

Minutes of Meeting – Internal Quality Assurance Cell (IQAC)

Sub.: Minutes of Meeting of Comprehensive Review Meeting of IQAC to take forward the process of NAAC Accreditation of SGPGIMS, convened on 16-01-2023, reg.

A **Review Meeting** was convened under the **Chairmanship** of **Prof. R. K. Dhiman**, Director, SGPGIMS on **11-12-2022**, to expedite the NAAC Accreditation Process of SGPGIMS.

With regard to the subject mentioned as above, a **Comprehensive Review meeting** was convened under the **Chairmanship** of **Dr. R. Harsvardhan**, Sub – Dean, Quality & HoD, Hospital Administration on **16-01-2023** from **10:30 AM onwards** in the **Department of Hospital Administration, 4th Floor, New Library Complex**, with the members of the **NAAC Task Force**, to deliberate upon the agenda to expedite the NAAC Accreditation process of SGPGIMS.

It was further discussed that a **tentative review meeting** is likely to be scheduled with the **Director, SGPGIMS** in the **last week of January, 2023** for **assessing the progress of filing for SSR** of the Institute & its subsequent **NAAC Accreditation**.

Following members attended the meeting:


1. Dr. R. Harsvardhan, Sub – Dean, Quality & HoD, Hospital Administration
2. Dr. Kirti Naranje, HoD, Neonatology
3. Dr. Vinita Agarwal, HoD, Pathology
4. Dr. Amit Goel, Addl. Prof., Deptt. of Gastroenterology
5. Dr. D. S. Bhadauria, Addl. Prof., Deptt. of Nephrology
6. Dr. Awale Rupali Bhalchandra, Assoc. Prof., Laboratory Medicine
7. Dr. Siddharth Rai, Assoc. Prof., Physical Medicine & Rehabilitation (PMR)
8. Dr. Rohit A. Sinha, Asstt. Prof., Deptt. of Endocrinology



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 Executive Registrar
 SGPGIMS, Lucknow

The following were the salient points from the meeting:


Criterion	Key Parameter	Deliberation/ Discussion	Action taken by the Criterion team
Criterion - 1	1.1 Curriculum Design & Development	1. All deptt's. to prepare Program Outcome (PO) & 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 & Update/ enrich the existing courses (by up to 20%) by adding Choice Based Course/ Module (to be circulated amongst the Residents for opting) for every course, without deviating from the NMC norms	• The process is ongoing for preparing the CO & PO of the deptt's. (along with addition of choice based modules for enhancement of curriculum)





		<p>Compile the PO & CO of all the deptt's.</p> <p style="text-align: center;">↓</p> <p>Publish a Compendium of all the courses being provided at SGPGIMS</p> <p>2. Every deptt. is to convene & produce the respective copy of their Board of Study (BoS) Minutes of Meeting.</p> <p style="text-align: center;">↓</p> <p>All the meetings of special BoS, can also be convened online (Zoom Meet) & it will be mandatory to keep record of their Minutes of Meeting.</p> <p>**Each Deptt. is to contact their Alumni of last 05 years & take their feedback regarding the adequacy of the syllabi enrichment**</p>	<p>The process of contacting alumni of last five (05) years is ongoing</p>
	<p>1.2 Academic Flexibility</p>	<p>1. Time period for each Choice Based Course/ Module to be defined</p> <p>2. Various initiatives can be taken to enhance the Horizontal Mobility:</p> <ul style="list-style-type: none"> - ALS/ ATLS Courses can be conducted in every Deptt. - 01/ 02 Courses on CPR can be done in every Deptt. - Biostatistics Course being done in every deptt. for PG Courses - Residents can be sent on 01-month exchange program to other Institutes. - Supplementary enrichment program – Leadership, stress management, communication & soft skills etc. <p>**A meeting is to be convened between Director, SGPGIMS & all HoD's for the same (Each HoD is to be informed separately, per the order of Director) **</p>	<p style="text-align: right;">  Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow </p>

	<p style="text-align: center;">1.3 Curriculum Enrichment</p>	<p>Copy of booklet of Chandigarh University is to be dispatched to all Deptts. for incorporating Value added courses & sensitizing students to cross cutting issues</p>	
	<p style="text-align: center;">1.4 Feedback System</p>	<ul style="list-style-type: none"> • Software can be developed (as in Lucknow University/ Chandigarh University) with the following heads: <ol style="list-style-type: none"> 1. Employer 2. Student 3. Teacher 4. Alumni 5. Professional • Sub-Committee is to be formed, comprising of all Criterion Heads <p style="text-align: center;">↓</p> <p>Office Order of Feedback System is to be modified & 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"> • Google forms for taking feedback are to designed by Dr. Amit Goel • Director can provide approval using Executive Authority • As per the express Order form the Director, for every meeting convened henceforth regarding Feedback System, following are to be present mandatorily: <ol style="list-style-type: none"> 1. Dr. V. K. Paliwal, Medical Superintendent 2. Dr. R. K. Singh, HoD, Emergency Medicine 3. Mr. Sanjay Jain, PA to Director 	<ul style="list-style-type: none"> • Dr. Amit Goel has designed a Feedback Form comprising of 80+ questions encompassing a vast array of fields, for a comprehensive assessment
<p style="text-align: center;">Criterion - 3</p>	<p style="text-align: center;">3.1 Promotion of Research & Facilities</p>	<ul style="list-style-type: none"> • All booklets pertaining to NAAC (for Peer Team Visit) are to have common Theme & Colour Scheme (as in Lucknow University) 	<p style="text-align: right;">  Lt Col Varun Bajpai VSM Executive Registrar SGPIMS, Lucknow </p>

		<ul style="list-style-type: none"> 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. It was also deliberated upon that MoU's also be utilized for promotion & as a document of collaboration with others. 	
	3.2 Resource Mobilization for Research	It was instructed to design an appropriate policy for the same & get approval for it.	
	3.3 Innovation Ecosystem	<ul style="list-style-type: none"> Research Cell have to constitute Patent Cell Committee & Intellectual Property Rights (IPR) Cell Industry – Academy synergy is to be added to the policy to be designed for Innovation Ecosystem. 	
	3.4 Research Publications & Awards	<p>Dedicated desk will be established in Research Cell for dissemination/ disbursement of Research work via media & social media handles. This desk is to be known as Research Media Desk.</p> <p style="text-align: center;">↓</p> <p>Research Media Desk is to further collaborate with Website Committee, PRO Committee & Research Committee as well.</p>	<ul style="list-style-type: none"> Email ID for official Internal Communication (for NAAC Accreditation process of SGPGIMS) was created Official email ID was created for Research Media Desk
	3.5 Consultancy	Since SGPGIMS is a Govt. Institute, hence it can't charge money for Consultancy for the purpose of generating revenue, however Dr. Amit Goel , Addl. Prof., Deptt. of Gastroenterology gave example that he is providing free consultancy to the Headquarter (HQ) of South East Asia Region (SEAR) of World Health Organization (WHO) via the Deptt. of Telemedicine on every Thursday & likewise many faculty is doing so.	
	3.6 Extension Activities	Proposal was approved by Director for conducting various Community Outreach Programmes (COP's)	<p style="text-align: center;">↓</p> <p style="text-align: center;"></p> <p>Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow</p>

		<p>Approved Proposal was sent to Directorate General of Medical Education (DGME)</p> <p style="text-align: center;">↓</p> <p>It was requested to appoint a Senior Resident from PSM (as being done in KGMU for their COP's)</p> <p style="text-align: center;">↓</p> <p>A reminder for the appointment of SR in PSM was sent</p> <p style="text-align: center;">↓</p> <p>No action has been taken till date.</p> <ul style="list-style-type: none"> • Various COP's are being conducted in SGPGIMS, which include: <ul style="list-style-type: none"> - Program on Ca – Breast & Ca – Cervix in Mohanlal Gunj - Haemophilia Program - Thalassaemia Program - Diabetes Mellitus Program - >50,000 personnel were sensitized & made aware with IEC activities via COP's during Covid Pandemic. 	
	<p>3.7 Collaboration</p>	<p>At present, there is no established policy of the Institute for collaboration</p> <p style="text-align: center;">↓</p> <p>Every Deptt. to design & formulate a Policy for implementing MoU's in all possible areas of collaboration</p> <p>**Performa for the MoU to be conceptualized & designed by Dr. Kirti M. Naranje, HoD, Neonatology**</p> <p style="text-align: center;">↓</p> <p>Policy to be then framed by Research Cell</p> <p style="text-align: center;">↓</p> <p>The drafted policy is to be sent to all HoD's (for any corrections, if any)</p>	 <p>Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow</p>

		<p style="text-align: center;">↓</p> <p>Policy to be implemented</p> <ul style="list-style-type: none"> • Director instructed that atleast 02 MoU's are to be made with other parties by every deptt. • Information regarding all MoU's signed till date, by all the deptts. is to be provided to Director • It was further informed to the Director that at the current moment, Deptt. of Hepatology has a MoU with Institute of Liver & Biliary Sciences (ILBS), New Delhi <p style="text-align: center;">&</p> <p>Deptts. of Neurology & Urology also have MoU's in place</p> <ul style="list-style-type: none"> • The policy document so generated for SGPGIMS to sign MoU's shall be used as a template to collaborate with 15 countries (i.e., International Cooperation) 	<p>A draft proposal for academic collaboration with 15 countries is in an ongoing process (in collaboration with GoUP).</p>
Criterion - 4	<p>4.2 Clinical, Equipment & Laboratory Learning Resources</p>	<p>Standard Operating Procedures (SOP's) to be designed by Dr. Dharmendra Bhaduria, Addl. Prof., Deptt. of Nephrology & Dr. Awale Rupali Bhalchandra, Assoc. Prof., Laboratory Medicine</p>	<ul style="list-style-type: none"> • Dr. Awale Rupali Bhalchandra has submitted the PDF for SOP issued by GNCTD (Govt. of NCT & Delhi). <p style="text-align: center;">↓</p> <p>This policy is to tailored as per the needs of SGPGIMS.</p>
	<p>4.3 Library as a Learning Resource</p>	<p>Utilization rate of all books/journals etc. in both offline & online mode is to be calculated, for last 05 years.</p> <p style="text-align: center;">↓</p> <p>Provision has to be made for access to E-Modules of the Institute to be via the Institute in order to get data on utilization rate of the same</p>	<p>Total inventory of the library has been done.</p> <p style="text-align: right;">  Lt Col Varun Bajpai VSM Executive Registrar SGPGIMS, Lucknow </p>

		as well as measures should be taken to increase the utilization rate.	
	4.4 IT Infrastructure	<p>No comprehensive system is currently in place in SGPGIMS to address issues related to IT Systems.</p> <ul style="list-style-type: none"> Last purchase of IT Systems was of Lenovo Computers were purchased 02 years ago <p style="text-align: center;">↓</p> <p>The contract for its Annual Maintenance Contract (AMC) & Comprehensive Maintenance Contract (CMC) is still on.</p> <ul style="list-style-type: none"> Complaint was raised by Dr. R. Harsvardhan, Sub-Dean Quality & HoD, Hospital Administration regarding procuring the computer from CMO for AB – PMJAY Counter at PMSSY Block <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 & the quality of service that is being delivered, reasons included different brand etc.</p>	
	4.5 Maintenance of Campus Infrastructure	<p>This should be done by Mr. P.C. Gupta under Horticulture deptt.</p>	
Criterion - 6	6.1 Institutional Vision & Leadership	<p>The Vision, Mission & Scope of Work of the Institute are to be developed by Dr. R. K. Singh, HoD, Emergency Medicine</p> <p style="text-align: center;">↓</p> <p>The document will have to be approved by the Governing Body</p>	
	6.3 Faculty & Staff Empowerment Strategies	<ul style="list-style-type: none"> Faculty Development Program (FDP) needs to be developed Teachers Training Program to be designed & implemented Nursing staff trainings can be represented as Non – Faculty staff training 	 Lt Col Varun Bajpai VSM 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.**

	6.4 Financial Management & Resource Mobilization	Constitute & activate CSR & Investment Cell	
	6.5 Internal Quality Assurance System for continuous System Improvement	Regular system of Clinical, Medical & Service audits needs to be instituted.	

The meeting ended with Thanks to all the members.

Dr. R. Harsvardhan
Sub – Dean, Quality
In – charge, NAAC Cell &
HoD, Hospital Administration

Prof. R. K. Dhiman
Director
SGPGIMS



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow