



F.No. 1-1/VIMS/GA/2025/ 407

VENKATESHWARA INSTITUTE OF MEDICAL SCIENCES

OFFICE OF THE DEAN

Email: deanacademics.vims@svu.edu.in (ext - 701)

Dated the 05th of July 2025

Minutes of Meeting

A meeting of the College council (2nd quarter) was held on 27.06.2025 at 10:30AM -12:30 PM in the College Council room. The meeting was chaired by Dean, VIMS and attended by the following members.

Sl. No.	Name	Department	Designation
1	Dr. Sanjeev H Bhat	Microbiology	Dean
2	Dr. S G Mehta	Psychiatry	Medical Superintendent
3	Dr. Shachi A	Pathology	Vice Dean - Admin
4	Dr. R C Sharma	Physiology	Vice Dean - Academics
5	Dr. Som Shekhar Sharma	Forensic Medicine	Member Secretary
6	Dr. Gurdeep Singh Kalyan	Anatomy	Professor & Head
7	Dr. Balakrishana	Physiology	Professor & Head
8	Dr. Prabhu. M.H	Pathology	Professor & Head
9	Dr Sangeeta Kapoor	Biochemistry	Professor & Head
10	Dr. Zarrin Afroz	Microbiology	Professor & Head (i/c)
11	Dr. B N Singh	Community Medicine	Professor & Head
12	Dr. Kishor Govekar	Ophthalmology	Professor & Head
13	Dr. Rajesh Bansal	Pediatrics	Professor & Head
14	Dr. Abhaya Bhatnagar	General Surgery	Professor & Head
15	Dr. Vipin Singh	Anaesthesiology	Professor & Head
16	Dr Bharat Bhushan	Respiratory Medicine	Professor & Head
17	Dr. Rashmi Bansal	Dentistry	Professor & Head
18	Dr Alok Kumar	Community Medicine	Professor
19	Dr. Kaleem Khan	Forensic Medicine	Professor
20	Dr. Faisal Geelani	Forensic Medicine	Professor
21	Dr. Garima Bhatnagar	Pathology	Professor
22	Dr. Yogesh	General Medicine	Professor
23	Dr. Shwetha Singh	Pediatrics	Professor
24	Dr Shahzad Alam	Paediatrics	Professor
25	Dr. Deepali Gupta	Microbiology	Associate Professor



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26	Dr. Vishal Sidhu	Orthopaedics	Associate Professor
27	Dr. Virendra Singh	TB & Chest	Associate Professor
28	Dr. Rohan Tyagi	Dermatology	Associate Professor
29	Dr Parveen Kaushik	Radiodiagnosis	Assistant Professor
30	Dr. Priti Jha	Obstetrics & Gynaecology	Senior Resident
31	Dr. Neelam	Obstetrics & Gynaecology	Senior Resident
32	Mr. Surya Kiran Singh	Hospital Administration	Hospital Administrator
33	Anitha S Mathew	Nursing	Nursing superintendent

The Dean, VIMS, welcomed all the faculty members.

The agenda discussed was as below: -

1. Introduction and welcome of newly appointed professors –

- Dr Suresh Kumar G Mehta – Professor of Psychiatry and Medical Superintendent, VIMS
- Dr Kishor Govekar – Professor & Head, Ophthalmology

2. **Action Taken report** – in respect of minutes of last meeting held on 28.03.2025.

- RHTC OPD was functioning smoothly. The time of OPD remained as per initial notification. Food arrangements made from mess. Kitchen service to start once the interns join.
- Code of conduct for PG released and published. PG training and teaching activity is getting streamlined yet requires more improvement. PG discipline adherence improving.
- Skills training for MBBS Batch 2021 & 2022 is completed. However, postgraduate participation is very minimal and not satisfactory.
- The Institutional Code of conduct is ready for release and publishing.
- E- journal and library subscription – EBSCO- will be available in 15 days. Delay in obtaining subscription due to financial issues.
- Security upgrade is in process and will be completed soon
- Furniture has been provided to clinical department staff room in Hospital.
- LCD projectors have been installed in demo rooms. Also, chairs were provided for demo rooms
- Hospital ward renovation is complete, and wards handed over except for Paediatrics, OBG and Ophthalmology.
- SoP for Medico Legal case handling released. Implementation of Medico-Legal protocols to be checked
- Data submission by departments is incomplete.
- Exam support and publishing model answer keys is practiced. Needs to be implemented across the institution.

3. **MARB Medical College accreditation draft framework** - The salient features of the draft regulations proposed by the National Medical Commission (NMC) through the Quality Council of India were discussed. The Dean emphasized the importance of aligning institutional data collection and preservation practices with these new standards. The draft framework will be shared with all the departmental heads.



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4. The Dean informed that the **Phase I and II MBBS University examinations** are tentatively scheduled for August 2025. The respective departments confirmed that syllabus completion is on track and preparations for internal assessment submissions and examination processes are underway. It was reiterated that, as per CBME guidelines and UG Medical Education Board (UGMEB) directives of NMC, no extra remedial classes will be conducted after the last working day, i.e 31.07.25.

5. Student activity

a. **Quiz Competition** - Dr. Sangita Kapoor (Professor & Head, Biochemistry) mentioned a scheduled quiz in July 2025. The Dean clarified that participation during preparatory leave is voluntary and will not contribute to internal assessment.

b. **Student Feedback Mechanisms** - Departments were instructed to implement monthly anonymous student feedback, especially for Phase III MBBS students. Action Taken Reports should be developed and utilized to improve departmental teaching-learning methodologies. A sample feedback form will be shared by the Medical Education Unit (MEU).

c. **Question Paper Submission** - Departments of Anatomy, Physiology and Biochemistry were directed to prepare and submit two sets of question papers along with answer keys as per the revised CBME 2024 format for MBBS Batch 2024.

6. Internal assessments and marks distribution must align with **CBME-prescribed headings**

7. Postgraduates are **not authorized** to conduct theory classes for undergraduates. Only final-year PGs may conduct supervised sessions; others may assist with small group teaching under faculty guidance.

8. Clarifications regarding the **addition of remedial marks** and attendance to internal assessments were shared, with further guidance available from the Dean Office or MEU.

9. **Postgraduate academics and attendance** - There is a notable improvement in PG academic engagement, departments were urged to focus on:

a. Duty timing compliance

b. Motivation and supervision of PGs in Dept

c. Alignment with academic calendars

d. Clinical skill-based teaching under faculty guidance

e. Mismatch in PG attendance data (stipend vs. actual presence) was flagged. Departments must strictly monitor and submit attendance after thorough verification.

10. Dr. G.S. Kalyan (Prof. & Head, Anatomy) reported no negative feedback from students regarding teaching. Dean, however, cited **anonymous feedback** from students and parents indicating concerns. Departments were requested to take regular feedback seriously and implement required corrective measures.

11. Based on Dr. Rohan Tyagi's (Associate Professor, Dermatology) suggestion, it was agreed that departments may **exchange excess** theory classes to help others fulfill NMC-mandated hours.

12. **Doctors' Day Celebrations** on 1st July 2025 were announced by Medical Suptd. Faculty were encouraged to participate in the planned cultural activities.

13. **Answer Sheet Evaluation Policy** - The Dean reiterated the dual-evaluation system in place for University examinations. A third evaluation will be conducted only if the marks difference between the first two evaluations exceeds 10%.



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14. Code of Conduct - A new Code of Conduct for Faculty and Students is finalized and will be implemented shortly.

15. Faculty Leave Policy – Eligible Faculty will be granted vacation leave, summer & winter, twice a year. In lieu of the vacation leave, equal number of leaves will be credited to the leave balance of the eligible employee. The leaves have to be exhausted by 30th June in case of Winter vacation and 31st of December in case of Summer vacation.

16. The council welcomed the announcement that Shri Venkateshwara University has been ranked 16th nationally and 3rd among private universities in Uttar Pradesh by **IIRF (Indian Institutional Ranking Framework)**.

17. Departments were reminded to ensure that PG Batch 2024 **synopsis submissions** are made to the Institutional Review Board (IRB) and Institutional Ethics Committee (IEC) well before the August 2025 deadline, in accordance with the academic calendar.

18. Dr. Mahantesh (Coordinator, Exam Cell) raised a query regarding undergraduate **mobile usage**. The Dean clarified that possession of mobile phones is not punishable, but usage during teaching hours is strictly prohibited and constitutes a disciplinary offense.

19. A recent incident involving faculty and PG students leaving campus during working hours without proper authorization was reported. The Dean reiterated that **gate passes are mandatory** for all faculty and students leaving campus during working hours. Strict adherence is expected.

The meeting concluded with a vote of thanks

Prepared by:
Member Secretary

S. M. J. J. J.
5/7/25

[Signature]
Dean 07.07.2025

Copy to:

1. The Chancellor Secretariat for kind information of Hon'ble Chancellor, SVU
3. The Vice Dean (Admin) & (Academics), VIMS for information
4. All HoD's/Officiating HoD's, VIMS, for information
5. The Coordinator, MEU, for information
6. All concerned, for information
7. The Head, HR, for information
8. The Head, IT, with request to upload the same on college website
9. Office file – Establishment – GA