A Consultative meeting of all the staff of the department of Ilaj-bit-Tadbeer was held on 03rd April 2014 in the Chamber of the Chairman. The following were present:

1. Prof. M. M. H. Siddiqui (In Chair)
2. Prof. Mohd Anwar
3. Dr. Asia Sultana
4. Dr. Mohd Saad Ahmad Khan
5. Dr. M. Anas
6. Dr. Mohammad Shoaib

The following matters were discussed and resolved in the meeting:

1. Filing of letter sent to various authorities of the University will be done in systemic manner and this task will be completed by Dr. Mohd Saad Ahmad Khan within 15 days.
2. No instrument in the laboratories of the department will be operated without supervision and regarding this “Don’t touch” instruction will be paste at different places on the wall of the laboratories.
3. Teaching and training of students in OPD, IPD & Lab will be strictly done according to the timetable and all the procedure carried out under strict supervision only.
4. Consultant should visit the hospital before starting the OPD.
5. It is unanimously resolved that full prescription will be written in OPD / IPD irrespective of the availability of drugs in the hospital.
6. All the consultants of the department were advised to ensure the filling of Diagnosis column in OPD register.
7. To maintain research environment in the department it is resolved that more and more Extramural Research Project will be applied to the various funding agencies. In addition to this Intramural Research Project will also be carried out in the department with the permission of the chairman.
8. The proposal of protocol development and Intramural Project will be submitted to the chairman of the department within one month positively.

The meeting came to an end with the vote of thanks.

(Prof. M.M.H. Siddiqui)