

CIRCULAR

Subject: Review Meeting of Internal Quality Assurance Cell (IQAC) in SGPGIMS, reg.

The constitution of Internal Quality Assurance Cell (**IQAC**) was formalized vide Office Order **SGPGI/HA/564/2022** dated **23-08-2022**, under the stewardship of the **Director, SGPGIMS**.

A Review Meeting is scheduled to be held on **10-09-2022**, under the **Chairmanship** of **Prof. R. K. Dhiman**, Director, SGPGIMS to take forward the process of NAAC Accreditation for SGPGIMS. The details of the said meeting are mentioned vide infra:

- **Date: 10-09-2022**
- **Time: 10:00 AM onwards**
- **Venue: Board Room, Director's Office, 3rd Floor, Adm. Block**

It is hereby being requested to attend the meeting as per the schedule mentioned vide supra.

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

Distribution:

- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
- Prof. R. K. Singh, HoD, Emergency Medicine
- Prof. Vinita Aggarwal, Deptt. of Pathology
- Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
- Dr. Chinmoy Sahu, Addl. Prof., Deptt. of Microbiology
- Dr. Ankur Bhatnagar, Assoc. Prof., Plastic Surgery & Burns
- Dr. Awale Rupali Bhalchandra, Assoc. Prof. Deptt. of Laboratory Medicine
- Dr. Prateek Singh Bais, Asstt. Prof., Deptt. of Anaesthesiology
- Dr. Rahul Kumar, Asstt. Prof., Surgical Gastroenterology
- Dr. Kashipa Harit, Dy. Director, NABH
- Mr. Sharad Bansal, Industry Representative
- Mr. K. P. Shrivastava, Administrative Officer

Copy: For information

- Director, SGPGIMS
- O/o HoD, Hospital Administration, SGPGIMS
- Quality Cell, Deptt. of Hospital Administration
- NAAC Cell, Deptt. of Hospital Administration
- Guard File, Dispatch Section, Deptt. of Hospital Administration


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

SGPGI/HA/ /2022

Date: 10-09-2022

MINUTES OF MEETING

Sub.: Meeting of Internal Quality Assurance Cell (IQAC), reg.

Ref. No.: SGPGI/HA/564/2022 dated 23-08-2022

With regard to the subject and reference mentioned as above, a meeting of IQAC was convened under Chairmanship of Director, in regard to make IQAC functional as per mandate of NAAC.

The said meeting was attended by:

- Prof. R. K. Dhiman, Director
- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
- Prof. R. K. Singh, HoD, Emergency Medicine
- Dr. R. Harsvardhan, HoD, Hospital Administration
- Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
- Dr. Chinmoy Sahu, Addl. Prof., Deptt. of Microbiology
- Dr. Ankur Bhatnagar, Assoc. Prof., Plastic Surgery & Burns
- Dr. Awale Rupali Bhalchandra, Assoc. Prof. Deptt. of Laboratory Medicine
- Dr. Prateek Singh Bais, Asstt. Prof., Deptt. of Anaesthesiology
- Dr. Rahul Kumar, Asstt. Prof., Surgical Gastroenterology
- Dr. Kashipa Harit, Dy. Director, NABH
- Mr. Sharad Bansal, Industry Representative
- Mr. K. P. Shrivastava, Administrative Officer

Sl. No.	Deliberations	Discussion/ Deliberation	Action Taken
1.	IQAC to be made functional as per the NAAC mandate .	<ul style="list-style-type: none"> • Prof. Dhiman instructed that IQAC to be made fully functional as per NAAC mandate & regular meetings will be convened every 3 months. • Primary obligation of IQAC is to take forward NAAC Accreditation process. <p>Dr. R. Harsvardhan gave presentation regarding the IQAC Roadmap, which was acknowledged by the committee-</p> <ol style="list-style-type: none"> 1. Internal assessment on 7 criteria for identifying the gaps. 2. All 7 Criteria will be divided into 	<p>Office Order to be issued for the constitution of IQAC Committee.</p> <p>All Quality related initiatives of the Institute, meant to advance the progress of SGPGIMS towards NAAC Accreditation, shall be under the ambit of IQAC.</p>

Internal Quality Assurance Cell (IQAC)
Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences

		<p>sub groups as per key parameters. Members of that criteria will be responsible for their individual parameters. Criteria Heads to divide the work pertaining to Key Parameter to their team members as per their wisdom</p> <p>3. Criteria Heads to be invited as special invitees in the next meeting of IQAC for the presentation of their respective criteria</p>	
2.		Data acquisition as per 7 criteria of NAAC.	Data Template (along with the SOP for filling the Data Template) of each criterion to be sent to each criterion head.
3.	<p>IQAC will now possess & take forward all the quality initiatives by Quality Cell, Department of Hospital Administration & will continue to thrive for quality assurance in SGPGIMS.</p>	The work done by the Quality Cell, Deptt. of Hospital Administration, till date, to be included in the IQAC.	Office Order to be issued in this regard.
4.	Discussed regarding the Kaizen Project for Standardization of Crash Cart in ICUs .	Nursing In – charges to work in conjunction with Quality Cell, Deptt. of Hospital Administration for standardization of crash cart in all wards	Letter to be sent to Chief Nursing Officer (CNO) to instruct all Ward/ ICU Nursing In – charges to standardize the crash cart
5.	Preparedness of Induction & Orientation Program for Newly recruited staff members scheduled on 16 th & 17 th September, 2023.	Deptt. of Hospital Administration to mobilize for the Induction cum Orientation Ceremony of the Newly selected Staff on 16-09-2022 & 17-09-2022	Deptt. of Hospital Administration to manage the event of Induction cum orientation ceremony of Newly recruited staff on 16-09-2022 & 17-09-2022
6.	Discussed & follow up of the action taken on the suggestions given during Review Meeting of NAAC Accreditation at Governor House on 02-08-2022.	Minutes of Meeting & discussion was shared with all the members of Task Force	-----

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	Implementation of Feedback system in SGPGIMS from all the stakeholders.		
7.	CUG Phone for NAAC Cell, DoHA	Demand for a dedicated CUG phone (to be used by Residents of DoHA with regard to NAAC obligations) was raised for the Residents of DoHA. It was decided that the same shall be issued to the Residents.	CUG to be issued to Residents of DoHA.

The meeting concluded with a vote of thanks to all the members in attendance.

 Mr. K. P. Srivastava
 Administrative officer

 Mr. Sharad Bansal
 Industry Representative

 Dr. Kashipa Harit
 Dy. Director, NABH

 Dr. Rahul Kumar
 Asstt. Prof., Surgical Gastroenterology

 Dr. Prateek Singh Bais
 Asstt. Prof., Deptt. of Anaesthesia

 Dr. Awale Rupali Bhalchandra
 Assoc. Prof., Deptt. of Laboratory
 Medicine

 Dr. Ankur Bhatnagar
 Assoc. Prof., Plastic Surgery & Burns

 Dr. Chinmoy Sahu
 Addl. Prof., Deptt. of Microbiology

 Dr. Amit Goel
 Addl. Prof., Deptt. of Gastroenterology

 Dr. R. Harsvardhan
 HoD, Hospital Administration



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Lt. Col. Varun Bajpai
Executive Registrar

Prof. S. P. Ambesh
Dean

Prof. R. K. Dhiman
Director

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

SGPGI/HA/NAAC/ /2022

Date: 01-11-2022

CIRCULAR

Subject: Review Meeting of Internal Quality Assurance Cell (IQAC) in SGPGIMS, reg.

The constitution of Internal Quality Assurance Cell (IQAC) was formalized vide Office Order **SGPGI/HA/564/2022** dated **23-08-2022**, under the stewardship of the **Director, SGPGIMS**.

A Review Meeting is scheduled to be held on **05-03-2023**, under the **Chairmanship** of **Prof. R. K. Dhiman**, Director, SGPGIMS to take forward the process of NAAC Accreditation for SGPGIMS. The details of the said meeting are mentioned vide infra:

- **Date: 08-11-2022**
- **Time: 02:00 PM onwards**
- **Venue: Board Room, Director's Office, 3rd Floor, Adm. Block**

It is hereby being requested to attend the meeting as per the schedule mentioned vide supra.

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

Distribution:

- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
- Prof. R. K. Singh, HoD, Emergency Medicine
- Prof. Vinita Aggarwal, Deptt. of Pathology
- Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
- Dr. Chinmoy Sahu, Addl. Prof., Deptt. of Microbiology
- Dr. Ankur Bhatnagar, Assoc. Prof., Plastic Surgery & Burns
- Dr. Awale Rupali Bhalchandra, Assoc. Prof. Deptt. of Laboratory Medicine
- Dr. Prateek Singh Bais, Asstt. Prof., Deptt. of Anaesthesiology
- Dr. Rahul Kumar, Asstt. Prof., Surgical Gastroenterology

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- O/o HoD, Hospital Administration, SGPGIMS
- Quality Cell, Deptt. of Hospital Administration
- NAAC Cell, Deptt. of Hospital Administration
- Guard File, Dispatch Section, Deptt. of Hospital Administration


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

SGPGI/HA/ /2022

Date: 08-11-2022

MINUTES OF MEETING

Sub.: Meeting of Internal Quality Assurance Cell (IQAC), reg.

With regard to the subject and reference mentioned as above, a meeting of IQAC was convened under Chairmanship of Director.

The said meeting was attended by:

- Prof. R. K. Dhiman, Director
- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
- Prof. R. K. Singh, HoD, Emergency Medicine
- Prof. Vinita Aggarwal, Deptt. of Pathology
- Dr. R. Harsvardhan, HoD, Hospital Administration
- Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
- Dr. Chinmoy Sahu, Addl. Prof., Deptt. of Microbiology
- Dr. Ankur Bhatnagar, Assoc. Prof., Plastic Surgery & Burns
- Dr. Awale Rupali Bhalchandra, Assoc. Prof. Deptt. of Laboratory Medicine
- Dr. Prateek Singh Bais, Asstt. Prof., Deptt. of Anaesthesiology
- Dr. Rahul Kumar, Asstt. Prof., Surgical Gastroenterology

Sl. No.	Deliberations	Discussion/ Deliberation	Action Taken
1.	Confirmation of the minutes of last meeting convened on 10-09-2022 & Action Taken Report.	N/A	No comments
2.	Mechanism to be formulated for collecting feedback from all stakeholders (including faculty, students, alumni, etc.)	Director had instructed to form a committee, comprising of members (including members from College of Nursing & CMT) for formulating a mechanism to collect the feedback from all concerned stakeholder vide Office Order SGPGI/HA/745/2022 dated 25-10-2022 . Emphasis to be placed by all HoD's on collecting feedback from alumni of last 05 years from their respective departments & for Nursing & CMT students as well.	Google Form to be developed for collecting the feedback.



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3.	Changes in NAAC Task Force	Revisions to NAAC Task Force (constituted vide Office Order SGPGI/NAAC/HA/695/2022 dated 04-10-2022) to be made, so as to expand the number of stakeholders, to expedite the NAAC Accreditation process of SGPGIMS.	Office Order to be issued for Revised NAAC Task Force
4.	Monthly review meeting for NAAC	It was also promulgated that minimum one monthly meeting (comprising of all members of the NAAC Task Force) should be done.	
5.	Manuals for the Institute	It was decided in the meeting that various Manuals/ Compendiums will be made for the institute viz., Resident Manual, Nursing Manual, Quality Manual, Lab Manual, etc. It was also informed to the Director that the compilation of various Manuals is under different stages of progress.	Manuals are being compiled by DoHA.
6.	Orientation Session for the Revised NAAC Task Force	Discussion was held regarding conducting a brief orientation session for the new members that will be included in the expanded/ revised NAAC Task Force.	Circular to be issued for conducting an orientation session for the new members.

The meeting concluded with a vote of thanks to all the members in attendance.

 Dr. Rahul Kumar
 Surgical Gastroenterology

 Dr. Prateek Singh Bais
 Asstt. Prof., Anesthesiology

 Dr. Awale Rupali Bhalchandra
 Assoc. Prof., Laboratory Medicine

 Dr. Ankur Bhatnagar
 Assoc. Prof., Plastic Surgery & Burns

 Dr. Chinmoy Sahu
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 Dr. Amit Goel
 Addl. Prof., Deptt. of Gastroenterology


Lt Col Varun Bajpai VSM
 Executive Registrar
 SGPGIMS, Lucknow



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Dr. R. Harsvardhan
HoD, Hospital Administration

Prof. Vinita Aggarwal
Prof., Deptt. of Pathology

Prof. R. K. Singh
HoD, Emergency Medicine

Prof. Narayan Prasad
HoD, Nephrology

Lt. Col. Varun Bajpai
Executive Registrar

Prf. S. P. Ambesh
Dean

Prof. R. K. Dhiman
Director

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

SGPGI/HA/ /2022

Date: 04-12-2022

CIRCULAR

Subject: Review Meeting of Internal Quality Assurance Cell (IQAC) in SGPGIMS, reg.

The constitution of Internal Quality Assurance Cell (**IQAC**) was formalized vide Office Order **SGPGI/HA/564/2022** dated **23-08-2022**, under the stewardship of the **Director, SGPGIMS**.

A Review Meeting is scheduled to be held on **12-12-2022**, under the **Chairmanship** of **Prof. R. K. Dhiman**, Director, SGPGIMS to take forward the process of NAAC Accreditation for SGPGIMS. The details of the said meeting are mentioned vide infra:

- **Date: 12-12-2022**
- **Time: 04:00 PM onwards**
- **Venue: Board Room, Director's Office, 3rd Floor, Adm. Block**

It is hereby being requested to attend the meeting as per the schedule mentioned vide supra.

(Dr. R. Harsvardhan)

Sub-Dean Quality &
HoD, Hospital Administration

Distribution:

- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
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Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

SGPGI/HA/ /2022

Date: 12-12-2022

MINUTES OF MEETING

Sub.: Meeting of Internal Quality Assurance Cell (IQAC), reg.

With regard to the subject and reference mentioned as above, a meeting of IQAC was convened under Chairmanship of Director.

The said meeting was attended by:

- Prof. R. K. Dhiman, Director
- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
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- Dr. R. Harsvardhan, HoD, Hospital Administration
- Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
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- Dr. Awale Rupali Bhalchandra, Assoc. Prof. Deptt. of Laboratory Medicine
- Dr. Prateek Singh Bais, Asstt. Prof., Deptt. of Anaesthesiology
- Dr. Rahul Kumar, Asstt. Prof., Surgical Gastroenterology

Sl. No.	Deliberations	Discussion/ Deliberation	Action Taken
1.	Confirmation of the minutes of last meeting convened on 08-11-2022 & Action Taken Report.	Action taken report discussed.	--
2.	Work for separate IQAC Room in Adm. Block	Deliberation was made to do all necessary work to commence the IQAC Room (Room No. 104, Ground Floor, Admn. Block)	Letters to be issued to concerned stakeholders for the work of IQAC Room.
3.	Policy document to be made for the Visiting/Guest/Adjunct Faculty of the Institute	A policy document is to be formulated for the Institute for the Visiting/Guest/Adjunct Faculty	Policy document to be formulated for the Institute by multiple stakeholders.
4.	Regular updates of different cells, to be provided to NAAC Cell, DoHA	Various cells viz. Career Advancement Cell, Grievance Cell, International Students Cell, Student Council, Women Empowerment Cell were constituted vide multiple Office Orders on 25-10-2022 .	Letter to be sent to the concerned In – charges of the all the cells constituted, under the obligation of NAAC Accreditation process, to provide update of the work done to NAAC



Internal Quality Assurance Cell (IQAC)
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		It was deliberated that regular reporting about the work done under these cells is to be done to NAAC Cell, DoHA, so as to expedite the NAAC Accreditation process of SGPGIMS.	Cell, DoHA.
4.	To develop the system of regular internal audit for the Institute	It was deliberated that a document/policy needs to be put in place for Internal Audit (Clinical/Medical/Services) for the Institute	Dr. Moniak Sen Sharma to be assisted by Dr. Rahul for the development process
5.	It was discussed to conduct monthly review meetings so as to expedite NAAC Accreditation process	All the members agreed to it	--

The meeting concluded with a vote of thanks to all the members in attendance.

 Dr. Rahul Kumar
 Surgical Gastroenterology

 Dr. Prateek Singh Bais
 Anaesthesiology

 Dr. Awale Rupali Bhalchandra
 Laboratory Medicine

 Dr. Ankur Bhatnagar
 Plastic Surgery & Burns

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Prof. S. P. Ambesh
Dean

Prof. R. K. Dhiman
Director

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

SGPGI/HA/ /2023

Date: 27-01-2023

CIRCULAR

Subject: Review Meeting of Internal Quality Assurance Cell (IQAC) in SGPGIMS, reg.

The constitution of Internal Quality Assurance Cell (**IQAC**) was formalized vide Office Order **SGPGI/HA/564/2022** dated **23-08-2022**, under the stewardship of the **Director, SGPGIMS**.

A Review Meeting is scheduled to be held on **02-02-2023**, under the **Chairmanship** of **Prof. R. K. Dhiman**, Director, SGPGIMS to take forward the process of NAAC Accreditation for SGPGIMS. The details of the said meeting are mentioned vide infra:

- **Date: 02-02-2023**
- **Time: 03:00 PM onwards**
- **Venue: Board Room, Director's Office, 3rd Floor, Adm. Block**

It is hereby being requested to attend the meeting as per the schedule mentioned vide supra.

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

Distribution:

- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
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Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Sub-Dean Quality &
HoD, Hospital Administration

SGPGI/HA/ /2023

Date: 02-02-2023

MINUTES OF MEETING

Sub.: Meeting of Internal Quality Assurance Cell (IQAC), reg.

With regard to the subject and reference mentioned as above, a meeting of IQAC was convened under Chairmanship of Director.

The said meeting was attended by:

- Prof. R. K. Dhiman, Director
- Prof. S. P. Ambesh, Dean
- Lt. Col. Varun Bajpai, Executive Registrar
- Prof. Narayan Prasad, HoD, Nephrology
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- Dr. Prateek Singh Bais, Assoc. Prof., Deptt. of Anaesthesiology
- Dr. Rahul Kumar, Asstt. Prof., Surgical Gastroenterology

Sl. No.	Deliberations	Discussion/ Deliberation	Action Taken
1.	Confirmation of the minutes of last meeting convened on 08-11-2022 & Action Taken Report.	N/A	No comments
2.	Coding System for all courses offered by the Institute	It was promulgated that a coding system needs to be developed for all the courses offered by the institute, as also seen during the KGMU visit.	Letter to be issued for developing the coding system of all the courses of the Institute.
3.	Expedite the work on development of multiple parameters	The Director instructed that pace needs to be picked up for the development of the following: <ul style="list-style-type: none"> • Program Outcome (PO) • Course Outcome (CO) • Feedback system • Optional modules 	Letter to be issued to concerned stakeholders for the same.



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4.	Development of uniform signages for all the departments during NAAC Team Peer visit	Uniform signages for all the departments of the Institute are to be developed by DoHA, for the purpose of NAAC Peer Team visit, under the following heads: Institute logo/Mission, Vision of the Deptt./Patents/Research Work/Awards & Recognition to the Deptt. etc.	Office Order to be issued for designing the signages by DoHA.
5.	Development of NAAC website for the Self Study Report (SSR)	Status of development of NAAC website for the institute was inquired. It was told to expedite the process of the same.	Letter to be issued to Mr. A. K. Sarkar for knowing the status of NAAC website.

The meeting concluded with a vote of thanks to all the members in attendance.

 Dr. Rahul Kumar
 Surgical Gastroenterology

 Dr. Prateek Singh Bais
 Anaesthesiology

 Dr. Awale Rupali Bhalchandra
 Laboratory Medicine

 Dr. Ankur Bhatnagar
 Plastic Surgery & Burns

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 Executive Registrar
 SCPGIMS, Lucknow



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