

LT. GEN. (DR.) BIPIN PURI  
PVSM, VSM (RETD.)  
VICE CHANCELLOR  
लेफ्टिनेंट जनरल (डॉ०) बिपिन पुरी  
पी०वी०एस०एम०, वी०एस०एम० (सेवानिवृत्त)  
कुलपति



KING GEORGE'S MEDICAL UNIVERSITY  
U.P., LUCKNOW  
किंग जार्ज चिकित्सा विश्वविद्यालय, उ०प्र०  
लखनऊ

Ref. No.: KGMU/VC/295/2021

Date: September 24, 2021

To,

- 1) Prof. Vineet Sharma, PRO-Vice Chancellor, KGMU, Lucknow
- 2) All Head of the Departments, KGMU, Lucknow
- 3) All CMS/MS, GM&AH, KGMU, Lucknow
- 4) All Deans, KGMU, Lucknow
- 5) Proctor, KGMU, Lucknow
- 6) Controller of Examination, KGMU, Lucknow
- 7) Faculty Incharge, Common Equipment Cell/IT Cell/Athletic Association, KGMU, Lucknow
- 8) Chairman, Cultural Committee, KGMU, Lucknow
- 9) All Faculty Members, KGMU, Lucknow
- 10) The Registrar, KGMU, Lucknow.
- 11) The Finance Officer, KGMU, Lucknow.

Please find the minutes of **HOD conference** which was held on **September 18<sup>th</sup>, 2021** for information & compliance.

(Lt. Gen. (Dr.) Bipin Puri)  
Vice Chancellor

**Enclosure: as above**

Minute of Meeting of HODs held on September 18, 2021 @ 12:00 noon

All Head of the Departments along with Pro-Vice Chancellor, Finance Officer and Registrar KGMU were present in the meeting in person.

Following decisions were taken in above meeting: -

| For Heads of Departments in collaboration with concerned personnel    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                       |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Issues                                                                | Decision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Remarks                                                               |
| Leadership, Team Work, Accountability and De-centralization of duties | <p>Every Head should set an example of exemplary leadership roles so the rest of faculty, residents and employees dream to emulate him/her. Principles of punctuality at work place (office, OT, OPD etc.) along with sense of purpose should be personified in their best of form.</p> <p>All heads are expected to take along their colleagues, juniors in the department, residents and employees along in a good team spirit in order to develop a good working environment.</p> <p>All heads should assign roles to each faculty in the department with a proper work distribution of day to day activities in best interest of teaching, training, patient care and administrative work.</p>                                                                                                    | Action Required:- All HODs                                            |
| Faculty Development Programs                                          | It was again re-emphasized from last meeting that each and every head of the departments will have to identify the strengths and weaknesses of his/her faculty, especially the junior faculty and make elaborate arrangements to upscale his/her skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                       |
| Leave                                                                 | <p>Prior approval of all kind of leaves from competent authority is mandatory. The Head of the departments will ensure the strict compliance of the same.</p> <p>After HOD remarks the leave form of each faculty is presently sanctioned by Pro-VC KGMU as per instructions of Hon'ble VC KGMU. Henceforth leave sanction of HODs will be done at the level of VC KGMU.</p> <p>It is expected that Head and the next to Head in the department will not be on leave together at the very same moment and any such instances should be strictly avoided unless prior sanction of Hon'ble VC KGMU.</p> <p>For HODs in case of emergency post facto sanction of leave is required. Concerned HOD must inform verbal/telephonically/Whatsapp to VC KGMU and get approval before proceeding on leave.</p> | Action Required: - All HODs, Pro-Vice Chancellor, Dean, and Registrar |
| ACR                                                                   | In order to provide service benefits timely to all medical teaching faculty and non-teaching employees, the HODs/Officer I/C are required to send the ACRs of all subordinates on prescribed format latest by 30 <sup>th</sup> September 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |
| Private Practice                                                      | The university administration has zero tolerance to private practice and any kind of monetary/personal benefits claimed in lieu of his/her position in the medical university by any faculty and employee of the university.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                       |

|                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                      |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Faculty Development Programs                                                                | Each and every head of the departments will have to identify the strengths and weaknesses of his/her faculty, especially the junior faculty and make elaborate arrangements to rectify their deficiencies. HODs must promote more faculty development program to improve their skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action Required:- All HODs                                                                                                           |
| Faculty Recruitment                                                                         | New Recruitment Policy as per directions received from Hon'ble Chancellor KGMU and Governor of UP has been adopted and will be used for all future appointments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action Required: - All HODs, Pro-Vice Chancellor, Dean, and Registrar                                                                |
| Faculty Promotion                                                                           | In light of new recruitment policy being implemented in the medical university, a need was felt to objectivize the faculty promotions. In this spirit a format of New Promotion Policy has been drafted for implementation for near future.<br>After deliberations with different HODs today it was decided to continue the promotion as per NMC/MCI norms for the existing faculty and the new promotion policy may be applied on the newly appointed faculty.                                                                                                                                                                                                                                                                                                                                                                                                          | Action Required: - All HODs, Pro-Vice Chancellor, Dean, and Registrar                                                                |
| Future events – Convocation, Foundation day, Rhapsody, Athletic function, Research Showcase | Probable dates of Future events - Convocation, Foundation day, Rhapsody, Athletic function, Research Showcase were discussed in brief and possible chief guest invitations were agreed upon.<br>It was put forward to include Group C and D employees in these university functions so a more cordial relationship can be inculcated amongst the faculty, students and employees in larger interest of sportsmanship, personal development and mental conditioning.                                                                                                                                                                                                                                                                                                                                                                                                      | Action Required: - All HODs, Pro-Vice Chancellor, Dean Academics and Dean Research, Proctor and Cultural committee, Athletic society |
| NAAC                                                                                        | NAAC accreditation is mandatory for higher learning institutes, particularly state universities to get UGC grants and financial aid and in the recent meeting with Hon'ble Chancellor KGMU it was expected to aim for A+ grading this year.<br><br>For collecting the final form and data, dedicated committees (on 07 major headings – Curriculum designing, Teaching and learning evaluation, research innovation, infrastructure & learning resources, Student support, Governance and leadership management and Institutional values and best practices) have been formed, each under one professor incharge to work in close collaboration with the Dean Q&P and her team to smooth line the process. A separate detailed order to follow for the same.<br><br>All HODs and every faculty and employee is expected to contribute in their best form for this cause. | Action required:- All HODS, Dean Medicine, various faculty                                                                           |
| APPS for each department for 10 most common disease                                         | It is again reminded that I.T. Cell will interact with all departments and make a software/application for 10 common diseases as per requirement of the respective department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action required:- IT Cell                                                                                                            |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                       | This application will customize interaction with patients and facilitate them to consult their doctor and answer FAQ's about the common diseases.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
| Meeting with Medical Representatives                  | The university administration feels that there should be proper SOPs for medical representatives in each department.<br>Attending Medical representatives in OPD and in any clinical work area should be strictly avoided by any faculty. Each department should properly allocate one day in a week and a particular time period in that day (preferably second half of the day) for the medical representatives to meet the faculty.                                                                                                                                                                  | Action required:- All HODs and faculty                                              |
| Synergy and Co-ordination of Labs                     | The university administration is looking to open collection centers on every floor to Trauma center to decrease the hassle of sample collection in order to improve patient care.<br>There are multiple collection centers working in the university campus. After the trauma center is streamlined the focus will shift on Shatabdi Phase II.                                                                                                                                                                                                                                                          | Action required:- CMS Trauma Center, HOD Pathology and Biochemistry, Prof Wahid Ali |
| Number of Department accounts                         | As per directions from the Office of Governor UP, it has been advised to reduce the number of accounts in the university.<br>In this spirit, all HODs are requested to look into this matter and report to the undersigned if any of their accounts can be done away with.<br>It was also brought to the knowledge of the undersigned that various departments are running certificate courses which may be additional number of accounts. A detailed SOP will follow in due course in this matter.                                                                                                     | Action required:- All HODs and Finance Officer                                      |
| Manpower in OPD                                       | A need is felt to relook at the number of manpower required for running OPD services on daily basis. Every HOD must run an internal audit and surrender any additional manpower to reallocation to the Registrar.                                                                                                                                                                                                                                                                                                                                                                                       | Action required:- All HODs, Faculty I/c OPD and Registrar                           |
| Stock Register verification                           | As per the directions received from Hon'ble Chancellor KGMU and Governor UP, each department is expected to maintain stock registers in proper order and with uptime entries.<br>The verification of the departmental dead stock register should be mandatorily ensured by Office of Medical Superintendent at regular intervals.                                                                                                                                                                                                                                                                       | Action Required: - All HODs, MS GMAH, and Registrar                                 |
| Medical/Surgical Consumables and Upkeep of equipments | The medical university is investing a great deal in AMC/CMC of medical equipments of all departments.<br>ALL HODs are expected to ensure that all their equipments are running with the uptime of about 95-98% and any fault in service delivery should not go unpunished. The Equipment cell should be informed in timely fashion so that repair process and/or punitive action may be initiated without fail.<br>SOPs for CMC and repair of medical equipments have already been circulated to each department and adherence to same is expected to streamline the repair process in a timely manner. | Action Required: - All HODs, Domain I/cs, and Faculty I/c Equipment Cell            |

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
|                                                                                   | All HODs are expected to inform the quantity of all medical/surgical consumables to respective domain I/c on quarterly basis so that procurement can be also be done without delay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        |
| Evening classes for UGs and PGs                                                   | Each HOD is expected to ensure that evening bed side teaching is done regularly in all clinical departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action required:- All HODs                             |
| Utilization certificates of Bills                                                 | Each HOD is expected to deposit UCs of bills of medicines/schemes/equipment in a timely fashion so that the information can be sent on time to the Govt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |
| Emergency Consumables                                                             | Each HOD is expected to make a list of all medical/surgical consumables required for emergency care and the list should be made available to KGMU HRF.<br>KGMU HRF is expected to ensure that all items in emergency list are available 24*7 in HRF shops                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action required:- All HODs and Faculty I/c HRF         |
| Regular deployment and rounds by Academic Residents in Casualty and Holding areas | A dashboard has been set up in trauma center to display the live bed position in the emergency departments. Every HOD must instruct their residents and staff to update the bed vacancy on regular intervals daily in order to avoid any unnecessary confusions.<br>After primary and secondary management, proper shifting to departmental wards should be prioritized on daily basis to avoid patients on stretchers.<br>A need was raised to perform a bed audit of trauma center which will be done in coming times.<br>Any patient requiring discharge the same day after stabilization must also be admitted under Day Care facility provided in e-Hospital and then he/she can be automatically discharged from the system. | Action required:- All HODs, MS GMAH, CMS Trauma Centre |
| Media interactions                                                                | Unnecessary and excess of media interactions should be strictly avoided                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action required:- All faculty                          |
| Feedback                                                                          | HOD's/faculty representing KGMU for formal interaction with external agencies must inform University Administration of their discussions/inputs for appropriate implementation of policies/SOP's/guidelines by the Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                        |

\*\*\*\*\*