

# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

## MANGALAGIRI, ANDHRA PRADESH

3<sup>rd</sup> Meeting of Standing Academic Committee of AIIMS, Mangalagiri, Andhra Pradesh

Date: 29.06.2020

Time: 12:00 Noon

Venue: Through video conference (ZOOM) from Director's Chamber, AIIMS Mangalagiri.

### MINUTES OF THE MEETING

The 3<sup>rd</sup> meeting of Standing Academic Committee, AIIMS Mangalagiri was held on 29-06-2020 from 12 noon onwards via Video conference using ZOOM platform. The following members attended the meeting via ZOOM platform.

S. No.	Name of the Member	Designation
1.	Dr. Shyam Prasad Pigilam, Vice-Chancellor, DR. NTR University of Health Sciences, Vijayawada.	<b>Chairperson</b>
2.	Dr. B N Gangadhar, Director, NIMHANS, Bengaluru	<b>Member</b>
3.	Dr. B Reddy Naik, Professor of Zoology, University College of Science, Osmania University, Hyderabad	<b>Member</b>
4.	Dr. Asha Kishore, Director, Sree Chitra Tirunal Institute of Medical Sciences and Technology, Trivandrum	<b>Member</b>
5.	Dr. R S Rathore, Ex DG (Medical), BSF (Para Military forces)	<b>Member</b>
6.	Prof. K L N Rao, Ex HoD, Paediatric surgery, PGIMER, Chandigarh	<b>Member</b>
7.	Dr. R Raveendran, Dean Research, JIPMER, Puducherry	<b>Member</b>
8.	Dr. Mukesh Tripathi, Director & CEO, AIIMS Mangalagiri	<b>Member Secretary</b>

*Mukesh Tripathi*

Dr. Mukesh Tripathi  
Member Secretary

*ASD*

Dr. Shyam Prasad Pigilam  
Chairperson

The agenda points of the meeting are mentioned below:

SAC No./ Agenda Point	Item No.	Name of the Agenda
SAC03	1	Welcome to the Chairperson and Introduction of Standing Academic committee members by Member Secretary
SAC03	2	Address by the Chairperson
SAC03	3	Confirmation of the Minutes of 2 <sup>nd</sup> SAC held on 17.12.2019
SAC03	4	Taking Note on the Action taken report on recommendations of 2 <sup>nd</sup> SAC held on 17.12.2019
SAC03	5	Ratification of Minutes of 2 <sup>nd</sup> Meeting of Staff Council held on 19.06.2020
SAC03	6	Ratification of Minutes of 3 <sup>rd</sup> Meeting of 1 <sup>st</sup> MBBS Board of Studies held on 05.06.2020
SAC03	7	Ratification of Minutes of 2 <sup>nd</sup> Meeting of 2 <sup>nd</sup> MBBS Board of Studies 05.06.2020
SAC03	8	Approval of Revised & Updated SOP for the conduct of MBBS Professional Examination
SAC03	9	Appraisal of 1 <sup>st</sup> MBBS Students Handbook
SAC03	10	Visiting Faculty Scheme in AIIMS Mangalagiri
SAC03	11	Logo of AIIMS Mangalagiri
SAC03	12	Any other items with the approval of Chairman
SAC03	13	Vote of Thanks

*Mukesh Tripathi*

Dr. Mukesh Tripathi  
Member Secretary

*Shyam Prasad Pigilam*

Dr. Shyam Prasad Pigilam  
Chairperson

The minutes of the meeting is detailed below:

SAC03/01	<b>Welcome to the Chairperson and Introduction of Standing Academic committee members</b>
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The Director of AIIMS Mangalagiri as the Member Secretary of the Standing Academic Committee (SAC) welcomed the Chairperson of the SAC **Dr. Shyam Prasad Pigilam**, Hon'ble Vice-Chancellor, Dr. NTR University of Health Sciences, Vijayawada.

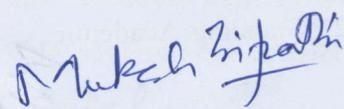
Member Secretary apprised the SAC with reference to constitution and reconstitution of SAC. The Standing Academic Committee (SAC) for AIIMS, Mangalagiri was constituted as approved in the 1<sup>st</sup> Meeting of Institute Body agenda IB01/4 held on 04.04.2019 and it was reconstituted on 17/06/2020 by the appointment of member replacing Dr. Rita Sood with Prof. R. Raveendran, Dean (Research), JIPMER, Pondicherry.

Member Secretary also welcomed all esteemed members of the SAC and requested the members to introduce themselves to the committee, which was complied with.

Special invitees of the 3<sup>rd</sup> SAC meeting Dr. Joy A Ghoshal, Dean, AIIMS Mangalagiri, Dr. Vidya Desai Sripad, Associate Dean (Academics & Exams) were welcomed and introduced to the committee by the member secretary.

SAC03/02	<b>Address by the Chairperson</b>
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Dr. Shyam Prasad Pigilam, Chairperson of the Standing Academic Committee welcomed the Members, Special Invitees and confirmed the quorum to start the meeting. He outlined the broad objectives of the meeting and narrated in brief the different activities both academic and research being carried out under Dr. NTR University of Health Sciences.



Dr. Mukesh Tripathi  
Member Secretary



Dr. Shyam Prasad Pigilam  
Chairperson

The Director, AIIMS Mangalagiri added that 125 students are expected to join in the next 1<sup>st</sup> year MBBS in AIIMS Mangalagiri. As of now the academic activities and curriculum are in sync with AIIMS, New Delhi, as we are bound by AIIMS Act.

The Member Secretary sought the permission of the chair to let Dr Joy A Ghoshal, Dean, AIIMS Mangalagiri to present the agenda and further proceedings. The permission was granted by the Chairperson:

Dr Joy A Ghoshal, Dean started with the presentation accordingly.

Dean, AIIMS Mangalagiri briefed the committee on academic activities continuing in lockdown period due to COVID pandemic. The salient features of the briefing mentioned under;

- Regular academic activities were suspended from 18<sup>th</sup> March, 2020.
- The online classes were started from 1<sup>st</sup> April, 2020 officially after necessary deliberations on the feasibility and technical issues.
- Online assessments were also started at the same time such that they are conducted every 15 days which includes class test, assignments, viva voce by the video platform.
- The students were provided free access to the e-textbooks and reading materials by using Elsevier platforms.
- The online mentoring of the students is also being followed to clarify their apprehensions and doubts.

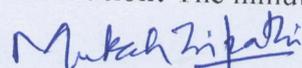
SAC03/03

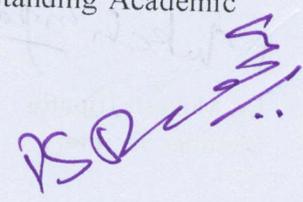
**Confirmation of the Minutes of 2<sup>nd</sup> SAC held on 17.12.2019**

Dean informed the members that the 2<sup>nd</sup> SAC meeting was held on 17<sup>th</sup> December, 2019. The Draft of the minutes were circulated via mail dated 23.12.2019 to all esteemed members with requests for comments or suggestions. No comments/suggestions were received from the members. Therefore, minutes as circulated, were approved and signed.

The SAC Committee was requested to peruse and confirm the Minutes of 2<sup>nd</sup> Standing Academic Committee, AIIMS Mangalagiri held on 17.12.2019.

**Resolution:** The minutes of the meeting of 2<sup>nd</sup> SAC were confirmed

  
Dr. Mukesh Tripathi  
Member Secretary

  
Dr. Shyam Prasad Pigilam  
Chairperson

**Attention:** Dean/Director

SAC03/04	<b>Taking Note on the Action taken report on recommendations of 2<sup>nd</sup> SAC held on 17.12.2019</b>
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The SAC Committee was requested to take note on the Action Taken Report based on decisions of the 2<sup>nd</sup> meeting of Standing Academic Committee, AIIMS Mangalagiri held on 17.12.2019.

The ATR was read out by Dean and no comments were received from members.

**Resolution:** The Action Taken Report on the decisions of the 2<sup>nd</sup> meeting of Standing Academic Committee, AIIMS Mangalagiri held on 17.12.2019 was noted by the SAC.

**Attention:** Dean/Director

SAC03/05	<b>Ratification of Minutes of 2<sup>nd</sup> Meeting of Staff Council held on 19.06.2020</b>
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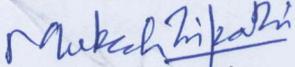
The minutes of the 2<sup>nd</sup> meeting of staff council held on 19-06-2020 were read out by Dean.

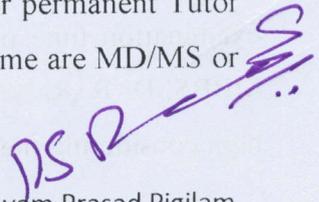
It was informed accordingly that the preparations are going on for shifting to main campus. As such a committee has been proposed to look into the site readiness of permanent campus at AIIMS Mangalagiri.

Dr. R. Raveendran, Dean Research, JIPMER raised the point for discussion on the resolution of the agenda point 11.2 of the staff council which mentioned that 'It was resolved to propose the Tutors as Teaching Faculty'. He said that Tutors may be considered as teaching staff but not as teaching faculty.

Director & CEO, AIIMS Mangalagiri informed that the tutors in AIIMS Mangalagiri and AIIMS Nagpur have been recruited on permanent basis by JIPMER as it was the mentor institute for AIIMS Mangalagiri with regard to recruitment during that period.

One of the member asked about the qualification of the candidates selected for permanent Tutor post in AIIMS Mangalagiri. In response, Dean informed the committee that some are MD/MS or PhD candidates were selected.

  
Dr. Mukesh Tripathi  
Member Secretary

  
Dr. Shyam Prasad Pigilam  
Chairperson

It was suggested by members of SAC that proceedings can be done to redesignate Tutors as Assistant Professors if they have completed their MD/MS or PhD and acquired the no. of years teaching/research experiences required for Assistant Professors.

Dean informed that as per the information furnished to Medical Council of India, they have updated the details of faculty in their dashboard where Tutors have been included under faculty.

Dr. Mukesh Tripathi, Director, AIIMS Mangalagiri informed that it might not be possible to redesignate tutors as Assistant Professors as the faculty positions in many of the departments might be already filled as per DPR. He proposed that the same principle can be followed as being followed in JIPMER, Puducherry in this regard. He also said that the option of applying as new faculty during recruitment of the post of Assistant Professors is always open if the eligibility criteria are satisfied.

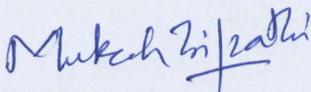
Chairperson SAC suggested that it may be tried to acquire new posts of faculty in lieu of tutor posts from the Ministry.

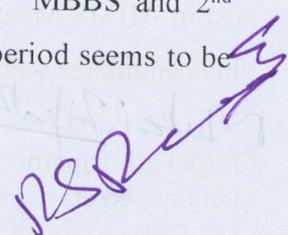
**Resolution:** It was resolved to discuss the future proceedings with regard to permanent Tutors in the Governing Body meeting, AIIMS Mangalagiri. With regard to rest of the agenda points, the minutes of the meeting of 2<sup>nd</sup> Meeting of Staff Council held on 19.06.2020 were ratified by the SAC.

**Attention:** DDA/Dean/Director

SAC03/06	<b>Ratification of Minutes of 3<sup>rd</sup> Meeting of 1<sup>st</sup> MBBS Board of Studies held on 05.06.2020</b>
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Dean, AIIMS Mangalagiri read out the minutes of the 3<sup>rd</sup> meeting of 1<sup>st</sup> MBBS Board of studies as held on 05-05-2020. With regard to agenda no. 10 for the proposal to make a uniform examination time period of 3 hours for a 50 marks question paper in the 1<sup>st</sup> MBBS and 2<sup>nd</sup> MBBS, Dr R. Raveendran, Dean, Research, JIPMER expressed that the time period seems to be high considering the total marks.

  
Dr. Mukesh Tripathi  
Member Secretary

  
Dr. Shyam Prasad Pigilam  
Chairperson

Dr Mukesh Tripathi, Director, AIIMS Mangalagiri informed that the question paper consists of Structured long question, Short notes, Short answer questions and Multiple choice questions and the hence may be apt to consider the same. Also it was said the same time period is being followed in many other AIIMS and also in AIIMS Delhi.

Dr KLN Rao said since it is in line with other AIIMS, the same may be continued.

**Resolution:** The SAC went through the Minutes of 3<sup>rd</sup> Meeting of 1<sup>st</sup> MBBS Board of Studies held on 05.06.2020 and ratified the same.

**Attention:** Associate Dean (Academics & Exams)/Dean/Director

SAC03/07	<b>Ratification of Minutes of 2<sup>nd</sup> Meeting of 2<sup>nd</sup> MBBS Board of Studies 05.06.2020</b>
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Dean, AIIMS Mangalagiri read out the minutes of the 2<sup>nd</sup> meeting of 2<sup>nd</sup> MBBS Board of studies as held on 05-06-2020.

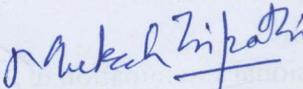
The Minutes of 2<sup>nd</sup> Meeting of 2<sup>nd</sup> MBBS Board of Studies held on 05.06.2020 are hereby confirmed.

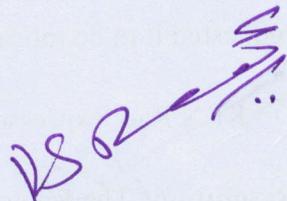
**Resolution:** The SAC went through the Minutes of 2<sup>nd</sup> Meeting of 2<sup>nd</sup> MBBS Board of Studies held on 05.06.2020 and ratified the same.

**Attention:** Associate Dean (Academics & Exams)/Dean/Director

SAC03/08	<b>Approval of Revised &amp; Updated SOP for the conduct of MBBS Professional Examination</b>
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Dean AIIMS Mangalagiri informed the committee members that Standard Operating Procedure (SOP) was prepared for conduction of MBBS Professional Examination at AIIMS Mangalagiri; it has been approved in 1<sup>st</sup> SAC (Agenda No.8) held on 29.06.2019.

  
Dr. Mukesh Tripathi  
Member Secretary

  
Dr. Shyam Prasad Pigilam  
Chairperson

The SOP for conduction of MBBS Professional Examination was revised and updated with the addition of conduction of the Second MBBS professional examination. It was reviewed and discussed during the 1<sup>st</sup> and 2<sup>nd</sup> year BOS meetings held on 05.06.2020.

The Revised and Updated SOP for conduction of MBBS Professional Examination at AIIMS Mangalagiri were placed before the SAC for approval.

**Revised and Updated points in SOP is as follows;**

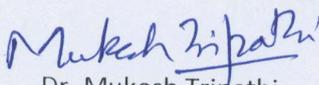
S. No.	Page no.	Section/Head in SOP document	Details
1	8	2.2 Second Year MBBS Professional Examination	Introduction, General Instructions, Final Professional Exam Marks Distribution, Calculation of Internal Assessment Marks, Criteria for Declaration of Pass, Eligibility to enter the next phase of training.
2	12	3.2.2 Internal Assessment:	Weightage for an additional exam
3	Annexures	1.4 Pathology Final Marks distribution 1.5 Pharmacology Final Marks distribution 1.6 Microbiology Final Marks distribution 1.7 FMT Final Marks distribution 2. Criteria for selection of Subject Expert/External Examiner for MBBS Examination	
4	Proformas	3.7 & 3.8 Pathology QP Format Final Examination 3.9 & 3.10 Pharmacology QP Format Final Examination 3.11 & 3.12 Microbiology QP Format Final Examination 3.13 FMT QP Format Final Examination	

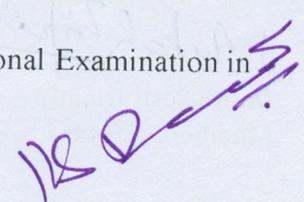
With reference to the conduction of final professional examination for 2<sup>nd</sup> MBBS in December and the supplementary examination in April/May, Dr R Raveendran, Dean, Research, JIPMER said that the supplementary examination for 2<sup>nd</sup> MBBS can be conducted earlier than as proposed.

Dr. Mukesh Tripathi, Director, AIIMS Mangalagiri clarified that the time period of supplementary examination, 2<sup>nd</sup> MBBS is in accordance with AIIMS, New Delhi and hence requested it to be ratified.

Dr. KLN Rao, expressed that it can be kept as such it is in sync with AIIMS, New Delhi.

**Resolution:** The Revised & Updated SOP for the conduct of MBBS Professional Examination in AIIMS Mangalagiri was approved.

  
Dr. Mukesh Tripathi  
Member Secretary

  
Dr. Shyam Prasad Pigilam  
Chairperson

**Attention:** ACE/Associate Dean (Academics & Exams)/Dean/Director

**SAC03/09 | Appraisal of 1<sup>st</sup> MBBS Students Handbook**

Dean, AIIMS Mangalagiri apprised the SAC members regarding the First MBBS students Handbook released on 7<sup>th</sup> March 2020 which consists of examination rules and regulations, instructions to be followed, competency based curriculum of preclinical subjects etc., prepared by the pre-clinical departments

Dr. R Raveendran, suggested that the instructions of various subjects given in the handbook can be put up in the initial part of the handbook for easy reference.

**Resolution:** The matter was resolved to incorporate the instructions of various subjects in the initial part of the handbook. Accordingly, next edition of 1<sup>st</sup> MBBS student's handbook will be printed with suggested modifications.

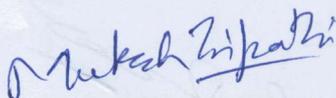
**Attention:** Associate Dean (Academics & Exams)/Dean/Director

**SAC03/10 | Visiting Faculty Scheme in AIIMS Mangalagiri**

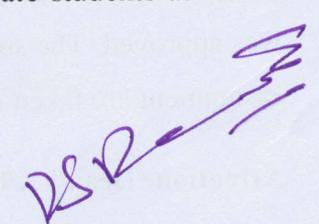
Dean, AIIMS Mangalagiri put forth the proposal of visiting faculty scheme and informed the SAC about the circular of MoHFW No. Z-28016/236/2017-PMSSY-IV dated on 23.03.2018 to the SAC.

The Broad objectives of the Visiting Faculty Scheme are as follows;

- Tapping pool of Medical Faculty from Academic Institutions from Abroad and Government Academic Institutions within India to encourage their engagement with AIIMS Mangalagiri.
- Augmenting existing academic resources in new AIIMS because of the non-availability of required faculty especially in super-specialty departments.
- Supplementing postgraduate courses and capacity building of postgraduate students as well as teaching faculty in the Institute.
- Improving the quality of medical education in the institutes.



Dr. Mukesh Tripathi  
Member Secretary

  
Dr. Shyam Prasad Pigilam  
Chairperson

Procedure for selection, terms of engagement will be followed as detailed in the ministry circular. Travel Allowance and Rate of Honorarium will be paid as mentioned under;

Designation	Rate/day	To and fro airfare	Accommodation	Duration
Professors	Rs. 6000/-	Business Class	Suitable Campus accommodation / Guest House facilities may be provided subject to availability	May be for a period of Four weeks and above up to two years
Additional Professor/Associate Professors	Rs. 4000/-	Economy Class		

Dr Mukesh Tripathi, Director and CEO requested the members to give their inputs regarding its adoption and implementation in AIIMS Mangalagiri.

Dr. KLN Rao suggested that the requirement of the visiting faculty may be worked out by the respective departments in the designated area. The same may be proposed by the respective heads and discuss with the Director. After due approval, it may be put up in staff council for discussion and approval, further it may be apprised to the SAC. He suggested enquiring the modalities being followed in PGIMER, Chandigarh which can be emulated.

Dr. Asha Kishore, added that the visiting faculty should be assigned a specific assignment (Course completion/Skill training/Establishment of advanced laboratories) within a stipulated period which will help to specify the objective of his recruitment and the designated period. It was seconded by Dr. Gangadhar to record the suggestions and suggested to give the specific assignment for a period of one week or as decided by the competent authority.

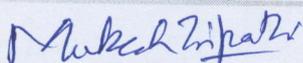
Dr. R Raveendran, asked the SAC members whether the posts can be advertised for the visiting faculty. Dr RS Rathore said that perhaps it is not desired to do so.

**Resolution:** The proposal for the visiting faculty scheme in accordance with ministry circular was approved. The suggestions of elite members regarding the modalities for selection and work assignment are taken into consideration.

**Attention:** Dean/FA/Director

SAC03/11

Logo of AIIMS Mangalagiri

  
Dr. Mukesh Tripathi  
Member Secretary

Dean, AIIMS Mangalagiri apprised the SAC regarding the procedure being followed for finalization of the Logo of AIIMS Mangalagiri as directed by the President, AIIMS Mangalagiri.

An email was sent to all faculty of AIIMS Mangalagiri to submit the Model Logos. The List of Logos received was presented to the 2<sup>nd</sup> Staff Council. It was resolved in the 2<sup>nd</sup> staff council that, 'a committee under the chairmanship of a senior faculty having one representative from various stake holders may be constituted which shall invite the logos from all employees within a week from the date of notice. A written description of the logo should be provided along with it'.

It was informed to the SAC that we are awaiting some more model logos from other staff of AIIMS Mangalagiri.

The compiled lists of available model logos were presented to the SAC to seek the suggestions and recommendations. Total 8 Model logos were displayed to the SAC.

Member Secretary apprised the SAC that the final list of Model logos for finalization of logo of AIIMS Mangalagiri will be presented to the next Governing Body meeting. Few members advised to keep the representation of 'Mangal' as the name of institution is AIIMS Mangalagiri and the lord (Narasimha Swamy) is laid on Mangalagiri hill, other members agreed too.

**Resolution:** The Members opined that, model logo 3 was fine and suggested some modifications and deletions for the same.

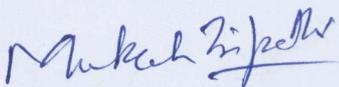
**Attention:** Dean/DDA/Director

SAC03/12	Any other items with the approval of Chairman
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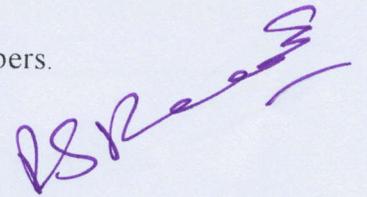
No Matter discussed.

SAC03/13	Vote of Thanks
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The meeting ended with vote of thanks to the Chairperson and other elite members.



Dr. Mukesh Tripathi  
Member Secretary



Dr. Shyam Prasad Pigilam  
Chairperson