

NEELAM KOTWAL

MBBS, MD (Hospital Administration)



Swaran Vihar, Bantalab, Jammu, Jammu &

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BRIEF

Highly accomplished and results-oriented healthcare leader with extensive experience in hospital administration, project management, and academic instruction. Proven ability to drive Institutional development, optimize operational efficiency, and foster inter-Institutional collaboration within complex healthcare environments. Possessing a strong track record of leadership in senior positions at premier institutions like AIIMS, adept at strategic planning, facility commissioning, and team mentorship. Seeking to leverage comprehensive expertise to contribute to senior leadership roles in leading government or non-government healthcare organizations. Experienced in comprehensive hospital management, including strategic oversight of patient flow, trauma services, and the management of supportive services in tertiary care settings. Proficient in hospital planning and designing, and the development of essential supportive services.

EXPERIENCE

Summary:

Job	Institute	Duration
Faculty (Hospital Administration)	SMVDIME AIIMS Jammu	3 Months 1 year
Senior Resident (Hospital Administration)	AIIMS Jammu PGIMER- Chandigarh	1 year & 10 Months 1 year & 11 Months
MD (Hospital Administration)	SKIMS Soura, Srinagar	3 years

- i. **Faculty of Hospital Administration** at AIIMS Jammu, Jammu, J&K. *(June 2024 – June 2025)*
 - Served in a **senior leadership capacity**, contributing to the strategic direction and operational excellence of a newly established apex medical Institution.
 - Instrumental in the successful **commissioning of AIIMS Jammu**, playing a pivotal role in establishing foundational operations and systems.
 - Coordinated critical **AIIMS Jammu project activities**, including the successful installation of MGPS system (including revision of MGPS points required in view of COVID-19), Nurse call system, Pneumatic tube transport system, Laundry and CSSD system.

- Procurement of Non-Medical furniture, Laboratory furniture and Central Library furniture at AIIMS Jammu ensuring seamless transitions and operational readiness.
- Organized and coordinated numerous **Academic-exchange programs** to foster inter-Institutional relations and academic collaboration.
- ii. **Faculty of Hospital Administration** at SMVDIME, Kakryal, Katra, Jammu, J&K. (*November 2025 – Till date*)
- iii. **Senior Resident, Hospital Administration** at AIIMS Jammu, Jammu, J&K. (*2022 – 2024*)
 - Contributed to the operational management and departmental functions of the hospital.
 - Gained in-depth experience in the administrative processes of a leading medical Institute.
- iv. **Senior Resident, Hospital Administration** at PGIMER Chandigarh. (*2020 – 2022*)
 - Honed administrative and management skills within a high-volume, tertiary care setting.
 - Participated in diverse hospital administration functions, patient care coordination, teaching and research activities.
- v. **Postgraduate Scholar, Department of Hospital Administration** at Govt. Sher-i-Kashmir Institute of Medical Sciences (SKIMS), Soura, Srinagar, J&K. (*2017 – 2020*)

- Worked as a postgraduate research scholar for 3 years in the department of hospital administration.
- vi. **Non-Academic Junior Resident** at Government Medical College, Jammu, J&K in the Department of Orthopedics & Radiation Oncology & Medical Officer at Shri Mata Vaishno Devi Shrine Board Katra, J&K. *(2014– 2017)*
- Gained foundational experience in clinical practice and hospital environment.
- vii. **MBBS Intern/Junior Doctor** at Government Medical College, Jammu, J&K. *2010 – 2011*
- Completed medical education and clinical rotations.
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ACADEMIC & TEACHING EXPERIENCE

Teaching Faculty at AIIMS Jammu and IIM Jammu, J&K. (2022 to 2025)

- Served as **Teaching Faculty** for the MBA (Hospital Administration & Healthcare Management) course at IIM Jammu.
 - **Mentored 16 students** as Faculty Guide and Mentor for their Capstone Independent Study (CIS) and Summer Internship Projects (SIP) at IIM Jammu.
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EDUCATION

Doctor of Medicine (MD) in Hospital Administration from Govt Sher-i-Kashmir Institute of Medical Sciences (SKIMS), Soura Srinagar, J&K. *2017 – 2020*

Bachelor of Medicine, Bachelor of Surgery (MBBS) from Government Medical College, Jammu, J&K. *2004 – 2010*

KEY SKILLS

- Hospital Administration & Operations
 - Strategic Planning & Development
 - Project Management & Commissioning
 - Healthcare Quality & Accreditation (NABH & NABL)
 - Academic Leadership & Mentorship
 - Inter-institutional Collaboration
 - Team Leadership & Management
 - Hospital Planning & Design
 - Operational Efficiency
 - Resource Optimization
 - Consulting with other medical professionals about patient care
 - Checking the progress of patients
 - Providing follow-up care for discharged patients
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PERSONALITY TRAITS

- Excellent communication and interpersonal skills to interact with individuals at all levels
 - Positive attitude towards work
 - Polite & friendly
 - Ability to accept responsibilities
 - Follows professional ethics
 - Loyal & disciplined towards duties
 - Patient and hardworking hospital Administrator
 - Ability to deal with situations sympathetically under sensitive circumstances
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PUBLICATIONS & RESEARCH

Total Publications: 7 (Peer-reviewed journals)

Book Chapters: 2 (Under process)

CERTIFICATIONS & TRAINING

- **NABH Training with certification**
 - **NABL Training with certification**
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PERSONAL DETAILS

- **Date of Birth:** 23-10-1984
 - **Gender:** Male
 - **Nationality:** Indian
 - **Religion:** Hinduism
 - **Languages Known:** Hindi, English, Dogri & Punjabi
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