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## Shri Dhanwantry Ayurvedic College & Hospital Certificate

This register contains the minutes of meetings of the  
Pharmaco-Therapeutic Committee, from page 1 to page 372

G. N. S.

Principal

Principal  
Shri Dhanwantry Ayurvedic College  
& Hospital. Sec. 46-B, Chandigarh



DATE 16/11/2023  
Thursday.

The first meeting of pharmaceutical committee was held on 16/11/2023 at 11 am conference room of Pharmacy Ayazmedia college.

The following members were attend the meeting:

- Dr. Sunuj muralidham -
- Dr. Kusika Agrwal
- Dr. Ravinda Iceeri
- Dr. Anshona S.
- Dr. Anus Kaushal
- Dr. Ashik Narayana
- Dr. Saranya S
- Dr. Nidhin m m

Agenda of meeting

- Discussion regarding the working path of the committee.

Action taken

1. Decided to <sup>monitor</sup> ensure the all pharmacy, medicine related activities.
2. committee will be meeting every once in a month. For ensure the compliance according to NABH Guide Lines



meeting was held in the Hospital block on  
 11/12/23 12. pm

The following members were present.

1. Dr. Sanjay Muralidharan
2. Dr. Ravinder Kaur
3. Dr. Kanika Agrawal
4. Dr. Saranya
5. Dr. Archana
6. Dr. Ashik Narayan

Agenda of meeting.

Assign the individual duties each members for  
 monitoring pharmacy activities for respective department  
 - pharmacy error is anything

Action taken.

- For pancha koma Related medicine Demand;  
 Purchase etc.
- For female p.k - Dr. Kanika Agrawal
- male p.k - Dr. Ashik Narayan
- ENT - Dr. Arun Kaushal
- Swatha - Dr. Ravinder Kaur
- Council - Dr. Archana
- AS & co-ordinators - Dr. Saranya
- Dr. Sanjay Muralidharan
- Dr. Archana

- one pharmacy error noticed instruction given to the  
 Pharmacy staff.



DATE 10/02/24.  
Saturday.

meeting was held on 10/02/24 on 3:00pm at 116  
speciality opd room.

The following members present

1. Dr. Sanuj Muralidharan
2. Dr. Kanika Agrawal
3. Dr. Pooja Kori
4. Dr. Nidhin M.M
5. Dr. Saranya S.

### Agenda.

- Review the Activity of the committee
- Any other Agendas by the co-ordinator
- pharmacy errors

### Action taken.

- As per the NABH Guidelines. instructed for the updation of MOM chapter of manual
- include pharmacy staff in MOM PD ensuring the compliance
- one pharmacy error reported; noted & verified  
action correct medication was given to the patient proper instruction given to pharmacist.

Dr. Pooja Kori  
verified  
Dr. Pooja Kori  
verified



DATE 29/03/24  
Wednesday

meeting was held on 29/03/24 on 3:00 pm at conference room.

The following members were present:

1. Dr. Sunij muralidhar

2. Dr. Archan S

3. Dr. Arun Koohal

4. Dr. Nidhin

5. Dr. Ashik Narayani

6. Dr. Saranya S.

### Agenda

- Review the Activity
- Pharmacy erosion, efficacy of medicine

### Action taken:

- To conduct training session for Pharmacy Staff regarding NABH Guidelines
- Dr. Nidhin is assigned for the training on 30/03/24. Short complaint need
- one Peacell medicine is noted. Instantly replace the medicine with vendor



DATE 30/03/24  
Sulabh

Report of training activity conducted. For planning staff  
on 30/03/24. 12.00 pm.

The following staff were present

Dr. Nidhin min - trainer

preto - Preeto

Punam - Punam

Sulabhna - Sulabhnae

- Guided registration

- LASA

- FiFo

- NABH Guidelines

- Good Dispensing practice

- Registration to be made

- Medication Error



DATE 10/05/24.  
Friday.

The First meeting was held by the reconstituted Pharmacotherapeutic Committee on 10/05/24 on 3:00 pm. Conference room.

### Agenda.

- Discussion regarding working pattern to new members.
- Role of each member in the committee.
- Pharmacy Error.

### Action taken.

- Committee shall monitor all pharmacy related activity, responsibility devolved.

The following members present

1. Dr. Nidhin. m. m
2. Dr. Sreeharsh.
3. Dr. Ramesh. Kan
4. Dr. Saranya. S
5. Dr. Jinoop. P
6. Dr. Avafat Singh
7. Dr. Jyoti
8. Dr. Ashik N
9. M.S. Preetha

Pharmacy error → Rectified correct medicine given



DATE 30/7/24.  
Tuesday

meeting was held on 30/7/24 at 3.00 pm -  
Hospital Block

Agenda:

- Review the Activity
- Pharmacy error

Action taken

- coordinators & co-coordinators will give the continued focus to the pharmacy staff for maintaining good pharmacy practice
- AS per NABH Guidelines - Full committee will meet whenever necessary.

members who present:

- Dr. Nidhin. m.m
- Dr. Sreekanth
- Dr. Jmoo P.
- Dr. Arun
- Dr. Ashik
- Dr. Saranya
- Dr. Jyoti
- Ms. preetha

For pharmacy error - Short Submission given to the pharmacist for B. Clonidine. The proper SOP - AS regarding the medication



meeting was held with pharmacy staff regarding the working put back on 22/02/24 12.00pm

Agenda-

- check the records

Action taken:

- instruct to maintain the records:
  - stock register
  - BNF register
  - invoice
  - inventory
  - ADP
  - LASA of PPs

members present:

- Dr. Nidhin
- Dr. Sreepath
- Ms. Meetha
- Ms. Sulekha
- Ms. Parvathi



DATE 25/10/24.

Friday.

meeting was held with pharmacy staff along with  
on 25/10/24 at 2.00 pm

### Agenda.

— Review the activities in pharmacy

### Action taken

- All registers checked & verified.
- instructed to maintain registers well updated.

### members present

Dr. Nidhin

Dr. Sreebath

Dr. Preetha

Ms. Salakhona

Ms. Roopa

Sulakshana

Raja



DATE 23/12/24.

Monday.

meeting was held on 23/12/24 at 2.00 pm in  
1st special Block

### Agenda:

- Full committee review
- Annual Activity

### Action taken:

- Committee will work with AI for the  
conclusion
- All the Activity was manifested.

members present

Dr. Aradhya m m

Dr. Sreepathi

Dr. Jinoop

Dr. Aravind

Dr. Saranya

Dr. Jyoti

MS preetha

Dr. Ashika Narayan s.

Dr. Mukti Bhanu

— online attend —



DATE 30/01/25

Tuesday.

meeting was held on 30/01/25 at 2.00pm at conference room.

Agenda - Review the activities.

Action

committees instructed maintain an update on the documents timely.

members present

Dr. Vidhin

Dr. Sreebats

Dr. Preetha

Ms. Pooja

Ms. Salakshi

21/1/25



DATE 8/02/25  
Saturday

Meeting was held in the pharmacy on 8/02/25  
at 12.00 pm For pharmacy staff.

### Agenda.

- To train the pharmacy staff regarding the proper maintain of Register.
- proper Arrangement.

Members Attended For training -

- Dr. Nidhen. m.m - Trainer ✓
- Dr. Sreekanth - Trainer ✓
- Mr. preetha - pharmacist ✓
- Ms. Sulabha - pharmacist ✓
- Ms. Jeeja - pharmacist ✓

### Action - taken

1. Training is given to the pharmacy staff
1. Register review
2. Arrangement of medical paper
3. Medication error
4. ADR.

8/2/25



Meeting held on

Date :- 10/3/20 - Monday.

Time :- 11:00 AM.

Venue :- Hospital pharmacy.

Agenda

- ① Review of Existing hospital formulary.
- ② Evaluation and Approval of New drug proposals.
- ③ Discussion on Rational use of drugs and compliance with essential drug list.

Attendees

- Dr. Nidhis N. M.
- Dr. Shrikant B.
- Ms. Preeto. Preet
- Ms. Sulakshna
- Ms. Pooja.

Action taken -

- Updating of existing formulary started.
- New drug Addition list discussed, form introduced.



Meeting was held on:

Date - 17<sup>th</sup> April, 2025

Time - 11 AM to 12:15 PM

Venue - conference Room

### Agenda

- Update on Hospital formulary circulation and implementation.
- Introduction of New drug inclusion request form
- Proposal for awareness initiatives among clinicians and interns

### Members Attended

- ① Dr. Nidhin K.K
- ② Dr. Shikant
- ③ Dr. Vinoo
- ④ Dr. Sarany: Absent
- ⑤ Dr. Anbar
- ⑥ Dr. Tyothi
- ⑦ Asst. Pruthi

### Action taken

- Updated Hospital formulary and distributed it to clinicians
- Sensitized clinicians on new drug inclusion form.



Meeting held on

Date - 19th May, 2021

Time - 11:00 AM - 12:15 PM

Venue - conference room

Agenda

- Briefing the New members of the committee about the working of the committee
- Roles of each member in the committee.
- Planning of upcoming activities for quarter.

Members Attended

- ① Dr. Nishin K. K.
- ② Dr. Shuleath
- ③ Dr. Tinopp
- ④ Dr. Artar
- ⑤ Dr. Rande
- ⑥ Dr. Jyothi
- ⑦ Dr. Donvi
- ⑧ Dr. Neelika Bawa
- ⑨ Dr. Ashika
- ⑩ Mrs. Priyanka

ATR → members briefed on workings

→ Feedback forms drafted for Review.

Meeting was held on

Date — 15.07.21 (Monday)  
Time — 3 PM to 3:30 PM  
Venue — Pharmacy

Agenda

- Regarding update on regular housekeeping and maintenance of store and pharmacy premises
- Guidelines for timely dispensing of medicines nearing expiry
- Open discussion and suggestions from staff.

Attended by

- ① Dr. Nidhin A. A
- ② Dr. Shrikant
- ③ Mrs. Preetha
- ④ Mrs. Subalakshmi
- ⑤ Mrs. Pooja

Action taken

- House keeping staff notified for regular cleaning along with updation of house keep sheet
- Near expiry meds noted and list submitted to DMS. for further action.



DATE 22/9/25

## Meeting held on

Date : 22.09.25 (Monday)

Time : 3:00 p.m. to 3:30 p.m.

Venue : conference room

## → Agenda

- ① Review of existing hospital formulary.
- ② Evaluation & approval of new drug proposals.
- ③ Discussion on Rational use of drugs and compliance with essential drug list.

## → Attendees -

- ① Dr. Nidhin M.M.
- ① Dr. Shankanth
- ① Dr. Jinoop
- ① Dr. Avtar
- ① Dr. Ravinder
- ① Dr. Jyoti
- ① Dr. Oorvi
- ① Dr. Mukta Bawa
- ① Dr. Ashik
- ① Ms. Preeto

- ATR → Members briefed on workings
- Feedback form drafted for review.
- Updating of existing formulary started
- New drug addition list discussed, form introduced



Meeting held on:

Date : 10.12.25 (Wednesday)

Time : 2:30 p.m. to 3:00 p.m.

Venue : Conference room

→ Agenda

- ① Review of existing hospital formulary.
- ② Evaluation and approval of new drug proposals.
- ③ Discussion on rational use of drugs and compliance with essential drug list.

→ Attendees:

- Dr. Nidhin M.M.
- Dr. Shrikanth
- Dr. Jinoop
- Dr. Avtar
- Dr. Ravinder
- Dr. Jyoti ~~Present~~ Absent
- Dr. Oorvi
- Dr. Mukta Bawa
- Dr. Ashik
- Ms. Preeto

→ ATR

- Members briefed on workings
- Feedback form drafted for review.



DATE 20/3/26

Meeting Held On -  
 Date - 20/3/26  
 Time - 2:30 Pm to 3:00 Pm  
 Venue - Conference Room

### Agenda →

- ① Introduction of Pharmacotherapeutic Committee
- ② Discussion on objectives & Rules
- ③ Development of Hospital Drug Policy
- ④ Preparation of EOL
- ⑤ Planning of training programmes
- ⑥ Ensuring NABH Compliance in pharmacy service

### Attendees :- →

Dr. Sanuj Murli sharan ~~Present~~  
 Dr. Nishin MM Absent.  
 Dr. Ravinder ~~Present~~  
 Dr. Oorvi K ~~Present~~  
 Dr. Mukta Bawa Mukta  
 Dr. Arun Kanhal A  
 Dr. Monika ~~Present~~  
 Dr. Artax ~~Present~~  
 Ms. Preeta ~~Present~~

### ATR

- ! →
1. Members briefed on workings.
  2. Updating of Existed Hospital Formulary.
  3. Planning of next training programs.

# SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL



Run By : SHRI DHANWANTRY EDUCATIONAL SOCIETY (REGD.)

SECTOR 46-B, CHANDIGARH

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Affiliated with Shri Krishna AYUSH University Kurukshetra (Hry.)

No. SDACH/2026/529

Date: 16.03.2026

## CIRCULAR

To: All Members of the Pharmaco- therapeutic Committee

Subject: Invitation to Pharmaco- therapeutic Committee Meeting on 20 March 2026.

Dear Members,

All faculty members are hereby informed that an Pharmaco- therapeutic Committee Meeting has been scheduled as per the following details:

Date: 20 March 2026

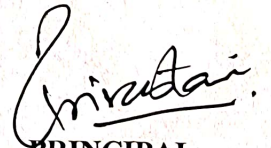
Time: 02:30 PM

Venue: Conference Hall, Shri Dhanwantry Ayurvedic College & Hospital

### Agenda of the Meeting

- Introduction of Pharmacotherapeutic Committee members.
- Discussion on objectives and roles of the committee.
- Development of hospital drug policy.
- Preparation of hospital formulary / Essential Drug List.
- Promotion of rational drug use in hospital.
- Planning of training programs for doctors, pharmacists and nurses.
- Ensuring NABH compliance in pharmacy services.
- Any other matter with permission of chair.

All members are requested to attend the meeting punctually, as the discussion will be important for strengthening institutional quality standards and accreditation preparedness.

  
PRINCIPAL

Principal  
Shri Dhanwantry Ayurvedic College  
& Hospital, Sec. 46-B, Chandigarh

## Minutes of the Pharmaco-therapeutic Committee Meeting

**Date:** 20 March 2026

**Time:** 02:30 PM

**Venue:** Conference Hall,

Shri Dhanwantry Ayurvedic College & Hospital, Sec 46B, Chandigarh

### 1. Members Present:

<b>Chairperson</b>	Dr Sanuj Murlidharan
<b>Coordinator</b>	Dr Nidhin MM
<b>Member</b>	Dr Ravinder Kaur
<b>Member</b>	Dr Oorvi K
<b>Member</b>	Dr Mukta Bawa
<b>Member</b>	Dr Arun Kaushal
<b>Member</b>	Dr Avtar Singh Chauhan
<b>Member</b>	Dr Monika
<b>Member</b>	Ms. Preeto

### 2. Agenda-wise Discussion:

#### 1. Introduction of Members:

All members introduced themselves. The Chairperson welcomed all participants and emphasized the importance of the committee.

#### 2. Objectives and Roles:

The committee discussed its roles in ensuring safe, effective, and rational use of medicines. Responsibilities were defined for each member.

#### 3. Hospital Drug Policy:

It was decided to develop a comprehensive drug policy covering procurement, storage, dispensing, and monitoring of drugs.

#### 4. Hospital Formulary / Essential Drug List:

A subcommittee was formed to prepare and regularly update the Essential Drug List.

#### 5. Rational Drug Use:

Strategies such as prescription audits, and standard treatment guidelines were proposed.

**6. Training Programs:**

Regular training sessions for doctors, pharmacists, and nursing staff were planned to improve drug safety and compliance.

**7. NABH Compliance:**

Measures to align pharmacy services with NABH standards were discussed, including documentation and quality indicators.

**8. Any Other Matter:**

- Suggestions for digital record-keeping were discussed.
- Next meeting schedule to be finalized.

**3. Decisions Taken:**

- Formation of subcommittees for drug policy and formulary
- Monthly review of drug utilization
- Regular training and audits to be conducted

**4. Action Plan:**

<b>Task</b>	<b>Responsible Person</b>	<b>Timeline</b>
Draft Drug Policy	Pharmacy Head	2 weeks
Training Program	Chairperson / Coordinator	Monthly
Maintain EDL	Pharmacy Head	3 weeks

**5. Next Meeting:**

To be scheduled and communicated later.

**Meeting concluded with a vote of thanks to the Chair.**

**Prepared by:**

**Approved by:**

Chairperson



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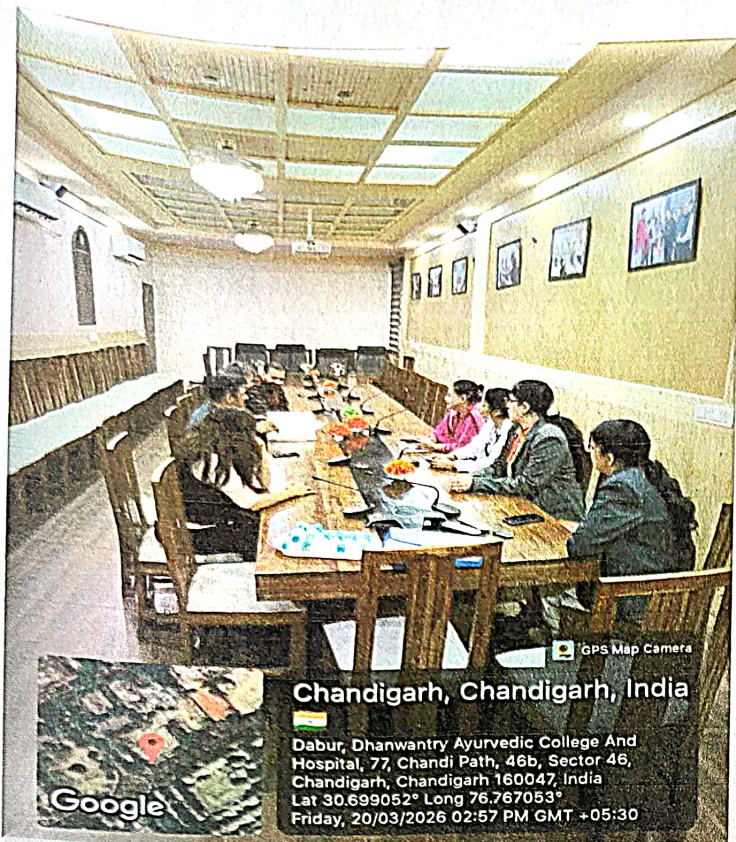


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