

Office of the Principal

HIMS, Sitapur 261303

Ref No.: HIMS/MEU/1976/2025

Date: 21.07.2025

A meeting of academic council was called which was attended by all heads, on 16th July 2025 in meeting hall of admin block 11.00 AM and following agenda was discussed.

Meeting was chaired by Prof. Dr. Narsingh Verma

Following members attended

Prof. Dr. Narsingh Verma – Principal and Dean Academics

Dr. N.K. Gupta – MEU coordinator and Vice Principal

Prof. Dr. Abhishek Pathak – Head & Prof. Department of Psychiatry and DSW

Prof. Dr. Divakar Srivastav Prof. Department of Microbiology, Dy DSW and Controller of Examination

Prof. Dr. Mumal N Mishra Head of Department of Anatomy

Dr. Hamanshu Chauhan - Department of Biochemistry

Prof. Dr. Sanjay Agrawal Head Department of Pathology

Prof. Dr. Razia Khatoon Head Department of Microbiology

Prof. Dr. M. Shakeel Head Department of Otorhinolaryngology

Prof. Dr. C M Kohli Head Department of Ophthalmology

Prof. Dr. Nishant Kanodia Head Department of General Medicine

Prof. Dr. J.P. Ghildiyal Department of General Surgery

Prof. Dr. Richa Rathoria Head Department of Obstetrics & Gynecology

Prof Dr. Ekansh Rathoria Head Department of Pediatrics

Prof Dr. Ratnesh Kumar Department of Orthopedics

Prof. Dr. Mohammed Aleem Head Department of Radiodiagnosis

Prof. Dr. Abhishek Srivastav Head Department of Respiratory Medicine

Prof. Dr. Sambhavi Tripathy Department of Pathology

Dr. Rajeev Mukhiya Department of Anatomy

UG (M.B.,B.S) TRAINING

*Clinic attendance in the format already circulated – updated by student, forwarded by HOD to examination cell at the end of each posting.

Discussion – It is reminder and all agreed. Notice is already sent to all departments

***No PG or SR** is allowed to take any M.B.,B.S. classes/lecture. Attendance sheet must be legible and please fill all sections.

Discussion – All agreed and will comply. Prof. Ghildiyal asked about senior residents which was denied. Only faculty is permitted. Junior Residents of all batches must take evening clinics and they can attend clinics. Senior Residents must start morning clinics and learn teaching.

Junior Residents and Senior Residents must follow time schedule as notified earlier.

***Mentorship** program to be implemented which will help in improving attendance and other student oriented learning activities like flipped teaching, seminars and other innovative learning programs.

Discussion – All faculties of paraclinical and clinical side will be allotted students of M.B.,B.S batch 2024. Students (Mentee) already provided and Faculties (Mentor) will be provided eLogbook. Please plan regular interaction and as and when mentee needs. A handbook in e- format will be provided to mentor as guidelines but any betterment is allowed. Objective is to achieve better attendance in classes and evening clinics and help them in preparation for better academic performance and improve examination performance.

***BLS training** to all batches – 03 days in batches of 10 during clinical posting, attendance will be marked by MEU – skill lab.

Discussion – The program is already started and it is mandatory. Attendance will be given by Skill Lab (MEU). Prof. Dr. Sudhir, Department of Anesthesiology, is In-charge of Skill Lab and coordinator of this program to conduct this program and he will issue e-certificates to all students who attend on all three days, otherwise student has to repeat.

***Logbook** – must be checked and evaluated at end of **each posting** as part of Ward/clinical posting assessment and submit result to examination cell at the end of posting for each batch.

Discussion – As brought to the notice of Prof. Dr. Narsingh Verma, Principal and Dean Academics - these are not being checked. In each phase, student clerkship should be conducted and all logbooks must be completed. Prof. Dr. Nishant Kanodia raised a query about various log-books including that of Electives. Logbook of electives are only once after examination of Phase 3- part I is over – whose assessment and logbook in its NMC format has to be submitted to MEU. It is mandatory to appear in internal and university examination.

***Revision tests** must be conducted covering must know contents, especially if curriculum allotted topics are complete. Preferably it should be scenario based or problem solving sessions.

Discussion – Please read WHOLE document of NMC, not few lines and columns of hours allotted to any subject. **There are objectives to be achieved** in each subject individually and Integrated teaching and assessment. Prof. Dr. Narsingh Verma, Principal and Dean Academics suggested to conduct more revision tests. **Objective of CBME is “NOT TEACHING, BUT LEARNING”** and learning never ends and prepare IMG in each phase. This is also motto of our chairman – ask them to write more tests and their marks will be added in internal marks and it is to be seriously implemented.

***At end of each month**, please specify hours completed in theory, SGL, SDL, Skill lab etc so as to plan hours in next months' time table. It will avoid last minute addition or deletion of hours in each category as per NMC norms.

Discussion – There should be no confusion to merge or substitute lecture as SGL, SDL and AETCOM. Their purpose is different. Faculty has to be clear about all these methods of Learning. Do

not replace or merge them. All agreed to follow yearly schedules for each batch – new ones and completing phase and submit the same by 31.08.2025.

All lectures must be posted on emails given in each time table and posted on faculty and HOD WhatsApp groups. The questions as per norms to be posted on the email given in each time table. It will help to prepare a robust question bank by our faculty. In future question papers will be prepared from questions sent by HOD, 20 days before the examination. Examination cell will conduct examination in future once set up is ready.

***Plan from the beginning** flipped class/teaching, integrated teaching and student seminars to convert teaching into learning.

Discussion – All agreed to comply with the suggestion

***Heads must start and monitor evening clinics**, and separate record to be maintained. This is mandatory and attendance will be added in clinical posting. Please send same to examination cell at the end of posting of each batch.

Discussion – All agreed to comply with the suggestion

***Whole year academic schedule** should be prepared by all departments to facilitate completion of curriculum and revision tests well in advance.

Discussion – All agreed

*** Periodical feedback** from students and interaction by Principal to know their views regarding poor attendance, its consequences, strategies to improve attendance and academic performance

PG TRAINING

***Heads must arrange/replace** duties of first year PGs with second year and third year PGs as feasible to facilitate them to attend NMC mandated academic activities

Discussion – All agreed to arrange and inform CMS as he faces problem in Emergency. Now it will start after new PG join so crisis of residents

***Interdepartmental posting** (Other departments - **NOT SUBSPECIALITY, ALLIED OR SUPERSPECIALITY of same department**) including casualty/Emergency as per NMC CBME curriculum requirement, available in our college – format already provided.

Discussion – All agreed to read curriculum and accordingly plan so that at college level it can be planned so in rotation, no department will be without PGs in most cases.

*** BCBR lecture** series to start shortly – preferably one hour session – 04 times a week (25 modules) – after new batch joins

*** Applicable Biostatistics** to PGs will start shortly - preferably one hour session – 01 lecture per week (25 lectures with practical exercises to understand their thesis/research and help in understanding journals)— after new batch joins

*** Bioethics** – sessions to start whenever feasible – preferably after new PGs join — after new batch joins

***PGs must attend theory classes by faculties for UGs**, all heads and concerned faculty must ensure to mention in their departmental programs and this must be entered in their logbook – all agreed to ensure this.

***Policy for students who fail** in term examination – currently to conduct examination by college for all failed students is proposed. Re-conduct examination by Examination cell – All agreed and again its objective is to improve quality, not just a formality and to escape they will pass without achieving competence.

***Regular checking of e-Logbook & thesis by department.**

All agreed.

***Lay out three year academic program** to facilitate timely completion of academic activities, thesis and other academic programs, for coming batch.

All agreed

***Preparation of question bank according to ABVMU for each subject**, it will reduce repeatedly preparing question papers burden. In case some new developments take place for examination, they will be added from time to time, whenever department/s provide same material to add or delete.

- All Agreed and in future Examination cell will conduct examination

***BLS and ACLS to be** conducted in second year as certificate is valid only for two years – Prof. Dr. Sudhir Kumar Rai already opined for the same

* **Teaching paramedical** staff will be organized after discussion with respective departments.

* **Attendance must be 80% in** each year individually. All heads must ensure at regular intervals that PGs are informed in writing and this will be finally checked by examination cell with electronic attendance

* **Assessment of PG academic activities** (Seminars, Journal club, case presentation etc) must be assessed as per NMC format.

All agreed and it was decided that Every PG will have a file/folder in all assessment will be assembled in the file. It will be responsibility of PG to get the assessment of his/her presentation from each faculty present in that activity. Head will ensure its compliance.

INTERNS TRAINING – Prof. Dr. Sudhir Kumar Rai will do interns training program

* **Assessment of internship completion** from the department must be submitted in the **format already provided** and ensure the exit examination of all interns at your department.

Discussion – all agreed and will comply and submit the same to Prof. Dr. Sudhir Kumar Rai at the end of posting.

* To prepare IMG as per NMC norms, suggestions are still awaited from all concerned departments and for reasons of logistics availability and faculty constrains - an integrated program can be prepared covering common training topics and competencies – so departments must provide details of the same to prepare training program.

* Soft skill program for interns to be organized.

* Interns want to learn BLS so this can be organized – as 02 day program – 03 hours each day in a batch of 10 interns.

NOTE – Please post lectures on lectureshind@himssitapur.org; lectureshindsitapur@gmail.com and NMC pattern questions on each lecture on examinationhind@himssitapur.org

NOTE - For MEU related matters, please send a mail in addition to WhatsApp group meuinternalhind@himssitapur.org

***For all time table related issues**, please send an Email in addition to WhatsApp group timetablehind@himssitapur.org

Narsingh

Prof.(Dr) Narsingh Verma
Principal & Dean Academics

Copy to

1. Chairman
2. DSW
3. COO
4. Director ADMIN
5. All HODs
6. Prof. Sudhir Kumar Rai
7. Prof Divakar Srivastava

Hind Institute of Medical Sciences, Sitapur 261 303

DEPARTMENT OF-----

Ref No.: HIMS/Notice/ 1542/2025

Date: 27.05.2025

RECORD OF CLINICAL POSTING OF M.B.,B.S.

This is to certify that Mr/ Mrs/ Miss.....of M.B.,B.S. batch.....has attended clinics in my unit from..... to

The daily attendance schedule is attached

The attendance was%

Punctuality - Yes / No

Logbook status----- Complete / Incomplete

*Assessment ward leaving viva - Practical - %

S/he may be /not be considered for completion of posting in my unit .

***Ward leaving viva is allowed if attendance is 80% as per NMC norms**

Signature of
Head of the Unit

Signature of
Head of the Department

Signature of
Candidate

Forwarded to MEU for necessary action by Head of the department for all the batch of M.B.,B.S with immediate effect .

N. Verma

**Dr. (Prof) Narsingh Verma
Principal & Dean Academics**

Copy to -

1. Chairman
2. Director ADMIN
3. COO
4. All HODs
5. All M.B.,B.S WhatsApp Groups

Dates of posting fromTo.....

[illegible]

Office of The Principal

HIMS, Sitapur



UNDERTAKING BY STUDENTS FOR COMPLETION OF ATTENDANCE IN THEORY & PRACTICAL

I (Name)..... Student of MMBS batch hereby give undertaking that I will attend all theory and practical classes without being absent till I complete my 75% attendance & 80 % in Practical .

I will attend theory and practical classes during summer vacation - I know current status of my attendance

I will appear in Internal examination only after achieving required attendance

Signature of Students

Date -

Office of The Principal HIMS, Sitapur



Ref No.: HIMS/Notice/ 1496/2025

Date: 14.06.2025

NOTICE

To
All Heads
P.G. Courses

Subject – Regarding attending academic activities mandated by NMC for P.G. batch 2024

Dear Sir / Madam,

It has been observed that PG batch 2024 reach late by one hour and are on duty in emergency etc.

This is to instruct that during time of PG batch 2024 academic activities , they should be relieved and alternate arrangements must be done so PG batch 2024 attend in time all academic performance in future with immediate effect .

Thank you

NBier

Prof (Dr.) Narsingh Verma
Principal & Dean Academics

Copy to-

1. Chairman
2. Director ADMIN
3. COO
4. CMS
5. HODs PG Courses
6. PG Batch 2024

Office of The Principal

HIMS, Sitapur



Ref No.: HIMS/Notice/ 1496/2025

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NBier

Prof (Dr.) Narsingh Verma
Principal & Dean Academics

Copy to-

1. Chairman
2. Director ADMIN
3. COO
4. CMS
5. HODs PG Courses
6. PG Batch 2024



Office of The Principal HIMS, Sitapur

Ref No.: HIMS/Notice/953/2025

Date: 01/05/2025

Office Order

The Residents who are posted for DRP posting reminded that under DRP program their attendance had to be supervised by Head of the Department. It has been decided that the residents under DRP posting will join the department every day from 03:00pm onwards, after coming from DRP posting.

Now onwards their attendance will be counted after verification by Head of the Department.

Narsingh Verma

Prof. (Dr.) Narsingh Verma
Principal & Dean
Hind Institute of Medical Sciences
Mau, Ataria, Sitapur

Copy to: (for Information & further action)

- 1- Chairman
- 2- Director Admin
- 3- Dean Students Welfare
- 4- Chief Operating Officer
- 5- Chief Medical Superintendent
- 6- All Concerned Department HODs
- 7- Office File

INTER-DEPARTMENT POSTING PLANNER FOR THE PGS BATCH 2024.

Please fill up duration of posting in particular subject/discipline required.

[illegible]

Hind Institute of Medical Sciences, Sitapur 261 303

DEPARTMENT OF-----

Ref No.: HIMS/Notice/1520/2025

Date: 26.05.2025

Department & Unit Completion of Internship

This is to certify that Mr/ Mrs/ Miss..... has undergone internship in my unit in department of from to

The attendance was%

Punctuality - Yes / No

Work performance ---- Satisfactory/Unsatisfactory

Logbook status----- Complete / Incomplete

Assessment ----- Theory - %
Practical - %

S/he may be /not be considered for completion of internship in my unit .


Signature of
Head of the Unit

Signature of
Head of the Department

Signature
Candidate

Forwarded to Dr. (Prof) Sudhir Kumar Rai for necessary action by Head of the department for all the batch of interns with immediate effect .

Note – Training guidelines are attached


Dr. (Prof) Narsingh Verma
Principal & Dean Academics

Copy to -

1. Chairman
2. Director ADMIN
3. COO
4. Prof (Dr.) Sudhir Kumar Rai
5. All HODs
6. All Interns WhatsApp Group

HIND INSTITUTE OF MEDICAL SCIENCES , SITAPUR 261303

Medical Education Unit

Ref No :HIMS/Notice/ECI 100/2025

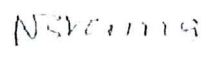
Date - 15.05.2025

NOTICE

Following are the guidelines for the training of interns batch MBBS 2020 & 2019 .

1. Interns must start their attendance at 8.00 AM Sharp & will continue to work till their unit finishes
2. The unit in - charge will supervise their training and at the end of unit posting will conduct assessment (Theory & Practical) only if intern has attendance of 80 %
3. If attendance is short in particular posting, intern has to repeat posting in same unit .
4. After verification of attendance and assessment by HOD same will be send to Dr.(Prof) Sudhir Kumar Rai .
5. Intern are allowed only 15 days leave including medical leave during their tenure of CRMI but they have to meet 80 % attendance in each posting .
6. There will be integrated teaching and training program as per NMC guidelines by the college .
7. At a time not more than three leaves will be allowed except in case of medical problems but has to meet 80% attendance in unit/ department posting. For example if duration of posting is 07 days in unit/department, intern has to have 06 days attendance, if any shortfall then that many days will be repeated.
8. To make it further clear there is no Sunday off . Interns have to work all 7 days
9. On Sunday the interns posted at IPD, ICU & casualty will work at their place while the interns posted at OPD will work at casualty & ICU


Prof. (Dr.) Sudhir Kumar Rai
In charge interns Program


Prof (Dr.) Narsingh Verma
Principal & Dean Academics

Copy to -

1. Chairman
2. DSW
3. Director ADMIN
4. COO
5. Concerned HODs
6. Boys' & Girls' Hostel
7. WhatsApp Group Interns MBBS batch 2020 & 2019