



SGPGI/NAAC/HA/ 99 /2022

Date: 13-12-2022

16/11/23

**MINUTES OF MEETING**

**Sub.: Minutes of Meeting of Comprehensive Review Meeting to take forward the process of NAAC Accreditation of SGPGIMS, convened on 11-12-2022, reg.**

With regard to the subject mentioned as above, a **Comprehensive Review meeting** was convened under the **Chairmanship of Prof. R. K. Dhiman**, Director, SGPGIMS on **11-12-2022** from **10:30 AM onwards** in the **Committee Room, 3<sup>rd</sup> Floor, Administration Block**, with the members of the **NAAC Task Force**, to deliberate upon the agenda to expedite the NAAC Accreditation process of SGPGIMS.

Following members attended the meeting:

1. Prof. R. K. Dhiman, Director
2. Prof. R. K. Singh, HoD, Emergency Medicine
3. Prof. Punita Lal, Professor, Deptt. of Radiotherapy
4. Dr. Sanjay Dhiraj, Prof., Deptt. of Anaesthesiology
5. Dr. Ankur Bhatnagar, Prof., Deptt. of Plastic Surgery & Burns
6. Dr. R. Harsvardhan, Sub-Dean Quality & HoD, Hospital Administration
7. Dr. Prabhaker Mishra, Sub Dean Exams & Addl. Prof., Deptt. of Biostatistics & Health Informatics
8. Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
9. Dr. Sujeet Gautam, Addl. Prof. Deptt. of Anaesthesiology
10. Dr. D. S Bhadauria, Addl. Prof., Deptt. of Nephrology
11. Dr. Kirti Naranje, Addl. Prof. & HoD, Neonatology
12. Dr. Chinomy Sahu, Addl. Prof., Deptt. of Microbiology
13. Dr. Shagun Mishra, Addl. Prof., Deptt. of Radiotherapy
14. Dr. Rudrashish Halder, Addl. Prof., Deptt. of Anaesthesiology
15. Dr. Ruchi Gupta, Addl. Prof., Deptt. of Haematology
16. Dr. Rahul, Assoc. Prof., Deptt. of Surgical Gastroenterology
17. Dr. C. P. Chaturvedi, Assoc. Prof., Deptt. of Haematology
18. Dr. Alka Verma, Assoc. Prof., Deptt. of Emergency Medicine
19. Dr. Awale Rupali Bhalchandra, Assoc. Prof., Laboratory Medicine
20. Dr. Siddharth Rai, Assoc. Prof., Phy. Medicine & Rehabilitation (PMR)
21. Dr. Ankit Sahu, Assoc. Prof., Deptt. of Cardiology
22. Dr. Pulak Sharma, Assoc. Prof., Orthopaedics
23. Dr. Anup Kumar, Assoc. Prof., Deptt. of Biostatistics & Health Informatics
24. Dr. Jai Kishun, Assoc. Prof., Deptt. of Biostatistics & Health Informatics
25. Dr. Prateek Singh Bais, Asst. Prof., Deptt. of Anaesthesiology
26. Dr. Monika Yachha, Asst. Prof., Deptt. of Nephrology
27. Dr. Kumar Keshav, Asst. Prof., Orthopaedics
28. Dr. Santosh Verma, Asst. Prof., Deptt. of Molecular Medicine
29. Dr. Raghavendra L., Asst. Prof., Deptt. of Pathology
30. Dr. Radha K., Principal, College of Nursing
31. Mrs. Shabana Khatun, Lecturer, College of Nursing
32. Mr. M. K. Srivastava, Administrative Officer

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Executive Registrar  
SGPGIMS, Lucknow



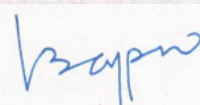


**National Assessment & Accreditation Council (NAAC) Cell**  
**Department of Hospital Administration**  
**Sanjay Gandhi Post Graduate Institute of Medical Sciences**  
**Raebareli Road, Lucknow - U. P.**

33. Mr. S. S. Ashraf, Administrative Officer
34. Mr. B. P. Bhuwan, Junior Accounts Officer
35. Mr. Mahesh Arora, Junior Accounts Officer
36. Mr. Adarsh Srivastava, Junior Accounts Officer
37. Mr. A. K. Sarkar, System Manager

The following were the salient points from the meeting:

Criterion	Key Parameter	Deliberation/ Discussion	Task Assigned to
Criterion - 1	1.1 Curriculum Design & Development	<p>1. All deptt's. to prepare Program Outcome (PO) &amp; Course Outcome (CO) for all of their currently running courses (MD/ MS/ DM/ M.Ch./ Ph.D./ PDCC/ etc.) by the end of Dec., 2022</p> <p style="text-align: center;">&amp;</p> <p>Update/ enrich the existing courses (by up to 20%) by adding <b>Choice Based Course/ Module</b> (to be circulated amongst the Residents for opting) for every course, without deviating from the NMC norms</p> <p style="text-align: center;">↓</p> <p>Compile the PO &amp; CO of all the deptt's.</p> <p style="text-align: center;">↓</p> <p><b>Publish a Compendium</b> of all the courses being provided at SGPGIMS</p> <p>2. Publish a <b>Policy Booklet</b> for Short-Term Trainees (STT) &amp; Long-Term Trainees (LTT) for each deptt.</p> <p>3. Every deptt. is to convene &amp; produce the respective copy of their Board of Study (BoS) <b>Minutes of Meeting.</b></p> <p style="text-align: center;">↓</p> <p>All the meetings of special BoS, can also be convened online (<b>Zoom Meet</b>) &amp; it will be <b>mandatory</b> to keep record of their <b>Minutes of Meeting.</b></p>	<p>• HoD's of all Deptt's</p>

  
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	<b><u>**Each Deptt. is to contact their Alumni of last 05 years &amp; take their feedback regarding the adequacy of the syllabi enrichment**</u></b>	
1.2 <b>Academic Flexibility</b>	<p>1. Time period for each <b>Choice Based Course/ Module</b> to be defined</p> <p>2. Various initiatives can be taken to enhance the <b>Horizontal Mobility</b>:</p> <ul style="list-style-type: none"><li>- <b>ALS/ ATLS</b> Courses can be conducted in every Deptt.</li><li>- <b>01/ 02</b> Courses on <b>CPR</b> can be done in every Deptt.</li><li>- <b>Biostatistics</b> Course being done in every deptt. for PG Courses</li><li>- Residents can be sent on <b>01-month</b> exchange program to other Institutes.</li><li>- Supplementary enrichment program – Leadership, stress management, communication &amp; soft skills etc.</li></ul> <p><b><u>**A meeting is to be convened between Director, SGPGIMS &amp; all HoD's for the same (Each HoD is to be informed separately, per the order of Director) **</u></b></p>	<b>HoD's of all Deptt's</b>
1.3 <b>Curriculum Enrichment</b>	Copy of booklet of <b>Chandigarh University</b> is to be dispatched to all Deptts. for incorporating Value added courses & sensitizing students to cross cutting issues	Deptt. of Hosp. Admin.
1.4 <b>Feedback System</b>	<ul style="list-style-type: none"><li>• Software can be developed (as in <b>Lucknow University/ Chandigarh University</b>) with the following heads:<ol style="list-style-type: none"><li>1. Employer</li><li>2. Student</li><li>3. Teacher</li><li>4. Alumni</li><li>5. Professional</li></ol></li></ul>	<p>1. All <b>Criterion Heads</b></p> <p>2. <b>Dr. Amit Goel</b>, Addl. Prof., Deptt. of Gastroenterology</p>

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		<ul style="list-style-type: none"> <li>• <b>Sub-Committee</b> is to be formed, comprising of <b>all Criterion Heads</b></li> </ul> <p style="text-align: center;">↓</p> <p><b>Office Order</b> of Feedback System is to be modified &amp; a robust feedback collection system to be designed</p> <p style="text-align: center;">↓</p> <p>The Sub- committee shall convene a meet with Director on a later date</p> <ul style="list-style-type: none"> <li>• Google forms for taking feedback are to designed by <b>Dr. Amit Goel</b></li> <li>• <b>Director</b> can provide approval using Executive Authority</li> <li>• As per the express Order form the <b>Director</b>, for every meeting convened henceforth regarding <b>Feedback System</b>, following are to be present <b>mandatorily</b>:             <ol style="list-style-type: none"> <li>1. <b>Dr. V. K. Paliwal</b>, Medical Superintendent</li> <li>2. <b>Dr. R. K. Singh</b>, HoD, Emergency Medicine</li> <li>3. <b>Mr. Sanjay Jain</b>, PA to Director</li> </ol> </li> </ul>	
<b>Criterion - 2</b>	2.1 <b>Student Enrolment &amp; Profile</b>	Each Deptt. should revise their syllabus	<b>HoD's</b> of all Deptt's.
	2.2 <b>Catering to Student Diversity</b>	<p style="text-align: center;">↓</p> <p><b>Revised Syllabi</b> is to be then <b>uploaded</b> on the <b>website</b> of the Institute</p> <p>Director instructed to frame a <b>Methodology</b> for <b>evaluation</b> of students enrolled in all courses (<b>MD/ MS/ DM/ M.Ch./ Ph.D./ PDCC/ etc.</b>) of <b>all the Deptt's</b>.</p> <p><b>**Similar Methodology to be designed for Nursing &amp; CMT Students as well**</b></p>	<ul style="list-style-type: none"> <li>• <b>HoD's</b> of all Deptts.</li> <li>• <b>Dr. Radha K.</b>, Principal, College of Nursing</li> <li>• <b>Dr. Ruchi Gupta</b>, Addl. Prof., Deptt. of Haematology</li> </ul>
	2.4	<ul style="list-style-type: none"> <li>• Policy for <b>Adjunct/ Guest/ Visiting</b> faculty to be designed based on the prior existing criteria</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dr. C. P. Chaturvedi</b>, Assoc.</li> </ul>

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	<b>Teacher Profile &amp; Quality</b>	<p>designed by <b>AIIMS, New Delhi/ PGIMER, Chandigarh/ Lucknow University</b></p> <p>↓</p> <p>Norms for SGPGIMS are to be designed within <b>next 03 days</b></p> <p>↓</p> <p>Appropriate <b>Office Order</b> to be made in this regard</p> <p><b>**Similar Policy to be designed for Nursing &amp; CMT as well**</b></p>	<p>Prof., Deptt. of Haematology</p> <ul style="list-style-type: none"> <li>• <b>Dr. Alka Verma</b>, Assoc. Prof., Deptt. of Emergency Medicine</li> <li>• Deptt. of Hosp. Adm.</li> <li>• Principal, College of Nursing</li> <li>• Nodal Officer, CMT</li> </ul>
	<b>2.5 Evaluation Process &amp; Reforms</b>	New members were asked to go through the manual thoroughly	
	<b>2.7 Student Satisfaction Survey (SSS)</b>	<p>A workshop is to be conceptualized &amp; conducted for all Deptt's., for all the <b>currently enrolled &amp; Alumni of last 05 years</b>, for each course (MD/ MS/ DM/ M.Ch./ Ph.D./ PDCC/ etc.) <b>separately</b>.</p> <p>↓</p> <p>Workshop is to be conducted by the <b>team of Criterion – 2</b>, under the <b>direct supervision</b> of <b>Director</b> himself.</p> <p>↓</p> <p>It is to be ensured that the students <b>must participate</b> in the questionnaire sent to them by NAAC for Student Satisfaction Survey (SSS) willingly &amp; should give a <b>Favourable response</b> too.</p> <ul style="list-style-type: none"> <li>• Concept &amp; Design of the Workshop is to be done by <b>Dr. Santosh Verma</b>, Asst. Prof., Deptt. of Molecular Medicine.</li> </ul> <p><b>** Similar Workshop is to be conducted for Nursing &amp; CMT as well**</b></p>	<ul style="list-style-type: none"> <li>• All members of <b>Criterion – 2</b> of <b>NAAC Task Force</b></li> </ul>

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<b>Criterion - 3</b>	<b>3.1 Promotion of Research &amp; Facilities</b>	<ul style="list-style-type: none"> <li>All booklets pertaining to NAAC (for <b>Peer Team Visit</b>) are to have <b>common Theme &amp; Colour Scheme</b> (as in <b>Lucknow University</b>)</li> <li>A policy needs to be formed to ensure that the Intra Mural Funds to be utilized for Procedural Flexibility for Research as well as its proper documentation.</li> <li>It was also deliberated upon that <b>MoU's</b> also be utilized for <b>promotion</b> &amp; as a <b>document of collaboration</b> with others.</li> </ul>	<ul style="list-style-type: none"> <li><b>Dr. C. P. Chaturvedi,</b> Assoc. Prof., Deptt. of Haematology</li> </ul>
	<b>3.2 Resource Mobilization for Research</b>	It was instructed to design an <b>appropriate policy</b> for the same & get <b>approval</b> for it.	<b>FO</b>
	<b>3.3 Innovation Ecosystem</b>	<ul style="list-style-type: none"> <li><b>Research Cell</b> have to constitute <b>Patent Cell Committee &amp; Intellectual Property Rights (IPR) Cell</b></li> <li><b>Industry – Academy synergy</b> is to be added to the policy to be designed for Innovation Ecosystem.</li> </ul>	<b>FIR</b>
	<b>3.4 Research Publications &amp; Awards</b>	<p><b>Dedicated desk</b> will be established in <b>Research Cell</b> for dissemination/ disbursement of Research work via <b>media &amp; social media</b> handles. This desk is to be known as <b>Research Media Desk</b>.</p> <p style="text-align: center;">↓</p> <p><b>Research Media Desk</b> is to further collaborate with <b>Website Committee, PRO Committee &amp; Research Committee</b> as well.</p>	<ul style="list-style-type: none"> <li><b>Dr. Kirti M. Naranje,</b> HoD, Neonatology</li> <li><b>Dr. Siddharth Rai,</b> Assoc. Prof., PMR</li> <li><b>Dr. Sujeet Kumar Singh Gautam,</b> Addl. Prof., Deptt. of Anaesthesiology</li> </ul>
	<b>3.5 Consultancy</b>	Since SGPGIMS is a Govt. Institute, hence it <b>can't</b> charge money for <b>Consultancy</b> for the purpose of generating revenue, however <b>Dr. Amit Goel,</b> Addl. Prof., Deptt. of Gastroenterology gave example that he is providing free consultancy to the Headquarter ( <b>HQ</b> ) of South East	<ul style="list-style-type: none"> <li><b>Criterion Head - 3</b> to design a policy &amp; get it approved</li> </ul>

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	Asia Region ( <b>SEAR</b> ) of World Health Organization ( <b>WHO</b> ) via the Deptt. of Telemedicine on every Thursday & likewise many faculty is doing so.	
3.6 <b>Extension Activities</b>	<p>Proposal was approved by Director for conducting various Community Outreach Programmes (<b>COP's</b>)</p> <p>↓</p> <p>Approved Proposal was sent to Directorate General of Medical Education (<b>DGME</b>)</p> <p>↓</p> <p>It was requested to appoint a <b>Senior Resident</b> from PSM (as being done in <b>KGMU</b> for their <b>COP's</b>)</p> <p>↓</p> <p>A reminder for the appointment of SR in PSM was sent</p> <p>↓</p> <p><b>No action</b> has been taken till date.</p> <ul style="list-style-type: none"> <li>Various <b>COP's</b> are being conducted in SGPGIMS, which include: <ul style="list-style-type: none"> <li>- Program on <b>Ca – Breast &amp; Ca – Cervix</b> in Mohanlal Gunj</li> <li>- <b>Haemophilia</b> Program</li> <li>- <b>Thalassaemia</b> Program</li> <li>- <b>Diabetes Mellitus</b> Program</li> <li>- <b>&gt;50,000</b> personnel were sensitized &amp; made aware with <b>IEC</b> activities via <b>COP's</b> during <b>Covid</b> Pandemic.</li> </ul> </li> </ul>	<p><b>Criterion Head – 3</b> to draft a proposal &amp; get it approved.</p> <p>Deptt. of Hospital Administration to collaborate if SR, PSM is provided by DGME.</p>
3.7 <b>Collaboration</b>	<p>At present, there is no established policy of the Institute for collaboration</p> <p>↓</p> <p>Every Deptt. to <b>design &amp; formulate</b> a Policy for implementing <b>MoU's</b> in all possible areas of collaboration</p> <p><b>**Performa</b> for the MoU to be conceptualized &amp; designed by <b>Dr.</b></p>	<ul style="list-style-type: none"> <li><b>HoD's</b> of all Deptt's.</li> <li><b>Dr. Kirti M. Naranje</b>, HoD, Neonatology</li> </ul>

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		<p><b>Kirti M. Naranje, HoD, Neonatology**</b></p> <p>↓</p> <p>Policy to be then framed by <b>Research Cell</b></p> <p>↓</p> <p>The drafted policy is to be sent to all <b>HoD's</b> (for any corrections, if any)</p> <p>↓</p> <p>Policy to be <b>implemented</b></p> <ul style="list-style-type: none"> <li>• <b>Director</b> instructed that <b>atleast 02 MoU's</b> are to be made with other parties by every deptt.</li> <li>• Information regarding all <b>MoU's signed till date</b>, by all the deptts. is to be provided to <b>Director</b></li> <li>• It was further informed to the <b>Director</b> that at the current moment, Deptt. of Hepatology has a <b>MoU</b> with Institute of Liver &amp; Biliary Sciences (<b>ILBS</b>), New Delhi</li> </ul> <p style="text-align: center;"><b>&amp;</b></p> <p>Deptts. of Neurology &amp; Urology also have <b>MoU's</b> in place</p> <ul style="list-style-type: none"> <li>• The policy document so generated for <b>SGPGIMS</b> to sign <b>MoU's</b> shall be used as a template to collaborate with <b>15 countries (i.e., International Cooperation)</b></li> </ul>	
<b>Criterion - 4</b>	<b>4.2 Clinical, Equipment &amp; Laboratory Learning Resources</b>	<p>Standard Operating Procedures (<b>SOP's</b>) to be designed by <b>Dr. Dharmendra Bhadauria, Addl. Prof., Deptt. of Nephrology</b> &amp; <b>Dr. Awale Rupali Bhalchandra, Assoc. Prof., Laboratory Medicine</b></p>	<ul style="list-style-type: none"> <li>• <b>Dr. Dharmendra Bhadauria, Addl. Prof., Deptt. of Nephrology</b></li> <li>• <b>Dr. Awale Rupali Bhalchandra,</b></li> </ul>

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SGPGIMS, Lucknow



			Assoc. Prof., Laboratory Medicine
	4.3 <b>Library as a Learning Resource</b>	<p><b>Utilization rate</b> of all books/ journals etc. in both offline &amp; online mode is to be calculated, for last <b>05 years</b>.</p> <p style="text-align: center;">↓</p> <p>Provision has to be made for access to <b>E-Modules</b> of the Institute to be via the Institute in order to get data on utilization rate of the same as well as measures should be taken to increase the utilization rate.</p>	<b>Dr. Kumar Keshav</b> , Asst. Prof., Orthopaedics
	4.4 <b>IT Infrastructure</b>	<p>No comprehensive system is currently in place in SGPGIMS to address issues related to IT Systems.</p> <ul style="list-style-type: none"> <li>Last purchase of IT Systems was of <b>Lenovo Computers</b> were purchased <b>02 years</b> ago</li> </ul> <p style="text-align: center;">↓</p> <p>The contract for its Annual Maintenance Contract (<b>AMC</b>) &amp; Comprehensive Maintenance Contract (<b>CMC</b>) is still on.</p> <ul style="list-style-type: none"> <li>Complaint was raised by <b>Dr. R. Harsvardhan</b>, Sub-Dean Quality &amp; HoD, Hospital Administration regarding procuring the computer from CMO for <b>AB – PMJAY Counter</b> at PMSSY Block</li> </ul> <p style="text-align: center;">↓</p> <p>He further informed all about various difficulties that crop up every time the computer breaks down, thus affecting the continuity &amp; the quality of service that is being delivered, reasons included different brand etc.</p>	<ul style="list-style-type: none"> <li><b>Dr. Prabhaker Mishra</b>, Addl. Prof., Deptt. of Biostatistics &amp; Health Informatics (B &amp; HI)</li> <li><b>Joint Director (Material &amp; Management)</b></li> </ul>
	4.5 <b>Maintenance of Campus Infrastructure</b>	This should be done by <b>Mr. P.C. Gupta</b> under Horticulture deptt.	<i>Er. P. C. Gupta</i>
<b>Criterion-5</b>	5.1 <b>Student Support &amp; Progression</b>	<ul style="list-style-type: none"> <li>Clinical Psychologist to be deployed.</li> <li>MoU to be done with KGMU regarding the same.</li> </ul>	<b>Criterion Head, Criteria - 5</b>

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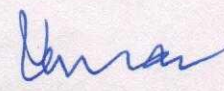
	5.4 <b>Alumni Engagement</b>	<ul style="list-style-type: none"> <li>Robust Alumni cell to be created</li> <li>Proforma to be created regarding <b>NAAC Tailored Form</b></li> </ul>	<b>Alumni Cell</b> is to further collaborate with <b>HoD's of all depts. &amp; Website Committee</b> as well.
<b>Criterion - 6</b>	6.1 <b>Institutional Vision &amp; Leadership</b>	<p>The <b>Vision, Mission &amp; Scope of Work</b> of the Institute are to be developed by <b>Dr. R. K. Singh</b>, HoD, Emergency Medicine</p> <p style="text-align: center;">↓</p> <p>The document will have to be approved by the <b>Governing Body</b></p>	<b>Dr. R. K. Singh</b> , HoD, Emergency Medicine
	6.3 <b>Faculty &amp; Staff Empowerment Strategies</b>	<ul style="list-style-type: none"> <li>Faculty Development Program (<b>FDP</b>) needs to be developed</li> <li>Teachers Training Program to be designed &amp; implemented</li> <li>Nursing staff trainings can be represented as Non – Faculty staff training</li> </ul>	<b>Dr. Rahul</b> , Asst. Prof., Surgical Gastroenterology
	6.4 <b>Financial Management &amp; Resource Mobilization</b>	Constitute & activate CSR & Investment Cell	<b>Finance Office</b>
	6.5 <b>Internal Quality Assurance System for continuous System Improvement</b>	Regular system of Clinical, Medical & Service audits needs to be instituted.	<b>Dr. Monaik Sen</b>
<b>Criterion - 7</b>	7.2 <b>Best Practices</b>	<ul style="list-style-type: none"> <li>Rainwater harvesting is to be done in newly constructed building, including EMRTC</li> <li>e- waste management should be revised as per e-Waste Management Rules, 2016</li> </ul>	<ul style="list-style-type: none"> <li><b>Executive Engineer (Civil)</b></li> <li><b>Deptt. of Biostatistics &amp; Health Informatics (B &amp; HI)</b></li> </ul>



		<ul style="list-style-type: none"> <li>Website updation will be carried forward by Website committee including <b>Dr. Swasti &amp; Mr. A. K. Sarkar</b></li> <li><b>Faculty I/C Quality</b> should be nominated by every deptt., who will be liable for all the data for every accreditation (NAAC, NIRF, NABH, etc.)</li> <li>Uploading of Thesis and Research work on e-Shodh Sindhu, Shodhganga and SWAYAM</li> <li>Institute must have its own YouTube Channel and other social media platforms</li> <li><b>Mr. S. S. Ashraf</b> will maintain the <b>comprehensive log book</b> of the <b>Grievance Addressed by Director, SGPGIMS</b> &amp; get it duly signed by Director, SGPGIMS.</li> </ul>	<ul style="list-style-type: none"> <li><b>All HoD's</b></li> <li>By <b>FIR</b></li> <li><b>Constitution of Media Cell</b> in collaboration with <b>PRO's</b> of the Institute.</li> <li><b>Mr. S. S. Ashraf</b></li> </ul>
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The meeting ended with thanks to the Members.

  
Dr. R. Harsvardhan  
Sub Dean – Quality,  
In – charge, NAAC Cell &  
HoD, Hosp. Adm.

  
Prof. R. K. Dhiman  
Director

  
Lt Col Varun Bajpai VSM  
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