



# Subharti Medical College

Recognized by Govt. of India, Ministry of Health & Family Welfare, Govt. Letter No. U.12012/69/96-ME(P)  
Website: medical.subharti.org, e-mail: medical@subharti.org, Ph.: 0121-3055000 (Extn: 3309), Telefax: 0121-2439127, 2439067

A constituent college of

## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



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Department of Para Medical  
Science (Estd. 2009)

Maharshi Aurobindo Subharti  
Institute of Naturopathy & Yogic  
Science  
(Estd. 2011)

Keral Verma Faculty of Science  
(Estd. 2013)

*Office of the Head Dept. of Medicine*

Ref. No. Med/Dept/2025/

Dated:- 14/11/2025

### Attendance of Members attending Board of Studies

Attendance of members attending the Board of Studies meeting held on  
14.11.2025

S.No.	Name of Faculty	Signature
1.	Dr. Saurabh Singhal	
2.	Dr. S.K. Jha	
3.	Dr. Amit Kumar	
4.	Dr. Shirobhi Sharma	
5.	Dr. Apoorv Pratap Singh	

#### **EXTERNAL MEMBER:**

1	Dr. Abha Gupta	Professr & Head Dept. of Medicine, LLRM, Meerut.	
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#### **INTERNAL COGNATE MEMBER:**

1	DR.Surbhi Gupta	Professor and Head Department of Pharmacology, SMC	
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#### **ALUMNI MEMBER:**

1	DR. S.K.K Malik	Prof. & Head, Radha Govind Medical College, Meerut	
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Dr. Saurabh Singhal,  
Prof. & Head,  
Dept. of Medicine



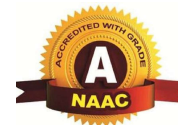
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### **Action Taken Report of the Meeting held on 14/11/2025**

S. No	Agenda items	Decision
1	Conformation of Previous Minutes of meeting held on <b>30/09/2023</b>	The member confirmed the minutes
2	ATR of previous Minutes of meeting held on <b>30/09/2023</b>	The members noted the action taken
3	Introduction of new value added courses	<i>2decho course added for pg residents from 2023 Approved and recommended to COE</i>
4	<i>any change in competency as per the CBME guidelines for upcoming sessions</i>	<i>No change in competency has been intimated by NMC as per the CBME guidelines for upcoming sessions in Medicine</i>
5	<i>discussions on ongoing research activities</i>	<i>Discussion on ongoing research activities of post graduate students od MD</i>
6	<i>To organize a state level CME on medicine update to enhance the knowledge of our faculties &amp; students. (As per Annexure-6).</i>	<i>state level cme to be conducted in Jan 2024</i>
7	<i>To organize special class for our PG students by our faculty members. (As per Annexure-7).</i>	<i>Nephrology and Gastroenterology and Cardiology special classes added from 2023</i>

**Dr. Saurabh Singhal,**  
Prof. & Head,  
Dept. of Medicine



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To,

The Principal & Dean  
Subharti Medical College,  
Meerut

Respected Sir,

I humbly request the formation and approval of a **deputed Board of Studies (BOS)** for reviewing, evaluating, and approving the newly proposed **Basic ICU Care Course and Post Doctoral certificate course** under the Department of General Medicine.

S.N	Department	Composition of BOS for PG	Name, Designation and address of members
1	General Medicine	Chairperson	Dr. Saurabh Singhal, Prof. & Head, Dept. of Medicine, SMC
2		Members	Dr. Sumit Kant Jha, Dr. Amit Kumar, , Dr. Apoorv Pratap Singh
3		One senior person to be opted from other department	Dr. Sanjay Pandey, Professor, Dept. of Surgery, SMC.
4		Internal Cognate Member	Dr Smriti Gupta Professor and Head Dept of obstetrics and gynaecology , SMC
5		Course Co-ordinator	Dr. Shirobhi Sharma Associate Professor, Dept. of Medicine, SMC
6		Senior alumni (who has 5 years of experience in relevant field)	Dr. S.K.K. Malik, Prof. & Head, Radha Govind Medical College, Meerut.

Dr. Saurabh Singhal,  
Prof. & Head,  
Dept. of Medicine



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### *Office of the Head Dept. of Medicine*

Ref. No. Med/Dept/2025/

Dated:- 13/11/2025

A meeting of Board of Studies has been scheduled on 14.11.2025 at 11am -1PM in the Department. of medicine.

### **AGENDA ITEMS**

- Agenda Item No. 1: TO START THE CERTIFICATE COURSE IN BASICS OF ICU.**
  - Approval for initiation of the "Basics of ICU" Certificate Course
  - Finalization of target participants for the course
  - Development and approval of course material
  - Review mechanism after each course cycle
  - Assessment framework discussion
- Agenda Item No. 2: TO START THE POST DOCTORAL CERTIFICATE COURSE IN MEDICINE, RADIOLOGY, SURGERY, and ANAESTHESIA.**
  - Proposal for Introduction of the New Course
  - Approval of Course Structure and Curriculum Framework
  - Approval of Course Coordinator and Faculty Deployment
  - Review of Infrastructure and Resource Requirements
  - Approval of Eligibility Criteria and Admission Process

### **Copy to :-**

1. Dr. Saurabh Singhal
2. Dr. S.K. Jha
3. Dr. Amit Kumar
4. Dr. Shirobhi Sharma
5. Dr. Apoorv Pratap Singh
6. Dr. Smriti Gupta
7. Dr. Sanjay Pandey
8. Dr. S.K.K. Malik

Dr. Saurabh Singhal,  
Prof. & Head,  
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### **Minutes for Meeting of Board of Studies held on 14.11.2025**

A meeting of Board of Studies was held on 14.11.2025 at 11AM-1 PM in the Seminar room dept. of medicine.

Following members attended the meeting

1. Dr. Saurabh Singhal
2. Dr. S.K. Jha
3. Dr. Amit Kumar
4. Dr. Shirobhi Sharma
5. Dr Apoorv Pratap Singh
6. Dr Sanjay Pandey

#### **EXTERNAL MEMBER:**

DR. Abha Gupta Professor and Head of medicine department LLRM, MEERUT

#### **INTERNAL COGNATE MEMBER:**

Dr Smriti Gupta Professor and Head Department of obstetrics and gynaecology, SMC

#### **ALUMNI MEMBER:**

Dr. S.K.K. Malik, Prof. & Head, Radha Govind Medical College, Meerut.

At the onset, the Chairperson BOS welcomed all the members and thanked outside experts for sparing their time. The items were taken up as per agenda.

#### **1. Agenda Item No. 1: TO START THE CERTIFICATE COURSE IN BASICS OF ICU.**

##### Discussion-

I. Certificate on "Basics of ICU" is to be started by dept. of Medicine. Dr. Shirobhi Sharma to be deputed as the course coordinator after approval from HOD dept. of Medicine. It will be a 32 hour.

II. The target population of the course will be post graduate students and the nursing staff short of training in critical care.

III. Dept. of Medicine will coordinate the development of course material, the teaching material should be approved by set of senior members, the videos also to be evaluated and all evaluation should be done 3-4 pm every day with coordination among all departments.

IV. After every cycle of certificate course the presentation will be done by the dept. of Medicine to review the gaps.

Resolution: It is recommended to review one module of basics of ICU every day from 3-4 pm. Every dept. should plan more certificate courses. Senior faculties to provide their valuable guidance.



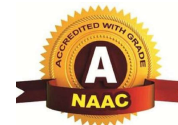
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### 2. Item No. 2: TO START THE POST DOCTORAL CERTIFICATE COURSE IN MEDICINE , RADIOLOGY, SURGERY, ANAESTHESIA.

Discussion- It was decided that PDCCs to be started in Medicine,  
Surgery radiology and Anaesthesia.

Resolution: The document containing the details of PDCC to be shared  
again with these minutes of meeting. The faculty board will be  
conducted soon so it is expected from all the departments to send  
relevant documents to faculty board through their BOS.

Action to be taken by	Concerned faculty member
Timeline to complete the assigned task	Within 2 months

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1.	Dr. Saurabh Singhal	
2.	Dr. S.K. Jha	
3.	Dr. Amit Kumar	
4.	Dr. Shirobhi Sharma	
5.	Dr. Apoorv Pratap Singh	

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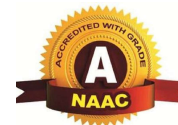
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### **Action Taken Report of the Meeting held on 14/11/2025**

S. No	Agenda items	Decision
1	Approval for initiation of the "Basics of ICU" Certificate Course	Approved
2	Finalization of target participants for the course	Postgraduate students and nursing staff
3	Development and approval of course material	Dept. of Medicine will develop the course material with video to be reviewed by senior members in coordination with all departments.
4	Review mechanism after each course cycle	Presentation to be done by dept of medicine to review the gaps
5	Assessment framework discussion	Exit exam to be conducted
6	Proposal for Introduction of the post doctoral certified course	PDCC TO BE STARTED
7	Approval of Course Structure and Curriculum Framework	Documents containing details of PDCC to be shared again with MoM
8	Approval of Course Coordinator	Dr shirobhi sharma deputed as course coordinator

Dr. Saurabh Singhal,  
Prof. & Head,  
Dept. of Medicine



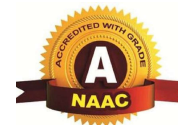
# Subharti Medical College

Recognized by Govt. of India, Ministry of Health & Family Welfare, Govt. Letter No. U.12012/69/96-ME(P)  
Website: medical.subharti.org, e-mail: medical@subharti.org, Ph.: 0121-3055000 (Extn: 3309), Telefax: 0121-2439127, 2439067

A constituent college of

## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



**Where Education is a Passion ...**

### Constituent Colleges / Faculties of the University:

**Subharti Dental College**  
(Estd. 1997)

**Jyotirao Phule Subharti College of  
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**Subharti Medical College**  
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**Department of Para Medical  
Science** (Estd. 2009)

**Maharshi Aurobindo Subharti  
Institute of Naturopathy & Yogic  
Science**  
(Estd. 2011)

**Keral Verma Faculty of Science**  
(Estd. 2013)

*Office of the Head Dept. of Medicine*

Ref. No. Med/Dept/2025/

Dated:- 14/11/2025

### **Action Taken Report of the Meeting held on 14/11/2025**

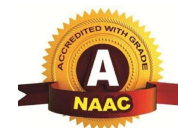
S. No	Agenda items	Decision
1	Approval for initiation of the "Basics of ICU" Certificate Course	Approved
2	Finalization of target participants for the course	Postgraduate students and nursing staff
3	Development and approval of course material	Dept. of Medicine will develop the course material with video to be reviewed by senior members in coordination with all departments.
4	Review mechanism after each course cycle	Presentation to be done by dept of medicine to review the gaps
5	Assessment framework discussion	Exit exam to be conducted
6	Proposal for Introduction of the post doctoral certified course	PDCC TO BE STARTED
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*Office the Head Dept. of Medicine*

Ref. No. Med/Dept/2025/49

Dated: 11.11.2025

To,

The Principal & Dean  
Subharti Medical College,  
Meerut

Respected Sir,

With reference to your letter no. SMC/G/M-60/6374 dated 07.11.2025, I am herewith providing the Following information.

S.N	Department	Composition of BOS for PG	Name, Designation and address of members
1	General Medicine	Chairperson	Dr. Saurabh Singhal, Prof. & Head
2		Members	Dr. Shafali Saluja, Dr. Sumit Kant Jha, Dr. Amit Kumar, Dr. Shirobhi Sharma, Dr. Apoorv Pratap Singh
3		One senior person to be opted from other department	Dr. Sanjay Pandey, Professor, Dept. of Surgery, SMC.
4		One subject expert (academic) from reputed cetral/state/private University	Dr. Abha Gupta, Professor, LLRM, Meerut.
5		One subject expert from R & D (expert should be from state & govt. organization)	Dr. Yogita Singh, Prof. & Head, LLRM, Meerut.
6		Senior alumni (who has 5 years of experience in relevant field)	Dr. S.K.K. Malik, Prof. & Head, Radha Govind Medical College, Meerut.

S.N	Department	Composition of BOS for UG	Name, Designation and address of members
1	General Medicine	Chairperson	Dr. Saurabh Singhal, Prof. & Head
2		Members	Dr. Sumit Kant Jha, Dr. Amit Kumar, Dr. Shirobhi Sharma, Dr. Anterpreet Kaur, Dr. Trehan Prashant Singh.
3		One senior person to be opted from other department	Dr. Arvind Krishna, Prof. & Head, Dept. of Dermatology, SMC.
4		One subject expert (academic) from reputed cetral/state/private University	Dr. Abhishek Gupta, Professor, GBCM, Medical College, Dehradun.
5		One subject expert from R & D (expert should be from state & govt. organization)	Dr. Yogita Singh, Prof. & Head, LLRM, Meerut.
6		Senior alumni (who has 5 years of experience in relevant field)	Dr. S.K.K. Malik, Prof. & Head, Radha Govind Medical College, Meerut.

Thanking you,

Dr. Saurabh Singhal,  
Prof. & Head  
Dept. of Medicine.