager	Training Hours per Employee	Number of Managers	Number of Employees	Total General Training Hours – Employees	Total General Training Hours – Managers
			0,01	0,39	730	14473	5878	185
3	Per Capita of Specialized (Skill-based) Training Hours for Managers and Employees	Ratio of Total Conducted Specialized Training Hours to Total Number of Managers and Employees	Training Hours per Manager	Training Hours per Employee	Number of Managers	Number of Employees	Total Job-related Training Hours – Employees	Total Job-related Training Hours – Managers
			1,77	49,27	730	14473	735253	29084
4	Percentage of Effectiveness Evaluation and Application of Innovative Training Evaluation Methods	Ratio of Courses Evaluated for Effectiveness to the Total Number of Conducted Training Courses at the Reaction Level	Number of Courses – Learning Level		Number of Courses – Reaction Level		Number of Effectiveness Evaluated Courses	
			1110		1393		1596	
		Ratio of Courses Evaluated for Effectiveness to the Total Number of Conducted Training Courses at the Learning Level	Learning Level Evaluation Rate: 69.55%			Reaction Level Evaluation Rate: 87.28%		





2-5. Administrative Transformation

2-5-1. Knowledge Management

Chart 2-5: Distribution of Registered Experiential Knowledge Items in the Knowledge Management System in 1403

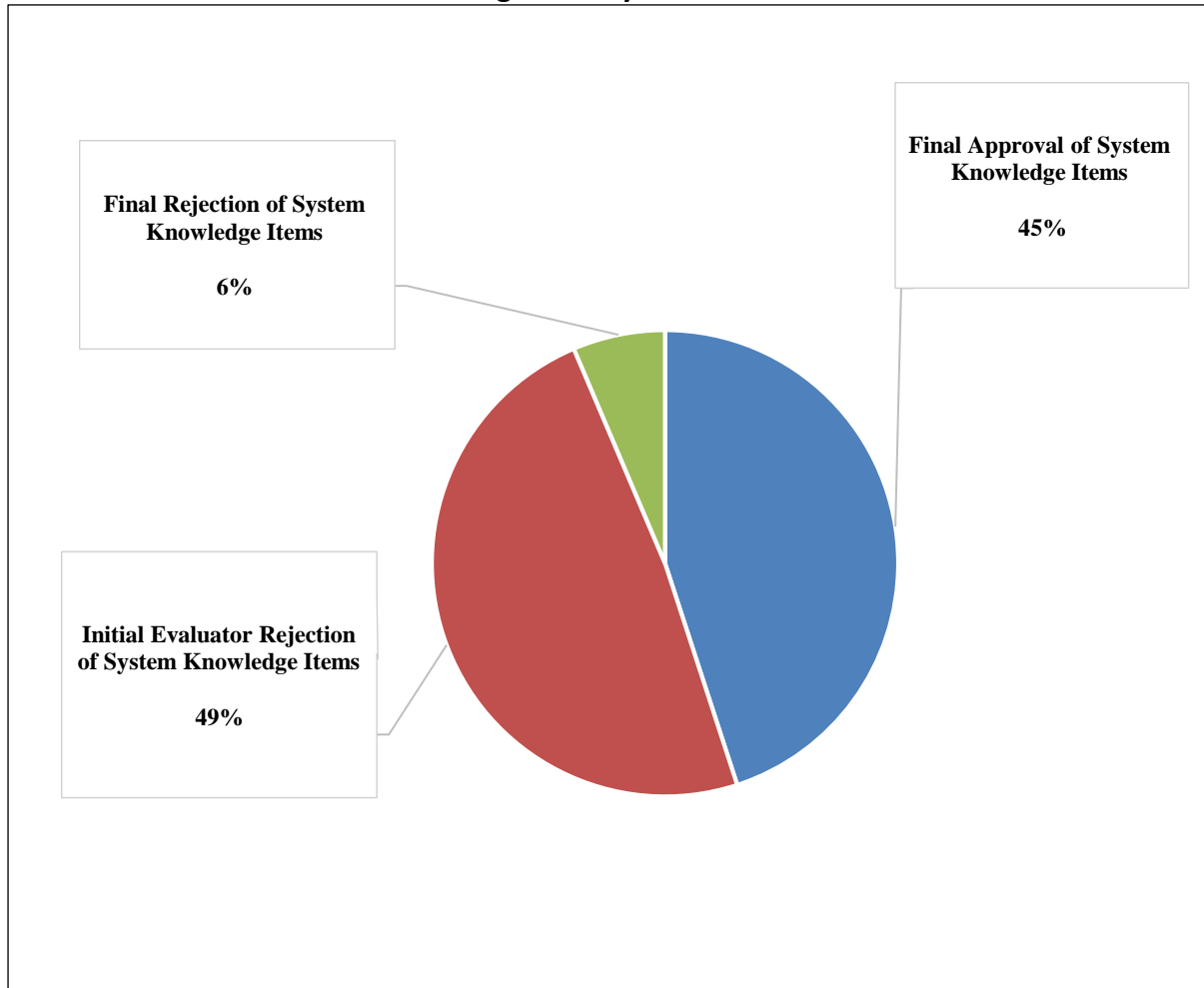




Chart 2-6: Monthly Distribution of Experiential Knowledge Evaluation Status in the University's Knowledge Management System in 1403

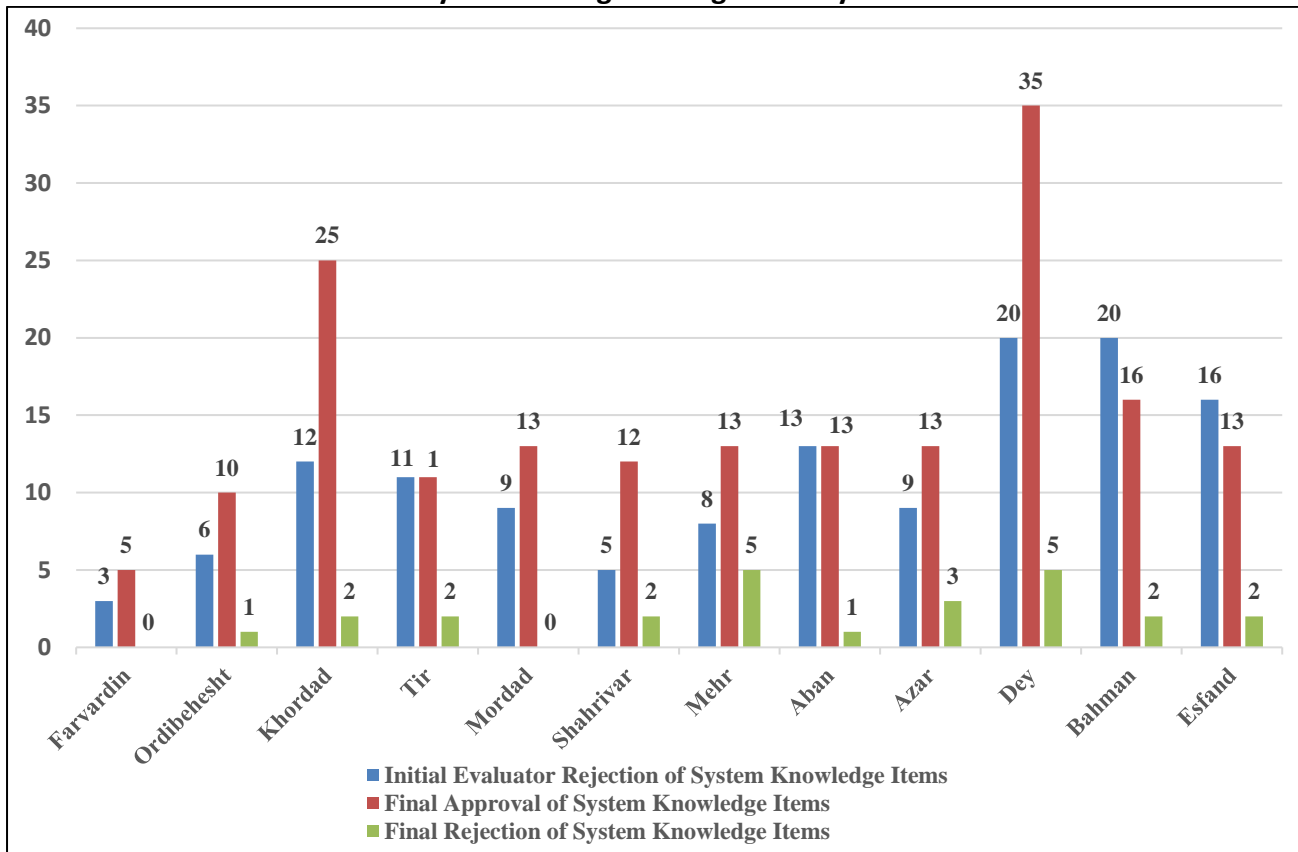
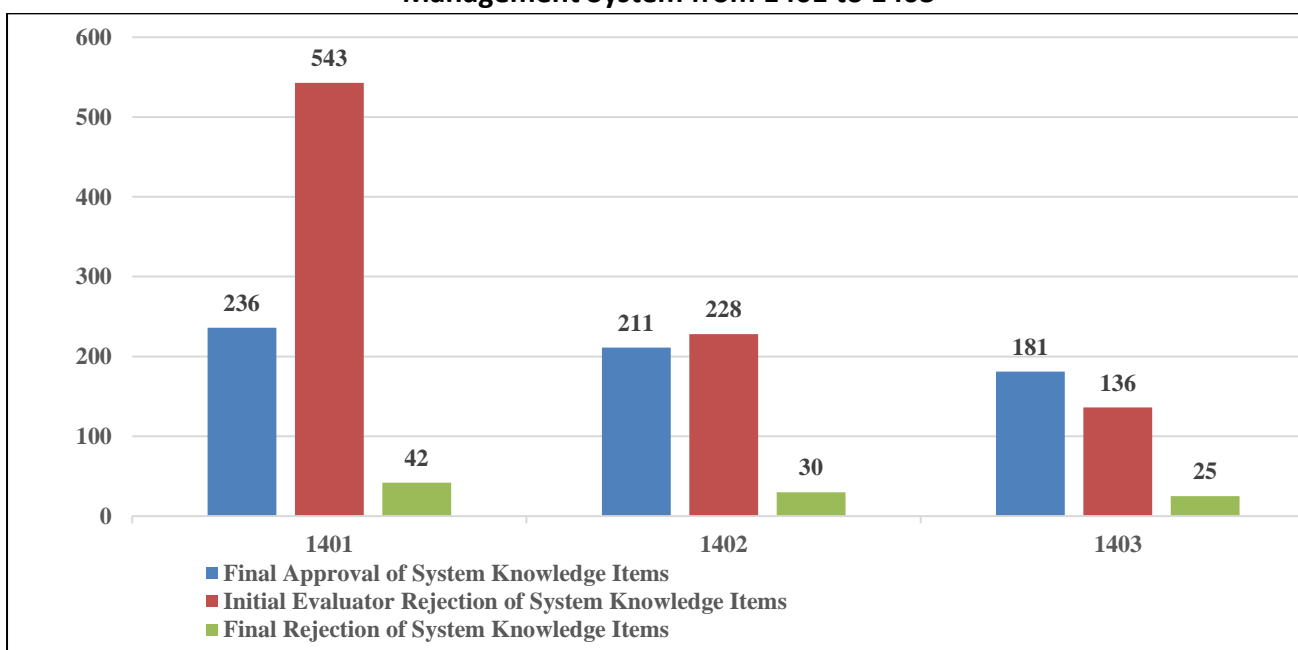


Chart 2-7: Comparison of Registered Experiential Knowledge Items in the Knowledge Management System from 1401 to 1403



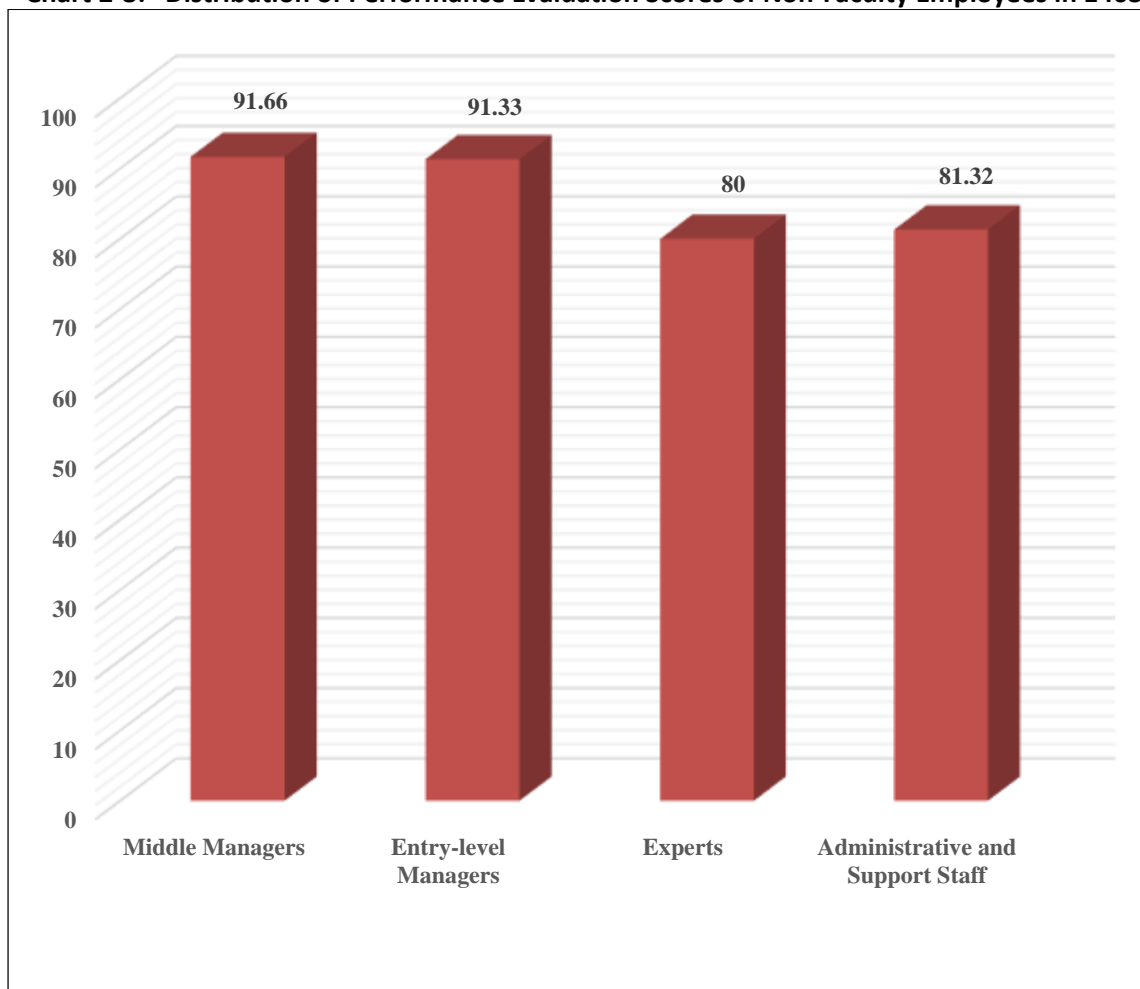


2-5-2. Performance Evaluation of Non-Faculty Employees of the University in 1403

Table 2-5: Average Evaluation Scores by Assessment Group in 1403

Evaluation Group Title	Number of Target Groups	Average Evaluation Score in 1403
Middle Managers	96	91,66
Number of Entry-level Managers	831	91,33
Experts	7129	80
Administrative and Support Staff	1121	81,32
Total	9177	86,08

Chart 2-8: Distribution of Performance Evaluation Scores of Non-Faculty Employees in 1403





2-5-3. Suggestion System

The distribution of knowledge items registered in the Knowledge Management System in 1403 is presented in the chart below. It should be noted that the evaluation process consists of two stages. First, the knowledge items submitted to the Knowledge Management Secretariat are reviewed and undergo a preliminary evaluation in accordance with the established framework. Next, the items are forwarded to subject-matter experts for content evaluation.

Chart 2-9: Distribution of Registered Suggestions in the Suggestion System in 1403

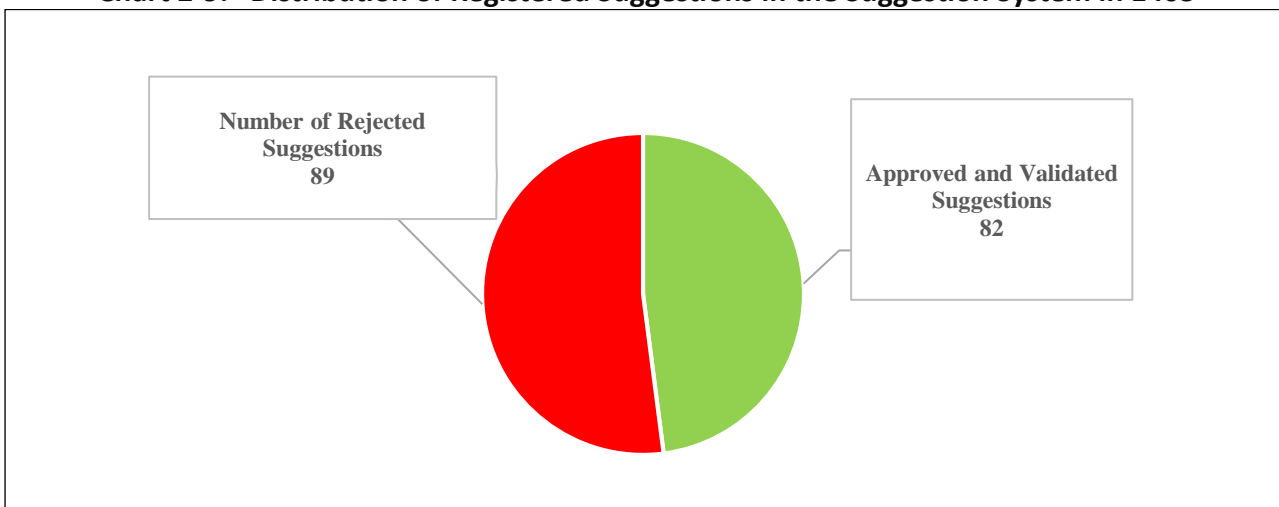


Chart 2-10: Comparison of Registered Suggestions in the Suggestion System from 1400 to 1403

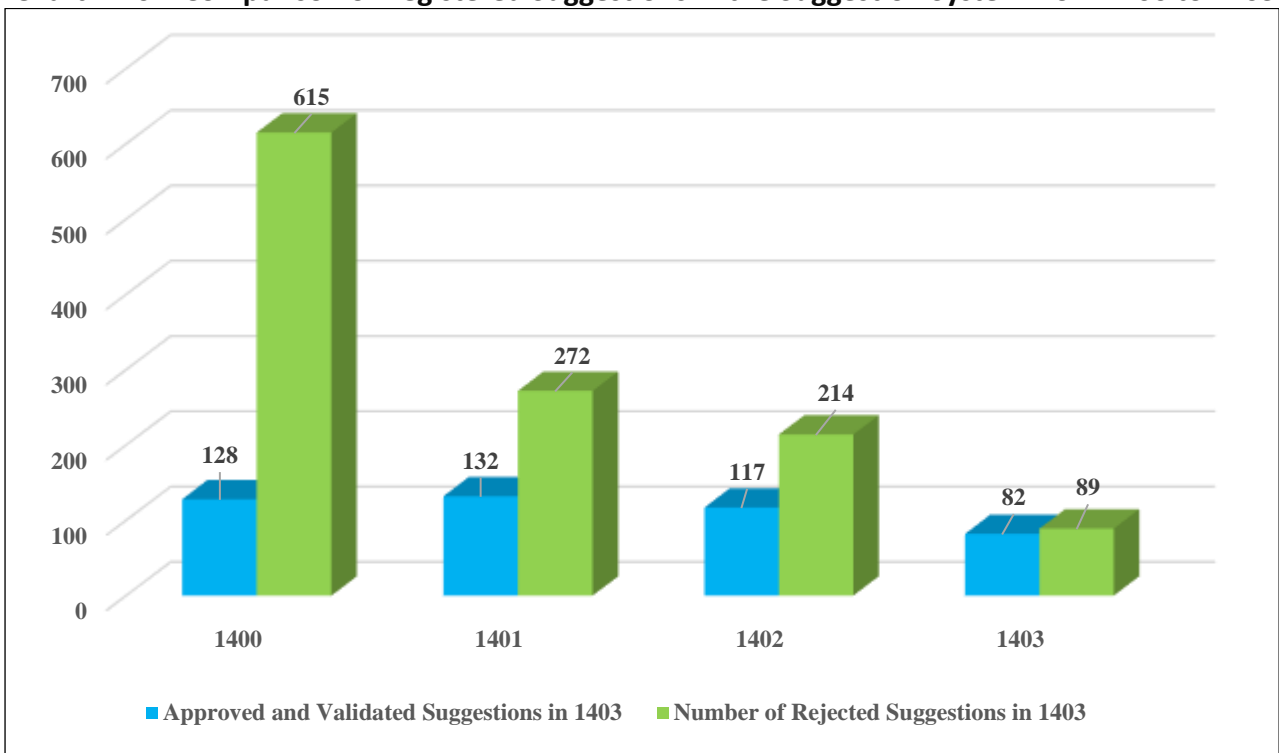



table 2-6: List of University's Recorded Experiential Knowledge in the Knowledge Management Quarterly of the Ministry

Knowledge Title	Provider Unit	Publication Date
Aggregation of COVID-19 Statistics in Tehran Province and Analytical Reporting	Information, Technology and Statistics Management	Autumn 1401
Establishment of Special Units and Expansion of Emergency Departments in Hospitals under Shahid Beheshti University during COVID-19	Physical Resources Development and Civil Affairs Management	Autumn 1401
Conducting an Orientation Course on Executive Processes for Subordinate Management of the University's Development of Management and Resources Deputy for Medical Centers and Hospital Managers, Aiming at Performance Improvement and Productivity Enhancement	Organizational Development and Administrative Transformation Management	Winter 1401
Deployment of a Portable HbA1C Measurement Device for Diabetes Control and Care in Covered Comprehensive Health Service Centers	Health Deputy	Spring 1402
Supply Chain Management and Rational Consumption of Medicines and Supplies	Shahid Modarres Medical, Educational and Treatment Center	Spring 1402

2-5-4. Position Classification

Table 2-7: Comparative Statistics of the University's Job Classification Sector from 1401 to 1403

Year	Class Promotion	Service Record Calculation	Application of Educational Degree	Application of Degree and Title Change	Rank Promotion	Title Change and Appointment	Sub-committee	Other	Total
1401	441	546	85	50	124	115	641	127	2129
1402	2602	499	200	69	1480	413	.	195	5458
1403	3142	681	187	55	2146	330	.	147	6688




Table 2-8: Number of Cases Reviewed by the University's Job Classification Committee in 1403

Year	Class Promotion	Service Record Calculation	Application of Educational Degree	Application of Degree and Title Change	Rank Promotion	Title Change and Appointment	Sub-committee	Other	Total
1403	3142	681	187	55	2146	330	-	147	6688

2-6. Personnel Welfare Services

Table 2-9: Accommodation Services Provided to Employees in 1403

Row	Accommodation Unit Name	Number of Users
1	Mashhad Sinour Hotel	428
2	Mashhad Negin-e Mosalla Hotel	4850
3	Mashhad-e Moghaddas Apartment Hotel	1818
4	Isfahan	303
5	Shiraz	629
6	KhazarAbad	359
7	Gheshm	2162
8	Kish	190
9	Shafaaroud	3468
10	Hamadan University of Medical Sciences Residential Complex	192
11	Shaahrud University of Medical Sciences Residential Complex	96
12	Yazd (Bagher ol-Oloum)	120
13	Qom Pilgrims' Residence	264
14	Shushtar Traditional Hotel	44
15	Bagh-e Feyz Residential Complex	576
16	Lorestan University of Medical Sciences Residential Complex	184
17	ShahreKord University of Medical Sciences Residential Complex	167
18	Zanjan University of Medical Sciences Residential Complex	16
19	Chaboksar University of Medical Sciences Residential Complex	196
20	Kordestan University of Medical Sciences Residential Complex	252
21	Simorghe Firouzkooh Residential Complex	780
22	Laleh Hotel	10





Table 2-10: Economic Facilities Provided to Employees in 1403

Row	Economic Facility Title	Number of Users
1	Refah Bank	458
2	Shahr Bank (Faculty Members)	75
3	Shahr Bank (Personnel)	3176
4	Islamic Economy Organization	4694

Table 2-11: Insurance Services Provided to Employees in 1403

Row	Insurance Service Type	Number of Users
1	Supplementary Health Insurance (Iran Insurance)	16000

Table 2-12: Welfare Services Provided to Employees under Welfare Memoranda of Understanding in 1403

Row	Service Title	Number of Users
1	Behesht-e Darakeh Restaurant Cafe	250
2	Homsa Residential Complex	33
3	Shetab Sports Complex	340
4	Municipality Pool Complex	Direct access to the pool with National ID card
5	Taigoon Sports Club	7
6	Sabeti Gold and Jewelry	188
7	Shahkar Mashhad Carpet	75
8	Vister Bedding Products	15
9	Kipat Granite Cookware Set	36
10	Kish Institute of Science and Technology	40
11	Classic Car Museum	52
12	Arm-e Sabz Sports Complex	700
13	Ghadiani Publications	27
14	Iran Language Institute	111
15	Memorandum of Understanding with Online Home Appliances and Digital Goods Store (Ivoo Market)	25
16	Memorandum of Understanding with Bonyad-e Maskan Yas Sepid Vavan Project	4
17	Memorandum of Understanding with Bonyad-e Maskan Aseman-e Alborz Garmeh Project	3
18	Memorandum of Understanding with Violet Park	0
19	Memorandum of Understanding with Rahbagh-e Andisheh	3
20	Memorandum of Understanding with Pardis-e Baghe Aghdasiyeh	0
21	Memorandum of Understanding with Greenland Residential Complex	6

Table 2-13: Dental Services within the Welfare Services Provided to Employees in 1403

Row	Service Title	Number of Users
1	Dental Services	839




Table 2-14: Welfare Services in Line with the Law on Support of Family and Youth (Marriage and Childbearing) in 1403

Row	Service Title	Number of Users
1	Youth Population Policy	921

Table 2-15: Retirement Services within the Welfare Services Provided to Employees in 1403

Row	Service Title	Number of Users
1	All Matters Related to Retirees	711

Table 2-16: Information Dissemination Actions in the Field of Welfare Services Provided to Employees in 1403

Row	Service Title	Number of Users
1	Produced News and Portal Publications	50
2	SMS Sending	54102
3	Automated Messenger Sending	28
4	Launch of Bale Channel and Posting since Mordad 1402	137
5	Launch of Eitaa Channel and Posting since Mordad 1402	132
6	Accommodation Facilities Survey	497

2-7. Technical and Civil Engineering Affairs

2-7-1. Completed Construction Projects

Table 2-17: Projects Completed in 1403

Row	Project Title	Basement (m ²)	Number of Beds
1	Rural Comprehensive Health Center of Zarindasht, Firuzkuh County	500	.
2	Health House of Khaveh, Varamin County	100	.
3	Urban Comprehensive Health Center of Shamsak, Shemiranat County	1750	.
4	Urban Comprehensive Health Center of Filestan, Pakdasht County	500	.
5	Zist Center of Filestan	100	.
6	Health House of Ghaleno, Malak County, Pakdasht	100	.
7	Construction of Health House in Ghalekhajeh, Varamin County	100	.
8	Rural Comprehensive Health Center of Youssef Reza, Preavas County	500	.
9	Zist Doctor of Youssef Reza Center	100	.
10	Rural Comprehensive Health Center of Mehrabad Housing Project, Damavand County	500	.
11	Zist Doctor of Mehrabad Housing Project, Damavand County	100	.





Row	Project Title	Basement (m ²)	Number of Beds
12	Health House of Saran, Damavand County	100	.
13	Health Base No. 2 of Rudhen, Damavand County	250	.
14	Urban Comprehensive Health Center of Mehr Housing Project, Gilavand County, Damavand	500	.
15	Zist Doctor of Mehr Housing Project, Gilavand County, Damavand	100	.
16	Construction of Health House in Torood, Firuzkuh County	100	.
17	Urban Comprehensive Health Center, Phase 2, Pardis County	820	.
18	Rural Comprehensive Health Services Center and Attached Health Base of Khorin, Varamin County	500	.
19	Comprehensive Health Center in Poyink, Qarchak	500	.
20	Rural Comprehensive Health Center and Zist Doctor of Qashlaq Jitu, Qarchak County	600	.
21	Non-Attached Health Base of Gilavand, Damavand County	250	.
22	Health House of Kalak, Damavand County	100	.
23	Health House of Seleban, Firuzkuh County	100	.
24	Health House of Simin Dasht, Firuzkuh County	100	.
25	Health House of Dehgardan, Firuzkuh County	100	.
26	Health House of Zayegan, Shemiranat County	100	.
27	Urban Health Base of Sabo, Shemiranat County	200	.
28	24/7 Health Services Center of Vali Asr, Boumhen, Pardis County	1000	.
29	Repairs and Construction of New Space with LSF Structure at Kadous Urban Comprehensive Health Center	452	.
30	Health House of Kohan	100	.
31	Completion of Phase 1 of 96-Bed Hospital in Preavas	12500	96
32	Phase 1 Construction of Special Clinic and Inpatient and Day Care Department in Imam Hossein (AS) Hospital	11000	100
33	Phase 1 Completion of Special Clinic Building in Loghman Hakim Hospital	5500	.
34	Construction of Educational Classes at Medical School (with LSF Structure)	340	.
Total		39662	196





2-7-2. Under Construction Projects

Table 2-18: Ongoing Construction Projects in 1403

Row	Project Title	Basement (m ²)	Number of Beds
1	Completion of Phase 2 of 96-Bed Hospital in Preavas	12500	96
2	Phase 2 Construction of Special Clinic and Inpatient and Day Care Department in Imam Hossein (AS) Hospital	6000	100
3	Completion of Special Clinic Building in Loghman Hakim Hospital	5500	.
4	Retrofitting and Renovation of Building No. 2 in Shahid Tajrish Hospital	6000	.
5	Establishment of Entomology Center at Zahra Homayoun Center, Health Department	500	.
6	Construction of Research and Technology Development Center at Gastroenterology and Liver Research Institute	400	.
7	Renovation of Mohammad Comprehensive Health Center, Rudehen County	913	.
8	Construction of Health Center in Lavasan-e Bozorg, Shemiranat County	900	.
9	Construction of Health Center in Ab-e Sard, Damavand County	2100	.
10	Construction of Health House in Mara, Damavand County	100	.
11	Renovation and Ground Reinforcement of Fasham Health Center	400	.
12	Renovation of the Laboratory at Firuzkuh Health Network Headquarters	250	.
13	Urban Comprehensive Health Center of Imam Reza Housing Project, Pakdasht	600	.
14	Urban Health Base of Mohammadabad, Qarchak County	250	.
15	Standardization of 21-Person Elevator at Akhtar Medical, Educational and Treatment Center	.	.
16	Renovation of Male Orthopedic Department in Imam Hossein (AS) Medical, Educational and Treatment Center	1200	.
17	Establishment of Environmental Angiography Space at Imam Hossein (AS) Medical, Educational and Treatment Center	400	.
18	Establishment of Accelerator Installation Space at Imam Hossein (AS) Medical, Educational and Treatment Center	250	.
19	Renovation of Women's Department at Shahid Ayatollah Taleghani Medical, Educational and Treatment Center	450	.
20	Renovation of Orthopedic Department at Shahid Ayatollah Taleghani Medical, Educational and Treatment Center	900	.
21	Expansion of Boiler Room Space at Shahid Ayatollah Taleghani Medical, Educational and Treatment Center	300	.





Row	Project Title	Basement (m ²)	Number of Beds
22	Renovation of Men's Surgery at 15 Khordad Medical, Educational and Treatment Center	600	.
23	Renovation of Oncology Building, Creation of PET Scan Space, Accelerator, CT Simulator and CyberKnife at Shahid Tajrish Medical, Educational and Treatment Center	4200	.
24	Renovation of Library in Shahid Modarres Medical, Educational and Treatment Center	320	.
25	Establishment of Water Resources at Mofid Medical, Educational and Treatment Center	.	.
26	Completion and Modifications in Megalab Building at Mofid Medical, Educational and Treatment Center	2400	.
27	Renovation of Kitchen Space at Mofid Medical, Educational and Treatment Center	400	.
28	Renovation of Angiography Department at Loghman Hakim Medical, Educational and Treatment Center	400	.
29	Construction of Accompanying Building and Prayer Room at Mahdih Medical, Educational and Treatment Center	1000	.
30	Establishment of Helicopter Pad at Imam Khomeini (RA) Hospital, Firuzkuh	800	.
31	Renovation of CT-Scan Department and Pharmacy at Zaeem Hospital, Pakdasht	420	.
32	Expansion of Special Department and Renovation of Operating Room at Sevom shaaban Hospital, Damavand	550	.
33	Renovation and Expansion of CCU and Pavilion at Shahid Motahari Hospital, Varamin	1300	.
34	Renovation of Surgical Department at Shahid Motahari Hospital, Varamin	450	.
Total		52753	196





2-7-3. Affiliated Spaces

Table 2-19: Affiliated Spaces of the University in 1403

Row	Title	Number of Spaces	Land Area (m ²)	Basement (m ²)
1	Educational, Health, Treatment and Hospital Spaces	22	549387	392600
2	Headquarters Buildings	15	62362	44550
3	Dormitories	16	42415	56925
4	Faculties	12	91125	117988
5	Other Spaces Covered by the University	18	98985	39960
6	Ancillary Educational Spaces	9	.	.
7	Research Centers with Independent Buildings	5	3830	20430
8	Varamin Health Network	56	63775	15941
9	Paktash Health Network	44	38935	10032
10	Pishva Health Network	26	47682	4765
11	Garchak Health Network	5	1972	1950
12	Pardis Health Network	3	2336	2020
13	Damavand Health Network	43	43962	10035
14	Firuzkuh Health Network	31	34345	6230
15	Shemiranat Health Network	63	54756	17802
16	East Health Center	22	20685	12950
17	North Health Center	23	22027	14217
Total		413	1178579	768395

- ❖ The total area of educational spaces within the University's medical, educational and treatment centers and affiliated faculties in 1403 is 282,332 square meters.





2-8. Statistics and IT Department

2-8-1. Statistics Department

- 1- Revision and restructuring of certain sections of the University's Statistical Yearbook to optimally present information required by users, based on user surveys and received feedback.
- 2- Analysis of spatial data for hospitals and specialized clinics on the Tehran map and uploading it to the University's statistics portal.



- 3- Preparation of the annual report on the indicators of the University's Board of Trustees in the fields of health, treatment, food and drug, education, student and cultural affairs, research and technology, traditional medicine, budget, human resources and finance. Collaboration with the Board of Trustees secretariat to control information until the session date.
- 4- Annual collection of statistical forms, control and validation of information and preparation of reports requested by the Ministry and the Statistics Department of Tehran Province Management and Planning Organization.
- 5- Management of information exchange and statistical response to external organizations, internal university units, researchers and students according to regulations.
- 6- Design, planning and participation in holding specialized training courses in IT and statistics at the university.
- 7- Cooperation with the Statistical Center of Iran in implementing national statistical projects.
- 8- Cooperation in compiling the statistical yearbook of Tehran Province.





- 9- Participation in the preparation and publication of health equity indicators for Tehran Province.
- 10- Providing consultation services in the areas of statistics, university statistical indicators and data analysis software to statistical liaisons at headquarters and affiliated centers.
- 11- Cooperation with the Office of Administrative Transformation in evaluating and judging employee suggestions and experiences registered in the fields of IT and statistics.
- 12- Redesign and updating of the statistics portal pages.
- 13- Commemoration of Statistics and Planning Day and awarding appreciation certificates to all statistical liaisons of the university and affiliated centers.
- 14- Development of educational content in the form of e-books and educational videos and presentation on the statistics portal.





2-8-2. Report of Training Courses Held in 1403

Table 2-20: List of in-Person and Online Training Classes Held by the Statistics and Information Technology Management in 1403

Row	Course Title	Number of Executions	Course Type	Delivery Method	Course Duration	Number of Participants		Person-Hours	
						Manager	Employee	Manager	Employee
1	Professional and Administrative Computer Skills - Module One	4	Job-Related	In-Person	12	1	79	12	960
2	Professional and Administrative Computer Skills - Module One	4	Job-Related	In-Person	24	4	51	96	1224
3	Data Analysis and Visualization in Python Training Course - Module One	1	Job-Related	In-Person	16	1	5	16	80
4	Data Analysis and Visualization in Python Training Course - Module Two	1	Job-Related	In-Person	24	1	5	24	120
5	Information Visualization - For Statistical Liaisons - Non-Attendance	2	Job-Related	Online	15	7	92	105	1380
6	Statistical Automation System User Training	3	Job-Related	In-Person	5	6	28	30	140
Total		15		-	96	20	260	283	3904




Table 2-21: Report of “Roshd” System Training Courses for Statistics and Information Technology Staff in 1403

Row	Course Title	Course Type	Delivery Method	Course Duration	Number of Participants		Person-Hours	
					Manager	Employee	Manager	Employee
1	PowerPoint Template Design and Creation Training	Job-Related	In-Person	8	0	1	0	8
2	InDesign Training - Book and Magazine Design and Layout with (InDesign) for Medical Universities of the Country	Job-Related	In-Person	14	0	1	0	14
3	Modern Teaching Methods for Instructors	Job-Related	In-Person	20	1	0	20	0
4	E-Content Production 1 (Camtasia Training Course)	Job-Related	In-Person	15	0	4	0	60
5	Work Environment Arrangement System Training – S5	Job-Related	In-Person	6	1	0	6	0
6	Introduction to Operational Planning Principles and Health System Navigation	Job-Related	In-Person	6	2	2	12	12
7	Chemical Hazards in the Workplace	Job-Related	In-Person	2	0	9	0	18
8	Ergonomics Principles in the Administrative Workplace	Job-Related	In-Person	3	0	15	0	45
9	Safety Principles in the Administrative Workplace	Job-Related	In-Person	8	0	14	0	112
10	Basic Life Support	Job-Related	In-Person	8	0	4	0	32
Total		-		90	4	50	38	301





2-8-3. Network and Infrastructure Office

Table 2-22: Completed Projects of the Network and Infrastructure Office in 1403

Row	Completed Projects – 1403
1	Supervision over the implementation of passive and active network projects across all affiliated centers
2	Management of access control and routing of LAN, WAN and other connected networks
3	Ensuring security of LAN, WAN and other connected networks
4	Deployment and support of a web-based virtual machine management system
5	Firmware upgrade of physical servers and storage systems
6	Deployment of specialized and standard equipment to enable remote working
7	Establishment of centralized monitoring of the network infrastructure connectivity of all affiliated centers
8	Upgrade of the University Data Center virtualization platform
9	Deployment of centralized storage based on standard backup principles
10	Establishment of backup connectivity between the University Headquarters and affiliated centers
11	Establishment of centralized emergency monitoring for all affiliated medical centers
12	Provision of internet connectivity from a secondary source as backup to ensure stability and continuity of critical services
13	Update of the comprehensive monitoring system
14	Deployment and support of the PAM server
15	Deployment of a standard firewall
16	Deployment and updating of the standard storage system of the University Central Data Center
17	Updating LAN accounting and firewall systems at the University Headquarters
18	Virtualization
19	Deployment of video conferencing servers to meet the needs of educational units and meetings
20	Implementation of security enhancement directives issued by competent authorities




Table 2-23: Technical Projects and Activities Conducted by the Network and Infrastructure Office in 1403

Description of Actions	Beneficiary Centers/Users	Number
Connection of affiliated private centers to University and Ministry services via the Neuronet platform	All applicant private centers	.
Consultation, design and supervision of passive network projects	3 Special Clinics – 15 Comprehensive Health Centers – 28 Health Houses – Mega Lab Laboratory – Shohada-ye Tajrish Hospital – Shohada-ye Pakdasht Hospital – Shahid Sattari Hospital, Garchak – Imam Hossein (PBUH) Hospital – Mofatteh Hospital, Varamin – Al-Ghadir Hospital, Bumehen – Shohada-ye Gomnam Hospital – Hazrat Fatemeh Zahra (PBUH) Hospital, Damavand – North Health Network – International Affairs Office – University Headquarters – Conference Hall – Shahid Kazemi Pharmacy	60
Consultation, design and supervision of data center standardization	Shohada-ye Tajrish Hospital – Shahid Sattari Hospital, Garchak – Ansar Al-Ghadir Hospital, Bumehen – Hazrat Fatemeh Zahra (PBUH) Hospital, Damavand – Shohada-ye Pakdasht Hospital – Ayatollah Taleghani Hospital	6
Support and maintenance of the University email server	Researchers, Students, Faculty Members, Managers and Staff	11232
Provision of LOM regarding network optimization of centers	All University Centers	60
Comprehensive assessment and research on storage systems; selection of the most suitable brand; provision of optimal LOM; consultation on appropriate configuration, upgrades and troubleshooting	All University Centers	60
Creation of virtual networks	All University Centers	35
Virtualization	All Hospitals – All Faculties – Food and Drug Deputy – International Affairs Deputy –	43





Description of Actions	Beneficiary Centers/Users	Number
	Treatment Deputy – Health Deputy – Shemiranat Health and Treatment Network – North Health Center – East Health Center – Gastroenterology and Liver Diseases Research Institute – Genomics Research Center – Dental Sciences Research Institute	
Provision of comprehensive backup solutions; installation and deployment of backup servers	All Hospitals – Faculty of Traditional Medicine – Faculty of Rehabilitation – Health Deputy – Food and Drug Deputy – International Affairs Deputy – Faculty of Paramedical Sciences	27
Consultation to IT managers regarding security enhancement solutions	Affiliated Centers	51
Deployment of IAM	All Centers	60
Support and maintenance of the PAM server	University Headquarters and All Affiliated Centers – Supporting Companies	512 objects 89 users
Assessment, configuration and updating of network equipment	University Headquarters and All Affiliated Centers	1700
Contract consolidation and procurement of required antivirus licenses	University Headquarters and All Affiliated Centers	65
Management and support of the bandwidth management and internet user management system	University Headquarters – Student Dormitories	4100
Computer repair and upgrade	University Headquarters and Affiliated Centers	3
Computer assembly	University Headquarters and Affiliated Centers	300
Provision of Help Desk services	University Local Area Network	2200
Conducting video conferences at the headquarters and Ministry levels	Researchers, Students, Faculty Members, Managers and Staff of the University and the Ministry	500 hours





2-8-4. Software and Portal Office

The University Software and Portal Group, with the mission of optimizing existing processes and digitizing manual procedures in order to reduce financial and human resource costs, provides services by utilizing the latest methodologies and minimizing physical processes and time-consuming procedures.

The main activities of the Software Division can be categorized as the deployment and implementation of software systems, supervision and support of systems, contract management affairs, supervision over the performance of IT units in affiliated centers and monitoring of information systems.

Table 2-24: Systems Launched and Upgraded in 1403

Row	New Projects in 1403
1	Student Health Monitoring System
2	Web-Based Biobank Information Management System
3	Launch of 136 Foreign Language University Portals
4	Centralized Personnel Nutrition Management System
5	Web-Based System and Mobile Application (Android & PWA) for Student Transportation and Fleet Management
6	Web-Based Performance-Based Budgeting System
7	Deployment of Outpatient Information System at the Traditional Medicine Health Center
8	Launch of SMS Module Containing Patient Image Links
9	Deployment of Centralized HIS Ticketing System at the University Headquarters
10	Deployment of Appointment Scheduling Ticketing System at Shahid Beheshti University of Medical Sciences Headquarters
11	Launch of the Health Tourism Portal
12	Launch of the University Technology System
13	Upgrade of the Office Automation Work Cartable and Update of Automation Servers
14	Launch of the Comprehensive University Conference Management System
15	Launch of SMS System for 8 Units of the University's Affiliated Centers
Row	Upgraded Projects in 1403
1	Smart Health Management System (HIM) – Version 8
2	Implementation of the Directive for Processing Documents of Special and Hard-to-Treat Patients in 20 Hospitals
3	Implementation of Annual Tariffs in HIS Across All Hospitals (20 Hospitals)
4	Analysis and Implementation of the 16 Ministry of Health Directives in HIS
5	Upgrade of PACS Versions in Centers and Implementation of SSL
6	Generation Change of the Medication Error Reporting System





2-9. Non-Governmental Organizations (NGOs) and Donors Affairs

The University's Management of Non-Governmental Organizations and Health Donors, with a vision toward 1404, strives to create a spiritual, vibrant and attractive environment for promoting health across preventive, therapeutic, educational and research domains by fostering philanthropy, benevolence, charity and the promotion of the noble tradition of endowment (Waqf). It aims to address needs and enhance both quantitative and qualitative indicators of public participation in order to achieve the top rank among medical universities nationwide.

Generous benefactors have consistently supported the University in achieving its health sector goals through financial and non-financial contributions. In 1403 alone, approximately 850 billion Tomans were contributed to the University.

Shahid Beheshti University of Medical Sciences officially activated the Management of NGOs and Health Donors in 1399.

Chart 2-11: Comparison of Public Participation (Figures in Billion Tomans) – 1398 to 1403

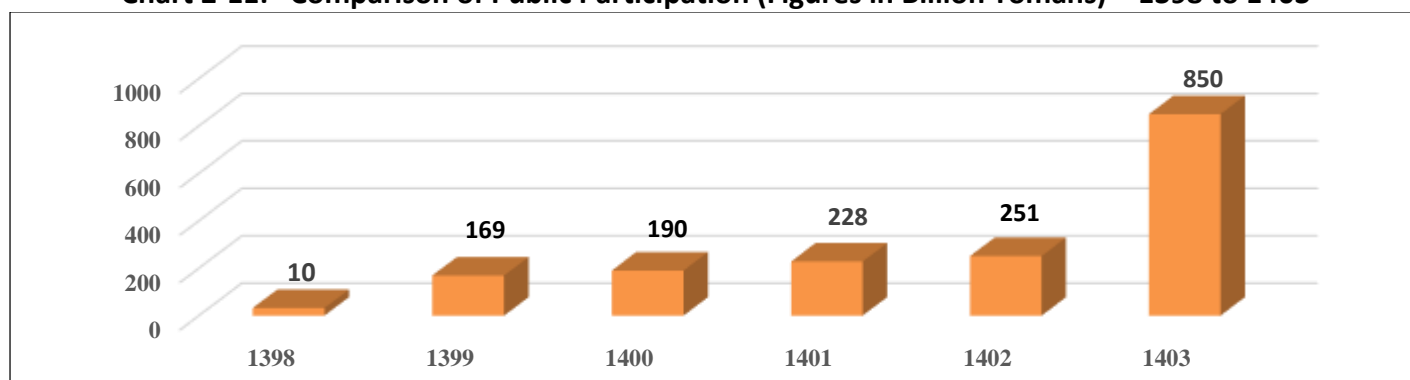


Table 2-25: Report on Types of Participation by Donors and NGOs in 1403

Row	Participation Groups	Type of Participation							
		Individual Donors		Non-Governmental Organizations and Charitable Institutions		Business Entities and Economic Companies		Other	
		Cash Contributions	Non-Cash Contributions – e.g., Equipment, etc	Cash Contributions	Non-Cash Contributions – e.g., Equipment, etc	Cash Contributions	Non-Cash Contributions – e.g., Equipment, etc	Cash Contributions	Non-Cash Contributions – e.g., Equipment, etc
1		316,035	191,003	205	99,304	.	.	.	32,828
2		1,672,578	2,091,960	225,303	1,682,017	1,624,262	244,626	259,921	51,164
3		5,000
4		.	.	.	3,000
5		.	.	.	2,000
Total Amount of Participation		1,993,613	2,282,963	225,508	1,781,321	1,624,262	244,626	259,290	83,992
Total Amount of Participations		8,495,576							

* Cash and non-cash items are reported in million Rials.

* Support for construction and development projects is also included in the aforementioned table.




Table 2-26: List of Beneficial Therapeutic Construction Projects Ready for Operation in 1403

List of Projects	County	Built-up Area (m ²)	Physical Progress (%)	Date of Operation	Cost (billion Rials)
Construction of the Special Clinic and Inpatient Ward and DAY CARE unit at Imam Hossein (PBUH) Hospital, Phase One	Tehran	17000	100	1403	1600
Construction and completion of the Special Clinic, Pakdasht	Pakdasht	2148	100	1403	1750
Health House of Qaleh Baland, Varamin County	Varamin	100	100	1403	20
Health House of Khāveh, Varamin County	Varamin	100	100	1403	20
Comprehensive Urban Health Center of Shamshekh, Shemiranat County	Shemiranat	1750	100	1403	437,5
Health House of Ayeneh Varzān, Damavand	Damavand	220	100	1403	55

2-10. Tendering and Bidding

Table 2-27: Comparison of Bids and Tenders Held in 1401 to 1403

Description	Year		
	1401	1402	1403
Tenders	123	145	148
Bids	39	32	31
Grand Total	162	177	179

