

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
MANGALAGIRI, ANDHRA PRADESH

Minutes of 1st Meeting of Standing Academic committee of AIIMS, Mangalagiri,

Minutes of 1st Meeting of Standing Academic Committee Minutes held at Hotel D V Manor, MG Road, Vijayawada on 29.06.2019, 11AM onwards.

The following members attended the Meeting:

Dr. C V Rao – Chairman

Dr. B ReddyNaik – Member

Dr. Asha Kishore – Member

Prof. K L N Rao – Member

Dr. MukeshTripathi – Member Secretary

Special Invitee:

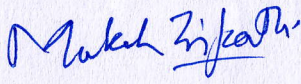
Dr. Joy A Ghoshal – Dean, Prof. & Head, Department of Anatomy, AIIMS, MG.

Dr. RakeshKakkar – Medical Superintendent, Prof. & Head, Department of Community and Family Medicine, AIIMS, MG.

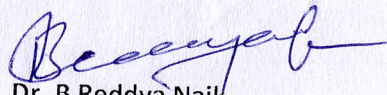
Dr. Desai VidyaSripad – Associate Dean (Academics & Exams), Prof. & Head, Department of Bio-Chemistry, AIIMS, MG

Dr. Amudharaj– Associate Dean (Student Affairs & Chief Warden), Prof. & Head, Department of Physiology, AIIMS, MG

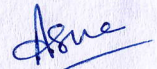
Dr. Gangadhar, Dr. R S Rathore, Member replacing Dr. Rita Soodwere granted leave of absence.



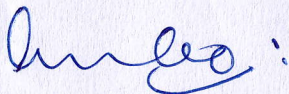
Dr. Mukesh Tripathi
Member Secretary



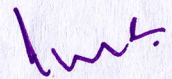
Dr. B Reddy Naik
Member



Dr. Asha Kishore
Member



Prof. Dr. KLN Rao
Member



Dr. C V Rao
Chairman

The meeting of 1st Standing Academic Committee was held at Room No. 402, Hotel DV Manor, MG Road, Vijayawada on 29.06.2019 at 11AM onwards.

Chairman and Member secretary convened the meeting, it was followed by self introduction of all members presented. The presenting officer informed the SAC that the quorum is complete and proceedings may be allowed to start.

The Chairman approved for the same.

Agenda Point 1: Welcome and Introduction of Academic committee members by the Dean

Briefing about the History, Existing infrastructure, Faculty strength, Scope, Vision, Future plans of AIIMS, Mangalagiri.

Resolution: Presented by Dean, AIIMS, MG.

Agenda Point 2: Modalities and Work flow of Academic committee

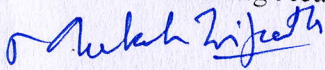
Preamble: The Standing Academic Committee will deliberate and consider all the matters related to the academics in AIIMS, MG.

Scope: The Standing Academic Committee will consider the following matters for discussion;

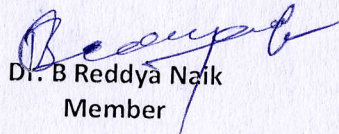
- Academic rules, regulations, curriculum and evaluation pattern of all academic courses/programs.
- Establishment of departments, research laboratories, central library and collaborations.
- Award of various medals, setting of endowments, funds for research or service delivery.
- Function of teaching departments – Purpose, Scope and Nomenclature.
- Introduction of newer courses, multispecialty, departments.
- Establishment of newer institutes within AIIMS, MG – to facilitate teaching, research or patient care.
- Academic wellbeing of the faculty members.
- Research – Felicitations, facilities, funds and regulatory matters.
- Improvement in patient care and service delivery.
- Adopting of newer modalities in disease management to further enhance academic capabilities.

Work flow:

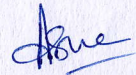
- Standing Academic Committee will meet at least twice in a year.



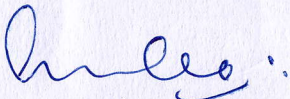
Dr. Mukesh Tripathi
Member Secretary



Dr. B Reddy Naik
Member



Dr. Asha Kishore
Member

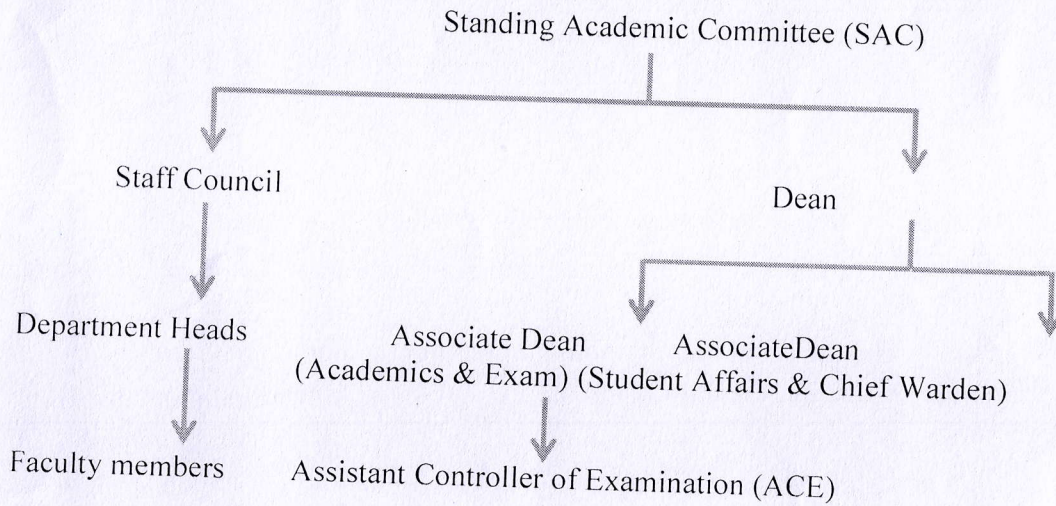


Prof. Dr. KLN Rao
Member



Dr. C V Rao
Chairman

- Dean, AIIMS Mangalagiri, who also is member of academic committee will prepare agenda for the meeting and convene its meeting.
- Director, AIIMS, MG may call for emergency meeting of the academic committee if required.
- The agenda items for discussion will be circulated to all members in advance of the meeting.
- Matters brought forth for discussion before the academic committee would have been discussed in staff council except for matters that are of confidential nature and others as deemed by the Director, AIIMS, MG.
- Any department or faculty member can initiate proposal within the purview of Academic committee for discussion by putting in a request to Head of the department. Proposal will be discussed in staff council to evaluate the merits then the Dean may refer the matter to Academic committee.
- Member Secretary will prepare minute of the meeting of the Standing Academic Committee meetings and circulate it to all members within two weeks.



Resolution: Approved

Agenda Point 3: Constitution of Staff Council at AIIMS, MG

Mukesh Tripathi

Dr. Mukesh Tripathi
Member Secretary

B. Reddy Naik

Dr. B Reddy Naik
Member

Asha Kishore

Dr. Asha Kishore
Member

Prof. Dr. KLN Rao

Prof. Dr. KLN Rao
Member

Dr. CV Rao

Dr. CV Rao
Chairman

Following is being proposed for formation of Staff Council at AIIMS, MG for approval by the Standing Academic Committee of AIIMS, MG.

a. Composition:

Chairperson – Director

Vice-Chairperson – Dean

Member Secretary – Associate Dean (Academics)

Members–Deputy Director (Admin), Financial Advisor, Medical Superintendent, Registrar, All Associate Deans, Assistant Controller of Examination, All Heads of departments including i/c Heads.

Members (**Tenure**)–Will be nominated by Director sir - 3 Professors, 3 Additional Professors, 3 Associate Professors, 3 Assistant Professors, 2 Student representatives, Resident Doctors Representative.

*The Chairperson can co-opt any faculty member as special invitee in to the committee for specific meeting which requires his/her presence.

b. Tenure: 2 years

c. Terms of reference: All academic matters and other matters as decided by the Director, AIIMS, MG.

d. Quorum: 50% of the Council members

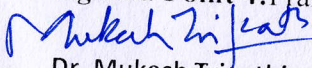
e. Number of Meetings: Once in three months, at least three meeting in year. Extra meetings may be called by the Director as and when required. The member secretary will seek proposals from all the departments by sending circulars and prepare the agenda in consultation with the Chairperson. The agenda will be circulated to the Staff Council at least one week prior to the meeting. The minutes of meetings will be prepared by member secretary and shall circulate within two weeks of conduct of meeting.

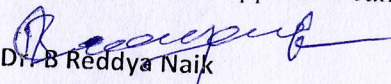
Resolution: Composition - Members (Tenure) – only two nominated senior most Professors, Additional Professors, Associate Professors, Assistant Professors are approved. Student representatives, Resident Doctors Representative are removed.

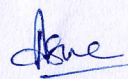
*The Chairperson can co-opt any faculty member and two student representatives as special invitee in to the committee for specific meeting which requires his/her presence.

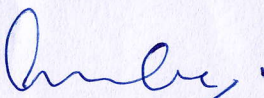
Remaining approved as it is.


Agenda Point 4: Framing of Eligibility and Modalities to appoint Dean, Associate Deans.


Dr. Mukesh Tripathi
Member Secretary


Dr. B Reddy Naik
Member


Dr. Asha Kishore
Member


Prof. Dr. KLN Rao
Member


Dr. C V Rao
Chairman

Dean – The competent authority has appointed Dr. Joy Ajoykumar Ghoshal, Professor and Head, Anatomy as the Dean of AIIMS Mangalagiri with effect from 04.04.2019 for a period of three years.

Refe: F.NO/AIIMS/MG/Admin/Committee Matters/04/2019-20/Dean/22 (Annexure-1)

There shall be Associate Dean (Academic & Exams), Associate Dean (Student Affairs & Chief Warden), Associate Dean (Research).

Eligibility Criteria for Associate Dean:

Associate professor or above level regular faculties of AIIMS, Mangalagiri possess the recognized postgraduate qualification from a recognized institution with a minimum of Eight years teaching experience.

Modalities for appointment:

- Director will conduct the meeting with all the eligible faculty members and detail the mode work.
- Desirous eligible faculty members will write letter to the Director with all credentials to be fit for that particular post.
- Director may be called for conduct of interview.
- Director will appoint the Associate Dean and submit to the Academic committee for approval.

Tenure: 3 years

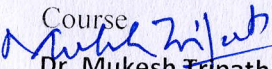
Dr. Desai Vidya Sripad, Additional Professor, Department of Biochemistry nominated as Associate Dean (Academics & Exams) – Submitting for ratification

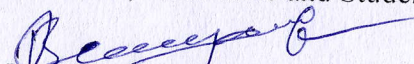
Dr. Amudharaj, Associate Professor, Department of Physiology nominated as Associate Dean (Student Affairs & Chief Warden) - Submitting for ratification

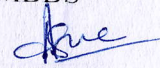
Resolution: Presently Tenure changed to 2 years subject to further ratification at the discretion of Director, AIIMS, MG.

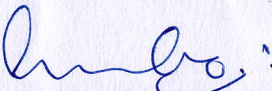
Dr. Rakesh Kakkar, Professor and Head, Department of Community and Family Medicine nominated as Medical Superintendent – Not in purview of SAC.

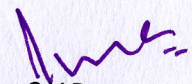
Agenda Point 5: Approval of Academic Calendar, Time table and Student Brochure for MBBS

Course

Dr. Mukesh Tripathi
Member Secretary


Dr. B Reddy Naik
Member


Dr. Asha Kishore
Member


Prof. Dr. KLN Rao
Member


Dr. C V Rao
Chairman

Academic Calendar:2018-19– 1st MBBS Annexure2

2019-20 - 1st MBBS & 2nd MBBS – under process

Time Table - 1st MBBS– Annexure 3

2nd MBBS -

Student Information Brochure: 2018-19 Annexure 4

2019-20 – under process

Resolution: Approved

Agenda Point 6:Approval of Curriculum,Marks distribution and Examination pattern of subjects involved in teaching of MBBS Course

Pre-clinical Departments: The Concerned departments are developed its revisedCurriculum, Marks distribution and Examination pattern is at par with AIIMS, New Delhi.

Anatomy – Annexure 5

Physiology – Annexure 6

Biochemistry – Annexure 7

As per the Directions of competent authority, Newer teaching modalities, competency, Hourly breakup, Various Assessment methods, integration, instructional objectives are incorporated in curriculum.

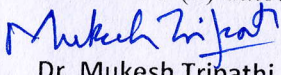
Para-Clinical Departments- Fortime being, AIIMS, New Delhi rules and regulations are adopted.

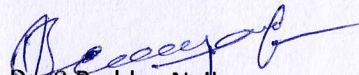
- Mutatis mutandis as approved by Institutional Body (IB), AIIMS, Mangalagiri vide agenda item No. 8 (b) dated 04.04.2019.


- Revised curriculum will be prepared by the concerned department.

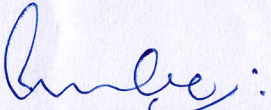
Clinical Departments -Fortime being, AIIMS, New Delhi rules and regulations are adopted.


- Mutatis mutandis as approved by Institutional Body (IB), AIIMS, Mangalagiri vide agenda item No. 8 (b) dated 04.04.2019


Dr. Mukesh Tripathi
Member Secretary


Dr. B Reddya Naik
Member


Dr. Asha Kishore
Member


Prof. Dr. KLN Rao
Member


Dr. C V Rao
Chairman

- Revised curriculum will be prepared by the concerned department.

Resolution: Approved

Agenda Point 7: Approval of Subject Expert/Examiners list in Department of Anatomy, Physiology and Biochemistry

List of subject experts/Examiners are prepared as per the guidelines approved in 'SOP for conduct of MBBS Professional Examination'. **Annexure 8**

Resolution: Approved

Agenda Point 8: Approval of SOP for Conduct of MBBS Professional Examination

As per the directions of Director, Exam cell staff has been prepared the SOP for Conduct of MBBS Professional Examination. The SOP is attached as **Annexure 9**. Submitting for approval of Standing Academic Committee and subject to ratification in Standing Finance Committee.

Resolution: Approved

Agenda Point 9: Approval of Various Academic Committees Constituted by AIIMS, MG

The Academic committees constituted for functioning of AIIMS, MG are attached as **Annexure-10**.

Resolution: Approved

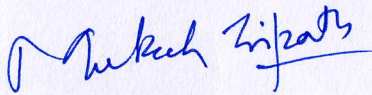
Agenda Point 10: To consider and approve the proposal for organizing CME, Workshops, Symposium, Seminar and Conferences.

Various Departments of AIIMS shall organize the CME, Workshops, Symposium, Seminar and Conference to be familiar with the new methods of teaching, research work and recent updates.

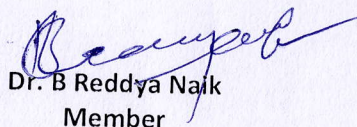
It is being proposed to take the policy decisions for these activities.

Number of activities per department per year –

- Self-Sustained activities
- Partially financed by AIIMS, MG
- Annual budget per department/activity



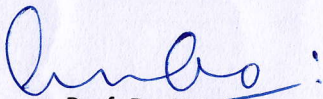
Dr. Mukesh Tripathi
Member Secretary



Dr. B Reddy Naik
Member



Dr. Asha Kishore
Member



Prof. Dr. KLN Rao
Member



Dr. CV Rao
Chairman

Resolution: Academically approved, the proposals of CME, Workshops, Symposium, Seminar and Conferences to be put up through staff council to Director for ratification in Standing Finance Committee (SFC).

Agenda Point 11: Permission and reimbursement to faculty members of the institute to attend various scientific conferences and other assignments in India and abroad.

AIIMS, New Delhi guidelines are being adopted.

Guidelines to be followed in AIIMS, MG are prepared and attached as **Annexure-11**. Same will be applied to Group 'A' officers, AIIMS, MG.

Resolution: Approved for only for teaching faculty. Decision for Group 'A' Officers under the discretion of SFC.

Agenda Point 12: Leave regulations for Faculty, Senior Resident, Tutors and other Staff at AIIMS, MG.

General leave policy for faculty to be followed in AIIMS, MG is attached as **Annexure – 12**.

Resolution: Approved

Agenda Point 13: Proposal for starting of PhD Courses at AIIMS, MG

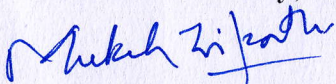
Ordinance for Degree of Doctor of Philosophy (PhD) in Medical & Interdisciplinary Sciences attached as **Annexure – 13**. Submitting for approval.

Resolution: Deferred for time being

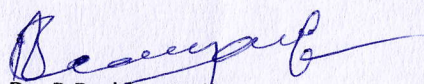
Agenda Point 14: To consider and approve the Learning Resource Allowance (LRA) for Faculty members and Group A officers

Extension of benefits of 7th Central Pay Commission (CPC) — Pay Revision of Pay and Allowances of Faculty in respect of other new AIIMS. **Letter No.V-16020/28/2017-INI-I dated 23rd August, 2018. (Annexure – 14)**

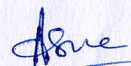
Grant of Learning Resource Allowance (LRA) to Faculty and Group – A Officers of new AIIMS on the existing pattern of AIIMS New Delhi – regarding. **Letter No.Z-28016/60/2017-PMSSY-IV dated 5th July, 2017. (Annexure – 15)**



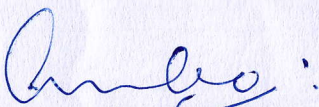
Dr. Mukesh Tripathi
Member Secretary



Dr. B Reddy Naik
Member



Dr. Asha Kishore
Member



Prof. Dr. KLN Rao
Member



Dr. C V Rao
Chairman

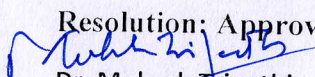
Directions are being sought on Learning Resource Allowance to the faculty members and the Group 'A' officers posted at AIIMS, Mangalagiri.

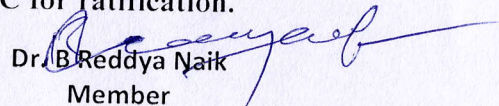
- Learning Resource Allowance (LRA) to the faculty members and the Group 'A' officers working in AIIMS, MG is being given from the date of joining.
- AIIMS, New Delhi is paying 50% of LRA to the Group 'A' officers.
- So, it is proposed as per the revised rates:
Rs. 1,50,000/- per annum to the faculty members.
Rs. 75,000/- per annum to the Group 'A' officers.
- Proposed for approval of Standing Academic Committee, subject to ratification in Standing Finance Committee and General Body.

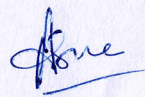
The Reimbursement of Learning Resource Allowance will include the following:

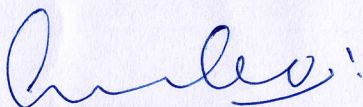
1. Membership fee of the Professional Societies.
2. Subscription of Scientific Journals.
3. Training fee for short term Courses.
4. Purchase of books and journals including e-books and e-journals.
5. Purchase of reprints or expenses related to publication of papers in indexed journals.
6. Equipment's used for research purpose such as Desktop, Laptop, I-pads, Tablets, PDAs, Notebook, PCs, and MacBook. Additional portable hard disks, Pen drives, CDs, Smart voice assistant devices, Bluetooth head phones, Multifunctional devices I-phone/Smart Phones with email feature.
7. Transparencies slides and similar resource materials required to enhance the learning.
8. Computer software including antivirus.
9. Repair/Replacement of expenses including printer cartridges.
10. Modems, data cards for internet connection.
11. SLR cameras, Digital Cameras and their accessories such as Lenses, Stand, Data Card.
12. Video cameras and Accessories.
13. Hardware and Software relating simulators and trainers to learn clinical laboratory skills.
14. Smart board, Smart watches, Smart TV, Sound box with public address system and Digital scanners.
15. LED lights and LED projectors.

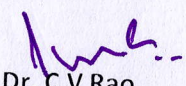
Resolution: Approved. Subject to SFC for ratification.


Dr. Mukesh Tripathi
Member Secretary

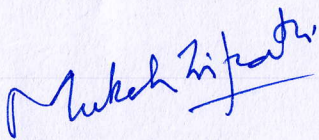

Dr. B. Reddy Naik
Member


Dr. Asha Kishore
Member

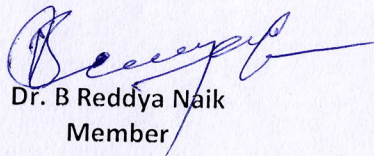

Prof. Dr. KLN Rao
Member


Dr. C V Rao
Chairman

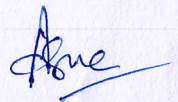
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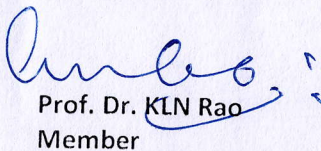
Dr. Mukesh Tripathi
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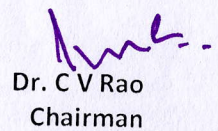
Dr. B Reddy Naik
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Dr. Asha Kishore
Member



Prof. Dr. KLN Rao
Member



Dr. C V Rao
Chairman