

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/ 39 /2022

Date: May 27, 2022

CIRCULAR

The minutes of the Meeting of all Head of the Department (HOD Conference) of King George's Medical University which was held on 14th May 2022 (Saturday) in Brown Hall, Admin Block is being circulated for perusal and strict compliance.

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

Enclosure: As above

Copy to:

- 1) All Head of the Departments, KGMU, Lucknow.
- 2) All CMS/MS, KGMU, Lucknow.
- 3) All Deans, KGMU, Lucknow.
- 4) All Faculty Members, KGMU, Lucknow.
- 5) Chief Proctor, KGMU, Lucknow.
- 6) Registrar, KGMU, Lucknow.
- 7) Finance Officer, KGMU, Lucknow.
- 8) Executive Engineer (Civil), KGMU, Lucknow.
- 9) Circular Book.

Minute of Meeting of HODs
held on May 14, 2022 @ 2:30 pm

All Head of the Departments along with Pro-Vice Chancellor, Deans, Finance and Accounts Officer, Registrar, Deputy Registrars and Proctor KGMU were present in the meeting.

Following decisions were taken in above meeting: -

For Heads of Departments in collaboration with concerned personnel		
Issues	Decision	Remarks
NAAC accreditation - Data Collection	IIQA has been successfully submitted from the university side. As soon as the IIQA is accepted by the NAAC, the university is expected to submit Self Study Report within 45 days. Hence every faculty and HOD is requested to undertake extraordinary steps to sail through this accreditation process.	Action Required: - All HODs and Dean Q&P
Developing Professionalism and Academic Culture	The practice of giving floral bouquets and plaques in academic functions should be discouraged.	Action Required: - All HODs
Leave	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. When the Head proceeds on leave, the officiating Head will be the next senior most faculty in the department and any deviation from this norm should have prior sanction of Hon'ble VC KGMU.	
Technology usage	The university has taken unprecedented steps for introduction of technology in day to day working. In this regard, all HODs are expected to increase the usage of e-office, manav sampda etc. in the university correspondence, leave management and other required subset of work.	



Biometric Attendance	<p>As per the orders of the Hon'ble Chancellor madam, it is a mandate that face recognition and finger printing biometric devices are installed at critical sites so as to collect attendance. The university will install face recognition devices at building entrance and exits to cover all potential areas of entrance.</p> <p>It was pointed by various faculties that the university administration should let the Hon'ble Chancellor madam know that linking attendance with pay, will not hold good for the medical university where the patient care demands unusual working timings already.</p>	<p>Action Required:</p> <p>-</p> <p>All HODs and Faculty I/c IT cell</p>
Involvement in biomedical waste and fire safety programs	<p>Every faculty is expected to support and propagate best practices in the medical university. Each faculty is expected to attend and ensure that their colleagues and residents attend the biomedical waste disposal programs and fire safety drills.</p>	<p>Action Required:</p> <p>-</p> <p>All HODs, All faculty</p>
Website updation and Mobile Apps for each department	<p>Every department should mandatorily update their website page in close co-ordination with IT Cell.</p> <p>Every department is again reminded to interact with I.T. Cell and make a software/application for 10 common diseases as per requirement of the respective department. This application will customize interaction with patients and facilitate them to consult their doctor and answer FAQ's about the common diseases.</p>	<p>Action required:</p> <p>-</p> <p>All HODs, IT Cell</p>
Shift of Manpower and Custodial Cleaning agencies	<p>The university has finalized the new integrated system of manpower and service delivery in outsourced services for hiring service provider and has issued</p>	<p>Action Required:</p> <p>-</p> <p>All HODs and Registrar</p>

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	<p>orders for custodial cleaning and human resource.</p> <p>There will be a brief transition period where every faculty and head per se is expected to chip in with positive inputs for smoother roll over of qualified human resource and for a clean and greener environment place.</p> <p>All Heads should ensure that attendance verification of the outsourced human resource and services should be completed within the first 3-5 days of every month for timely salary disbursement.</p> <p>Office of the Registrar MUST ensure that a system is put in place to refrain a blacklisted outsourced employee from one area/department from securing another chance of employment in the medical university again through that same or different service provider.</p>	
<p>Transfer Policy of the employees</p>	<p>As per the recent instructions from Govt of UP to place a system of routine inter departmental transfers of employees who have completed more than 03 years in one place, this should be practiced in larger picture. Also it was pointed out that some staff placed in critical patient care (theatres, Cath labs etc) needs to be protected from this system in interest of effective patient care delivery. Hence, all heads are expected to periodically rotate staff among their wards and OTs in order to adhere the principle of neutrality. Also the MS GMAH and the office of Registrar to work out a mechanism of future transfers without hampering the office work.</p> <p>Nevertheless, employees dealing with financial matters should be categorically</p>	<p>Action Required: - MS GMAH and Registrar</p>

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	changed every 03 years as per policy. Also, proper documentation of non-performing permanent employees should be communicated to the Office of Registrar for necessary action.	
Nurses Deployment	The permanent nurses recruitment through UPPSC is under process and may be slightly delayed due a pending legal process. However, their deployment strategy should be worked out against the outsourced service units that can be reduced once the permanent staff joins and is placed suitably.	Action Required: - All HODs, CMS and MS GMAH
Ayushmann/Aasadhya/ Vipaann Beneficiaries	The faculty and residents should be sensitized to properly fill the forms of various schemes to avoid unnecessarily delay in indents. Also, the MS GMAH needs to work out a strategy to revise the format of Vipaann category in order to make it more user friendly.	Action Required: - All HODs, CMS and MS GMAH
Environment and Energy Audit	Every faculty should be sensitized to conserve electricity in its purest form. Non critical Electrical gadgets should be switched off after their use or before leaving office. Every Head is expected to closely monitor the cleanliness and greenery in his/her department on day-to-day basis and ensure that measures are in place for feedback from the patients.	Action Required: - All HODs and all faculty
Evening classes for Ugs and PGs	Each HOD is expected to ensure that evening bed side teaching is done regularly in all clinical departments. IT cell and Office of Dean Acedmics to explore a way to obtain biometric attendance of the students.	Action required: - All HODs, Dean Academics and IT Cell I/c
OT Discipline	It was reiterated that OTs will start working at 9:00 am (University Timing 9:00 am to 4:00 pm as decided by first	Action required: -



	Executive Council meeting of the university on 2 nd August 2003). Everybody is expected to, co-operate & be punctual. Anesthesia Work stations to be placed under HOD Anesthesia for effective deployment in larger interest of patient care.	HOD Anesthesia and HODs Surgical disciplines
Trauma Centre and Strengthening of Casualty Services	MS GMAH to ensure posting of academic JRs in Casualty at all times. Forward flow of patients and attending to patients arriving in Trauma Centre is of paramount importance. A sense of urgency should be inculcated in the junior doctors working in Casualty and Receiving area in this spirit. Every HOD must instruct their residents and staff to update the bed vacancy on regular intervals daily in order to avoid any unnecessary confusions. After primary and secondary management, proper shifting to departmental wards should be prioritized on daily basis to avoid patients on stretchers.	Action required: - CMS Trauma Centre and MS GMAH
HRA to Residents	It is informed that a lot of hostel rooms are vacant and residents are expected to live on campus as per NMC mandate. Any resident who opts out of the hostel facility voluntarily will be not reimbursed his/her HRA. However, if the university administration is not able to provide hostel accommodation to any resident doctor, he/she will be entitled to HRA as per Govt Rules.	Action Required: - Dean, Student Welfare and Proctor
Advance of Money to Head of Department for Emergency Use ONLY	It is being decided to restart the emergency financial advance of Rs 20,000/- to the Head of department. SOPs in this regard will be formed and strictly followed and will be circulated by the Finance Officer and Finance and Accounts Officer.	Action Required: - Finance Office



<p>Social Skill Development</p>	<p>Every faculty is expected to take university administration into confidence before embarking on the journey to take up the matter to ministers/MLAs or government or Raj Bhawan.</p> <p>The faculty has the right to have a difference of opinion on any matter but the university administration should be informed well in advance before exploring these political options.</p>	<p>Action Required: - All Faculty</p>
<p>Controller of Examinations – new initiatives</p>	<p>The Examination Committee has recently unanimously decided that from next year the Controller of Examination office will ask for model answers for theory questions from the paper setters and at the time of evaluation of answer copies it shall be the responsibility of the respective Head of the Department/Chief Internal Examiner to ensure uniformity in evaluation of answer copies, on the basis of model answers, by external and internal examiners.</p> <p>It has been also decided by the Examination Committee that henceforth all undergraduate MBBS professional (main examinations) will be conducted in four days and students will be divided accordingly.</p> <p>It has been decided that from next year only E-thesis will be send for evaluation for all P.G. courses (M.D./M.S./M.D.S./M.Sc./D.M./M.Ch.) as also that for Ph.D. course.</p>	<p>Action Required:- All HODs and Dean Academics</p>
<p>Future events – Convocation, Foundation day, Rhapsody, Athletic function fresher party/farewell party etc.</p>	<p>All events (Convocation, Foundation day, Rhapsody, Athletic function fresher party/farewell party etc.) to be year marked well in advance and to be incorporated in students' academic planning to avoid disruption of academic activities during such time.</p>	<p>Action Required: - All HODs, Pro-Vice Chancellor, Dean Academics and Dean Research, Proctor and</p>



		Faculty I/c Event management committee, Faculty I/c Athletic society
Effective and Prudent use of Kalam Centre	Kalam centre is our temple of learning and knowledge. For non KGMU activities like state counselling, social programs etc in which outsiders comes to campus and disrupt our normal services at Kalam Centre and create parking problems, Convention centre should be used instead and prior sanction and approval from university administration should be sought in this regard.	Action Required: - All HODs, Faculty I/c Kalam Centre and Proctor
Master Plan of the University	It is the need of the hour that developing a Master plan of KGMU campus should be looked into with the help of a good professional architect who can develop a plan of KGMU keeping a vision of increasing demand for next 50 years.	Action Required: - All HODs, Executive Engineer (Civil)
Senior Residents in Dental and Medical faculties	The effective recruitment of Senior Residents in Medical and Dental faculties should be planned in consultation with DGME and State authorities.	Action Required: - Dean Dental, MS GMAH and Registrar
Traffic control inside the campus	Residents should be firmly discouraged to bring their four-wheelers inside the campus. No e-vehicles to be allowed in campus. The option of taking an affidavit from undergraduate students and residents at the time of joining may be sought that they will not keep cars during their study period should be explored.	Action Required: - All HODs, Proctor
Signages and Aesthetics	Effective placement of big signages in vernacular language should be placed in order to help the patients coming to this university. Also, the old signages which have no relevance as of today should be removed compulsorily.	Action Required: - Faculty I/c Aesthetic committee, Proctor



Strengthening the Supply Chain management system	All heads should ensure that their department stock entry is up to date. No short expiry and expired drugs should be in stock and a strict vigil is enforced to exchange the near expiry drugs/consumables.	Action Required: - All HODs and DMS Supplies
Health Survey by Auditor General	Information regarding Survey questionnaire for doctors for the performance audit on 'Public Health Infrastructure and Management of Health Services required by Audit Department, Prayagraj should be sent on priority.	Action Required: - All HODs and All faculty
GeM registration of Sellers and broad specifications of medical equipment	Every Head should ensure that the product which they intend to procure should be registered on GeM. For items for research the principal investigators should encourage the sellers to register on GeM for transparent procurement process. Also the specifications decided by departmental technical committee must be generic and broad to ensure fair competition.	Action Required: - All HODs and Dean Research and Development
CMCs of medical equipment	SOPs have already been circulated and put in place for repair and issuing CMC for medical equipment. Ever head is expected to send proposals as per SOPs and the file of CMC is requested to be initiated at least 2-3 months before end date of the agreement.	Action Required: - All HODs and Faculty I/C Equipment Cell

