



Letter No.:/Smc/Principal Office/Minutes of Meeting/1392/2023

Date: 06.07.2023

Minutes of Meeting

A meeting of all HOD's and Senior consultants under the chairmanship of Principal was held on 6th July 2023 at 12:00 noon in Council Hall SMC Unnao. The following were present - Prof. Anil Kumar (Academic Incharge), Dr. S.K.Singh (Senior consultant), Dr. Shwetank Agarwal (Medical Superintendent), Dr. K.K.Rai (Deputy Medical Superintendent), Prof. R.K. Srivastava, (Anatomy), Dr. Avinash Krishna, (Medicine), Dr. Harendra Kumar (Pharmacology), Shalini Srivastava (Pathology), Dr. Mohammed Bayazuddin (Physiology), Dr. Nidhi Johri (Gynecology), Dr. R. K. Saxena (Ophthalmology), Dr. Sumitabh Gupta (Psychiatry), Dr. Anjali Gupta (Dentistry), Dr. Antriksh Srivastava, (Respiratory Medicine), Dr. Sumit Sachan (Pediatrics), Dr. Abhishek Kumar (Community Medicine), Dr. Mitra (Microbiology), Dr. Annu Makker (Biochemistry), Dr. Y.P. Singh (ENT) & Dr. Sonali Singh (Forensic Medicine).

The Principal welcomed everyone and expressed hope that the summer vacations being over, all will get together to deliver the best in the duties assigned to them. The Principal briefed about the action taken following his departmental visits last month and also about the new initiatives being taken in the interest of the faculty by the management. All present applauded the initiatives taken and express their thanks to the management for understanding their problems and making every effort to resolve them.

The members were informed about the duties & responsibilities of the curriculum & MEU Committees by the Dr. Shalini Srivastava coordinator of these 2 committees. All the HODs/Representatives assured her of their full cooperation in formulation and execution of issues related to Curriculum and Medical Education.

Dr. Harendra Kumar, Member Secretary informed about the constitution of Institutional Ethics Committee and the status of its registration process. It was widely appreciated by all. The Principal directed all the HOD's of Pre-Clinical and Para-Clinical department to submit at least one project proposal from each department to be considered for approval by IEC in its first meeting schedule on 17/7/2023. The clinical departments were also directed to get actively involved in research activities & publication.

Dr. R.K. Srivastava chief Provost of SMC informed all about the implementation of provostship at SMC and the duties & responsibilities of Additional and Assistant Provosts and the Wardens in each hostels.

The Principal expressed his displeasure that the circular, notices and other correspondences being done by the Principal, MS, AO or the Management was not being taken seriously by the HOD's. And also that these communications were not being circulated to the faculty and staff of their departments, which results in non compliance of administrative orders many times. it was emphasized that this showed not recur and HOD's must ensure compliance of all notices, orders and meetings in true spirits. It was decided that besides the HOD's, one faculty member should be nominated by the HOD's, as a nodal officer for their department, to be available to the Principal and Management in their absence or on off days.

It was also decided that such meeting of Principal with all HODs will be organized regularly on every first Thursday of every month.

The meeting ended with a vote of thanks by the chair.



Prof. R.N.Srivastava
Principal
Saraswati Medical College

Copy to:

1. Executive Director
2. Concerned Members