



SDACH Hand Book

on

Institutional and Hospital Committee

Vision & Mission statement

Roles and Responsibilities

Academic Committee

Vision: To cultivate a dynamic and innovative academic environment that fosters excellence in teaching, learning, and research.

Mission: To continuously review, develop, and implement academic policies and programs that meet the evolving needs of students and align with the highest educational standards.

Committee Structure:

- **Chairperson** (Typically a senior faculty member or academic dean with comprehensive experience in curriculum development and academic policy)
- **Faculty Members** (From various departments, bringing diverse academic perspectives and expertise)
- **Administrative Staff Member** (To provide support on policy implementation and administrative matters)
- **Student Representative** (To offer insights into student experiences and needs)
- **External Academic Advisor** (An academic from another institution or a subject matter expert who can provide external perspectives)

Roles and Responsibilities:

Chairperson:

- **Strategic Planning and Oversight:** Lead the development of academic strategies and ensure that all programs and policies align with the institution's mission and educational goals.
- **Policy Development:** Oversee the creation and revision of academic policies, ensuring they maintain integrity and relevance in the evolving educational landscape.
- **Accreditation and Compliance:** Ensure that academic programs comply with accreditation standards and regulatory requirements.

Faculty Members:

- **Curriculum Development:** Engage in the design and periodic review of curricula to ensure they are comprehensive, current, and competitive.
- **Quality Assurance:** Monitor the quality of teaching and learning activities to ensure they meet the institution's standards. Propose initiatives to improve instructional quality.
- **Research Integration:** Advocate for and facilitate the integration of research opportunities into the curriculum to enhance student learning and faculty development.

Administrative Staff Member:

- **Implementation Support:** Assist in the implementation of academic policies and decisions made by the committee.

- **Documentation:** Maintain accurate records of committee decisions, policy changes, and other relevant academic affairs.
- **Logistics Coordination:** Manage the logistics for committee meetings and support the execution of academic programs.

Student Representative:

- **Student Feedback:** Provide feedback on behalf of the student body regarding curriculum effectiveness, teaching methods, and academic services.
- **Communication Link:** Serve as a communication bridge between the student body and the academic committee, ensuring student concerns and suggestions are heard.
- **Participation in Review Processes:** Participate in curriculum review sessions to offer insights on student engagement and learning outcomes.

External Academic Advisor:

- **External Benchmarking:** Offer comparative insights and benchmarking against other institutions to ensure academic programs remain competitive and innovative.
- **Best Practices:** Introduce best practices from other institutions and academic environments to enhance curriculum and teaching methodologies.
- **Specialist Advice:** Provide specialist advice on specific areas of curriculum development or new academic trends.

Additional Specific Responsibilities:

- **Innovation in Teaching:** Encourage the adoption of innovative teaching methods and technologies to improve student learning experiences.
- **Faculty Development:** Organize and support professional development opportunities for faculty to enhance their teaching skills and academic leadership.
- **Evaluation and Assessment:** Oversee the development and implementation of comprehensive evaluation systems for assessing student performance, instructional quality, and program effectiveness.

Examination Committee

Vision: To uphold the highest standards of fairness and academic integrity in the assessment of student performance, ensuring that examinations accurately reflect student learning and competencies.

Mission: To design, administer, and review examination policies and procedures that are secure, transparent, and conducive to a fair evaluation of student achievements.

Committee Structure:

- **Chairperson** (Typically a senior faculty member or administrator with a deep understanding of assessment and evaluation processes)

- **Faculty Members** (From various departments to ensure diverse academic input in the examination process)
- **Administrative Staff Member** (Supports logistical and operational aspects of examinations)
- **IT Specialist** (Ensures the technological support for online examinations and data security)
- **External Examiner** (An academic from another institution who can provide unbiased oversight)

Roles and Responsibilities:

Chairperson:

- **Strategic Oversight:** Provide overall leadership in planning and conducting examinations across the institution.
- **Policy Development:** Develop and update examination policies to maintain integrity and adapt to changing educational standards.
- **Compliance and Reporting:** Ensure that all examination activities comply with institutional policies and regulatory requirements, and report on examination processes and outcomes to relevant stakeholders.

Faculty Members:

- **Exam Design:** Contribute to the design of examination papers and assessment criteria to ensure they are comprehensive and aligned with course objectives.
- **Quality Assurance:** Participate in the moderation and standardization of examination content and grading to maintain consistency and fairness.
- **Feedback Analysis:** Analyze examination results and feedback to identify trends and areas for improvement in teaching and assessment methods.

Administrative Staff Member:

- **Logistical Coordination:** Coordinate the scheduling, venue allocation, and necessary arrangements for conducting examinations.
- **Record Keeping:** Maintain accurate records of examination results, archives of exam papers, and candidate details.
- **Examination Security:** Ensure the physical and procedural security measures are in place during examinations to prevent malpractice.

IT Specialist:

- **Technological Support:** Implement and maintain secure digital platforms for online examinations.
- **Data Integrity:** Ensure the security and integrity of examination data through robust IT policies.
- **Technical Troubleshooting:** Provide immediate technical support before, during, and after examinations to address any IT-related issues.

External Examiner:

- **Impartial Oversight:** Review and validate examination processes and outcomes to ensure fairness and objectivity.
- **Benchmarking:** Provide insights based on practices at other institutions to help benchmark and improve the institution's examination standards.
- **Feedback and Recommendations:** Offer constructive feedback and recommendations for enhancing the examination framework.

Additional Specific Responsibilities:

- **Innovation in Assessment:** Explore and implement innovative assessment methods that enhance the evaluation of student learning and skills.
- **Training and Development:** Conduct workshops for faculty on best practices in examination design and fraud prevention.
- **Emergency Planning:** Develop and implement contingency plans for examinations in cases of emergencies or unexpected disruptions.

Community Outreach Committee

Vision: To strengthen the institution's impact on the local and global community through meaningful engagement, partnerships, and service initiatives that reflect the institution's values and enhance its social responsibility.

Mission: To develop, coordinate, and execute outreach programs that benefit both the community and the institution, encouraging a culture of service and reciprocal development.

Committee Structure:

- **Chairperson** (Usually a faculty member passionate about community service and with ties to local organizations)
- **Faculty Members** (From various departments, bringing interdisciplinary approaches to outreach)
- **Student Representatives** (Active in student organizations and interested in community engagement)
- **Community Liaison Officer** (Facilitates connections with community groups and manages ongoing projects)
- **External Partners** (Representatives from local businesses, NGOs, and government agencies)

Roles and Responsibilities:

Chairperson:

- **Strategic Planning:** Lead the development of strategic objectives for community outreach, aligning initiatives with the institution's mission and resources.
- **Partnership Development:** Cultivate partnerships with external organizations to enhance outreach efforts and secure resources or funding.
- **Program Oversight:** Oversee the planning, execution, and evaluation of community outreach programs.

Faculty Members:

- **Program Development:** Leverage academic expertise to develop outreach programs that address community needs while providing educational opportunities for students.
- **Research and Evaluation:** Conduct and facilitate research on the effectiveness of outreach initiatives, using findings to improve future efforts.
- **Educational Workshops:** Design and deliver educational workshops for the community, covering relevant topics based on faculty expertise.

Student Representatives:

- **Student Engagement:** Mobilize student volunteers for outreach projects, coordinating their activities and ensuring a rewarding experience.
- **Feedback Collection:** Gather and relay student feedback on outreach programs to help tailor future initiatives to better meet student and community needs.
- **Awareness Campaigns:** Lead campaigns to raise awareness within the institution about ongoing and upcoming community projects.

Community Liaison Officer:

- **Community Relations:** Maintain and enhance relationships with community leaders and local organizations to ensure ongoing engagement and support.
- **Project Management:** Manage day-to-day operations of community projects, including logistics, volunteer coordination, and resource allocation.
- **Communication:** Serve as the primary point of contact for community members and external partners, facilitating communication and collaboration.

External Partners:

- **Resource Acquisition:** Assist in acquiring resources, expertise, and funding from external sources to support outreach activities.
- **Community Feedback:** Provide insights from the community perspective, ensuring that outreach efforts are responsive to actual community needs.
- **Policy Advocacy:** Advocate for policies that support community development and the institution's outreach goals.

Additional Specific Responsibilities:

- **Sustainability Initiatives:** Promote sustainable practices within community projects to foster environmental stewardship.
- **Cultural Events:** Organize cultural events that celebrate diversity and foster a sense of community between the institution and local residents.
- **Health and Wellness Programs:** Implement health and wellness programs that benefit both the community and the institution's health sciences departments.

Medical Education and ICT Committee

Vision: To be at the forefront of technological innovation in medical education, enhancing the quality and accessibility of learning through state-of-the-art technologies.

Mission: To integrate advanced ICT solutions into medical education and administration, ensuring a seamless and effective learning environment that prepares students for the challenges of modern healthcare.

Committee Structure:

- **Chairperson** (Typically a senior faculty member with expertise in both medical education and technology)
- **Medical Faculty Members** (From various specialties to provide insights on educational needs)
- **ICT Professionals** (Experts in information technology, responsible for the implementation and maintenance of technological solutions)
- **Administrative Staff Member** (Coordinates between the academic staff and ICT department)
- **Student Representative** (Provides feedback on the usability and effectiveness of technological tools in education)

Roles and Responsibilities:

Chairperson:

- **Strategic Leadership:** Provide strategic direction for the integration of ICT in medical education, aligning technological initiatives with educational goals.
- **Policy Development:** Develop and update policies that govern the use of technology in medical training and administration.
- **Stakeholder Engagement:** Engage with key stakeholders, including university administration, healthcare partners, and technology vendors, to support and advance committee initiatives.

Medical Faculty Members:

- **Curriculum Integration:** Ensure that ICT tools are effectively integrated into the medical curriculum to enhance teaching and learning processes.
- **Educational Innovation:** Identify opportunities for implementing innovative teaching methods facilitated by ICT, such as virtual reality, simulations, and e-learning modules.
- **Quality Assurance:** Monitor and evaluate the effectiveness of technology-enhanced learning initiatives to ensure they meet educational standards and improve student outcomes.

ICT Professionals:

- **Technical Implementation:** Oversee the technical implementation of ICT solutions in medical education, ensuring robust, secure, and user-friendly systems.

- **Support and Training:** Provide ongoing technical support and training to faculty and students on new systems and applications.
- **System Evaluation:** Regularly evaluate ICT systems to ensure they are meeting the needs of the users and are up to date with technological advancements.

Administrative Staff Member:

- **Program Coordination:** Coordinate between the medical and ICT departments to ensure smooth implementation and operation of educational technologies.
- **Logistics Management:** Manage the logistical aspects of deploying new technologies, including scheduling, budgeting, and resource allocation.
- **Documentation:** Maintain comprehensive records of technology use in education, training sessions, and feedback from users.

Student Representative:

- **User Feedback:** Provide feedback from the student body on the usability and effectiveness of technological tools and platforms.
- **Communication Bridge:** Act as a communication link between the student community and the committee, advocating for student needs and preferences.
- **Beta Testing:** Participate in testing new technologies and systems before wider deployment to ensure they meet student needs.

Additional Specific Responsibilities:

- **Data Security:** Ensure the security of digital data related to students and educational materials.
- **Research and Development:** Foster a culture of research and development within the realm of educational technology.
- **Sustainability:** Promote sustainable practices in the use of technology in medical education.

Library Committee

Vision: To create and sustain an advanced, accessible, and user-centered library that serves as a cornerstone for academic excellence and lifelong learning.

Mission: To manage and develop the library's collections, services, and facilities to meet the evolving educational and research demands of the institution and its broader community.

Committee Structure:

- **Chairperson** (Usually a senior librarian or a faculty member with a strong interest in library sciences)
- **Librarian** (The professional responsible for the operational management of the library)
- **Faculty Members** (Representatives from various departments to provide insights into academic and research needs)

- **IT Specialist** (Focuses on the integration of technology in library services)
- **Student Representatives** (Provides feedback on student needs and usage patterns)

Roles and Responsibilities:

Chairperson:

- **Strategic Planning:** Lead the committee in long-term planning for library development, focusing on aligning library resources with institutional goals.
- **Advocacy and Funding:** Advocate for the library's needs within the institution, seeking adequate funding and resources to support library enhancements.
- **Policy Development:** Oversee the development of library policies and procedures that promote efficient use and access to resources.

Librarian:

- **Collection Management:** Manage the acquisition, cataloging, and maintenance of library materials to ensure they meet the needs of users.
- **User Services:** Oversee user services, including circulation, reference assistance, and user education programs to enhance accessibility and usability of library resources.
- **Staff Supervision:** Manage library staff and coordinate professional development opportunities to keep abreast of new library trends and technologies.

Faculty Members:

- **Curriculum Integration:** Assist in integrating library resources into the curriculum and research projects, ensuring students and faculty have access to necessary materials.
- **Resource Evaluation:** Provide subject-specific expertise to evaluate potential new acquisitions and assess the relevance of current holdings.
- **Outreach:** Promote library services and resources within their respective departments to increase awareness and usage.

IT Specialist:

- **Technology Integration:** Develop and manage the integration of information technology into library services, such as digital databases, online journals, and institutional repositories.
- **System Maintenance:** Ensure the maintenance and updating of library IT systems to provide reliable access to digital resources.
- **Innovation:** Explore and implement new technologies that enhance the digital user experience, such as mobile applications and virtual reality tours.

Student Representatives:

- **Feedback Collection:** Gather and communicate student feedback regarding library services, facilities, and resource needs.

- **Program Participation:** Engage in library programs and workshops, assisting in the promotion and execution of these events to enhance student involvement.
- **Awareness Raising:** Help raise awareness about library resources and educational services among the student body.

Additional Specific Responsibilities:

- **Accessibility:** Ensure that library facilities and resources are accessible to all users, including those with disabilities.
- **Sustainability Initiatives:** Promote environmentally sustainable practices in the library's operations and facilities management.
- **Assessment and Improvement:** Regularly assess library services and user satisfaction to identify areas for improvement and implement necessary changes.

Student Welfare Committee

Vision: To ensure a nurturing and supportive campus environment that promotes students' personal, academic, and professional development.

Mission: To provide comprehensive support services and programs that address the diverse needs of students, enhancing their well-being and preparing them for success both during and after their academic careers.

Committee Structure:

- **Chairperson** (Typically a faculty member or administrator with a strong background in student affairs)
- **Counselor** (A professional specializing in student mental health and counseling)
- **Faculty Members** (From various departments to provide academic and personal guidance)
- **Student Representatives** (To bring insights from the student body and ensure that student voices are heard)
- **Administrative Staff Member** (To manage logistics and coordination of welfare programs)

Roles and Responsibilities:

Chairperson:

- **Strategic Leadership:** Lead the development and implementation of student welfare policies and programs.
- **Resource Management:** Secure resources and funding necessary to support student welfare initiatives.
- **Stakeholder Engagement:** Liaise with university leadership and external organizations to advocate for student needs and enhance welfare services.

Counselor:

- **Mental Health Services:** Provide counseling services to students, addressing issues such as stress, anxiety, and depression.
- **Workshop and Seminar Leadership:** Organize and conduct workshops on mental health, stress management, and other relevant topics to enhance student well-being.
- **Crisis Intervention:** Act as a point of contact for students in crisis, providing immediate support and referring to additional resources when necessary.

Faculty Members:

- **Academic Advising:** Offer guidance on academic issues, helping students plan their educational paths and address academic challenges.
- **Mentoring:** Serve as mentors to students, providing career advice, life coaching, and personal development support.
- **Feedback Mechanism:** Collect and address academic and personal grievances of students, ensuring they are resolved promptly.

Student Representatives:

- **Voice of the Student Body:** Represent student concerns and suggestions at committee meetings, ensuring that student perspectives are considered in decision-making.
- **Peer Support:** Act as peer supporters to help orient and support fellow students, particularly newcomers.
- **Promotion of Welfare Activities:** Help in promoting and organizing student welfare activities and ensuring broad student participation.

Administrative Staff Member:

- **Program Coordination:** Coordinate the logistics for welfare programs, such as scheduling, venue booking, and material preparation.
- **Record Keeping:** Maintain records of all welfare activities, participation details, and feedback received.
- **Communication:** Manage communications related to student welfare, including announcements, newsletters, and digital content.

Additional Specific Responsibilities:

- **Health and Wellness Programs:** Develop and manage health and wellness programs, including fitness classes, health screenings, and nutrition workshops.
- **Diversity and Inclusion Initiatives:** Promote diversity and inclusion through specialized programs and support groups to cater to the needs of all student demographics.
- **Career Services:** Facilitate career development services such as resume workshops, internship opportunities, and job fairs.

Research Committee

Vision: To be a leading center of research excellence that drives innovation, knowledge creation, and dissemination within the academic community and beyond.

Mission: To support and enhance the research capabilities of faculty and students by providing resources, fostering collaborative opportunities, and ensuring adherence to the highest ethical and academic standards.

Committee Structure:

- **Chairperson** (Typically a senior faculty member with a strong research background and experience in grant management)
- **Faculty Members** (Researchers from various departments to represent diverse academic disciplines)
- **Research Administrator** (Manages the administrative aspects of research projects and funding)
- **Industry Representative** (From a partner industry to provide insights on practical applications and industry needs)
- **Student Research Representative** (A graduate or doctoral student involved in significant research activities)

Roles and Responsibilities:

Chairperson:

- **Strategic Oversight:** Lead the committee in developing and implementing research strategies that align with institutional goals.
- **Funding Acquisition:** Oversee efforts to secure external funding, including grants and partnerships, to support research activities.
- **Policy Development:** Develop and update research policies to ensure compliance with national and international research standards.

Faculty Members:

- **Research Promotion:** Advocate for and promote research within their respective departments, encouraging interdisciplinary projects and initiatives.
- **Mentorship:** Mentor junior faculty and students in research methodologies, grant writing, and publication processes.
- **Peer Review:** Conduct peer reviews of research proposals and ongoing projects to ensure they meet the committee's standards for quality and ethics.

Research Administrator:

- **Project Management:** Manage the logistics of research projects, including timelines, budgets, and resource allocation.
- **Compliance and Reporting:** Ensure all research activities comply with institutional and regulatory requirements; manage reporting to funding bodies.
- **Workshop and Training Coordination:** Organize workshops and training sessions on research skills, ethics, and compliance.

Industry Representative:

- **Industry Collaboration:** Facilitate partnerships and collaborations with industry to enhance the practical impact of research and increase funding opportunities.
- **Technology Transfer:** Advise on technology transfer opportunities and help in commercializing research outcomes.
- **Feedback Provision:** Provide feedback on the relevance of research projects to current industry challenges and needs.

Student Research Representative:

- **Student Advocacy:** Represent the interests and concerns of student researchers, ensuring their needs are considered in committee decisions.
- **Communication:** Communicate opportunities and resources available through the committee to the student body.
- **Participation in Research Activities:** Participate in research projects and contribute to discussions on improving student involvement in research.

Additional Specific Responsibilities:

- **Ethics Oversight:** Ensure all research conducted under the institution's auspices adheres to ethical standards, including the management of an Institutional Review Board (IRB) if applicable.
- **Publication Support:** Support and facilitate the publication of research findings in reputable journals and conferences.
- **Innovation Incubation:** Develop initiatives to foster innovation, such as research incubators or entrepreneur-in-residence programs.

Pharmacovigilance Committee

Vision

The vision of a pharmacovigilance committee generally centers on ensuring patient safety regarding the use of medicines. It aims to:

- Enhance patient care and safety in relation to the use of medicines, and all medical and paramedical interventions.
- Improve public health and safety in relation to the use of substances.
- Contribute to the assessment of benefit, harm, effectiveness, and risk of medicines, encouraging their safe, rational, and more effective use.
- Promote understanding, education, and clinical training in pharmacovigilance and its effective communication to the public.

Mission

The mission typically involves:

- Monitoring and evaluating data on the adverse effects of medicines used in the patient population.

- Ensuring that decisions affecting medication use are informed by timely and science-based analysis.
- Communicating the risks and benefits of drug therapies to clinicians, researchers, and the public.

Roles and Responsibilities

1. Chairperson

- Leads and oversees the functioning of the committee.
- Sets the agenda for meetings and ensures that the committee's objectives align with the overall vision and mission.
- Acts as a primary liaison between the pharmacovigilance committee and other stakeholders, including senior management and external regulatory bodies.

2. Secretary

- Responsible for the administrative duties including scheduling meetings, preparing meeting minutes, and maintaining records.
- Ensures all necessary documentation for the committee's activities is collected, organized, and accessible.
- Follows up on action items and circulates information to committee members.

3. Pharmacovigilance Officer

- Monitors and evaluates information from a variety of sources about the side effects and safety of medications.
- Prepares reports on adverse drug reactions and recommends actions to minimize risk to patients.
- Ensures compliance with national and international pharmacovigilance regulations and standards.

4. Medical Advisor

- Provides clinical expertise to assess drug-related adverse events and to interpret data concerning drug interactions and contraindications.
- Collaborates with pharmacovigilance officers to assess risk/benefit profiles of drugs.
- Participates in the development and implementation of risk management strategies.

5. IT Specialist

- Manages and supports the pharmacovigilance database systems and ensures the integrity and security of data.
- Provides technical support for data analysis and reporting tools.
- Develops and maintains systems for effective communication of pharmacovigilance findings.

6. Legal Advisor

- Advises on legal matters related to drug safety, including compliance with laws and regulations.
- Assists in the preparation of reports to regulatory agencies and ensures that the pharmacovigilance practices adhere to legal requirements.
- Provides guidance on legal implications during drug safety crises.

Ethics Committee

Vision

The vision of an ethics committee typically focuses on:

- Upholding the highest ethical standards in all medical and research activities.
- Protecting the dignity, rights, and welfare of patients and research participants.
- Promoting ethical conduct and integrity in scientific research and clinical practices.

Mission

The mission usually includes:

- Reviewing clinical and research protocols to ensure they are ethically justified and that participants' rights and welfare are protected.
- Providing guidance on ethical issues in patient care and clinical research.
- Ensuring compliance with ethical standards and regulations.

Roles and Responsibilities

1. Chairperson

- Leads the committee and ensures it fulfills its responsibilities according to its charter and applicable regulations.
- Sets the agenda, facilitates meetings, and ensures effective discussion and decision-making.
- Acts as the spokesperson for the committee, representing its views to the institution and external bodies.

2. Vice-Chairperson

- Assists the chairperson in all duties and stands in their place in their absence.
- Helps in drafting and reviewing the committee's reports and recommendations.
- Plays a key role in conflict resolution and ensuring the smooth running of meetings.

3. Secretary

- Manages administrative tasks including scheduling meetings, circulating documents, and keeping minutes.
- Ensures all documentation is in order for audits and reviews.
- Communicates decisions and recommendations from the committee to relevant parties.

4. Clinical Expert

- Provides medical expertise on issues under discussion, particularly in understanding complex medical procedures and their implications.
- Helps the committee understand clinical aspects of research proposals or clinical treatment queries.
- Assists in assessing the scientific merit and potential medical benefits of studies.

5. Legal Advisor

- Advises the committee on legal issues related to ethics, consent, and participant protection.
- Ensures that the institution's policies comply with national and international legal standards.
- Assists in developing policies on confidentiality, informed consent, and ethical standards.

6. Community Representative

- Ensures the perspectives and values of the patient and local community are considered in the committee's deliberations.
- Helps to assess whether research protocols are in line with community interests and ethical standards.
- Enhances transparency and public trust in the committee's operations.

7. Researcher

- Provides insights from a scientific research perspective, ensuring that ethical concerns are balanced with the potential benefits of research.
- Helps in interpreting data and research outcomes in ethical discussions.
- Ensures that research proposals adhere to ethical guidelines and are feasible from a scientific standpoint.

8. Non-Medical Member

- Brings perspectives from non-medical fields to ensure diverse viewpoints are considered.
- Helps the committee consider the broader social, ethical, and cultural implications of medical practices and research.

Finance and Accounts Committee

Vision: To foster financial stability and growth through strategic management and oversight, ensuring the institution's resources are maximized and safeguarded.

Mission: To manage the institution's financial resources with utmost integrity and efficiency, promoting transparency and accountability while supporting its educational and research missions.

Committee Structure:

Assuming roles based on typical finance and accounts operations, the committee might include:

- A Chairperson (could be a senior administrator or faculty member with financial acumen)
- A Treasurer (typically handles day-to-day financial operations)
- Several Committee Members (faculty from different departments who provide diverse perspectives on financial decisions)

Roles and Responsibilities:

Chairperson:

- **Strategic Financial Planning:** Lead the development and execution of long-term financial strategies that align with the institution's goals.
- **Budget Supervision:** Oversee the preparation and approval of the annual budget, ensuring it reflects the institution's priorities and financial constraints.
- **Stakeholder Reporting:** Regularly update and consult with the board of trustees and other stakeholders on financial status and decisions.

Treasurer:

- **Financial Operations Management:** Manage day-to-day financial operations including accounting, payroll, and transactions.
- **Financial Health Monitoring:** Keep a vigilant eye on cash flows, working capital, and financial transactions to ensure liquidity and financial health.
- **Audit Coordination:** Coordinate with external auditors to ensure a smooth and compliant audit process.

Committee Members:

- **Financial Policy Development:** Assist in the creation and regular update of financial policies to enhance efficiency and governance.
- **Expenditure Oversight:** Review major expenditures, ensuring they align with the budget and institutional priorities.
- **Compliance and Ethics:** Monitor financial activities to ensure they meet legal, regulatory, and ethical standards.

Additional Specific Responsibilities:

- **Risk Management:** Identify financial risks and develop strategies to mitigate them.
- **Financial Reporting:** Ensure accurate and timely financial reporting that aids in decision-making and complies with regulatory requirements.
- **Investment Management:** Oversee the institution's investments to ensure they are safe, liquid, and yield reasonable returns.

IQAC (Internal Quality Assurance Cell)

Vision: To ensure continuous improvement in all operational aspects of the institution, striving for excellence in education, research, and community service.

Mission: To enhance and maintain the quality of education by systematically reviewing and refining processes to meet and exceed national and international standards.

Roles and Responsibilities:

Chairperson:

- **Leadership and Advocacy:** Lead the committee in setting quality benchmarks for academic and administrative activities. Advocate for quality enhancement across all levels of the institution.
- **Resource Mobilization:** Ensure that the IQAC is adequately funded and resourced to implement quality initiatives.
- **Policy Development:** Guide the formulation and revision of policies related to quality assurance based on feedback from the IQAC.

Coordinator:

- **Operational Management:** Manage the day-to-day operations of the IQAC, including the preparation and submission of Annual Quality Assurance Reports (AQAR) to the relevant authorities.
- **Data Management:** Coordinate the collection, analysis, and dissemination of data related to various quality parameters within the institution.
- **Documentation and Reporting:** Maintain all documentation related to IQAC activities and ensure timely reporting to the Chairperson and external bodies.

Faculty Members:

- **Curriculum Development:** Provide insights and recommendations for curriculum enhancement based on emerging trends and feedback from stakeholders.
- **Feedback Analysis:** Analyze feedback from students, alumni, and employers to identify areas for improvement in teaching-learning processes.
- **Quality Projects:** Lead and participate in projects aimed at enhancing teaching, research, and administrative quality.

Administrative Staff:

- **Process Optimization:** Identify and suggest improvements in administrative processes to enhance efficiency and reduce wastage.
- **Training and Development:** Organize and coordinate training programs for staff to promote quality awareness and skills enhancement.
- **Compliance Monitoring:** Ensure that the institution complies with the quality standards set by external accrediting bodies.

External Members:

- **External Audit:** Provide third-party audits of institutional processes and offer unbiased feedback.
- **Industry Linkage:** Facilitate the development of industry-academia collaboration to enhance the practical relevance of the curriculum.
- **Benchmarking:** Help benchmark institutional practices against best practices in the sector.

Additional Specific Responsibilities:

- **Innovation and Best Practices:** Encourage the adoption of innovative practices in various departments and share these practices across the institution for broader implementation.
- **Stakeholder Engagement:** Actively engage with all stakeholders to ensure their perspectives are included in quality assurance processes.
- **Sustainability Initiatives:** Integrate sustainability into the curriculum and operations of the institution, promoting environmental and social responsibility.

Media & Publicity Committee

Vision: To position the institution as a leader in education and research, enhancing its visibility and reputation on a national and international level.

Mission: To effectively communicate the institution's achievements, events, and initiatives through strategic use of media and public relations to engage stakeholders and attract potential students and faculty.

Committee Structure:

- **Chairperson** (Typically a senior administrator or faculty member with experience in communications)
- **Public Relations Officer** (Handles day-to-day media relations and content creation)
- **Faculty Members** (Representatives from various departments to provide insights and news from their areas)
- **Marketing Specialist** (Focuses on marketing strategies and branding)

- **Student Representatives** (Provide a student perspective and assist with student-focused communications)

Roles and Responsibilities:

Chairperson:

- **Strategic Oversight:** Provide strategic direction for the committee's activities, ensuring alignment with the institution's overall goals.
- **Stakeholder Engagement:** Engage with senior management and external partners to develop cohesive media strategies.
- **Crisis Management:** Lead the institution's communication efforts during crises, ensuring accurate and timely information dissemination.

Public Relations Officer:

- **Media Relations:** Develop and maintain relationships with media outlets to ensure coverage of the institution's events and news.
- **Content Development:** Oversee the creation of press releases, news articles, and social media content that reflect the institution's brand and achievements.
- **Event Promotion:** Coordinate media coverage for institutional events such as conferences, seminars, and cultural activities.

Faculty Members:

- **News Sourcing:** Provide timely information about departmental achievements, research breakthroughs, and significant events for public dissemination.
- **Expert Commentary:** Act as subject matter experts for media interviews or articles, enhancing the institution's reputation as a thought leader.
- **Community Engagement:** Help connect the media with community outreach programs, showcasing the institution's community involvement.

Marketing Specialist:

- **Branding:** Develop and implement branding strategies to enhance the institution's image and attract potential students and faculty.
- **Market Analysis:** Analyze market trends and public perceptions to adjust strategies accordingly.
- **Digital Marketing:** Manage online content and social media platforms to maximize reach and engagement with diverse audiences.

Student Representatives:

- **Student News:** Gather and promote news related to student activities, achievements, and initiatives.
- **Peer Engagement:** Utilize student networks and social media to amplify the institution's messages.
- **Feedback Collection:** Provide feedback from the student body to inform communication strategies.

Additional Specific Responsibilities:

- **Annual Reports:** Prepare and distribute annual reports that highlight institutional achievements and advancements.
- **Training Workshops:** Organize workshops for faculty and staff on media handling, public speaking, and social media use.
- **Monitoring and Evaluation:** Regularly monitor the effectiveness of media campaigns and strategies, adjusting tactics based on performance metrics and feedback.

Student Grievance Redressal Committee

Vision: To foster a transparent, respectful, and just academic environment where all student grievances are addressed promptly and effectively.

Mission: To ensure that every student has access to a robust mechanism for the resolution of grievances, promoting a culture of fairness and trust within the institution.

Committee Structure:

- **Chairperson** (Typically a senior faculty member or administrator committed to student welfare)
- **Student Representative** (Elected or appointed student who can articulate student concerns effectively)
- **Faculty Members** (Representatives from various departments to provide comprehensive insights)
- **Legal Advisor** (Optional, can advise on legal aspects of grievance handling)
- **Counselor** (Provides emotional and psychological support to the students involved)

Roles and Responsibilities:

Chairperson:

- **Oversight and Leadership:** Oversee all activities of the committee, ensuring that grievances are handled in accordance with institutional policies and ethical standards.
- **Final Decision Making:** Have the final say in the resolution process after considering all aspects of each case.
- **Reporting:** Report to the higher management about the trends in grievances and the effectiveness of the grievance handling process.

Student Representative:

- **Voice of the Student Body:** Act as a liaison between the student body and the committee, ensuring that students' perspectives are fully considered in the grievance process.

- **Awareness Raising:** Help in disseminating information about the grievance procedures and rights to the students.
- **Feedback Collection:** Gather feedback post-resolution to ensure the ongoing improvement of the grievance process.

Faculty Members:

- **Investigation and Resolution:** Participate in investigating grievances and formulating resolutions, bringing in diverse academic perspectives.
- **Preventive Measures:** Identify patterns or systemic issues that cause grievances and suggest preventive measures.
- **Mentorship:** Provide mentorship and guidance to students, helping them understand institutional policies and norms.

Legal Advisor:

- **Legal Oversight:** Ensure that the grievance handling process complies with the legal framework.
- **Advisory Role:** Provide advice on complex cases, especially those involving potential legal consequences.
- **Policy Development:** Assist in developing or refining policies related to student grievances to ensure legal compliance.

Counselor:

- **Supportive Counseling:** Offer counseling to students involved in grievances to help manage stress and emotional distress.
- **Conflict Resolution:** Facilitate communication between parties to encourage a mutually acceptable resolution.
- **Awareness Programs:** Conduct workshops on conflict resolution, stress management, and effective communication for students.

Additional Specific Responsibilities:

- **Documentation:** Maintain detailed records of all grievances and their resolutions for accountability and future reference.
- **Confidentiality:** Ensure that all proceedings are confidential, respecting the privacy of all involved parties.
- **Continuous Improvement:** Regularly review and update grievance procedures to improve efficiency and effectiveness based on past experiences and feedback from the community.

Faculty Grievance Redressal Committee

Vision: To foster a collegial and supportive work environment where all faculty members feel respected, valued, and able to voice their concerns without fear of retaliation.

Mission: To provide a transparent, efficient, and fair mechanism for resolving grievances among faculty, thereby promoting professional satisfaction and productivity.

Committee Structure:

- **Chairperson** (Typically a senior faculty member or administrator with a strong understanding of institutional policies and faculty concerns)
- **Faculty Representatives** (From various departments to represent a broad range of perspectives and disciplines)
- **Human Resources Representative** (To provide insights on employment laws and institutional policies)
- **Legal Advisor** (Optional, to advise on legal aspects of grievance handling)
- **External Member** (An unbiased external expert in academic administration or human resources to provide impartial insights)

Roles and Responsibilities:

Chairperson:

- **Oversight and Coordination:** Lead the committee's operations, ensuring that all grievances are processed in a timely and fair manner.
- **Policy Advocacy:** Advocate for policy changes based on the trends observed in grievances to improve the overall faculty work environment.
- **Resolution Facilitation:** Facilitate discussions and mediations between parties involved in grievances, aiming for fair and equitable resolutions.

Faculty Representatives:

- **Case Review:** Review and assess grievance cases, bringing in expertise from their respective fields to ensure all academic and disciplinary perspectives are considered.
- **Communication Bridge:** Act as a communication bridge between the committee and the faculty body, ensuring transparency and trust in the grievance process.
- **Feedback Collection:** Collect and report feedback from faculty about the grievance process and outcomes, suggesting improvements.

Human Resources Representative:

- **Policy Explanation:** Provide clarity on institutional policies and employment laws relevant to the grievances.
- **Documentation:** Ensure that all documentation related to grievances is accurate, complete, and stored securely.
- **Training:** Organize training sessions for faculty on conflict resolution, institutional policies, and professional conduct.

Legal Advisor:

- **Legal Compliance:** Ensure that the grievance procedures comply with local, state, and federal laws.

- **Advisory Role:** Offer legal advice on complex cases that may have legal implications.
- **Policy Development:** Assist in the development or revision of policies to ensure legal soundness and reduce future grievances.

External Member:

- **Impartial Insights:** Provide an external perspective on grievances, helping to ensure that resolutions are unbiased and based on best practices in academia.
- **Benchmarking:** Help benchmark the institution's practices against those at other similar institutions.
- **Mediation:** Assist in mediating disputes, especially those involving higher stakes or complexities.

Additional Specific Responsibilities:

- **Confidentiality Maintenance:** Maintain strict confidentiality throughout the grievance process to protect the rights and reputations of all involved parties.
- **Continuous Improvement:** Regularly review the grievance handling process and outcomes to identify opportunities for improvement.
- **Awareness Raising:** Conduct periodic awareness sessions to ensure that all faculty members understand their rights and the procedures for filing and resolving grievances.

Cultural Committee

Vision: To foster a vibrant campus environment that celebrates diversity and promotes cultural expression, enhancing the educational experience through the arts.

Mission: To organize and support a wide range of cultural events and activities that engage the student body, faculty, and the wider community, promoting cultural appreciation and artistic creativity.

Committee Structure:

- **Chairperson** (Typically a faculty member with a passion for or background in arts and culture)
- **Faculty Members** (Representatives from various departments who are enthusiastic about cultural activities)
- **Student Representatives** (Active in student organizations and interested in cultural programs)
- **Administrative Staff Member** (Supports logistics and coordination)
- **External Advisor** (An artist or cultural professional who can provide expertise and external connections)

Roles and Responsibilities:

Chairperson:

- **Strategic Planning:** Lead the planning and execution of the cultural calendar, including major events, workshops, and collaborations.
- **Budget Management:** Oversee the budget allocations for cultural activities, ensuring resources are used effectively to maximize participation and impact.
- **Stakeholder Engagement:** Liaise with university administration and external partners to garner support and resources for cultural events.

Faculty Members:

- **Event Coordination:** Coordinate specific cultural events, such as music concerts, art exhibitions, or theater productions, ensuring they align with the committee's goals.
- **Talent Scouting:** Identify and nurture talent within the institution, encouraging students and other faculty members to participate in cultural activities.
- **Cultural Integration:** Integrate cultural elements into the curriculum where appropriate, enhancing the educational impact of the arts.

Student Representatives:

- **Publicity and Promotion:** Lead efforts to promote events to the student body through social media, campus posters, and word of mouth.
- **Volunteer Coordination:** Organize and manage student volunteers for events, ensuring smooth execution of activities.
- **Feedback Collection:** Gather feedback from participants and attendees to inform future events and improve the overall quality of cultural offerings.

Administrative Staff Member:

- **Logistical Support:** Handle the logistics of event planning, including venue booking, equipment rental, and scheduling.
- **Record Keeping:** Maintain records of all events, participants, and financial expenditures for accountability and reporting purposes.
- **Compliance and Safety:** Ensure all events comply with university policies and safety regulations.

External Advisor:

- **Expertise and Guidance:** Provide professional guidance on cultural trends and event quality, helping to elevate the institution's cultural offerings.
- **Networking:** Facilitate connections with artists, cultural institutions, and potential sponsors to expand the committee's resources and influence.
- **Workshop and Masterclass Coordination:** Help organize workshops and masterclasses with external experts to provide high-quality learning experiences for students.

Additional Specific Responsibilities:

- **Diversity and Inclusion:** Ensure that the cultural programs represent and celebrate the diverse backgrounds of the university community.
- **Sustainability:** Advocate for and implement sustainable practices in organizing and conducting cultural events.
- **Documentation and Reporting:** Regularly document and report on cultural activities to the university administration and relevant stakeholders to highlight achievements and seek continued support.

Sports committee:

Vision

The vision of a sports committee generally revolves around:

- Fostering a culture of health, fitness, and sportsmanship within the community.
- Promoting inclusive participation in sports activities among all members of the community.
- Developing and nurturing athletic talent to achieve excellence in sports at various levels.

Mission

The mission typically includes:

- Organizing, managing, and promoting sports events and programs that encourage active participation and healthy competition.
- Providing opportunities for physical development, teamwork, and leadership skills through sports.
- Ensuring that sports facilities and programs are safe, accessible, and equitable.

Roles and Responsibilities

1. Chairperson

- Leads the committee and ensures that it achieves its objectives in line with its mission and vision.
- Oversees the planning and execution of sports programs and events.
- Represents the sports committee in school or community leadership meetings and liaises with external organizations.

2. Secretary

- Manages administrative tasks including scheduling meetings, handling communications, and maintaining records.
- Prepares and circulates minutes of the meetings and follows up on action items.
- Organizes and maintains a calendar of sports events and activities.

3. Treasurer

- Manages the financial aspects of the committee, including budgeting, funding, and financial reporting.
- Ensures that funds are appropriately allocated for events, equipment, and facility maintenance.
- Oversees fundraising activities and seeks sponsorship to support sports initiatives.

4. Events Coordinator

- Plans and coordinates all sports events, including intramural and inter-school competitions.
- Arranges logistics such as venues, equipment, and personnel needed for events.
- Ensures that events comply with relevant safety and regulatory standards.

5. Coach or Trainer

- Provides training and coaching to athletes and teams, developing their skills and physical fitness.
- Ensures that training programs are designed to meet the needs of participants with different skill levels.
- Promotes fair play and sportsmanship among participants.

6. Public Relations Officer

- Manages communications and promotes the sports committee's activities to the community.
- Develops promotional materials and engages with media to increase visibility and support for events.
- Maintains a positive image of the sports committee and its activities.

7. Equipment Manager

- Responsible for the acquisition, maintenance, and inventory of sports equipment and facilities.
- Ensures that all equipment is safe and meets regulatory standards.
- Coordinates the setup and takedown of equipment for sports events.

8. Health and Safety Officer

- Ensures that all sports activities are conducted in a safe environment.
- Develops and implements safety protocols and procedures.
- Coordinates with medical personnel to provide support during sports events.

College council committee:

Vision

The vision of a College Council Committee typically focuses on:

- Achieving academic excellence and fostering an environment of learning and innovation.
- Cultivating a community that supports diversity, equity, and inclusion.
- Establishing the college as a leader in education, research, and community engagement.

Mission

The mission generally involves:

- Providing strategic direction and policy recommendations to ensure the college meets its educational goals.
- Overseeing the quality of academic programs and ensuring they meet the needs of students and the community.
- Enhancing the college's resources, including faculty, facilities, and finances, to support its educational mission.

Roles and Responsibilities

1. Chairperson

- Provides leadership for the council, ensuring it functions effectively and achieves its objectives.
- Chairs meetings, sets agendas, and facilitates decision-making processes.
- Acts as a liaison between the council and the college administration, representing the council's decisions and policies to external stakeholders.

2. Vice Chairperson

- Assists the chairperson in all responsibilities and acts in their stead when the chairperson is unavailable.
- Helps to coordinate committee activities and ensures that all members are engaged in the council's work.
- Often takes a lead role in specific initiatives or subcommittees as directed by the chairperson.

3. Secretary

- Responsible for maintaining accurate records of all council meetings, including minutes and official correspondence.
- Manages the scheduling of meetings and dissemination of materials needed for decision-making.
- Ensures compliance with governance regulations and record-keeping.

4. Academic Affairs Officer

- Oversees academic policies and curriculum development initiatives.
- Ensures that academic programs are of high quality and meet accreditation standards.
- Liaises with faculty and department heads to coordinate academic offerings and innovations.

5. Student Affairs Officer

- Addresses issues related to student life, including housing, health services, and extracurricular activities.
- Ensures policies support student welfare and their academic and personal development.
- Engages with student government and other student groups to gather input on college policies.

6. Financial Officer

- Manages the financial oversight of the college, including budgeting and financial planning.
- Ensures that financial resources are used effectively and align with the college's strategic goals.
- Reports on financial status to the council and advises on financial implications of policy decisions.

7. Research Officer

- Develops strategies to enhance research opportunities and funding within the college.
- Ensures compliance with ethical standards in research activities.
- Promotes collaborations with industry, government, and other educational institutions.

8. Faculty Representative

- Represents the interests and viewpoints of the faculty within the council.
- Provides insights into how decisions might affect teaching, research, and faculty welfare.
- Facilitates communication between the faculty and the council to ensure mutual understanding and cooperation.

9. Student Representative

- Represents the student body, bringing their perspectives and concerns to the council.
- Works to ensure that policies and decisions consider the impact on the student experience.
- Engages with the student community to gather feedback and communicate council activities.

Women's Development Cell Committee:

Vision

The vision of a Women's Development Cell Committee typically includes:

- Creating an inclusive environment that supports, nurtures, and empowers women.
- Ensuring equal opportunities for women in all academic, professional, and social spheres.
- Advocating for the rights and well-being of women, promoting a culture of respect and equality.

Mission

The mission generally involves:

- Addressing issues related to gender discrimination and promoting gender sensitivity within the institution.
- Empowering women through education, awareness programs, and skill development workshops.
- Supporting women's personal and professional growth through mentoring and networking opportunities.

Roles and Responsibilities

1. Chairperson

- Leads the committee and ensures the alignment of its activities with its vision and mission.
- Oversees the development and implementation of policies and programs aimed at women's development and empowerment.
- Represents the interests of the committee at institutional and external levels, advocating for gender equity.

2. Secretary

- Handles administrative duties including meeting arrangements, minutes recording, and document management.
- Communicates decisions and information from the committee to the wider community.
- Ensures follow-ups on action items decided in meetings.

3. Treasurer

- Manages the budget and financial activities of the committee.
- Ensures proper allocation of funds for various events and programs.

- Prepares financial reports for review by the committee members.

4. Awareness Program Coordinator

- Organizes workshops, seminars, and talks to raise awareness on gender-related issues.
- Engages experts and speakers to facilitate discussions and learning.
- Works with local organizations and NGOs to coordinate community outreach programs.

5. Legal Advisor

- Provides legal guidance on issues related to gender discrimination, sexual harassment, and other legal matters affecting women.
- Ensures that the institution's policies comply with national laws on women's rights and safety.
- Assists in drafting and reviewing policies pertaining to gender equality.

6. Counselor

- Offers counseling services to women dealing with personal or professional challenges.
- Organizes support groups to provide a safe space for sharing experiences and support.
- Facilitates access to external support resources when necessary.

7. Research and Development Officer

- Conducts and facilitates research on gender issues affecting the community.
- Gathers data to inform policy development and program planning.
- Shares findings with the committee to help shape effective strategies for women's development.

8. Student Representative (if applicable)

- Brings perspectives and concerns of female students to the committee.
- Acts as a liaison between the student body and the committee, promoting engagement and participation in committee initiatives.
- Helps organize student-led initiatives under the committee's umbrella.

Backward class committee:

Vision

The vision of the Backward Class Committee usually focuses on:

- Ensuring equal opportunities for individuals from backward classes, helping them achieve their full potential.

- Creating a supportive and inclusive environment that values diversity and promotes equality.
- Empowering individuals from backward classes through education, employment, and social support.

Mission

The mission typically includes:

- Implementing and monitoring policies and programs aimed at the upliftment of backward classes.
- Addressing discrimination and ensuring equal treatment and opportunities in education, employment, and other areas.
- Promoting awareness about the rights and needs of backward classes among the wider community.

Roles and Responsibilities

1. Chairperson

- Leads the committee and ensures it functions effectively towards achieving its vision and mission.
- Sets agendas for meetings, facilitates discussion, and ensures effective decision-making.
- Represents the committee's interests and policies to the institution's administration and external stakeholders.

2. Secretary

- Manages the documentation, including meeting minutes, correspondence, and reports.
- Organizes meetings, circulates agendas, and ensures timely communication among members.
- Keeps track of action items and ensures compliance with deadlines and commitments.

3. Treasurer

- Handles the financial aspects of the committee, including budgeting, managing funds, and financial reporting.
- Ensures transparency in the allocation and utilization of funds designated for backward class programs and initiatives.
- Prepares financial proposals and reports for committee review and approval.

4. Program Coordinator

- Designs and oversees programs that cater specifically to the needs of backward classes, such as scholarship programs, tutoring, and career counseling.

- Coordinates with educational departments and employment agencies to secure opportunities for members of backward classes.
- Organizes seminars, workshops, and other events to promote educational and professional development.

5. Compliance Officer

- Ensures that all activities and policies comply with national and local laws and regulations regarding backward classes.
- Monitors the institution's adherence to quotas and other affirmative action measures.
- Handles complaints and grievances related to discrimination or non-compliance.

6. Public Relations Officer

- Manages communications with the broader community to raise awareness of the committee's activities and backward class issues.
- Develops and maintains relationships with media, other institutions, and public bodies to promote the committee's goals.
- Creates informational materials and campaigns to educate the institution and the wider community about the challenges and contributions of backward classes.

7. Liaison Officer

- Acts as a bridge between the committee and external organizations, including government bodies, non-profits, and community groups that work with backward classes.
- Facilitates partnerships and collaborations that can provide additional resources and support for backward class initiatives.
- Engages with stakeholders to gather support and resources for committee activities.

8. Student/Employee Representative

- Provides a direct link to the experiences and perspectives of students or employees from backward classes.
- Brings forward concerns and suggestions from the community to the committee.
- Plays a key role in organizing and mobilizing community members for participation in committee programs.

Anti-ragging committee:

Vision

The vision of the Anti-Ragging Committee typically focuses on:

- Creating a ragging-free environment within the institution that promotes respect, dignity, and safety for all students.
- Ensuring a supportive and welcoming atmosphere for new students, fostering positive interactions among all members of the institution.

Mission

The mission generally involves:

- Strictly enforcing anti-ragging policies and ensuring compliance with national anti-ragging laws and regulations.
- Educating students about the legal consequences of ragging and promoting awareness of the psychological and physical impacts of such behavior.
- Providing support and rapid response to victims of ragging and taking proactive measures to prevent such incidents.

Roles and Responsibilities

1. Chairperson

- Provides leadership to the committee, ensuring effective functioning and adherence to anti-ragging laws and institutional policies.
- Chairs committee meetings, sets agendas, and leads discussions on policy and enforcement strategies.
- Acts as the primary spokesperson for the committee, representing its efforts to the institution's administration and external bodies.

2. Secretary

- Handles the administrative duties of the committee, including scheduling meetings, documenting minutes, and maintaining records.
- Ensures timely communication between committee members and with other departments or external authorities.
- Coordinates the dissemination of information related to anti-ragging policies and events to the student body and faculty.

3. Legal Advisor

- Provides legal counsel to the committee, ensuring that all actions and policies are in compliance with national anti-ragging laws.
- Assists in drafting and reviewing institutional policies related to anti-ragging.
- Advises the committee during the investigation of ragging cases and in the formulation of disciplinary actions.

4. Faculty Representatives

- Serve as points of contact for students to report ragging incidents within their respective departments.

- Participate in creating awareness programs and educational initiatives about the harmful effects of ragging.
- Monitor student activities and maintain vigilance to detect and prevent potential ragging situations.

5. Student Representatives

- Act as liaisons between the student body and the committee, ensuring that student perspectives and concerns are brought to the committee's attention.
- Help organize and lead peer-led initiatives and workshops to educate students about the importance of maintaining a rag-free environment.
- Assist in the dissemination of anti-ragging messages and policies among students.

6. Psychologist or Counselor

- Provides support and counseling to victims of ragging, helping them recover from the trauma associated with such incidents.
- Develops rehabilitation programs for both victims and perpetrators.
- Conducts workshops on emotional intelligence, conflict resolution, and stress management to prevent ragging.

7. Public Relations Officer

- Manages communication with media and external stakeholders regarding the institution's efforts to combat ragging.
- Develops promotional materials and campaigns to raise awareness about the anti-ragging policy.
- Highlights the committee's successes and initiatives in institutional publications and on social media platforms.

8. Security Officer

- Ensures that physical surveillance measures are in place around the campus to deter ragging activities.
- Coordinates with the local police and security personnel to enforce anti-ragging measures effectively.
- Responds to reported incidents of ragging, ensuring immediate and appropriate action is taken to safeguard victims.

Alumni association committee:

Vision

The vision of an Alumni Association Committee generally centers on creating a vibrant, engaged alumni network that actively contributes to the growth and success of the institution. This may include:

- Strengthening bonds among alumni across various cohorts and geographies.
- Building a supportive community that benefits both alumni and current students.
- Enhancing the global presence and reputation of the institution through alumni achievements and contributions.

Mission

The mission of an Alumni Association Committee often aims to support the institution's goals by engaging alumni in meaningful ways. This can involve:

- Providing opportunities for professional development and networking among alumni.
- Supporting the institution's academic, cultural, and extracurricular activities through mentorship, sponsorships, and volunteering.
- Promoting a culture of philanthropy to assist the institution in achieving its financial and educational goals.

Roles and Responsibilities

President

- Lead the committee and oversee its activities.
- Represent the alumni body at institutional events.
- Foster a strong relationship between alumni and the institution.
- Ensure alignment of the committee's efforts with the overall vision and mission.

Vice President

- Assist the president in their duties.
- Step in as acting president when needed.
- Coordinate between different sub-committees to ensure effective functioning.
- Focus on strategic initiatives to engage alumni.

Secretary

- Maintain all records of the committee's activities.
- Manage communications among committee members and with the broader alumni community.
- Schedule meetings and prepare agendas.
- Keep minutes of all meetings and distribute them accordingly.

Treasurer

- Manage the committee's finances, including budgeting and financial reporting.
- Oversee fundraising efforts and ensure proper allocation of funds.
- Ensure transparency and accountability in all financial transactions.

Event Coordinator

- Plan and organize alumni events, reunions, and networking sessions.
- Coordinate logistics, venue, and guest arrangements for events.
- Engage alumni through various platforms to increase participation in events.

Membership Coordinator

- Develop strategies to increase alumni membership and participation.
- Maintain an up-to-date database of alumni contacts.
- Communicate benefits of membership to alumni.
- Organize membership drives and outreach programs.

Student welfare committee

Vision

The vision of the Student Welfare Committee is to ensure a holistic development environment for students, promoting their academic, emotional, and social growth. The committee aims to create a nurturing and supportive campus atmosphere that encourages student engagement, fosters inclusivity, and supports students in achieving their personal and academic goals.

Mission

The mission of the Student Welfare Committee is to provide comprehensive support services and programs that assist students in overcoming challenges, enhancing their educational experience, and preparing them for success both during and after their time at the institution. This includes addressing student concerns, promoting health and well-being, and facilitating career development and extracurricular engagement.

Roles and Responsibilities

Chairperson

- Oversees all activities of the committee.
- Ensures the committee's goals align with the institution's overall mission.
- Represents student welfare issues to the faculty and administration.
- Coordinates with other committees and departments to enhance student services.

Secretary

- Maintains records of all meetings and decisions.
- Communicates committee decisions to relevant stakeholders.
- Organizes meetings, prepares agendas, and distributes minutes.
- Assists the Chairperson in administrative duties.

Treasurer

- Manages the committee's budget and financial transactions.
- Ensures funds are used effectively for student welfare programs.
- Prepares financial reports and budget forecasts for committee review.
- Oversees fundraising efforts for student welfare activities.

Member – Academic Support

- Develops programs to assist students with academic challenges.
- Coordinates tutoring and mentoring services.
- Collaborates with faculty to identify and support at-risk students.
- Assists in organizing academic workshops and seminars.

Member – Health and Wellbeing

- Initiates and oversees health and wellness programs for students.
- Collaborates with health professionals to provide on-campus health services.
- Plans and implements stress reduction and mental health awareness activities.
- Ensures compliance with health and safety regulations on campus.

Member – Extracurricular Activities

- Facilitates the organization of clubs and student groups.
- Supports the planning and execution of campus events and activities.
- Promotes student participation in extracurricular and co-curricular activities.
- Works to ensure a balanced student life that complements academic experience.

Discipline committee

Vision

The vision of the Discipline Committee is to foster a respectful, safe, and conducive learning environment that upholds the institution's standards of conduct. This committee is dedicated to maintaining academic integrity and promoting responsible behavior among students.

Mission

The mission of the Discipline Committee is to implement, monitor, and enforce the institution's code of conduct. It aims to ensure fairness in handling disciplinary cases and to educate students about the consequences of their actions, thus encouraging a culture of discipline and mutual respect.

Roles and Responsibilities

Chairperson

- Leads the committee and oversees the enforcement of the code of conduct.

- Acts as the primary liaison between the committee, administration, and other stakeholders.
- Ensures that all disciplinary cases are processed in a fair and timely manner.
- Conducts hearings and ensures that due process is followed.

Secretary

- Keeps detailed records of all committee meetings, hearings, and decisions.
- Handles the correspondence of the committee, including notifications to students and staff involved in disciplinary matters.
- Prepares and distributes meeting agendas and minutes.
- Maintains confidentiality of all disciplinary proceedings.

Legal Advisor (if applicable)

- Provides legal counsel to the committee on matters related to student discipline and institutional policies.
- Assists in reviewing and updating the code of conduct to ensure compliance with legal standards.
- Offers guidance during hearings to ensure that the rights of all parties are respected.

Faculty Member

- Represents the perspective of the faculty in disciplinary matters.
- Participates in hearings and deliberations concerning breaches of academic integrity or other misconduct.
- Helps develop preventative strategies to uphold academic standards and student conduct.

Student Affairs Representative

- Ensures that students' rights and perspectives are considered in the disciplinary process.
- Coordinates educational programs on campus ethics and conduct expectations.
- Assists in mediating conflicts between students, when appropriate, to resolve issues informally.

Student Representative

- Brings student perspectives into the committee's discussions and decisions.
- Participates in promoting awareness of the code of conduct among the student body.
- Helps bridge communication between the student community and the committee.

Placement and career guidance committee:

Vision

The vision of the Placement and Career Guidance Committee is to empower students to successfully transition from academia to the professional world. The committee aims to equip students with the necessary skills, knowledge, and opportunities to thrive in their chosen careers.

Mission

The mission of the Placement and Career Guidance Committee is to provide comprehensive career support services that include career counseling, job placement, and continuous professional development. The committee facilitates connections between students, alumni, and potential employers to enhance employment opportunities.

Roles and Responsibilities

Chairperson

- Leads the committee and sets strategic direction for placement and career guidance activities.
- Establishes partnerships with industry leaders and potential employers.
- Oversees the organization of job fairs, recruitment drives, and networking events.
- Monitors the effectiveness of the committee's initiatives and adjusts strategies accordingly.

Secretary

- Manages all administrative tasks for the committee, including meeting schedules and documentation.
- Keeps records of student placements and feedback from employers.
- Coordinates communication between committee members, students, and external partners.
- Prepares reports on committee activities and outcomes for institutional review.

Industry Liaison Officer

- Develops and maintains relationships with industry professionals and recruiters.
- Regularly invites guest speakers and organizes industry visits to expose students to real-world scenarios.
- Gathers market trends and job opportunity information to inform students and tailor the committee's initiatives.

Career Counselor

- Provides individual counseling to students regarding career choices, resume building, and interview preparation.
- Designs and delivers workshops on career development topics such as personal branding and networking skills.

- Assists students in identifying their skills and matching them to potential careers.

Alumni Coordinator

- Engages alumni for mentorship opportunities, guest lectures, and potential job placements.
- Organizes alumni networking events to facilitate professional connections for current students.
- Maintains a database of alumni contacts who are willing to participate in committee activities.

Placement Officer

- Manages the logistics and administrative details of campus recruitment processes.
- Coordinates with companies to arrange interviews and selection processes on campus.
- Provides support and guidance to students during the recruitment cycle to enhance their employment prospects.

Faculty Advisor

- Offers academic perspective to align career guidance activities with the curriculum.
- Advises students on how academic work and projects can be leveraged in their job searches.
- Facilitates integration of career-oriented learning outcomes into academic programs.

NSS / NCC Advisor committee

NSS Advisory Committee

Vision

The vision of the NSS Advisory Committee is to build a community of conscientious and socially responsible citizens who are committed to the service of the nation. The committee aims to instill a sense of social welfare in students through voluntary civic service.

Mission

The mission of the NSS Advisory Committee is to provide opportunities for students to partake in various community service projects and initiatives. It focuses on personality development through social service and aims to promote the ideals of democracy and national integration.

Roles and Responsibilities

Chairperson

- Provides overall leadership and direction for NSS activities.
- Ensures the NSS programs align with the educational institution's goals and national objectives.
- Oversees the planning and implementation of annual events and service projects.

Program Coordinator

- Plans and coordinates daily NSS activities and schedules.
- Manages the registration of volunteers and allocation of tasks.
- Ensures compliance with NSS guidelines and standards in all activities.

Program Officer

- Organizes and supervises community service projects and camps.
- Conducts orientation sessions for new volunteers.
- Monitors the progress of ongoing projects and provides support where needed.

Treasurer

- Manages financial accounts, budgeting, and funding for NSS activities.
- Ensures financial transparency and regular reporting to the committee.
- Handles procurement and allocation of resources for service projects.

Public Relations Officer

- Promotes NSS activities through various media and public forums.
- Builds relationships with community leaders and organizations for partnership opportunities.
- Coordinates with media to highlight the achievements and impact of NSS projects.

NCC Advisory Committee

Vision

The vision of the NCC Advisory Committee is to prepare disciplined and motivated citizens who contribute positively to the defense of their country and the development of national character.

Mission

The mission of the NCC Advisory Committee is to foster leadership and a sense of duty among students through military and other defense-related training, promoting discipline, unity, and the spirit of adventure.

Roles and Responsibilities

Chairperson

- Leads the committee and sets the direction for NCC training programs and activities.
- Represents the NCC unit at institutional and national levels.
- Coordinates with armed forces and educational authorities to ensure the relevance and effectiveness of training modules.

Training Officer

- Designs and implements rigorous training schedules for cadets.
- Supervises cadets during drills, camps, and other military training exercises.
- Evaluates performance and ensures the physical and mental fitness of cadets.

Adjutant

- Manages the daily administrative tasks of the NCC unit.
- Keeps records of cadet attendance, achievements, and progression.
- Organizes logistics for camps, parades, and other special events.

Liaison Officer

- Establishes connections with other NCC units and defense establishments.
- Facilitates participation in inter-unit competitions and collaborative training exercises.
- Engages with veterans and defense personnel to enhance training opportunities for cadets.

Welfare Officer

- Ensures the well-being of cadets during training and camps.
- Provides support for any issues related to health, safety, and personal concerns of cadets.
- Organizes counseling and motivational sessions to boost morale and mental health.

IT Committee:

Vision

To empower the Ayurveda educational community and healthcare services with innovative IT solutions that bridge ancient wisdom and modern technology, facilitating world-class education and patient care.

Mission

- To enhance the learning experience and accessibility of Ayurvedic education through state-of-the-art technology.

- To support the provision of Ayurvedic healthcare services with advanced IT systems that ensure efficient, accurate, and secure patient care management.
- To foster research in Ayurveda through robust data management and analysis tools.
- To ensure continuous improvement and adoption of emerging technologies that align with the goals of Ayurvedic education and healthcare.

Roles and Responsibilities of Committee Members

1. Chairperson

- Leads the committee and sets the strategic direction for IT initiatives.
- Ensures alignment of IT strategies with the institution's goals.
- Represents the IT committee in interactions with the college's senior management.

2. Vice Chairperson

- Assists the Chairperson in all duties and stands in as acting Chairperson in their absence.
- Coordinates between different sub-committees to ensure cohesive execution of IT projects.

3. Secretary

- Manages all administrative communications and documentation for the committee.
- Prepares meeting agendas and records minutes.
- Tracks progress on IT initiatives and follows up on action items.

4. IT Manager

- Oversees the implementation and maintenance of IT infrastructure.
- Ensures the security and integrity of electronic data and systems.
- Manages IT support staff and coordinates with external technology vendors.

5. Faculty Representative

- Brings insights from a teaching perspective to align IT tools with educational needs.
- Facilitates the adoption of e-learning tools and digital resources among faculty members.
- Helps in identifying educational areas that can benefit from enhanced IT integration.

6. Student Representative

- Represents student interests and feedback in committee discussions.
- Helps in communicating IT changes and initiatives to the student body.
- Collaborates in organizing IT training sessions and workshops for students.

7. Healthcare IT Specialist

- Focuses on the integration of IT in the clinical and outpatient settings of the Ayurveda healthcare services.
- Coordinates the deployment of clinical management software, telemedicine, and patient portal technologies.
- Ensures compliance with health information privacy and security regulations.

8. Research Coordinator

- Assists in leveraging technology for Ayurvedic research purposes.
- Works on data collection, analysis, and research database management.
- Coordinates between researchers and IT personnel to support research projects.

Hospital Development Committee

Vision

To establish a state-of-the-art Ayurvedic hospital that seamlessly blends traditional Ayurvedic practices with modern healthcare advancements, fostering an environment of holistic healing and wellness.

Mission

- To modernize and expand hospital facilities to provide superior healthcare services while adhering to the principles of Ayurveda.
- To enhance patient care through the integration of innovative technologies and sustainable practices.
- To support continuous professional development for staff and practitioners to uphold and propagate the efficacy of Ayurvedic treatments.
- To engage and educate the community on the benefits of Ayurveda for overall health and well-being.

Roles and Responsibilities of Committee Members

1. Chairperson

- Provides leadership and sets the strategic direction for the development and expansion projects within the hospital.
- Represents the development committee to the hospital's board and external stakeholders.
- Oversees the progress of development initiatives and ensures they align with the hospital's strategic goals.

2. Vice Chairperson

- Supports the Chairperson in all responsibilities and acts as Chairperson in their absence.
- Coordinates the activities of the committee's sub-groups and ensures integration of their efforts.

3. Secretary

- Manages administrative tasks including meeting scheduling, agenda preparation, and minutes recording.
- Monitors the follow-up actions from meetings and maintains all documentation related to development projects.

4. Treasurer

- Oversees the financial aspects of development projects, including budgeting, funding, and expenditure tracking.
- Ensures financial transparency and compliance in all transactions.
- Reports financial status regularly to the committee and assists in fundraising efforts.

5. Facility Manager

- Leads the planning and execution of construction and renovation projects.
- Ensures that facilities meet both modern standards and the specific needs of Ayurvedic practice.
- Manages maintenance of existing infrastructure and oversees logistics during development phases.

6. Medical Staff Representative

- Brings clinical perspectives to the development plans to ensure enhancements align with patient care needs.
- Advocates for facilities and equipment that improve treatment efficacy and patient experience.
- Facilitates communication between the medical staff and the development committee.

7. Community Outreach Coordinator

- Manages relationships with the local community, patient groups, and other stakeholders.
- Organizes community engagement programs to educate the public about Ayurveda and the hospital's services.
- Drives initiatives to gather community support and feedback for hospital projects.

8. IT Specialist

- Plans and oversees the integration of IT systems within the hospital to improve healthcare delivery and management.
- Ensures the implementation of electronic health records and telemedicine services align with Ayurvedic treatment protocols.
- Maintains data security and compliance with healthcare regulations.

9. Legal Advisor

- Provides legal oversight for development activities, ensuring compliance with zoning laws, construction regulations, and healthcare standards.
- Assists in contract negotiations and reviews agreements with contractors and service providers.

Quality Improvement and Patient Safety Committee

Vision

To be a leader in providing exceptional Ayurvedic healthcare through continuous quality improvement and unwavering commitment to patient safety.

Mission

- To continuously evaluate and improve the quality of healthcare services provided in the Ayurveda hospital setting.
- To implement evidence-based practices that ensure patient safety and optimal clinical outcomes.
- To cultivate a culture of transparency and accountability where staff are empowered and encouraged to contribute to safety and quality initiatives.

- To engage patients and their families in their healthcare processes, promoting an environment of respect and mutual understanding.

Roles and Responsibilities of Committee Members

1. Chairperson

- Leads the committee and sets strategic priorities for quality improvement and patient safety initiatives.
- Ensures that the hospital's quality and safety goals align with regulatory requirements and best practices.
- Chairs meetings, guides discussions, and facilitates decision-making processes.

2. Vice Chairperson

- Assists the Chairperson in all duties and represents the committee in their absence.
- Helps to coordinate committee activities and ensures the implementation of decisions.

3. Secretary

- Handles all administrative tasks for the committee including scheduling meetings, preparing agendas, and documenting minutes.
- Maintains records of quality improvement activities and tracks progress against established goals.

4. Quality Improvement Officer

- Develops and oversees the execution of quality improvement projects.
- Analyzes performance data to identify trends and areas for improvement.
- Works with departments to implement changes and measure outcomes.

5. Patient Safety Officer

- Leads efforts to enhance patient safety across the hospital.
- Investigates and reports on incidents involving patient safety.
- Develops training programs and initiatives to promote a safe clinical environment.

6. Clinical Representative (Physicians, Nurses, Therapists)

- Provide insights from the clinical front lines to inform quality and safety enhancements.
- Participate in developing protocols and procedures that affect patient care.
- Act as change agents within their respective departments to implement and sustain improvements.

7. Pharmacist

- Ensures medication safety practices are followed and integrates pharmaceutical knowledge into quality improvement measures.
- Assists in reviewing medication-related incidents and suggests preventative strategies.

8. Risk Manager

- Identifies potential areas of risk within the hospital operations related to patient care.
- Works with the legal department to address liability concerns and ensures compliance with healthcare regulations.
- Coordinates with insurance providers regarding coverage and claims related to patient safety incidents.

9. Patient Advocate

- Represents the interests and concerns of patients and families.
- Ensures that patient rights are respected and that their feedback is incorporated into quality improvement initiatives.
- Facilitates communication between patients, families, and healthcare providers to enhance patient satisfaction and care experience.

10. IT Specialist

- Supports the committee by providing data management solutions and ensuring the integrity and security of patient data.
- Integrates healthcare technology systems to support quality and safety monitoring.

Infection Control Committee

Vision

To ensure the highest standards of infection prevention and control based on traditional Ayurvedic principles integrated with modern healthcare practices, thereby promoting a safe and healing environment for patients, staff, and visitors.

Mission

1. **Develop and Implement Infection Control Policies:** Formulate comprehensive infection control protocols that align with both Ayurvedic practices and contemporary medical standards.
2. **Education and Training:** Provide ongoing education and training for all hospital staff on infection prevention techniques and the importance of hygiene.
3. **Surveillance:** Conduct regular surveillance of infection-related incidents within the hospital to identify risks and implement corrective measures promptly.
4. **Promote Research:** Encourage and support research in infection control practices specific to Ayurvedic healthcare settings.
5. **Community Outreach:** Engage with the wider community to promote awareness about infection prevention and healthy living according to Ayurvedic principles.

Roles and Responsibilities of Committee Members

1. Chairperson

- **Leadership and Oversight:** Provides leadership and strategic direction to the committee. Ensures that infection control policies are integrated into all hospital operations.
- **Policy Development:** Leads the development and review of infection control policies and protocols.
- **Compliance and Reporting:** Ensures compliance with national health regulations and oversees the preparation of reports for regulatory bodies.

2. Infection Control Officer

- **Daily Operations:** Manages the daily operational aspects of infection control, including monitoring of infection rates and outbreak management.
- **Data Management:** Collects and analyzes infection data to identify trends and areas for improvement.
- **Staff Training:** Coordinates and conducts training sessions for staff on infection control practices.

3. Ayurvedic Practitioner

- **Integration of Practices:** Ensures that Ayurvedic practices are appropriately integrated into infection control protocols without compromising their efficacy.
- **Patient Care:** Advises on patient care practices that incorporate Ayurvedic treatments with an emphasis on preventing infections.
- **Research and Development:** Guides research into the effectiveness of Ayurvedic remedies in infection control.

4. Nursing Supervisor

- **Implementation of Protocols:** Oversees the implementation of infection control measures at the nursing level. Ensures that all nursing staff adhere to established protocols.
- **Direct Care Monitoring:** Monitors and evaluates the adherence to infection control practices among the nursing staff during patient care.
- **Feedback and Improvement:** Provides feedback to the ICC on practical challenges and successes in implementing infection control measures.

5. Microbiologist

- **Surveillance:** Conducts and supervises microbiological surveillance to detect and identify pathogens within the hospital environment.
- **Antimicrobial Stewardship:** Advises on the appropriate use of antimicrobial agents, including herbal preparations.
- **Infection Analysis:** Provides detailed analysis of infection cases and outbreaks to determine sources and causes.

Pharmacy and Therapeutics Committee (P&T Committee)

Vision

To achieve excellence in pharmaceutical care by integrating Ayurvedic pharmacology with modern pharmaceutical practices to enhance patient safety and therapeutic outcomes.

Mission

1. **Medication Management:** Ensure the safe, effective, and efficient use of medications in the hospital setting.
2. **Policy and Protocol Development:** Develop and continuously update medication use policies and treatment protocols that align with both Ayurvedic and contemporary medical standards.
3. **Education and Training:** Provide ongoing education and training to healthcare providers on optimal medication use and new advancements in Ayurvedic and allopathic medicines.
4. **Research and Evaluation:** Promote and participate in research activities related to pharmaceutical care in Ayurveda, aiming to improve medication safety and efficacy.
5. **Quality Assurance:** Implement quality assurance measures that monitor and improve the medication use process.

Roles and Responsibilities of Committee Members

1. Committee Chairperson

- **Strategic Leadership:** Provides overall leadership and strategic direction for the committee. Ensures alignment with the hospital's healthcare goals.
- **Policy Oversight:** Oversees the development and implementation of medication management policies and protocols.
- **Regulatory Compliance:** Ensures that the committee's operations comply with national and international regulations regarding pharmaceutical practices.

2. Chief Pharmacist

- **Medication Management:** Manages all aspects of medication procurement, storage, and dispensation. Ensures the availability of both Ayurvedic and allopathic medications.
- **Pharmacy Operations:** Oversees the day-to-day operations of the pharmacy department, ensuring adherence to safety standards.
- **Staff Supervision:** Supervises pharmacy staff and ensures they are properly trained and competent in their roles.

3. Ayurvedic Pharmacist

- **Ayurvedic Formulary Management:** Manages the selection and use of Ayurvedic medications, ensuring they meet quality standards.
- **Herbal Preparation and Safety:** Oversees the preparation and dispensing of herbal medications, ensuring they are safe and effective.
- **Integration of Therapies:** Works to integrate Ayurvedic and allopathic medications where appropriate for patient treatment plans.

4. Clinical Pharmacologist

- **Drug Therapy Management:** Provides expertise in clinical pharmacology to optimize drug therapy, including dosing, administration, and monitoring of drug interactions.

- **Research and Development:** Leads research initiatives related to drug usage and pharmacotherapy outcomes in the hospital.
- **Adverse Drug Reaction Monitoring:** Monitors and evaluates adverse drug reactions and medication errors, providing recommendations for prevention.

5. Medical Officer

- **Clinical Decision Support:** Assists in making clinical decisions related to drug therapy, including the choice of medication and adjustment of dosages.
- **Patient Care Coordination:** Ensures that medication therapies are aligned with the overall patient care plans.
- **Feedback on Treatment Efficacy:** Provides feedback on the efficacy and safety of medication regimens, influencing policy and formulary decisions.

Medical Records Committee

Vision

To maintain the highest standard of medical records management by integrating Ayurvedic healthcare insights with modern records management technologies, ensuring privacy, accuracy, and accessibility for enhanced patient care.

Mission

1. **Ensure Accuracy and Completeness:** Maintain accurate, complete, and timely medical records that reflect the full scope of patient care and treatment.
2. **Promote Confidentiality and Security:** Safeguard patient confidentiality and data security through robust policies and state-of-the-art technology.
3. **Compliance with Regulations:** Ensure that the hospital's medical records practices comply with national and international legal requirements and standards for health information management.
4. **Support Clinical Decisions:** Provide reliable and readily accessible medical records to support clinical decision-making and ongoing patient care.
5. **Educate and Train:** Develop ongoing training programs for hospital staff on best practices in medical records management.

Roles and Responsibilities of Committee Members

1. Committee Chairperson

- **Leadership and Direction:** Provides overall leadership and strategic direction for the committee, ensuring that medical records policies support patient care and hospital operations effectively.
- **Regulatory Oversight:** Ensures that medical records management complies with all relevant regulations and ethical standards.
- **Policy Development:** Leads in the formulation and revision of policies concerning medical records management.

2. Medical Records Officer

- **Records Management:** Oversees the management of patient records throughout the hospital, ensuring they are accurate, timely, and securely maintained.
- **Data Integrity:** Ensures the integrity of medical records and implements corrective actions when discrepancies are found.
- **Training and Compliance:** Coordinates training programs for new and existing staff on medical records procedures and compliance.

3. Health Information Manager

- **Information Systems Management:** Manages and oversees the electronic health records system, ensuring its functionality and accessibility.
- **Data Analysis:** Analyzes health information data to improve hospital services and patient care outcomes.
- **Privacy and Security Measures:** Implements and monitors privacy and security measures to protect patient data from unauthorized access or breaches.

4. IT Specialist

- **Technical Support and Development:** Provides technical support for the medical records systems and leads developments in software and hardware to enhance functionality.
- **System Integration:** Ensures that different health information systems within the hospital are well integrated, allowing seamless access to medical records.
- **Data Backup and Recovery:** Manages data backup and recovery processes to prevent data loss and ensure data availability at all times.

5. Clinical Auditor

- **Quality Control:** Regularly audits medical records for compliance with established standards and protocols.
- **Feedback for Improvement:** Provides feedback to the medical records department on areas for improvement based on audit findings.
- **Regulatory Reporting:** Assists in preparing reports for regulatory bodies and ensures compliance with audit requirements.

Hospital Safety Committee:

Vision

To establish and maintain a safe hospital environment that embodies the holistic principles of Ayurveda and meets the highest standards of modern healthcare safety.

Mission

1. **Promote Safety Culture:** Foster a culture of safety within the hospital that engages and empowers all staff members to prioritize and advocate for safety in every aspect of hospital operations.
2. **Identify and Mitigate Risks:** Proactively identify, assess, and mitigate risks associated with the hospital environment, clinical practices, and patient care.
3. **Develop and Implement Safety Protocols:** Create and enforce comprehensive safety protocols that integrate Ayurvedic principles with evidence-based practices.
4. **Training and Education:** Provide ongoing training and education to all hospital staff on safety practices and emergency response procedures.
5. **Continuous Improvement:** Continually monitor safety outcomes and implement improvements to ensure the effectiveness of safety measures.

Roles and Responsibilities of Committee Members

1. Committee Chairperson

- **Leadership and Strategy:** Provides leadership and strategic oversight to ensure the safety committee's goals align with the hospital's overall mission and regulatory requirements.
- **Policy Development:** Leads in the development, review, and updating of hospital safety policies.
- **Stakeholder Engagement:** Engages with various stakeholders, including hospital management, to advocate for safety priorities and resource allocation.

2. Safety Officer

- **Operational Safety Management:** Manages daily safety operations and coordinates the implementation of safety protocols throughout the hospital.
- **Incident Reporting and Analysis:** Oversees the reporting and thorough analysis of safety incidents to identify trends and develop preventive strategies.
- **Emergency Preparedness:** Ensures that the hospital is prepared for emergencies through regular drills and updates to emergency response plans.

3. Clinical Quality Manager

- **Quality Assurance:** Monitors and evaluates clinical practices for compliance with safety standards and protocols.
- **Continuous Improvement Initiatives:** Leads initiatives for continuous improvement in clinical safety and patient care quality.
- **Feedback Integration:** Integrates feedback from patient safety surveys and audits into quality improvement processes.

4. Facilities Manager

- **Infrastructure Safety:** Oversees the maintenance and safety of hospital facilities, ensuring that all physical environments support safe operations.
- **Compliance with Safety Regulations:** Ensures that all hospital infrastructure complies with health and safety regulations and standards.

- **Risk Assessment:** Conducts regular risk assessments of hospital buildings and facilities to identify and mitigate potential hazards.

5. Human Resources Representative

- **Safety Training Programs:** Coordinates the development and delivery of safety training programs for all hospital staff.
- **Staff Wellness Programs:** Implements programs aimed at promoting staff wellness and reducing workplace injuries.
- **Documentation and Compliance:** Maintains documentation related to staff training and safety compliance, ensuring records are up to date for audits and inspections.

Patient Grievance Redressal Committee

Vision

To ensure a compassionate and responsive care environment where patient concerns and grievances are addressed promptly and effectively, enhancing patient satisfaction and trust in Ayurvedic healthcare.

Mission

1. **Ensure Fairness and Transparency:** Provide a fair and transparent process for addressing patient grievances that respects the rights and dignity of each patient.
2. **Enhance Patient Experience:** Improve the overall patient experience by proactively addressing concerns and making necessary improvements in hospital practices and patient care.
3. **Build Trust and Communication:** Foster trust and open lines of communication between patients, their families, and healthcare providers.
4. **Continuous Improvement:** Utilize feedback from grievances to continuously improve hospital services, protocols, and patient interactions.
5. **Compliance and Advocacy:** Ensure compliance with healthcare regulations concerning patient rights and advocate for patient interests at all levels of hospital operations.

Roles and Responsibilities of Committee Members

1. Committee Chairperson

- **Leadership and Oversight:** Provides overall leadership to the committee, ensuring that all grievances are handled with respect, efficiency, and fairness.
- **Policy Development:** Leads in the development and periodic review of grievance handling policies and procedures.
- **Liaison Role:** Acts as the main liaison between the grievance committee and hospital management, advocating for systemic changes based on grievance outcomes.

2. Patient Relations Officer

- **Grievance Processing:** Manages the intake, processing, and tracking of patient grievances, ensuring timely responses.
- **Communication:** Maintains clear and empathetic communication with patients and their families throughout the grievance process.
- **Resolution Facilitation:** Facilitates resolution of grievances by coordinating with relevant departments and personnel within the hospital.

3. Legal Advisor

- **Regulatory Compliance:** Ensures all grievance processes comply with legal and regulatory requirements.
- **Policy Advice:** Provides advice on the legal implications of grievance outcomes and helps to draft policies that protect both patient rights and the hospital's interests.
- **Dispute Resolution:** Assists in resolving complex cases that may involve legal considerations or potential litigation.

4. Quality Assurance Manager

- **Feedback Analysis:** Analyzes grievance data to identify patterns that may indicate underlying systemic issues affecting patient care.
- **Quality Improvement Initiatives:** Recommends and implements quality improvement measures based on grievance analysis to prevent recurring problems.
- **Reporting and Documentation:** Oversees the documentation and reporting of grievances and resolutions for compliance and improvement purposes.

5. Medical Ethics Specialist

- **Ethical Oversight:** Ensures that the handling of grievances upholds the highest ethical standards respecting patient confidentiality and autonomy.
- **Training and Education:** Provides training and guidance on ethical considerations related to patient care and grievance handling.
- **Ethical Consultation:** Offers consultation on complex cases where ethical dilemmas are present.

Ethics Committee

Vision

To uphold the highest ethical standards in Ayurvedic healthcare, ensuring that all clinical practices, research, and patient interactions are conducted with integrity, respect, and compassion.

Mission

1. **Promote Ethical Standards:** Advocate for and enforce ethical standards in all aspects of hospital operations, from patient care to clinical research and staff conduct.
2. **Protect Patient Rights:** Ensure the protection of patient rights, prioritizing patient welfare and informed consent in all medical and research activities.
3. **Guide Clinical Decisions:** Provide ethical guidance on complex clinical decisions, balancing modern medical practices with traditional Ayurvedic principles.
4. **Foster Ethical Research:** Oversee and review research proposals to ensure they meet ethical standards and contribute positively to the field of Ayurvedic medicine.
5. **Educate and Train:** Conduct ongoing education and training programs for hospital staff on ethical issues and dilemmas in healthcare.

Roles and Responsibilities of Committee Members

1. Committee Chairperson

- **Leadership and Direction:** Provides leadership and direction to ensure the committee effectively promotes and maintains ethical standards within the hospital.
- **Policy Development:** Leads in the development and updating of ethical policies and guidelines.
- **Stakeholder Engagement:** Acts as the principal liaison between the ethics committee and hospital management, ensuring ethical considerations are integrated into hospital policy and practice.

2. Clinical Ethicist

- **Ethical Consultation:** Provides expert consultation on ethical issues arising from patient care, helping to resolve ethical dilemmas faced by healthcare providers.
- **Policy Guidance:** Assists in the development of guidelines and protocols that address common ethical issues in clinical practice.
- **Education and Training:** Leads educational sessions on ethical decision-making for healthcare providers.

3. Medical Researcher

- **Research Oversight:** Reviews all research proposals for ethical concerns, ensuring that studies are designed to protect participants and provide valuable scientific knowledge.
- **Compliance Monitoring:** Monitors ongoing research projects for ethical compliance, particularly those involving human subjects.
- **Promotion of Ethical Research Practices:** Promotes the use of ethical research practices in both Ayurvedic and integrative medical studies.

4. Legal Advisor

- **Regulatory Compliance:** Ensures that the hospital's ethical policies and research practices comply with national and international laws and regulations.

- **Legal Risk Management:** Advises on potential legal risks related to ethical issues and helps develop strategies to mitigate these risks.
- **Dispute Resolution:** Assists in resolving disputes that involve ethical issues, ensuring fair and lawful outcomes.

5. Patient Advocate

- **Represent Patient Interests:** Ensures that the interests and rights of patients are represented in discussions and decisions about ethical issues.
- **Feedback Integration:** Gathers and integrates patient and family feedback into committee deliberations to better align hospital practices with patient needs.
- **Support and Communication:** Provides support and communicates ethical decisions and their rationales to patients and their families.

Blood transfusion committee

Vision:

To ensure the highest standards of safety, quality, and efficiency in blood transfusion services, promoting optimal patient care and health outcomes.

Mission:

1. To implement and maintain stringent protocols for the collection, testing, storage, and transfusion of blood and blood products.
2. To ensure the continuous education and training of healthcare professionals on best practices in blood transfusion.
3. To regularly monitor, audit, and improve blood transfusion practices to align with national and international standards.
4. To promote a culture of safety, ethical responsibility, and patient-centered care in all blood transfusion activities within the hospital.

Roles and Responsibilities of Committee Members

Chairperson:

1. Oversee the overall functioning and effectiveness of the committee.
2. Ensure adherence to hospital policies, legal requirements, and standards related to blood transfusion.
3. Lead committee meetings, set agendas, and facilitate discussions.
4. Approve protocols, guidelines, and recommendations developed by the committee.
5. Coordinate with other hospital departments to ensure seamless operations and integration of blood transfusion practices.

Medical Director:

1. Provide clinical oversight and ensure that blood transfusion practices meet the highest medical standards.
2. Review and approve clinical protocols and guidelines related to blood transfusion.
3. Address any clinical issues or complications arising from blood transfusion.
4. Ensure the training and competency of medical staff involved in blood transfusion procedures.

Blood Bank In-Charge:

1. Manage the operations of the blood bank, including the collection, testing, storage, and distribution of blood and blood products.
2. Ensure compliance with regulatory standards and guidelines for blood banking.
3. Maintain accurate records of blood inventory, usage, and wastage.
4. Coordinate with other hospital departments to ensure the timely availability of blood products.

Nursing In-Charge:

1. Oversee the nursing aspects of blood transfusion procedures.
2. Ensure that nursing staff are adequately trained and competent in blood transfusion practices.
3. Monitor and ensure adherence to transfusion protocols by nursing staff.
4. Address any nursing-related issues or complications during transfusion procedures.

Quality Assurance Officer:

1. Develop and implement quality assurance protocols and procedures for blood transfusion services.
2. Conduct regular audits and reviews to ensure compliance with quality standards.
3. Analyze data and feedback to identify areas for improvement in blood transfusion practices.
4. Report findings and recommendations to the committee and hospital administration.

Infection Control Officer:

1. Ensure that infection control practices are strictly followed during blood collection, storage, and transfusion.
2. Monitor and investigate any transfusion-related infections or adverse events.
3. Provide training and updates on infection control measures to all relevant staff.
4. Collaborate with other committee members to develop and implement infection control protocols.

Transfusion Safety Officer:

1. Monitor and ensure the safety of all blood transfusion procedures.
2. Investigate and report any transfusion-related adverse events or reactions.
3. Provide training and education on transfusion safety to healthcare staff.

4. Develop and implement safety protocols and guidelines for blood transfusion.

Mortality and Morbidity review committee

Vision:

To foster a culture of continuous improvement in patient care by systematically reviewing and learning from all instances of mortality and morbidity, ultimately enhancing patient safety and clinical outcomes.

Mission:

1. To systematically review all cases of mortality and morbidity to identify patterns, root causes, and opportunities for improvement.
2. To promote a non-punitive, transparent, and constructive approach to learning from clinical outcomes.
3. To implement evidence-based recommendations and interventions to prevent future adverse events.
4. To ensure continuous education and training of healthcare professionals based on insights gained from mortality and morbidity reviews.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Mortality and Morbidity Review Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Ensure that reviews are conducted in a fair, objective, and systematic manner.
4. Approve and oversee the implementation of recommendations and action plans.
5. Liaise with hospital leadership to communicate findings and advocate for necessary changes.

Medical Director:

1. Provide clinical oversight and ensure that reviews are conducted with a high level of medical expertise.
2. Review and validate clinical findings and recommendations from the committee.
3. Address any clinical issues or complexities arising during the review process.
4. Ensure that clinical staff are informed and educated about the outcomes and recommendations of the reviews.

Quality Assurance Officer:

1. Develop and implement processes and protocols for conducting mortality and morbidity reviews.

2. Ensure that reviews are comprehensive, data-driven, and aligned with quality standards.
3. Collect and analyze data related to mortality and morbidity cases.
4. Report findings, trends, and recommendations to the committee and hospital administration.

Nursing In-Charge:

1. Ensure nursing perspectives are included in all reviews.
2. Investigate and report on nursing-related factors contributing to mortality and morbidity.
3. Ensure that nursing staff are informed and educated about the outcomes and recommendations of the reviews.
4. Facilitate the implementation of nursing-related recommendations.

Risk Management Officer:

1. Identify and assess risks associated with mortality and morbidity cases.
2. Develop strategies to mitigate identified risks and prevent recurrence.
3. Collaborate with other committee members to ensure that risk management perspectives are incorporated into recommendations.
4. Monitor the effectiveness of interventions and risk mitigation strategies.

Data Analyst:

1. Collect, organize, and analyze data related to mortality and morbidity.
2. Provide statistical and analytical support to identify trends and patterns.
3. Generate reports and visualizations to support the committee's review process.
4. Ensure data accuracy and integrity in all analyses.

Clinical Specialists (e.g., Surgeons, Physicians, Anesthetists):

1. Provide specialty-specific insights and expertise during the review process.
2. Analyze clinical aspects of cases within their specialty.
3. Contribute to the development of recommendations and action plans.
4. Educate and inform their peers about findings and best practices identified through the review process.

Administrative Support:

1. Coordinate meeting logistics, including scheduling and documentation.
2. Maintain records of all reviews, discussions, and action plans.
3. Ensure timely communication and follow-up on committee decisions.
4. Assist in the preparation and dissemination of reports and educational materials.

Facility Management and safety committee

Vision:

To create and maintain a safe, efficient, and well-functioning hospital environment that supports high-quality patient care and promotes the well-being of staff, patients, and visitors.

Mission:

1. To ensure the hospital's facilities are maintained to the highest standards of safety, cleanliness, and functionality.
2. To develop, implement, and monitor safety protocols to protect patients, staff, and visitors.
3. To promote a culture of safety and continuous improvement through regular training, audits, and feedback.
4. To ensure compliance with relevant laws, regulations, and accreditation standards.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Facility Management and Safety Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of safety and facility management policies and procedures.
4. Coordinate with hospital leadership and other departments to address facility and safety issues.
5. Ensure the timely implementation of recommendations and action plans.

Facility Manager:

1. Oversee the maintenance and operation of the hospital's physical infrastructure.
2. Ensure that all building systems (HVAC, plumbing, electrical, etc.) are functioning properly and efficiently.
3. Coordinate with external contractors and service providers for maintenance and repairs.
4. Conduct regular inspections and audits of the hospital facilities.
5. Manage the hospital's facilities budget and resources.

Safety Officer:

1. Develop and implement safety protocols and procedures for the hospital.
2. Conduct regular safety audits and inspections to identify potential hazards.
3. Investigate and report on safety incidents and near-misses.
4. Provide training and education on safety practices to hospital staff.
5. Ensure compliance with local, state, and federal safety regulations.

Infection Control Officer:

1. Develop and implement infection control policies and procedures.
2. Monitor and investigate infection control breaches and incidents.
3. Provide training and education on infection control practices to hospital staff.
4. Ensure that the hospital is in compliance with infection control standards and guidelines.
5. Collaborate with other departments to minimize the risk of infection.

Environmental Services Manager:

1. Oversee the hospital's housekeeping and sanitation services.
2. Ensure that the hospital is clean, sanitary, and presentable at all times.
3. Develop and implement cleaning schedules and protocols.
4. Manage the environmental services staff and budget.
5. Ensure the proper disposal of waste, including hazardous materials.

Security Manager:

1. Develop and implement security protocols and procedures for the hospital.
2. Monitor and manage the hospital's security systems (e.g., CCTV, access control).
3. Conduct regular security audits and risk assessments.
4. Respond to and investigate security incidents.
5. Provide training and education on security practices to hospital staff.

Biomedical Engineer:

1. Ensure that all medical equipment is functioning properly and safely.
2. Develop and implement a maintenance schedule for medical equipment.
3. Conduct regular inspections and testing of medical devices.
4. Coordinate repairs and service for medical equipment.
5. Provide training on the proper use and maintenance of medical equipment.

Human Resources Representative:

1. Ensure that staff are adequately trained in safety and facility management protocols.
2. Develop and implement training programs related to facility safety and management.
3. Address any staffing issues related to facility management and safety.
4. Support the recruitment and retention of qualified facility management and safety staff.
5. Promote a culture of safety and continuous improvement among hospital staff.

Biomedical Waste Management committee

Vision:

To ensure the safe, efficient, and environmentally responsible management of biomedical waste, safeguarding the health of patients, staff, and the community.

Mission:

1. To implement and maintain stringent protocols for the segregation, collection, transportation, treatment, and disposal of biomedical waste.
2. To ensure compliance with local, state, and national regulations regarding biomedical waste management.
3. To educate and train all hospital staff on best practices in biomedical waste management.
4. To continuously monitor and improve biomedical waste management practices through regular audits and feedback.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Biomedical Waste Management Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of biomedical waste management policies and procedures.
4. Ensure the timely implementation of recommendations and action plans.
5. Coordinate with hospital leadership and other departments to address biomedical waste management issues.

Infection Control Officer:

1. Develop and implement infection control policies related to biomedical waste management.
2. Monitor and investigate any infection control breaches associated with biomedical waste.
3. Provide training and education on infection control practices related to waste management.
4. Ensure compliance with infection control standards and guidelines.
5. Collaborate with other departments to minimize the risk of infection.

Waste Management Officer:

1. Oversee the segregation, collection, transportation, treatment, and disposal of biomedical waste.
2. Ensure compliance with regulatory standards and guidelines for biomedical waste management.
3. Conduct regular audits and inspections of waste management practices.
4. Maintain accurate records of biomedical waste generation, treatment, and disposal.
5. Coordinate with external waste management service providers.

Environmental Services Manager:

1. Ensure that the hospital's housekeeping and sanitation services support effective biomedical waste management.
2. Develop and implement cleaning schedules and protocols that include waste management practices.
3. Manage the environmental services staff and ensure they are trained in waste management procedures.
4. Oversee the proper disposal of waste, including hazardous materials.
5. Ensure the hospital environment is clean and free from contamination risks associated with biomedical waste.

Safety Officer:

1. Develop and implement safety protocols and procedures related to biomedical waste management.
2. Conduct regular safety audits and inspections to identify potential hazards in waste management.
3. Investigate and report on safety incidents and near-misses involving biomedical waste.
4. Provide training and education on safety practices related to waste management.
5. Ensure compliance with local, state, and federal safety regulations.

Biomedical Engineer:

1. Ensure that all medical equipment related to waste management (e.g., autoclaves, incinerators) is functioning properly and safely.
2. Develop and implement a maintenance schedule for biomedical waste management equipment.
3. Conduct regular inspections and testing of waste management devices.
4. Coordinate repairs and service for biomedical waste management equipment.
5. Provide training on the proper use and maintenance of biomedical waste management equipment.

Human Resources Representative:

1. Ensure that staff are adequately trained in biomedical waste management protocols.
2. Develop and implement training programs related to biomedical waste management.
3. Address any staffing issues related to waste management.
4. Support the recruitment and retention of qualified waste management staff.
5. Promote a culture of safety and continuous improvement among hospital staff.

Patient and Family Education Committee

Vision:

To empower patients and their families with the knowledge and resources needed to make informed decisions about their health and well-being, thereby enhancing the overall patient care experience.

Mission:

1. To provide comprehensive, accessible, and understandable health education to patients and their families.
2. To develop and implement educational programs that address the diverse needs of the hospital's patient population.
3. To foster a supportive environment where patients and families feel comfortable seeking information and asking questions.
4. To continuously evaluate and improve educational materials and programs based on feedback and emerging best practices.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Patient and Family Education Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of patient and family education policies and programs.
4. Coordinate with hospital leadership and other departments to integrate educational efforts into overall patient care.
5. Ensure the timely implementation of recommendations and action plans.

Patient Education Coordinator:

1. Develop, implement, and evaluate patient and family education programs and materials.
2. Ensure that educational content is accurate, up-to-date, and culturally sensitive.
3. Coordinate educational activities with healthcare providers to ensure consistency in messaging.
4. Provide training and support to staff on delivering effective patient education.
5. Collect and analyze feedback from patients and families to improve educational offerings.

Nursing Representative:

1. Incorporate patient and family education into nursing care plans.
2. Educate nursing staff on best practices for patient education.
3. Identify common patient education needs and collaborate on creating relevant materials.
4. Monitor and ensure that patients receive appropriate education during their care.
5. Serve as a liaison between nursing staff and the committee.

Medical Representative (e.g., Physician or Specialist):

1. Provide clinical expertise to ensure the accuracy and relevance of educational content.
2. Support the integration of patient education into clinical practice.
3. Identify areas where additional patient education is needed based on clinical observations.
4. Educate medical staff on the importance of patient and family education.
5. Assist in developing specialty-specific educational materials and programs.

Social Worker:

1. Address the psychosocial aspects of patient and family education.
2. Ensure that educational programs consider the social and emotional needs of patients and families.
3. Provide resources and support for patients and families dealing with complex social issues.
4. Collaborate with other committee members to develop holistic educational materials.
5. Facilitate support groups and other educational sessions for patients and families.

Communication Specialist:

1. Develop and manage communication strategies to disseminate educational materials effectively.
2. Ensure that educational content is clear, engaging, and accessible.
3. Utilize various media (print, digital, workshops) to reach diverse patient populations.
4. Monitor and evaluate the effectiveness of communication strategies.
5. Provide guidance on the design and layout of educational materials.

IT Support Specialist:

1. Ensure the availability and functionality of digital tools and platforms for patient education.
2. Support the development and maintenance of online patient education resources.
3. Assist in integrating educational content into the hospital's electronic health records system.
4. Provide technical support for educational workshops and webinars.
5. Monitor and troubleshoot any issues related to the digital delivery of educational materials.

Quality Assurance Officer:

1. Monitor and evaluate the effectiveness of patient and family education programs.
2. Conduct regular audits and assessments to ensure compliance with educational standards.
3. Collect and analyze data on patient education outcomes.

4. Report findings and recommendations to the committee and hospital administration.
5. Ensure continuous improvement in patient and family education initiatives.

Nursing Service Committee

Vision:

To provide exceptional nursing care that is patient-centered, evidence-based, and aligned with the highest standards of professional practice, thereby enhancing the overall quality of healthcare services.

Mission:

1. To promote excellence in nursing practice through continuous education, professional development, and adherence to best practices.
2. To ensure a supportive and collaborative work environment that fosters the well-being and growth of nursing staff.
3. To advocate for patient safety and quality care by developing and implementing effective nursing policies and procedures.
4. To engage in continuous quality improvement initiatives aimed at enhancing patient outcomes and nursing performance.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Nursing Service Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of nursing policies and procedures.
4. Coordinate with hospital leadership and other departments to integrate nursing services into overall patient care.
5. Ensure the timely implementation of recommendations and action plans.

Director of Nursing:

1. Provide strategic leadership and direction for nursing services.
2. Ensure that nursing care is delivered according to hospital standards and best practices.
3. Oversee the recruitment, retention, and professional development of nursing staff.
4. Collaborate with other departments to promote interdisciplinary care.
5. Address any issues or challenges related to nursing services.

Nurse Educator:

1. Develop and implement continuing education programs for nursing staff.

2. Ensure that nurses are up-to-date with current best practices and advancements in nursing.
3. Provide training on new protocols, procedures, and equipment.
4. Evaluate the effectiveness of educational programs and make necessary adjustments.
5. Support the onboarding and orientation of new nursing staff.

Nurse Manager:

1. Oversee the day-to-day operations of nursing units or departments.
2. Ensure adequate staffing levels and appropriate skill mix for patient care needs.
3. Monitor and evaluate the performance of nursing staff.
4. Address any operational issues and ensure compliance with hospital policies.
5. Foster a positive work environment and support staff well-being.

Quality Improvement Officer:

1. Monitor and evaluate nursing care quality and patient outcomes.
2. Conduct regular audits and assessments to identify areas for improvement.
3. Develop and implement quality improvement initiatives in collaboration with nursing staff.
4. Collect and analyze data to inform decision-making and track progress.
5. Report findings and recommendations to the committee and hospital administration.

Infection Control Nurse:

1. Develop and implement infection control policies and procedures specific to nursing practice.
2. Monitor and investigate infection control breaches and incidents involving nursing care.
3. Provide training and education on infection control practices to nursing staff.
4. Ensure compliance with infection control standards and guidelines.
5. Collaborate with other departments to minimize the risk of infection.

Clinical Nurse Specialist:

1. Provide expert clinical support and guidance to nursing staff.
2. Develop and implement evidence-based protocols and guidelines.
3. Address complex clinical issues and support staff in delivering high-quality care.
4. Participate in clinical research and promote the integration of research findings into practice.
5. Educate and mentor nursing staff to enhance clinical skills and knowledge.

Human Resources Representative:

1. Support the recruitment, retention, and professional development of nursing staff.
2. Ensure that nursing staff are adequately trained and competent.
3. Address any staffing issues related to nursing services.

4. Promote a positive and supportive work environment for nursing staff.
5. Assist in the development and implementation of policies related to nursing employment and benefits.

Medical audit committee

Vision:

To enhance the quality of patient care through systematic evaluation and continuous improvement of clinical practices, ensuring the highest standards of medical excellence and patient safety.

Mission:

1. To conduct comprehensive audits of clinical practices, outcomes, and processes to identify areas for improvement.
2. To promote a culture of transparency, accountability, and continuous learning among healthcare providers.
3. To implement evidence-based recommendations and best practices to improve patient care and clinical outcomes.
4. To ensure compliance with regulatory standards and accreditation requirements.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Medical Audit Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of audit policies and procedures.
4. Ensure the timely implementation of recommendations and action plans derived from audits.
5. Coordinate with hospital leadership and other departments to address audit findings and improve clinical practices.

Medical Director:

1. Provide clinical oversight and ensure that audits are conducted with a high level of medical expertise.
2. Review and validate clinical findings and recommendations from the committee.
3. Address any clinical issues or complexities arising during the audit process.
4. Ensure that clinical staff are informed and educated about the outcomes and recommendations of the audits.
5. Support the implementation of evidence-based changes in clinical practice.

Quality Assurance Officer:

1. Develop and implement processes and protocols for conducting medical audits.

2. Ensure that audits are comprehensive, data-driven, and aligned with quality standards.
3. Collect and analyze data related to clinical practices and patient outcomes.
4. Report findings, trends, and recommendations to the committee and hospital administration.
5. Monitor the effectiveness of implemented changes and continuous improvement initiatives.

Nursing Representative:

1. Provide insights into nursing practices and ensure their inclusion in audits.
2. Assist in the evaluation of nursing-related aspects of patient care.
3. Educate nursing staff on audit outcomes and recommendations.
4. Collaborate with other committee members to develop and implement nursing-related improvements.
5. Serve as a liaison between nursing staff and the committee.

Clinical Specialists (e.g., Surgeons, Physicians, Anesthetists):

1. Provide specialty-specific insights and expertise during the audit process.
2. Analyze clinical aspects of cases within their specialty.
3. Contribute to the development of recommendations and action plans.
4. Educate and inform their peers about findings and best practices identified through the audit process.
5. Support the implementation of specialty-specific improvements in clinical practice.

Data Analyst:

1. Collect, organize, and analyze data related to clinical practices and patient outcomes.
2. Provide statistical and analytical support to identify trends and patterns.
3. Generate reports and visualizations to support the committee's audit process.
4. Ensure data accuracy and integrity in all analyses.
5. Assist in the continuous monitoring of clinical performance indicators.

Risk Management Officer:

1. Identify and assess risks associated with clinical practices and patient care.
2. Develop strategies to mitigate identified risks and prevent recurrence.
3. Collaborate with other committee members to ensure that risk management perspectives are incorporated into audit recommendations.
4. Monitor the effectiveness of risk mitigation strategies.
5. Provide training and education on risk management practices to healthcare staff.

Infection Control Officer:

1. Ensure that infection control practices are evaluated and included in audits.
2. Monitor and investigate any infection control breaches identified during audits.

3. Provide training and updates on infection control measures to all relevant staff.
4. Collaborate with other committee members to develop and implement infection control improvements.
5. Ensure compliance with infection control standards and guidelines.

Administrative Support:

1. Coordinate meeting logistics, including scheduling and documentation.
2. Maintain records of all audits, discussions, and action plans.
3. Ensure timely communication and follow-up on committee decisions.
4. Assist in the preparation and dissemination of reports and educational materials.
5. Support the committee in organizing training sessions and workshops related to audit outcomes.

Research Development Committee for Hospital

Vision:

To foster a culture of innovation and excellence in clinical and translational research, advancing medical knowledge and improving patient care.

Mission:

1. To support and promote high-quality, ethical research that addresses critical health challenges and enhances patient outcomes.
2. To facilitate the development, implementation, and dissemination of research projects within the hospital.
3. To provide resources, training, and mentorship to researchers and healthcare professionals.
4. To ensure compliance with regulatory standards and ethical guidelines in all research activities.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Research Development Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of research policies and procedures.
4. Coordinate with hospital leadership and other departments to support research initiatives.
5. Ensure the timely implementation of recommendations and action plans.

Research Director:

1. Provide strategic leadership and direction for the hospital's research activities.
2. Identify and prioritize key research areas and opportunities.
3. Oversee the development and submission of research proposals and grants.
4. Ensure that research projects align with the hospital's mission and goals.
5. Facilitate collaborations with external research partners and institutions.

Ethics Committee Representative:

1. Ensure that all research activities comply with ethical standards and regulatory requirements.
2. Review and approve research proposals for ethical considerations.
3. Monitor ongoing research projects for adherence to ethical guidelines.
4. Provide guidance and training on ethical research practices to researchers.
5. Address any ethical issues or concerns that arise during the research process.

Principal Investigator(s):

1. Lead specific research projects and ensure their successful execution.
2. Develop research proposals, design studies, and obtain necessary approvals.
3. Oversee data collection, analysis, and interpretation of research findings.
4. Ensure compliance with ethical and regulatory standards in their research.
5. Disseminate research findings through publications, presentations, and other channels.

Research Coordinator:

1. Assist in the planning, coordination, and execution of research projects.
2. Manage research documentation, including protocols, consent forms, and regulatory submissions.
3. Coordinate with research participants, clinical staff, and other stakeholders.
4. Monitor the progress of research projects and ensure adherence to timelines.
5. Provide administrative support to the Research Development Committee and investigators.

Data Analyst/Statistician:

1. Provide statistical and analytical support for research projects.
2. Assist in the design of studies, including sample size calculations and data collection methods.
3. Analyze research data and generate statistical reports and visualizations.
4. Ensure data accuracy, integrity, and confidentiality.
5. Collaborate with researchers to interpret findings and prepare manuscripts.

Funding and Grants Officer:

1. Identify funding opportunities and assist researchers in securing grants.
2. Provide guidance on grant application processes and requirements.
3. Review and edit grant proposals to enhance their competitiveness.
4. Manage grant budgets and ensure compliance with funding agency requirements.

5. Track and report on the status of research funding and grant applications.

Clinical Representative (e.g., Physicians, Nurses, Allied Health Professionals):

1. Provide clinical expertise and insights to inform research projects.
2. Identify clinical challenges and opportunities that could benefit from research.
3. Facilitate the integration of research findings into clinical practice.
4. Collaborate with researchers to design and implement clinically relevant studies.
5. Advocate for the involvement of clinical staff in research activities.

Administrative Support:

1. Coordinate meeting logistics, including scheduling and documentation.
2. Maintain records of all research projects, proposals, and committee activities.
3. Ensure timely communication and follow-up on committee decisions.
4. Assist in the preparation and dissemination of research-related materials.
5. Support the organization of training sessions, workshops, and research events.

Disaster Management Committee

Vision:

To ensure the hospital is fully prepared to respond effectively to any disaster or emergency situation, minimizing risks and ensuring the safety and well-being of patients, staff, and visitors.

Mission:

1. To develop, implement, and maintain comprehensive disaster preparedness and response plans.
2. To ensure all hospital staff are trained and equipped to handle emergency situations.
3. To coordinate with local, state, and national agencies for effective disaster response and recovery.
4. To continuously evaluate and improve disaster preparedness through regular drills, audits, and feedback.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Disaster Management Committee and ensure its effective functioning.
2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of disaster management policies and procedures.
4. Coordinate with hospital leadership and external agencies for disaster preparedness and response.
5. Ensure the timely implementation of recommendations and action plans.

Emergency Preparedness Coordinator:

1. Develop and update the hospital's disaster management plans.
2. Coordinate disaster preparedness training and drills for all hospital staff.
3. Ensure the availability and maintenance of emergency equipment and supplies.
4. Liaise with local, state, and federal agencies for disaster response coordination.
5. Monitor and evaluate the effectiveness of disaster preparedness initiatives.

Medical Director:

1. Provide clinical oversight for disaster preparedness and response activities.
2. Ensure the availability of medical resources and personnel during emergencies.
3. Develop clinical protocols for emergency medical care.
4. Coordinate with clinical departments to ensure readiness for disaster response.
5. Address any clinical issues or challenges during disaster situations.

Nursing Director:

1. Ensure nursing staff are trained and prepared for disaster response.
2. Develop and implement nursing protocols for emergency situations.
3. Coordinate nursing resources and personnel during disasters.
4. Monitor and support the well-being of nursing staff during and after emergencies.
5. Collaborate with other committee members to integrate nursing perspectives into disaster plans.

Safety Officer:

1. Develop and implement safety protocols for disaster situations.
2. Conduct regular safety audits and inspections to identify potential hazards.
3. Provide training and education on safety practices during disasters.
4. Investigate and report on safety incidents during emergency situations.
5. Ensure compliance with local, state, and federal safety regulations.

Facilities Manager:

1. Ensure the hospital's infrastructure is prepared for disaster situations.
2. Maintain and test emergency power, water, and communication systems.
3. Develop and implement plans for the evacuation and sheltering of patients and staff.
4. Coordinate repairs and maintenance of hospital facilities during and after disasters.
5. Manage the hospital's facilities budget and resources for disaster preparedness.

Security Manager:

1. Develop and implement security protocols for disaster situations.
2. Monitor and manage the hospital's security systems (e.g., CCTV, access control).
3. Coordinate security personnel during emergencies to ensure the safety of patients, staff, and visitors.

4. Respond to and investigate security incidents during disasters.
5. Provide training and education on security practices during emergencies.

Public Relations Officer:

1. Develop and implement communication strategies for disaster situations.
2. Ensure timely and accurate communication with patients, staff, and the public during emergencies.
3. Serve as the hospital's spokesperson during disaster response and recovery.
4. Coordinate with media and external agencies for information dissemination.
5. Manage the hospital's social media and other communication platforms during emergencies.

Human Resources Representative:

1. Ensure that staff are adequately trained in disaster preparedness protocols.
2. Develop and implement policies related to staff roles and responsibilities during emergencies.
3. Address any staffing issues related to disaster response and recovery.
4. Support the well-being and resilience of staff during and after disasters.
5. Assist in the recruitment and retention of staff with disaster management expertise.

Equipment and technology committee

Vision:

To ensure the hospital is equipped with state-of-the-art medical equipment and technology, enhancing the quality of patient care and operational efficiency.

Mission:

1. To evaluate, acquire, and maintain advanced medical equipment and technology that meets the highest standards of safety and effectiveness.
2. To support healthcare professionals with the necessary tools and training to deliver superior patient care.
3. To foster a culture of innovation and continuous improvement in the use of medical technology.
4. To ensure compliance with regulatory standards and guidelines for medical equipment and technology.

Roles and Responsibilities of Committee Members

Chairperson:

1. Lead the Equipment and Technology Committee and ensure its effective functioning.

2. Set agendas, convene, and facilitate committee meetings.
3. Oversee the development and implementation of equipment and technology policies and procedures.
4. Coordinate with hospital leadership and other departments to address equipment and technology needs.
5. Ensure the timely implementation of recommendations and action plans.

Biomedical Engineer:

1. Evaluate and recommend the acquisition of medical equipment and technology.
2. Ensure the proper installation, maintenance, and repair of medical equipment.
3. Conduct regular inspections and testing of medical devices to ensure safety and functionality.
4. Provide technical support and training to healthcare staff on the use of medical equipment.
5. Maintain accurate records of equipment inventory, maintenance, and repairs.

IT Specialist:

1. Oversee the integration and functionality of medical technology and information systems.
2. Ensure the security and confidentiality of patient data and hospital information systems.
3. Provide technical support and troubleshooting for hospital staff.
4. Implement and maintain software and hardware updates.
5. Develop and deliver training programs for staff on new technology and systems.

Medical Director:

1. Provide clinical oversight and ensure that equipment and technology meet clinical needs.
2. Review and approve clinical protocols related to the use of medical equipment and technology.
3. Collaborate with clinical departments to identify and prioritize equipment needs.
4. Ensure the training and competency of medical staff in using new technology.
5. Address any clinical issues or challenges related to equipment and technology.

Nursing Director:

1. Ensure that nursing staff are adequately trained and competent in using medical equipment and technology.
2. Collaborate with the biomedical engineer and IT specialist to address nursing-related equipment needs.
3. Monitor and evaluate the impact of medical technology on nursing practice.
4. Provide feedback and recommendations for equipment and technology improvements.
5. Ensure the safety and well-being of patients and staff in relation to equipment use.

Procurement Officer:

1. Manage the procurement process for medical equipment and technology.
2. Ensure that purchases are made in accordance with hospital policies and budget constraints.
3. Negotiate with suppliers and vendors to secure the best terms and prices.
4. Maintain accurate records of equipment purchases and contracts.
5. Coordinate with the biomedical engineer and other stakeholders to ensure timely delivery and installation of equipment.

Quality Assurance Officer:

1. Develop and implement quality assurance protocols for medical equipment and technology.
2. Conduct regular audits and assessments to ensure compliance with quality standards.
3. Analyze data and feedback to identify areas for improvement in equipment use and management.
4. Report findings and recommendations to the committee and hospital administration.
5. Monitor the effectiveness of implemented changes and continuous improvement initiatives.

Clinical Representatives (e.g., Physicians, Nurses, Allied Health Professionals):

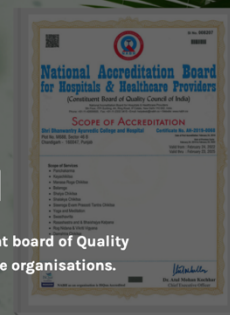
1. Provide clinical insights and expertise during the evaluation and selection of medical equipment and technology.
2. Identify clinical challenges and opportunities that could benefit from new technology.
3. Collaborate with other committee members to ensure the clinical relevance of equipment and technology.
4. Educate and train their peers on the use of new equipment and technology.
5. Advocate for the involvement of clinical staff in decision-making processes related to equipment and technology.

Administrative Support:

1. Coordinate meeting logistics, including scheduling and documentation.
2. Maintain records of all committee activities, discussions, and action plans.
3. Ensure timely communication and follow-up on committee decisions.
4. Assist in the preparation and dissemination of reports and educational materials.
5. Support the organization of training sessions, workshops, and technology demonstrations.



Superspeciality Ayurvedic Hospital



NABH ACCREDITATION

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