



DR. M. L. DHAWALE MEMORIAL  
HOMOEOPATHIC INSTITUTE

Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 •

Fax : 02525-257019

(Recognized by the Central council of Homoeopathy, New Delhi and  
Maharashtra University of Health Sciences, Nashik)

LIST OF COMMITTEES

SR. NO.	NAME OF THE COMMITTEES
1.	ACADEMIC COMMITTEE
2.	CLINICAL COMMITTEE
3.	CULTURAL COMMITTEE
4.	SPORTS COMMITTEE
5.	HOSTEL AND CANTEEN COMMITTEE
6.	SCR COMMITTEE
7.	IPR COMMITTEE
8.	GRIEVENCE COMMITTEE
9.	EXAM GRIEVANCE COMMITTEE
10.	ANTI- RAGGING COMMITTEE
11.	WOMEN HARRASSEMENT COMMITTEE
12.	LOCAL MANAGEMENT COMMITTEE
13.	IQAC
14.	SC/ ST/ OBC GREIVANCE CELL
15.	MINORITY CELL
16.	NAAC COMMITTEE
17.	INSTITUTIONAL ETHICS COMMITTEE
18.	COLLEGE COUNCIL



## CONFIGURATION OF THE COMMITTEES

### ACADEMIC COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Bhavik Parekh	HOD- MATERIA MEDICA DEPARTMENT
2.	Dr. Omkar Anavkar	Lecturer- Paediatric Department
3.	Dr. Mansi Surati	Lecturer- Psychiatry Department
4.	Dr. Ayesha Momin	Student Representative (Batch- 2019-22)
5.	Dr. Gneya Trivedi	Student Representative (Batch- 2019-22)
6.	Dr. Shikha Upadhyay	Student Representative (Batch- 2020-24)
7.	Dr. Asma Shaikh	Student Representative (Batch- 2020-24)
8.	Dr. Avani Mehta	Student Representative (Batch- 2021-24)
9.	Dr. Shreya Manwani	Student Representative (Batch- 2021-24)

### CLINICAL COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Prashant Tamboli	Reader- REPERTORY DEPARTMENT
2.	Dr. Sachin Junagade	Reader- ORGANON of MEDICINE
3.	Dr. Harshala Sarvagod	Reader- MEDICINE DEPARTMENT
4.	Dr. Mehwash Kamdar	Student Representative (Batch- 2019-22)
5.	Dr. Shyamali Dave	Student Representative (Batch- 2019-22)
6.	Dr. Sanya Rupani	Student Representative (Batch- 2020-24)
7.	Dr. Viren Shetty	Student Representative (Batch- 2020-24)
8.	Dr. Shraddha Manwani	Student Representative (Batch- 2021-24)
9.	Dr. Vaishnavi Bharade	Student Representative (Batch- 2021-24)



CULTURAL COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Chandrasekhar Goda	HOD- PAEDITRIC DEPARTMENT
2.	Dr. Vivek Kadam	Reader- MATERIA MEDICA DEPARTMENT
3.	Dr. Sadhana Dipake	Student Representative (Batch- 2019-2022)
4.	Dr. Dhwanii Gesota	Student Representative (Batch- 2019-2022)
5.	Dr. Monika Totani	Student Representative (Batch- 2020-2024)
6.	Dr. Vibhuti Poyarikar	Student Representative (Batch- 2020-2024)
7.	Dr. Bhairavi Jadhav	Student Representative (Batch- 2021- 2024)
8.	Dr. Kajal Margale	Student Representative (Batch- 2021- 2024)

SPORTS COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Chandrasekhar Goda	HOD- PAEDITRIC DEPARTMENT
2.	Dr. Vivek Kadam	Reader- MATERIA MEDICA DEPARTMENT
3.	Dr. Anagha Patil	Student Representative (Batch-2019-2022)
4.	Dr. Raghavi M	Student Representative (Batch-2019-2022)
5.	Dr. Anugraha Aji	Student Representative (Batch- 2020-2024)
6.	Dr. Samiksha Yewale	Student Representative (Batch- 2020-2024)
7.	Dr. Ann Athira	Student Representative (Batch- 2021- 2024)
8.	Dr. Shivani Devale	Student Representative (Batch- 2021- 2024)



HOSTEL AND CANTEEN COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Sachin Junagade	Vice Principal of MLDMHI and Reader of ORGANON DEPARTMENT
2.	Mr. Bhupendra Chaudhary	DTH representative
3.	Dr. Shreya Ranch	Student Representative (Batch-2019-2022)
4.	Dr. Vrushali Kulkarni	Student Representative (Batch- 2019-2022)
5.	Dr. Vibhuti Poyarekar	Student Representative (Batch- 2020-2024)
6.	Dr. Akshay Aiyar	Student Representative (Batch- 2020-2024)
7.	Dr. Gayatri Gude	Student Representative (Batch- 2021-2024)
8.	Dr. Unnati Bhangare	Student Representative (Batch- 2021-2024)

SCR COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Anoop Nigwekar	HOD- REPERTORY DEPARTMENT
2.	Dr. Vivek Kadam	Reader- MATERIA MEDICA DEPARTMENT
3.	Dr. Lucky Nagdev	Student Representative (Batch- 2019-2022)
4.	Dr. Anam Chaudhary	Student Representative (Batch- 2019-2022)
5.	Dr. Shivani Rana	Student Representative (Batch- 2020-2024)
6.	Dr. V. Shivani	Student Representative (Batch- 2020-2024)
7.	Dr. Aishwarya Kulkarni	Student Representative (Batch- 2021-24)
8.	Dr. Sheetal Chudasama	Student Representative (Batch- 2021-24)



IPR COMMITTEE- 2022-2023

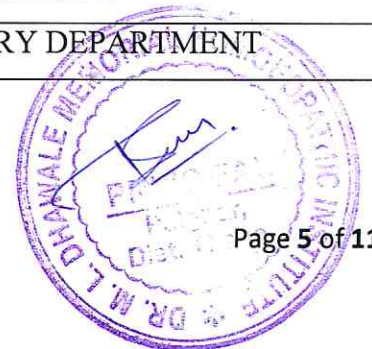
SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Manoj Patel	HOD- PSYCHIATRY DEPARTMENT
2.	Dr. Rajesh Yadav	Reader- PSYCHIATRY DEPARTMENT
3.	Dr. Tanmayee Pawaskar	Student Representative (Batch- 2019-22)
4.	Dr. Aishwarya Jadhav	Student Representative (Batch- 2019-22)
5.	Dr. Devashri Joshi	Student Representative (Batch- 2020-2024)
6.	Dr.Khusbhu JanwaChoudhary	Student Representative (Batch- 2020-2024)
7.	Dr.Devey Parit	Student Representative (Batch 2021-2024)
8.	Dr.Manali Kedar	Student Representative (Batch 2021-2024)

GRIEVENCE COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Bipin Jain	Chairman
2.	Dr. Sachin Junagade	Secretary
3.	Dr. Sunita Nikumbh	Member
4.	Dr. Shama Rao	Member
5.	Dr. Harshala Sarvagod	Member

EXAM GRIEVENCE COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Anand Kapase	HOD- ORGANON DEPARTMENT
2.	Dr. Vivek Kadam	Reader- HMM DEPARTMENT
3.	Dr. Mansi Surati	Lecturer- PSYCHIATRY DEPARTMENT

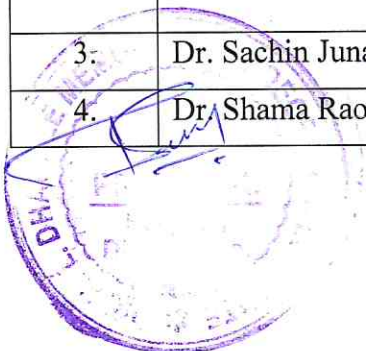


ANTI- RAGGING COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Bipin Jain	Dean/ Principal
2.	Mrs. Swati Deshpande	Representative of Civil Administration
3.	Mr. Ram Eknath Bhalsingh	Representative of Police Administration
4.	Mr. Pankaj Raut	Representative of Local Media
5.	Smt. Damini Raut	Representative of NGO involved in Youth Activity
6.	Dr. Anand Kapase	Faculty Representative
7.	Dr. Sunita Nikumbh	Faculty Representative
8.	Dr. Harshala Sarvagod	Faculty Representative
9.	Dr. Sachin Junagade	Rector- Boys Hostel
10.	Mrs. Akhtarunissa Sayyad	Rector- Girls Hostel
11.	Mr. Bhupendra Chaudhary	Admin Officer/ Office Superintendent
12.	Dr. Neena Ambekar	Parent Representative
13.	Mr. Mohan Vanage	Parent Representative
14.	Mrs. Nirmala Kulkarni	Representative of Non- Teaching Staff Member
15.	Dr. Vrushali Kulkarni	Student Representative (Batch-2019-22)
16.	Dr. Shreya Ranch	Student Representative (Batch-2019-22)
17.	Dr. Akshay Ayyar	Student Representative (Batch-2020-24)
18.	Dr. Vibhuti Poyarekar	Student Representative (Batch-2020-24)

WOMEN HARRASSEMENT COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Sunita Nikumbh	Chairman- Assoc. Prof, PSYCHIATRY DEPARTMENT
2.	Smt. Damini Raut	Representative of NGO, Member, executive committee, Gayatri Mahila Mandal, Umroli
3.	Dr. Sachin Junagade	Superintendent
4.	Dr. Shama Rao	Faculty Representative

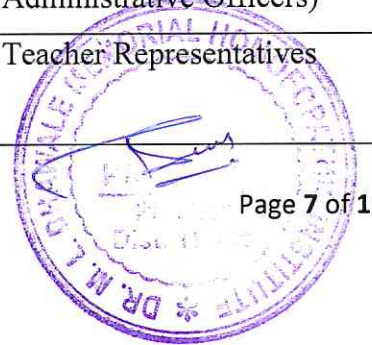


LOCAL MANAGEMENT COMMITTEE- 2022-2023

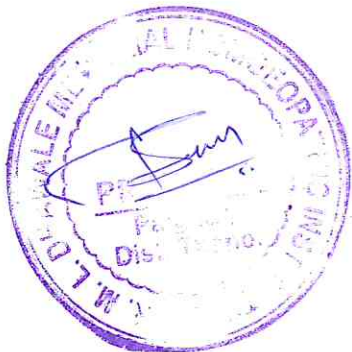
SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Kumar Dhawale	Chairman
2.	Dr. Bipin Jain	Member Secretary
3.	Dr. Anoop Nigwekar	Secretary MLD Trust
4.	Mr. Sudhir Dandekar	Local Prominent People
5.	Mr. Arun Padhye	Local Prominent People
6.	Mr. Mahendrabhai Shah	Local Prominent People
7.	Dr. Anand Kapase	Teaching Representative
8.	Dr. Sachin Junagade	Teaching Representative
9.	Dr. Sunita Nikumbh	Teaching Representative
10.	Mr. Vitthal More	Non- Teaching Representative

IQAC

SR. NO	Name	Designation	Post
1.	Dr. Bipin Jain	Principal, MLDMHI	Chairperson
2.	Dr. Ujjwala Pendse	Trustee, MLDT	Member from Management
3.	Prof. Savita Tauro	Principal, St. John's Pharmacy College	Nominee from Employer/ Industrialist/ Stakeholders
4.	Mr. Sudhir Dandekar	Member, Patient Care Committee, RHH, Palghar	Nominee from Employer/ Industrialist/ Stakeholders
5.	Dr. Kumar Dhawale	Former Principal, MLDMHI	Coordinator of the IQAC
6.	Dr. Prakash Gudsoorkar	Head, Clinical services and Quality, RHH, Palghar	Members (Senior Administrative Officers)
7.	Ms. Sunita Jaywant	OPD Floor Supervisor, RHH, Palghar	Members (Senior Administrative Officers)
8.	Dr. Anoop Nigwekar	Director, Projects and Administration, MLDO	Teacher Representatives



9.	Dr. Sachin Junagade	Vice Principal, MLDMHI	Teacher Representatives
10.	Dr. Prashant Tamboli	Head, Research Department, MLDMHI	Teacher Representatives
11.	Dr. Bhavik Parekh	Head, Clinical Academics, MLDMHI	Teacher Representatives
12.	Dr. Sunita Nikumbh	Reader, Department of Psychiatry	Teacher Representatives
13.	Dr. Vivek Kadam	Lecturer, Department of Materia Medica	Teacher Representatives
14.	Dr. Nikunj Jani	Additional Reader, Department of Repertory	Teacher Representatives
15.	Dr. Devangini Broker	Senior Research Fellow, Department of Research and Medical Informatics	Teacher Representatives
16.	Dr. Keyur Vakharia	Alumni of MLDMHI	Nominee from Local Society, Student and Alumni
17.	Dr. Prabodh Meshram	Alumni of MLDMHI	Nominee from Local Society, Student and Alumni





SC/ST/OBC GRIEVANCE CELL- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Bipin Jain	Principal of MLDMHI
2.	Dr. Chandrasekhar Goda	HOD, Department of Paediatrics (CATEGORY- OPEN)
3.	Dr. Sunita Nikumbh	Professor and HOD, Department of Psychiatry (CATEGORY- OBC)
4.	Dr. Harshla Sarvagod	Reader, Department of Medicine (CATEGORY- OBC)
5.	Dr. Unnati Bhangare	Student Representative (Batch- 2022-25)
6.	Dr. Medha Vanage	Student Representative (Batch- 2020-24)
7.	Dr. Nandini Jadhav	Student Representative (Batch- 2019-22)
8.	Dr. Sachin Junagade	Vice- Principal of MLDMHI
9.	Mr. Bhupendra Chaudhary	Warden

MINORITY CELL- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Bipin Jain	Principal of MLDMHI, (Jain community)
2.	Dr. Sunita Nikumbh	Faculty Representative
3.	Dr. Sachin Junagade	Faculty Representative
4.	Mr. Jayprakash Patil	Librarian
5.	Dr. Vivek Kadam	Physical education and sport
6.	Mrs. Suvarna Bhoir	Head Clerk
7.	Mr. Vitthal More	Nodal officer dealing with scholarships for students from Minority community





INSTITUTIONAL ETHICS COMMITTEE- 2022-2023

SR. NO.	NAME OF MEMBERS	DESIGNATION
1.	Dr. Hitesh Purohit	Chairman
2.	Dr. Mihir Parekh	Member
3.	Dr. Nimish Mehta	Member
4.	Adv. Makrand Bakare	Member
5.	Mr. Sunil Chavan	Member
6.	Mrs. Damini Raut	Member
7.	Dr. Prashant Tamboli	Member Secretary





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12.	LOCAL MANAGEMENT COMMITTEE
13.	IQAC
14.	IEC- INSTITUTIONAL ETHICS COMMITTEE



## STANDARD OPERATING PROTOCOLS AND FUNCTIONS

### ACADEMIC COMMITTEE

#### **Functions:**

1. To establish effective communication with the students through the committee and orient them regarding the purpose and plan of the sessions so that all are on the same page.
2. To observe the implementation of session planning of all the subjects. To observe the outcome of these sessions by analyzing the evaluation reports of the teaching faculty and the students, identify the gaps and bring it to the notice of all concerned departments and discuss measures to bridge them.
3. Also identifying the good practices employed in implementation of sessions and disseminate widely so that they can be implemented generally.
4. To keep a tab on the coverage of syllabus in the sessions, observe its implications on the floor through effective communication with the clinical committee, take input from the clinical committee in planning and implementation of the academic sessions.
5. Plan and conduct periodic (Quarterly) written as well as oral and bed-side examinations (along with the clinical committee), analyze the results, understand the difficulties and plan necessary steps to overcome them within a time frame.
6. To conduct meeting with all committee members every fortnightly to get an assessment of the ground realities and reinforcing and giving clarity regarding aims and objectives.

#### **Additional functions of academic committee Part II**

7. To instill the discipline of planning case based and theme based sessions to ensure competency based education.
8. To seek one page reports at fortnightly intervals from all departments to understand the implementation of syllabus and to also understand the difficulties.
9. To understand the implications of the methodology and evaluate and communicate feedbacks to respective departments and discuss changes if needed.
10. To encourage the formulation of common aspects of syllabus of all departments and work out logistics of inter-departmental collaboration for its implementation in the form of small workshops or seminars.



### **Procedure of Functioning:**

1. Each HOD will depute one staff member from the department to liaison with the coordinator with respect to sharing the Part II academic programme.
2. The coordinator will flag pertinent issues through a study of the evaluation reports and call for the committee meeting once a fortnight. He will circulate the agenda in advance, record the proceedings in the form of minutes in a minute book which will be countersigned by the Faculty in charge.
3. The minutes will be forwarded to the Principal and Academic Director within 72 hours.
4. The faculty in charge may summon the committee and may personally conduct the meeting as and when it is felt necessary.
5. The students are expected to carry their representations to the appropriate committees and get these sorted out before approaching the Vice Principal or Principal.
6. The Faculty-in-charge may meet any student or group of students in order to understand and resolve any issues which need a personal intervention.

### **Expected Outcome:**

1. Improved orientation of the students towards the efforts made by the faculty and a better understanding of the purpose of what is being done and how it is being done on periodic basis.
2. Improved communication between faculty and students to iron out the difficulties and establishing healthy and free learning environment conducive to effective learning.
3. A positive change and enthusiasm towards academic session and submission of workings and a better adherence to adult learning principles.
4. Students reporting on time for the sessions to be increased by 100%
5. Increase attendance in all sessions by 100% with only genuine pre-informed absentees.
6. At least 75% prior submissions of workings for the sessions.
7. Participation in discussion to be increased substantially by involvement of most group members.
8. Post session submission of reports within 24 hours to be increased to 100%



9. A better application of what is done in the academic sessions at the level of IPD and OPD over a period of 3 to 6 months through feedbacks of the clinical committee and consultants and medical officers. An indirect effect would be the SCR completion rate which should show an increase as per the new system developed on the HIMS
10. The students would be able to prepare and perform in the examination in a better way. The students would be able to express with clarity things that are learnt and conceptualized.
11. The students would be able to present their allotted topic with proper understanding and coverage of the topic when assigned presentations.
12. Evolving a better homoeopathic student and a competent homoeopathic physician and teachers.
13. Integrated seminars will be held in Part II to facilitate interdepartmental learning

### CLINICAL COMMITTEE

#### **OBJECTIVES-**

1. To understand the difficulties the student body faces in their clinical work in IPD, OPD, peripheral centers and camps.
2. To establish and promote appropriate communication skills and effective sharing among all the students while discharging clinical duties.
3. To address the issues and difficulties encountered by student body while performing clinical duties and find the appropriate solution.
4. To improve the functioning of the students/team in both OPD and IPD duties through coordination with the IPR committee.
5. To ensure the practical implementation of IPD, OPD, Peripheral and Camp postings as per the needs of the individual departments.
6. To prepare regular clinical posting time table and revise the student's time table in the need of specialized events like Diwali vacation, Symposia etc.
7. To improve the working environment on and off the floor within and among all the batches.
8. To define the roles and responsibilities of individual team members functioning as a TEAM on floor.
9. To maintain the cordial and amicable relationship between all the stake holders of the floor team and promote good learning environment.
10. To promote the enjoyable learning environment through formulation of appropriate the training program module.



## **CONFIGURATION-**

1. Dr. Prashant Tamboli- Head of Clinical committee
2. Dr Sachin Junagade- Coordinator of Clinical committee
3. Dr Harshla Sarvagod- Coordinator of Clinical committee
4. Two students from each batch will be selected as members of CLINICAL committee.

## **PROCEDURES-**

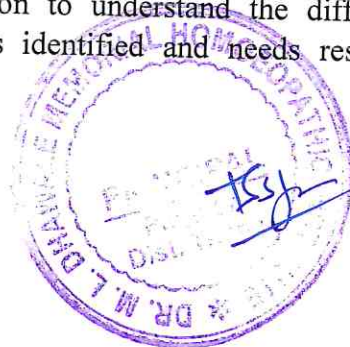
1. Representatives from each batch to meet and understand the issues from their respective batches/individual students.
2. Meeting of representatives after they have understood difficulties from their batches before presenting to the faculty.
3. In the occurrence of no any pressing issue or complaint registered to clinical committee, all batch members to meet once a week to ensure harmonious and amicable floor functioning.
4. Representatives attempt to resolve the issues in their meetings with help of faculty members, if needed.
5. Discussing the unresolved issues with the faculty and reporting the actions or resolutions to the involved parties.
6. Following the guidance or the procedures suggested by the faculty to representatives to enhance the balanced relationships among all batches.
7. Whenever needed, faculty to meet with any individual or the group related to unsolved issues among the students.
8. Students' representatives will prepare the Minutes of meetings and get approved with faculty members within 48 hours' time and maintain the records.

## **RESPONSIBILITIES OF THE COMMITTEE MEMBERS-**

1. Establish time to time communication with floor team to identify difficulties
2. Conducting a monthly meeting and prepare a report of the meeting.
3. In the situation of any identified conflict, investing the said event in full dimensions by interviewing all the involved parties and making a problem definition.
4. Committee members preferably will talk to their own batch mates whereas if needed committee functions as unit and hence has authority to investigate any member of the team.
5. To maintain minutes of meeting register and save the documents.

## **INDIVIDUAL MEETINGS-**

- Faculty in charge may talk directly in person to understand the difficulties of individual students if the individual issue is identified and needs resolution at individual level.





## **EXPECTED RESULTS-**

1. Implementation of various policies and protocols like leave policy, IPD functioning policy etc should be hassle free.
2. If the complaint registered, the follow up can be taken on weekly basis till complete resolution of the problems.
3. A record of each such student who requires close monitoring has to be maintained. That will be maintained by IPR committee and observed by supervisors.
4. Improved understanding and communication among all the batches, resulting into an effective IPD, OPD and peripheral functioning.
5. Improved on floor or off floor functioning with improved team work.
6. Implementation of training program module, as per the need of the Knowledge, skill and attitudes of the IPD, OPD residents.
7. Assessment of the residents will help to provide suggestions in the curriculum as per the needs of the departments like medicine, Pediatric etc
8. Individual issues and difficulties of residents will be evaluated and referred to mentor and respective department for the further resolution.

## **EXPECTED ACTIVITIES TO BE UNDERTAKEN:**

1. Regular meeting of the clinical committee has to be done to assess or plan out any activity if required.

## **CULTURAL AND SPORTS COMMITTEE**

### **OBJECTIVE-**

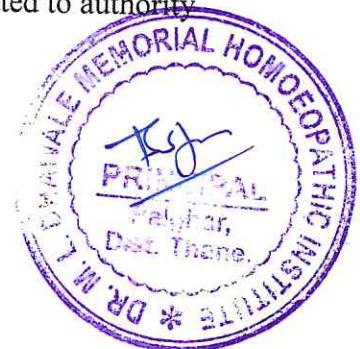
1. The cultural and sports committee looks after various curricular and extra-curricular activities which takes place in MLDMHI throughout the year.
2. Arranging the programme on National Days like Republic day- 26<sup>th</sup> January and Independence Day- 15<sup>th</sup> August.
3. Arranging the Farewell event for an outgoing batch and Fresher's party to welcome new batch.
4. Arranging Annual day and sports events for the students, teaching and non-teaching staff as a refreshment activity.
5. Handling the backstage for the various other events like Mental Health Programmes, Lectures by outside guest etc.

### **ANNUAL DAY SOP**

- **Organization Committee**
  - Committee members: Staff, Students, Consultant



- Chief Coordinator from Students And Staff
- To Decide Activities
- **Per-event Activities:**
  - Outdoor Games
  - Indoor Games
  - Culture Activities
  - Art Competition
  - Food Stall
  - Catering Management
  - Publicity of function
  - Source of Funding
  - Stage Arrangement
  - Sound System
  - Photography/Video recording
- Other
- **Pre activities Role and Responsibilities**
- **Responsibility of Chief Coordinator from Students And Staff**
  - Display Notice
  - Coordinating with each committee member
  - Display name of selected groups and take contact numbers of group members.
  - Scheduled activities & performances for the sports & annual day
  - Collect reports of all Events
  - Report of the program to be documented and submitted to authority
- **Person in charge of Sports:**
- **Outdoor Game**



1. Cricket
  2. Volleyball
  3. Badmintons
  4. Throw ball ( only female)
- **Indoor Game:**
    1. Chess
    2. Carom
    3. T.T. :Single / Double (M/F)
  - **Person in charge of Art. Activities:**
    - Rangoli - theme
    - Painting / Drawing - theme
    - Waste of Best – note about activity
    - Face Painting
    - Mehandi (F)
  - **Person in charge of food stall Management**
  - **Person in charge of food ( Dinner ) Management**
  - **Person in charge of cultural program coordination:**
    1. Drama
    2. Solo dance
    3. Group Dance
    4. Fashion Show
    5. Singing
  - **Person in charge of stage requirements**
  - **Person in charge of sound. Lighting, music ,Photography/Videographer**
  - **Responsibility of Organizer**
  - **Game:**
    1. List of participant – minimum number
    2. Forming group if necessary
    3. Game rule – rules of playing, judging, ground dimension, equipment, Duration etc.....
    4. Refreshment – e.g. water, tea- biscuits etc.
  - **Cricket:**
    - a) Collect Team
    - b) Arrange team Group
    - c) Game Rules



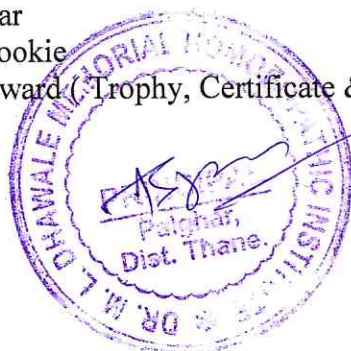
- Check List
  - 1) Stump & bells
  - 2) Bat
  - 3) Ball
  - 4) Ground
  - 5) Whiting Powder
  - 6) Refry
  - 7) Award (Trophy, Certificate & Medals )
  - 8) Light (for day-night match)
- **Volleyball / Throw Ball**
  - a) Collect Team
  - b) Arrange team Group
  - c) Games Rules
- Check List
  - 1) Ground
  - 2) Net
  - 3) Volleyball
  - 4) Whiting powder
  - 5) Refry
  - 6) Award ( Trophy, Certificate & Medals )
  - 7) Light for day-night match)
- **Badmintons**
  - a) Collect Team
  - b) Arrange team Group
  - c) Games Rules
- Check List
  - 1) Ground
  - 2) Net
  - 3) Rackets
  - 4) Whiting powder
  - 5) Shuttle cock
  - 6) Refry
  - 7) Award ( Trophy, Certificate & Medals )
  - 8) Light
- **Indoor game ( M / F )**
  - a) Collect Team
  - b) Arrange teem Group
  - c) Games Rules
  - d) Refry
- Check List : - T T
  - 1) Ground / Place
  - 2) T.T. Table
  - 3) TT Racket
  - 4) TT Ball



- 5) TT Net
- 6) Refry
- Check List :- Carrom
  - 1) Carrom Board
  - 2) Carrommen
  - 3) Striker
  - 4) Stand or Table
  - 5) Stool or Chair
  - 6) Nets
  - 7) Light
  - 8) Refry
- Check List :- Chess
  - 1) Chess Board
  - 2) Thumbnail
  - 3) Table
  - 4) Chair
  - 5) Refry
- **Art Computation**
  - a) Participant Collect Name of
  - b) judge
  - c) Place
  - d) Panting Paper
  - e) Rules
  - f) Material ( Self )
  - g) Award ( Trophy, Certificate & Medals )
- **Culture Program**
  - 1) Collect Name of Participant and subject
  - 2) Collect CD, Pen drive for Group Dance / Solo Dance
  - 3) Arrange Programs Schedule
  - 4) Coordinating with participants
  - 5) Scheduling those activities during and within expected time period
- **Person in charge of stage requirements**

Check List :-

- 1) Stage
- 2) Stage Background
- 3) Photo frame (MLD sir ,)
- 4) Samai
- 5) Candles
- 6) Matche Box
- 7) Har
- 8) Bookie
- 9) Award ( Trophy, Certificate & Medals )



- 10) Sound system
- 11) Light
- 12) Sitting

- **Persona in charge of sound. Lighting, music ,Photography/Videograph**

- Check List :-

- 1) Cameraman
- 2) Mic
- 3) Light
- 4) Sound
- 5) Projecter
- 6) Projecter Screen

- **Source of Funding**

- **Sponsorship**

- **Student**

- **Staff**

- **Management / Institute**

- **After Event Responsibilities**

**All Material put in his proper place**

**SOP 26-Jan-Republic Day & 15-Aug-Independence day**

No.	Activity	To be completed	Assigned person
1.	Theme for competition or activity→ Prepare the <b>Concept Note</b> and et it approved  Unfurling flag 26 <sup>th</sup> Jan Flag hoisting 15 <sup>th</sup> Aug		
2.	Notice to all→Staff – students - Non-teaching staff  Along with concept note		
3.	Inviting entries date		
4.	Judges for the program to be contacted – confirmed		
5.	Screening of work (rehearsal/ suggestions/ appropriateness) which will be presented by assigned faculty		
6.	Prize for the winner to be arranged		



7.	Bouquet arrangement		
8.	Token of appreciation – small gift for judges arrangement		
9.	Mike and sound arrangement		
10.	Laptop arrangement		
11.	Mark sheet with college name and logo		
12.	Bell for counting time		
13.	Marker if needed		
14.	Any arrangement for performance		
15.	Pointer for ppt		
16.	Camera for photographs		
17.	To collect information of judges for giving their introduction		
18.	Anchoring		
19.	Sequencing of program – presentations – to be done and informed to participants		
20.	Arrangement for the judges to reach Institute → guiding them → arranging auto/ any other way = Travel Plan		
<b>On the day of event</b>			
1.	To collect respective ppt or anything to be displayed material on prior night → on pen-drive		
2.	Arrange as per the sequence decided		
3.	Welcome judges with introduction + bouquet + token of thanks (gift)		
4.	Keep time track of event/ presentations		
5.	Maintain marksheet + writing pad + pen + few blank papers for noting down for Judges		
6.	Actual event		
7.	Time for judges to finalize winner with their marks calculations		
8.	Till judges finalize – sharing by other faculty over the event		
9.	Declaration of results		
10.	Thanking all and then concluding event		



## SOP OF DEBATE COMPETITION

No.	Activity	
1.	Arrangement of Judges  Invitation letter Thank note letter Token of appreciation Circulation of notice over mail and note of event	
2.	Winners prize selection – Certificate to be prepared which are kept as standard	
3.	Faculty for guiding the groups	
4.	Arrangement of auditorium  For mike – audio system Dice and chair arrangement for debate participants Printing of marksheet for judges Arranging pen and writing pad with blank papers or notepad for judges for noting down	
5.	During debate  Host should <ol style="list-style-type: none"> <li>1. Introduce the topic to all</li> <li>2. Introduce teams</li> <li>3. Introduce judges</li> <li>4. Spell out rules (which are circulated) and Debate should be addressed to Chairman and not each other team members</li> <li>5. Then begin by favor and then against</li> </ol>	
6.	After debate is over <ol style="list-style-type: none"> <li>1. Judges to be given time to count marks and discuss about the winner</li> <li>2. Meanwhile audience can share their views on debate – students/ faculty/ guest</li> <li>3. Judges to share their view over debate and declare the winner of debate – individual 3 winners and overall winning team</li> <li>4. Certificates are to be given to all participants of team</li> <li>5. Concluding remarks by chairman of debate/ Principal/ Chairman of Trust – KMD sir</li> <li>6. Thanking all and declaring end of program</li> </ol>	





7.	Handing over thank you letter to judges and taking their received sign for document purpose Collecting bank account detail for transferring remuneration  Asking judge for food – lunch - in canteen and assuring their return journey	

## SOP OF GYM

MLDMHI Sports Gymnasium has been established to provide healthy routine to its students, and faculty members. It is fully equipped with necessary equipment and machinery for the benefit of its users. In order to maintain this facility and to ensure smooth conduct of activities pertaining to Gymnasium, following operating procedures are to be followed:

### Objectives:

1. Formulation of gym /sport committee
2. Monitoring of functioning of gym.
3. Monitoring of maintenance of gym
4. Maintaining the discipline of the gym

### A .MANAGING COMMITTEE

1. The general administration of the Gymnasium will be the overall responsibility of a Sports Committee, of MLDMHI; its composition will be as mentioned below:

#### Formation of sport committee-

"Standard operation procedure for sport committee appointment and its tenure"

This committee will comprise of representatives from bonafide students of the MLDMHI – PG program and a full time residential teaching or clinical faculty.

#### Selection:

1. Composition: Committee will comprise of following members -

1. 2 students from senior batch
2. 2 students from middle batch
3. 2 students from junior batch
4. 1 MLDMHI management representative
5. 1 DTH representative



2. The students of each batch at personal discretion based on interest in sports/gymnasium management will opt to be chosen as the representative of the batch. Two such students from each batch will be appointed as members of the committee.
3. The students male : female ratio would be 1:3.
4. The management representative will be full time residential teaching faculty / clinical faculty appointed by the Principal of MLDMHI.

**Tenure:**

The committee has tenure of 1 year beginning from the admission of new batch, the time frame during which the senior batch leaves and fresh juniors appointed, the remaining committee members on the committee are empowered to execute the function of the committee.

2. The mandate of the Sports Committee of MLDMHI is as follows:

- a. To oversee overall management and handle administrative matters pertaining to the Gymnasium.
- b. To make & update instructions, as and when required, for the usage of Gymnasium facilities.
- c. To manage any disciplinary issues pertaining to users of the Gymnasium.
- d. To maintain record of the sports events in the Campus, Gymnasium and its usage status.
- e. To perform any additional task(s) as specified by the Competent Authority.

3. The committee shall hold its monthly meetings to discuss the issues/matters and problems pertaining to the Gymnasium and its management.

**B. GYMNASIUM FACILITY TO BE PROVIDED TO-**

The facility of MLDMHI Gymnasium shall be offered to the Staff/Faculty members.

- a. MLDMHI Students
- b. MLDMHI Faculty members / Consultants
- c. Families of Faculty members / Consultants
- d. RHH staf

**C. GYMNASIUM TIMINGS**

The specific timings for male/female are to be decided by the Managing Committee. They are as follows:

	<b>Male</b>	<b>Female</b>
<b>Morning</b>	5.00am to 6.30am	6.30am to 8.30am
<b>Evening</b>	19.00pm to 22.00pm	17.00pm to 19.00pm

**D. CLOTHING & FOOTWEAR**

- It is advisable



#### **D. DISCIPLINARY ISSUES:**

1. The instructions for using the MLDMHI Gymnasium, and its facilities, by its, are to be defined by the Sports Committee of MLDMHI. Instructions are to be approved by the college council. These instructions should be clearly written at the entrance of the Gymnasium.
2. Cases of any misconduct are to be handled by the Sports committee in the MLDMHI Gymnasium. In case of violation of any instruction, the Management representative of Sports committee should inform the Director of RHH. Based on severity of the violation, Director RHH/college council may take any of the following actions:
  - a) Written warning,
  - b) Penalty as prescribed by the RHH Director/college council.
3. Complaints regarding the users or equipments are to be noted on a complaint/suggestion register that is to be maintained at the front office/ Gymnasium. The sports committee must check and sign the register on weekly basis. Any actions against the complaint or suggestion received must be taken on priority basis.

#### **E. GYMNASIUM MAINTENANCE:**

1. General maintenance of Gymnasium will be the overall responsibility of the Maintenance department RHH.
2. In addition, regular visits by the relevant Sports Committee are mandatory to inspect the functioning of its equipments. Any equipment or machinery should not remain non-operational for more than 4 weeks period.
3. The Sports Committee must inform to Director RHH of any wear and tear inside the Gymnasium, in writing, and the faulty machinery or equipment should be repaired within stated time period.
4. The cleaning staff of the Gymnasium should always be available during the working hours. It will be the responsibility of the Maintenance department to ensure that all Gymnasium facilities are properly cleaned and well maintained.
5. A log of all the equipments, inside the Gymnasium, should be maintained by the Sports committee. Each room must have inventory record, mentioning the machinery/equipment available and its status (i.e. operational/non-operational). The record should be checked and updated on weekly basis by the Sports committee.

#### **F. SECURITY/SAFETY**

1. Security/Safety of the Gymnasium, along with all fittings/fixtures/portables is the responsibility of Sports Committee.



2. There must be CCTV cameras installed inside the Gymnasium covering all angles inside the Gymnasium Hall and all Exits and Entry points.
3. Individuals will be responsible for safety/security of their belongings.

Necessary fire-fighting equipment should be available and in working condition, at all time, inside the Gymnasium.

**SOP for farewell**

SR. No	FUNCTION
1.	INSTITUTIONAL PRAYER
2.	SPEECH BY HONOURABLE HEADMASTER, PRINCIPAL AND DIRECTOR (according to the availability)
3.	CONVOCATION & HIPPOCRATIC OATH
4.	JOURNEY VIDEO
5.	DEPARTMENTAL JOURNEY & AWARD FUNCTION & FLOWER GIFT
6.	GAME & DJ



## HOSTEL AND CANTEEN COMMITTEE

### OBJECTIVES-

1. Formulation of Hostel and Canteen committee. (tenure, configuration, function, evaluation)
2. Monitoring of quality & quantity of food agreed upon.
3. Monitoring of hygiene of kitchen, eating premises, washing premises & storing of raw material equipment & utensils as agreed up on
4. Monitoring of adherence to agreed up on procedures, rules, discipline by the staff, student & management
5. Monitoring cleanliness of hostel and hostel rooms, monitoring the light and hot water supply equipments in corridor, checking availability of hot water in all the room, dealing with the complaints if any.

### CONFIGURATION-

5. Two students from each batch will be selected as members of canteen & hostel committee. They will also be members of anti-ragging committee.
6. Dr. Sachin Junagade will be teaching staff representative and will be coordinator for canteen & hostel committee.
7. Mr. Bhupendra Chaudhary will be member of hostel and canteen committee representing DTH.

### SCHEDULED MEETING-

Regular meeting will be held between Canteen contractor or his representative and canteen committee under guidance of Dr. Sachin – Once in a month. A review meeting should be held every quarter in presence of Dr. Anand Kapse (Consultant of Hostel and Canteen Committee.)

### FUNCTIONS OF THE COMMITTEE-

1. The committee will be responsible for negotiating canteen contract every year and will ensure satisfactory services to customers.
2. To talk with the canteen staff to understand & Identifying & resolve the canteen staff in delivering quality & quantity, hygiene are experiencing in functioning.
3. Same applied to residents.
4. Monitoring of quality & quantity of food Raw material received
5. To take suggestions from staff and students for maintenance.
6. Finalizing monthly menu and revising it at regular interval.
7. Inspection of hygiene of food and cleanliness in canteen (water cooler, water tank, kitchen, utensils, food storage, pest control)



8. Inspection of cooking staff i.e. their personal hygiene
9. Weekly monitoring will be done by canteen committee members regarding above objectives.
10. Formation of monthly report and conveying to the director & canteen owner (Mr. Sachin Gharat).

#### **A-Maintenance of quality of food-**

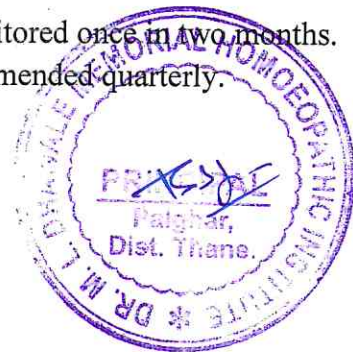
1. Grocery will be verified by one of canteen committee member on arrival.
2. Students have to give their notice of presence on weekends and MLDMHI leaves so that quantity of food can be easily managed and wastage avoided.
3. Finalization of menu in monthly meeting - with canteen manager and student representatives.
4. Students have to pay before taking tea & evening snacks. No credit will be allowed for retail purchase i.e. tea, cold drinks etc.

#### **Quality of food-**

1. Chapatti must be soft and with oil coated. It must be prepared from standard flour.
2. Dal must be TUAR and yellow.
3. Food must be properly cooked (Rice). Chef has to ensure taste of food stuff before serving.
4. Stale food must not be served. Morning food stuff like vegetables will not reutilized for dinner.
5. DALDA must not used for cooking. Oil must be standard.
6. Tea must be standard and in proper quantity and quality.
7. Fermented batter should not be used more than once.

#### **B - Maintenance of hygiene-**

1. Cleanliness of water cooler- all over the premises (Once a month), water tank (Once a month), washbasin (Daily), whole kitchen (Once a week) and kitchen utensils (twice daily) to be done at said interval. It will be ensured by canteen manager and canteen committee members at said interval.
2. Cleanliness of hostel floor and hostel rooms (Daily)
3. For maintenance one register has to be maintained by manager & to be signed by one of canteen committee member.
4. Hygiene of the staff of the hostel and canteen to be monitored once in two months.
5. Health check up of the hostel and canteen staff is recommended quarterly.



### **C- Monitoring of working of canteen staff and committee-**

1. Once a week, committee and Dr. Sachin will visit canteen and give his clearance. This visit will be without prior notice. Canteen manager has to be co-operative for the same.
2. Every 15 days canteen committee and canteen manager/ staff will meet to discuss the issues.
3. For any **technical difficulties**, Mr. Prakash (Manager) will contact to Dr. Sachin & Mr. Bhupendra Chaudhary.
4. Complaint register will be kept in the office. All students can write their complaints/suggestions regarding canteen in the register. At the end of the week canteen committee will take note of all the complaints & formulate the problem for the same & will be conveyed to the director.

### **Parameters of Monitoring Quality of food (Reporting once a week)**

1. Quality of grocery (Once a month)
2. Use of oil in the food stuff
3. Stale food
4. Repeated use of any batter (More than once in a day)
5. Serving morning food or use of morning food stuff for the preparation of evening food
6. Enough quantity of food for all

### **Parameters to monitor the hygiene:**

- I. Water cooler (Once a month)
- II. Water tank (One a month),
- III. Washbasin & area of washing utensils (Daily),
- IV. Kitchen utensils (twice daily)
- V. Whole kitchen (Once daily)
- VI. Hygiene of the staff of the canteen (once in two months)
- VII. Health checkup of the canteen staff (Quarterly)
- VIII. Cleaning Hostel floor and rooms (Daily)
- IX. Emptying of the dustbins (small and large) -(Daily)



## SCR COMMITTEE

The Standardized Case Record (SCR) is a major contribution of the late Dr. M. L. Dhawale and the I.C.R towards the standards of Homoeopathic Practice, Education and Research. The standardization of operations done through it disciplines the mind, which is necessity of any professional training. It protects the physician against errors while taking quick decisions in a busy practice. The authentic and adequate records that a physician keeps through the SCR are a must for the legitimacy of any Research project. The SCR has successfully integrated the best in Homoeopathic philosophy, viz. Hahnemann, Boenninghausen, Kent and Boger, with modern clinic-pathological concepts and psychological knowledge integrated with Indian philosophy enunciated in the BhagvadGeeta. It takes the physician through a series of analytical and synthetic steps till he perceives the totality with clarity. Thus it is the only instrument for an INTEGRATED APPROACH to the patient.

To master this beneficial tool is not possible without an adequate practice. And this training begins the moment, student enters the MLDMHI. The SCR Sessions are being conducted twice a week. And for that, SCR Committee has been established for the smooth functioning with the following objectives, so that all students can get benefit of these sessions equally.

### **GENERAL OBJECTIVES-**

1. To orient the student with SCR system, its relevance and functioning.
2. To orient and take practice of students in understanding screening form.
3. To orient and take practice of students in understanding and analyzing the history form.
4. To orient and take practice of students in formulating PD-PR-IP form.
5. To orient and take practice of students in understanding SCR recording section.
6. To orient and take practice of students in understanding Life Space Table (LST) and Mental State Record.
7. To orient and take practice of students in practicing SFFT (Structure- Form- Function- Time)
8. To orient and take practice of students in understanding 36 column classification form and SCR processing section.
9. To orient and take practice of students in understanding EET tool.
10. To orient and take practice of students in various processes of Repertorization, RS and PDF in different approaches.
11. To orient and take practice of students in understanding the Planning and Programming tool, Therapeutic Problem Definition (TPD) and Therapeutic Problem Resolution (TPR).
12. To orient and take practice of students in understanding RREF (Remedy response Evaluation Form) and preparation of Follow up Criteria.





## **RESPONSIBILITIES OF THE COMMITTEE MEMBER-**

1. To segregate all the students in two groups for two sessions as per their Clinical Timetable.
2. To make a proper arrangement of the material (projector, laptop, white board, white board pens etc.) required on the days of the sessions prior to the session.
3. To ensure that the required SCR tools are adequately available in the Library.
4. To encourage students to come forward as a guide of SCR Sessions with the cases taken in their respective College OPD, so that they can get benefitted through their own experience.
5. To encourage students to submit their working on the said time, to enhance their learning and better grasp over various SCR tools through direct inputs by guide and coordinator.
6. To maintain attendance register and reports of each session.

## **RESPONSIBILITIES OF THE COORDINATOR-**

1. To encourage students to become guide of the SCR session by bringing the cases taken by themselves in any college OPD or IPD.
2. To work as a facilitator during the session, in evolving group discussion, clearing doubts of the participants, and help them achieve the objective.
3. To identify and select the cases adequately demonstrating various tools.
4. To assess the level of student in each tool at the end of each session through Formative assessment.
5. To ensure smooth functioning of the SCR session.

## **RESPONSIBILITIES OF PARTICIPANTS-**

1. Each participant should carry their own separate copy of "OPERATIONAL MANUAL"
2. Each participant should submit their working on given time to the guide, so that the inputs can be obtained and reworking can be done efficiently.
3. Each participant should undertake the reading material required for that case, which will help in the own contribution to the session.
4. Participant should actively share their working in the group, as it helps to clear the doubts and difficulties.
5. As the method of teaching is group discussion, each participant should actively contribute during the session, as active participation gives maximum benefit and better understanding.
6. It is expected that each participant should write evaluation reports immediately after the session and submit it to the guide.
7. In the module of 12 sessions, it is expected that each participant should attend at least 8 sessions, so that their learning can be maximum.



## **CONFIGURATION-**

1. Thursday SCR Team
  - a. Faculty in charge- Dr. Anand Kapase
  - b. Coordinator- Dr. Harshla Sarvagod
2. Friday SCR Team
  - a. Faculty in charge- Dr. Anoop Nigwekar
  - b. Coordinator- Dr. Vivek Kadam
3. Student Representatives (Combined for the days) - 2 student representatives from each batch.

## **SCHEDULED MEETING-**

The Meeting is scheduled quarterly or at the start and end of the each session or as per requirement.

## **ISSUES TO BE ADDRESSED-**

1. Management of the timetable of each student, so that each one can participate at least in one SCR session compulsory.
2. Regarding the case and reading material etc.



## IPR COMMITTEE

### **OBJECTIVES-**

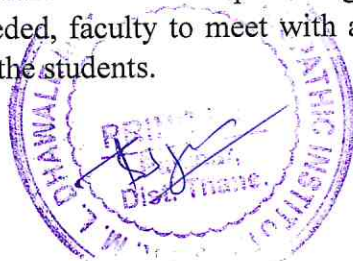
1. To understand the difficulties the student body faces in their academic and clinical work in campus and peripheral centers.
2. To establish and promote appropriate communication skills and effective sharing among all the students.
3. To improve the working environment on and off the floor within and among all the batches.
4. To improve and monitor the quality of professional relationship within and amongst the batches through appropriately designed programmes.
5. To enlighten the role and efficacy of team work in routine functioning and during special institutional events.
6. To improve the functioning of the students/team in both OPD and IPD duties through coordination with the clinical committee.
7. To coordinate with the hostel coordinator and warden in knowing the difficulties of the students in the hostel
8. To coordinate with the sports coordinator in knowing the issues faced in organizing sports event.
9. Faculty-in-charge to coordinate with the Mentorship programme coordinator to assess the needs of the students and organize programmes accordingly.

### **CONFIGURATION-**

1. Dr. Manoj Patel (Trustee, Ex- Head of the Department of Psychiatry) will be Faculty in charge of the IPR Committee.
2. Dr. Rajesh Yadav (Reader of Department of Psychiatry) will be supervisor of IPR committee.
3. Two students from each batch will be selected as members of IPR committee.

### **PROCEDURES-**

1. Representatives from each batch to meet and understand the issues from their respective batches/individual students.
2. Meeting of representatives once a week after they have understood difficulties from their batches before presenting to the faculty.
3. Representatives attempt to resolve the issues in their meetings with help of coordinator, if needed.
4. Reporting the actions taken and discussing the unresolved issues with the faculty every 2 weeks on Tuesdays.
5. Following the guidance or the procedures suggested by the faculty to representatives to enhance the balanced relationships among all batches.
6. Whenever needed, faculty to meet with any individual or the group related to unsolved issues among the students.



7. Where indicated, the coordinator will interact with the coordinators of other committees, viz. clinical, hostel and sports to understand and resolve issues which are a cause for concern

#### **INDIVIDUAL MEETINGS-**

- Faculty in charge may talk directly in person to understand the difficulties of individual students.

#### **EXPECTED RESULTS-**

1. Expected results will be measured by follow up of the students directly or indirectly with help of PR representative of their batch, or from medical officers.
2. The follow up can be taken on weekly basis till complete resolution of the problems.
3. A record of each such student who requires close monitoring has to be maintained. That will be maintained by IPR committee and observed by supervisors.
4. Improved understanding and communication among all the batches, resulting into a good learning environment.
5. Improved on floor or off floor functioning with improved team work.
6. Professionalism among the students and ultimately improved hospital functioning.

#### **EXPECTED ACTIVITIES TO BE UNDERTAKEN:**

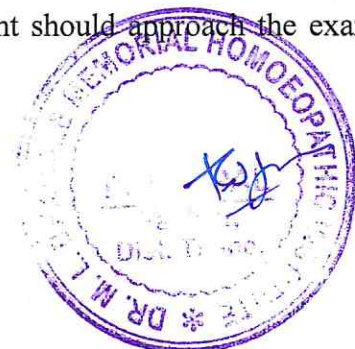
1. Regular meeting of the IPR committee has to be done to assess or plan out any activity if required
2. Possible activities along with cultural committee can be planned out for better IPR amongst the whole batches

### **EXAM GRIEVANCE COMMITTEE**

#### **FUNCTIONS-**

If a student has any difficulty with regards to allotment of marks or any exam related queries, she/he should approach the department and HOD and get it resolved.

If in case it is not getting solved then the HOD and Student should approach the examination grievance committee for the same.



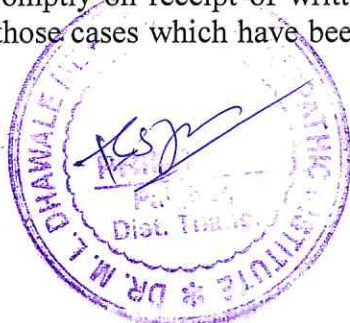
## GRIEVANCE COMMITTEE

### **Objectives of Grievance Redressal Committee:**

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc
- To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
- It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

### **Functions of Grievance Redressal Committee**

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the [principal@srsect.edu.in](mailto:principal@srsect.edu.in) or officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.



- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### **Composition of Grievance Redressal Committee**

- The principal shall determine the composition and tenures of the Grievance Redressal Committee is for two years.
- The committee in SRSIT College may constitute members from teaching section and nonteaching section.
- All grievances referred to the Grievance Redressal committee /Principal/ Director shall be entered in a register to be maintained for the purpose by the Secretary of Grievance Redressal Committee. The number of grievances, settled or pending will be reported to the Principal every month.

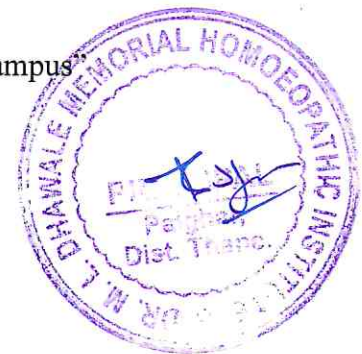
### **ANTI-RAGGING COMMITTEE**

The College Has Constituted the Anti Ragging Committee,

The following instructions are framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus of Dr. M.L. Dhawale Memorial Homoeopathic Institute. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College. All 'new comers' should attend counseling sessions organized for them from time to time by the college staff.

### **Objectives**

1. To constitute anti-ragging committee and squad for the year 2021-22
2. To orient the residents about the definition of ragging and various acts considered as ragging
3. To help residents to refrain from indulging in acts of ragging by sensitising them about stringent anti-ragging
4. To create awareness about the importance of a "Ragging free campus"
5. Any other relevant subject at the time of meeting.



## **Functions of Committee**

1. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
2. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
3. Conduct workshops against ragging menace and orient the students;
4. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
5. To create awareness among the students about Anti ragging.
6. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

## **WOMEN HARRASSEMENT COMMITTEE**

Trust believes in a policy of equal employment and equal opportunity. The trust believes in the law of land and adheres to the legality of the issue of sexual harassment as per the Guidelines and Norms for the Preservation and enforcement of the right to gender equality of working women which are laid down by supreme court in the W.P.(CRL)No.666-70 of 1992. **(Appendix 18 of HR Manual)**

### **SEXUAL HARRASMENT COMMITTEE**

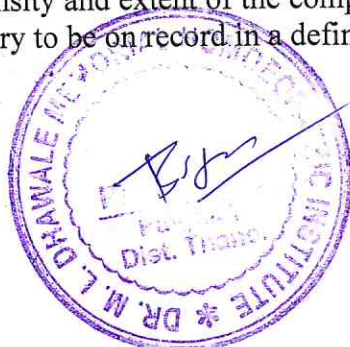
Each unit of the trust has a sexual harassment committee which is chaired by the person who has adequate maturity and experience. The aggrieved person (male or female) has to approach in person to this committee as per the guidelines mentioned in the sexual harassment legal norms.

### **HOW TO APPROACH**

If the employee has any grievance related to sexual harassment he /she has to approach the committee or any committee member and communicate the matter either in oral, written, electronic format and lodge the complaint.

### **REDRESSAL OF GRIVENCE**

The appointed committee will address to the complaint within 7 working Days by calling the complainant and seeking the details of the nature of the complaint and act as legally binding depending on the intensity and extent of the complaint received. The closure report signed by the committee is mandatory to be on record in a defined format **(Appendix 19 of HR Manual)**



## IQAC

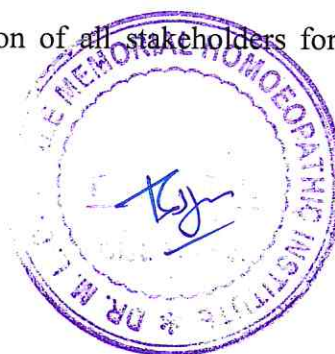
The vision of MLDMHI is, to see it as a-

- An International Homoeopathic Knowledge hub, Imparting standardized education based on sound homoeopathic and educational principles to create value based, quality conscious physicians competent in caring holistically for individuals as well as urban, rural and tribal communities;
- A state of the Art homoeopathic training centre serving as a role model for training effective teachers to work in integrated, cross-disciplinary terms to create a caring, conducive educational environment, technology driven with an enabling work culture disseminating its innovative work through broad platforms reaching worldwide;
- A centre of excellence for the delivery of Integrated Holistic Medical Care across the broad socio-economic spectrum incorporating the best of AYUSH disciplines as well as Modern Medicine with an aim to mainstream Homoeopathy to acquire its rightful place in the healing system worldwide;
- A Benchmark Homoeopathic Research Institute known for sound, evidence based research in the areas of improving care in the clinics, community, education and training and fundamental knowledge relevant to all aspects of Homoeopathic Care and Education;
- A Centre for Health Management and Quality Systems to develop skills in the areas of managing Homoeopathic Institutions of Clinical Care, Academics, Community outreach programmes and Research to explore areas of cost effectiveness, sustainability and quality health care.

To achieve this vision with utmost quality, the Internal Quality Assurance Cell has been established in the year 2017 at Dr. M. L. Dhawale Memorial Homoeopathic Institute, Palghar. The intention of the college has always been to provide qualitative care at all the levels so that it can build and nurture a team of missionary homoeopathic health care providers, academicians and researchers through the use of modern educational technology who will contribute meaningfully to mainstream homoeopathic science and deliver holistic care to people in all corners of our country.

### **OBJECTIVES-**

1. To maintain and sustain quality in every aspect of the institute to ensure its continuous qualitative growth.
2. To form required policies and innovative strategies to establish standardization in each aspect.
3. To promote best practices at institutional level.
4. To promote de-centralization policy to ensure participation of all stakeholders for the growth of the institute.
5. To prepare annual report.





6. To review all the activities.

#### **RESPONSIBILITIES of IQAC-**

1. To arrange the programs /workshops/ seminars/ symposiums.
2. To monitor the circular, SOP, feedback, certification and report of the program.
3. To collect the feedback from stakeholders of various activities, analyze them and report to the head of the institute.
4. To arrange the IQAC meeting for quality initiative and maintain the minute record of the meeting
5. To conduct the academic and administrative audit every year on regular basis
6. To monitor the records to be maintained by faculty regarding student profile, departmental profiles, documentation, best practices, remedial classes, mentor-mentee meetings at regular intervals
7. To monitor functions of various committees in the institute

#### **FREQUENCY OF MEETING-**

The meeting of IQAC should be conducted with every 3<sup>rd</sup> meeting of the College Council meeting.

#### **STRUCTURE of IQAC**

One chairperson- Head of the institution, one member from the management, one or two nominee from employer/ industrialist/ Stakeholders, One of the senior teachers as the coordinator / Director of IQAC, Few senior administrative officers, Three to eight teacher representatives, one or two nominees from local society, students and alumni



## INSTITUTIONAL ETHICS COMMITTEE

### 1. Purpose:

The purpose of this Standard Operating Procedure (SOP) is to describe the terms of reference (TOR), which provide the framework for a constitution, selection, roles, and responsibilities of the Institutional Ethics Committee (IEC) and procedures for maintaining the confidentiality of all activities and documents

### 2. Scope:

This SOP applies to the constitution of the IEC, the selection, roles, and responsibilities of members of the IEC, and the maintenance of confidentiality of all activities and documents.

### 3. Responsibility: Authority for constructing MLDMHI – IEC:

The Director of the MLD trust in consultation with the Principal of MLDMHI will appoint the Chairperson and Member secretary. Member secretary in consultation with the Director of Institutes and Chairperson will appoint the rest of the committee members based on their competency, experience, and integrity by sending the official request letters (AX1A / SOP 02 – V1&AX 1B / SOP 02 – V1). Members will confirm their acceptance to the MLD trust Director and Member secretary by providing all the required information about membership (AX 02 / SOP 02 – V1). The Chairperson will furnish any information or report to the Director of MLD Trust, Principal of MLDMHI and/or Member secretary of IEC when required.

It is the responsibility of all the IEC members to read, understand, follow and respect this SOP.

### 4. Detailed instructions:

#### 4.1. Composition of Institutional Ethics Committee:

The Head of the Institution (HOI) will establish the IEC. The Chairperson and IEC members can suggest names of potential members but the final decision will remain with the Head of the Institute (Director of MLDT and Principal of MLDMHI).

- Its hierarchical position in the organization and authority under which it is established will be clearly indicated (AX 03/SOP 02 - V1)
- The IEC will be multidisciplinary and multi-sectoral in composition.
- The IEC will be composed of at least 7 members up to a maximum of 15 (as per current CDSCO requirements).
- The members will -
  - Include a combination of medical and non-medical, scientific and non-scientific persons including lay persons to represent the different points of view.
  - Have differing backgrounds to promote a complete and adequate review of research.

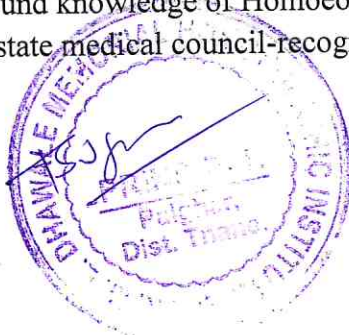


- Have the required qualifications as prescribed by applicable regulations and guidelines from time to time
- Have the expertise, time, and commitment to perform all functions
- The IEC will have representation that is varied in terms of gender, age, and social background to safeguard the interests and welfare of all sections of the community/society.
- The committee should include at least one member whose primary area of expertise is in a non-scientific area, a clinician, and at least one member who is independent of the institution/ research site.
- Independent consultants - The MLDMHI IEC may call upon subject experts as independent consultants who may provide a special review of selected research protocols if need be. These experts may be specialists in ethical or legal aspects, specific diseases or methodologies, or represent specific communities, patient groups, or special interest groups e.g. cancer patients, HIV/AIDS-positive persons, or ethnic minorities. They will be required to give their specialized views but should not take part in the decision-making process which will be made by the members of the MLDMHI IEC. Such individuals will have to sign a confidentiality agreement (AX 05/SOP 02 - V1) and declare in writing, conflicts of interest if any before attending the meeting. They will attend the meeting in the capacity of 'Guest/ Observer' and will not have the right to vote. (See SOP 05 - V1)
- The Composition shall be as follows:
  - Chairperson (non -affiliated to the institution)
  - Co-Chairperson (non-affiliated to the institution, optional)
  - One Member Secretary (institutional)
  - One Joint Member Secretary (institutional, optional)
  - One or more persons from basic medical science (preferably a pharmacologist, especially if overseeing drug, device, vaccine, biologics, etc. research)
  - One or more clinicians (Medical and Homoeopathy stream) from various institutes
  - One legal expert
  - One social scientist/ representative of a non-governmental agency
  - One philosopher, ethicis, or theologian
  - One or more lay person from the community

#### 4.2. Criteria for selection of Members of IEC:

##### Chairperson:

- From outside the institution.
- Have at the minimum 1-3 years experience serving on an ethics committee
- Should have sound knowledge of Homoeopathy as well as Ethics in Research
- Should have a state medical council-recognized postgraduate degree



**Co-Chairperson (if applicable)**

- From outside the institution (preferably)
- Have at the minimum 1-3 years experience serving on an ethics committee
- Should have a state medical council recognized postgraduate degree

**Member-Secretary (and Joint Member-Secretary, if applicable)**

- Will be a faculty (staff member) of the institution.
- Preferably be a medical professional for institutions doing biomedical research.
- Should have a state medical council recognized postgraduate degree
- Should have domain specialty experience, clinical research, and ethics knowledge, personal interest and capacity, and good communication skills.

**Members:**

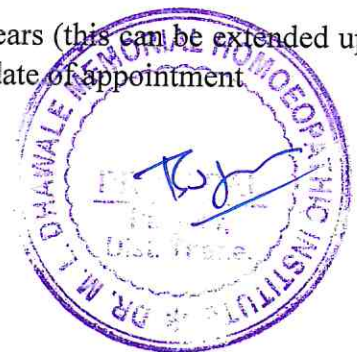
- Members will be selected in their personal capacities based on their qualification, experience in domain field, interest, ethical and/or scientific knowledge and expertise, as well as on their commitment and willingness to volunteer the necessary time and effort for the IEC.
- They should not have any known record of professional misconduct,
- Medical scientists and clinicians should have post graduate qualifications.
- Clinicians from Medical and Homoeopathy stream should have minimum 10 years of clinical experiences. They should be working as a clinician in Institute or Hospital.
- Conflict of interest will be avoided while making appointments, but where unavoidable, there will be transparency with regard to such interests (See SOP 03 - V1).

**4.3. Agreement regarding the Maintenance of Confidentiality:**

- It is the responsibility of each IEC member, reviewing research project or attending IEC meetings, to read, understand, accept and sign the agreement contained in the confidentiality Form (AX 03A/SOP 02/V1).
- The Member secretary will provide IEC member a photocopy of the Confidentiality Form for their records (duly signed and dated by them and IEC Chairperson) and acknowledge the receipt of agreement with their signature.
- The Member Secretary will keep the original copies of the signed Agreements in the IEC office in the file entitled 'Confidentiality Agreement file for members and photocopies of the agreement in the individual members files

**4.4. Tenure of the Membership:**

- The tenure of IEC will be for a continuous period of 3 years (this can be extended up to 5 years depending upon institutional policy) from the date of appointment

**4.5. Appointment of New Members**

- a) The IEC members will be appointed by the HOI.
- b) New members will be appointed under the following circumstances:
  1. When a regular member completes his/ her tenure.
  2. If a regular member resigns before the tenure is completed.
  3. If a regular member ceases to be a member for any reason including death or disqualification.
  4. To fulfill the membership requirements as stated in this SOP
  5. During the term, the Dean of the Faculty in consultation with the Chairman can disqualify any member if, the contribution is not adequate and/or there is a long period of non-availability.
- c) New members will be included in the IEC in such a way that there will be a mix of recently included members and members with some years of experience.
- d) New members will be identified by the Chairperson according to the membership requirement (i.e. as per the composition specified in Section 4.1 of this SOP) and provided the potential member fulfills the conditions of appointment) after discussion by the IEC. The names of new members to be appointed may be suggested by the IEC members and the Chairperson of the HOI. The final decision regarding the appointment of members will be taken by the HOI.

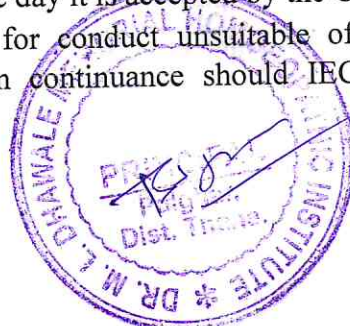
#### **4.6. Conditions to be fulfilled by a member after appointment:**

Members to be appointed to the IEC will need to fulfill the following conditions:

- Members must submit
  - a recently signed CV
  - Preferably, if available training certificates in Ethics and/ or GCP [if not available at time of induction as member in the IEC, the member must submit these within a year of appointment
- Members must be willing to publicize his/her full name, profession, and affiliation.
- sign the Confidentiality Agreement (as per Annexure 3A/SOP 02/V1) and maintain confidentiality regarding meetings, deliberations, research proposals, information on  research participants, and related matters.
- Read, understand, accept and follow the Conflict of interest policy and sign the Conflict of interest agreement/form (See SOP 03/V1).
- Conflict of interest should be declared by members of the MLDMHI-IEC prior to review meeting

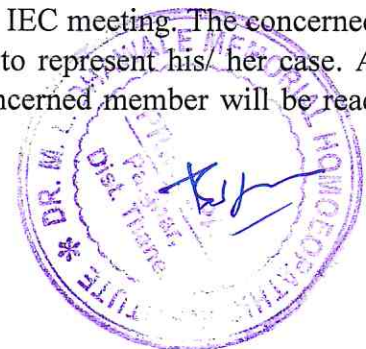
#### **4.7. Resignation and Disqualification of Members:**

- Resignation: A member can tender resignation of his office of membership from the IEC to the HOI through the Chairperson after serving one month advance notice. The member may or may not assign reasons for resignation. The resignation will become effective from the day it is accepted by the Chairperson.
- Disqualification for conduct unsuitable of an IEC member: A member may be disqualified from continuance should IEC determine by a three-fourth majority



specifically called for the purpose that the member's conduct has been inappropriate of an IEC member.

- The process will be initiated if IEC Chairperson or Member-secretary receives a communication in writing (provided by IEC member or a member of the public) alleging misconduct by a member.
- The Chairperson will satisfy himself/ herself that a prima facie case exists before initiating action. If, in the opinion of the Chairperson, the matter is of grave significance where integrity of IEC could be questioned, the Chairperson may suspend the membership of the concerned IEC member till final decision is taken by IEC. During the period of suspension, the concerned individual will not have any rights, privileges or responsibilities of an IEC member and will not perform any duties of IEC member.
- The Chairperson may call for a meeting of the IEC specifically to discuss this issue or the matter will be taken up for discussion. The meeting convened will follow the usual rules.
- of quorum. The allegation will be discussed at the IEC meeting and the member alleged of misconduct will be provided adequate opportunity to defend himself / herself.
- The member would stand disqualified, if members present approve of disqualification by voting (voting by 2/3rd of majority of members present in the meeting and voting). The Chairperson will convey the disqualification to the concerned member through a written communication.
- Disqualification for not attending IEC meetings: A member may be disqualified from IEC membership if the member fails to attend more than 3 regular consecutive IEC meetings without prior intimation or if the contribution is inadequate. The process conducted will be as follows:
  - The Member Secretary will inform Chairperson, in writing, if a member has not attended more than three consecutive regular meetings of the IEC without prior intimation to the IEC.
  - The Chairperson will initiate the process of review of membership of such a member by including the matter in the Agenda of the next regular IEC meeting.
  - A written communication will be sent to the concerned IEC member informing him/ her that the issue of disqualification would be discussed at the meeting inviting the member to be present at the meeting to put up his/ her case. Alternately, the concerned IEC member will be allowed to state his/ her arguments regarding unauthorized absence in writing by a letter addressed to the Chairperson
  - The matter will be discussed and reviewed at the IEC meeting. The concerned member will be provided adequate opportunity to represent his/ her case. A written communication, if received from the concerned member will be read and reviewed at the meeting.



- The Chairperson or Member-Secretary will inform the IEC members about the cessation of membership by a confidential written communication to other members of IEC or at the next meeting of IEC.

#### **4.8. Training of the IEC Members in Ethics:**

- An individual selected as a new member of the IEC will be required to attend one meeting as an 'Observer' before being inducted as a member of the IEC.
- Member Secretary or an IEC member will provide introductory training in Research Ethics, GCP and SOPs to the new member.□
- A newly inducted member should submit certificate of training in a year.
- All members including Chairperson and Member Secretary will be encouraged to receive continued training by participating in a online courses, workshop, conference and/ or re-training program related to research ethics, as a delegate, faculty, facilitator, etc.
- The IEC will circulate the available materials / literature (GCP and SOPs) on ethics in clinical research from time to time to impart training and update the IEC Members and Institutional faculty members.
- The IEC may nominate and / or sponsor the expenses of (as applicable) an IEC member or prospective members for attending conference, continuing education session workshop and/ or training program etc.

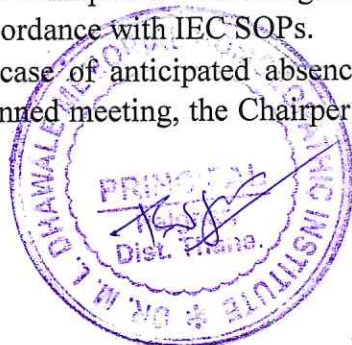
#### **4.9. Hierarchy:**

- There will be one Chairperson, one Member Secretary and one Joint Member Secretary (wherever applicable) may be appointed amongst the members.□
- The Chairperson will head the committee.
- The Member Secretary and the Joint Member Secretary (whenever applicable) will be the guardian of all documents and funds in the possession of the committee.
- Other IEC members will be regular committee members with equal ranking.□

### **5. Functioning of IEC Members:**

#### **5.1.1. Functions of Chairperson**

- The Chairperson will be responsible for conducting committee meetings, leading all discussions and deliberations pertinent to the review of research proposals.
- The Chairperson will preside over all elections as well as administrative and financial matters pertinent to the committee's functions. The Chairperson will represent the IEC at various meetings and forums.
- The Chairperson will sign documents and communications related to IEC functioning.
- The Chairperson will delegate his/ her responsibilities to the Co-Chairperson in accordance with IEC SOPs.
- In case of anticipated absence of both Chairperson and Co-Chairperson at a planned meeting, the Chairperson will nominate a committee member as Acting



Chairperson or the members present may elect the chairperson. The Acting Chairperson will have all the powers of the Chairperson for that meeting.

**5.1.2. Functions of Co- Chairperson**

- To act as Chair in the absence of Chairperson and to perform all functions of Chairperson.

**5.1.3. Functions of the Member secretary**

- Receive research proposals
- Organize an effective and efficient tracking procedure for each proposal received.
- Prepare, maintain and distribute of study files.
- Schedule and organize IEC meetings
- Prepare and maintain meeting agenda and minutes.
- Maintain IEC documentation and to archive them.
- Sign documents and communications related to IEC functioning.
- Communicate with the IEC members and applicants/ investigators.
- Notify the Principal Investigator regarding IEC decisions related to the submitted research proposal.
- Arrange for training of personnel and IEC members.
- Organize the preparations, review, revision and distribution of SOPs and guidelines.
- Provide necessary administrative support for IEC related activities to the Chairperson.
- Provide updates on relevant and contemporary issues to ethics in health research as well as relevant contemporary literature to the committee members.
- Receive ethics committee review processing fees and issue official receipts for the same.
- Delegate various responsibilities to appropriate and authorized individuals.
- Ensure adherence of IEC functioning as per SOPs
- Prepare for audits and inspections
- Prepare and make available for scrutiny by auditors/ inspectors annual reports/ annual financial statements of the IEC.

**5.1.4. Functions of the Joint/ Associate/ Alternate Member Secretary (whenever appointed)**

- The Joint Member Secretary will perform the same functions of Member Secretary in his/her absence.

**5.1.5. Functions of IEC members**

- Attend IEC Meetings and participate in discussions and deliberations so that appropriate decisions can be arrived at.





- Review, discuss and consider research Proposals submitted for evaluation
- Monitor Serious Adverse Event reports and recommend appropriate action(s)
- Review the progress reports and monitor ongoing studies as appropriate.
- Do onsite visits wherever needed
- Evaluate final reports and outcomes.
- Maintain confidentiality of the documents and deliberations of IEC meetings.
- Declare any conflict of interest in writing to the Chairperson, if any, at each meeting.
- Participate in continuing education activities in biomedical ethics and biomedical research.
- Provide information and documents related to training obtained in biomedical ethics and biomedical research to the IEC Member Secretary
- Provide an updated CV when requested for by the IEC Member Secretary
- Carry out the work delegated by Chairperson, Member-secretary and Jt. Member-secretary
- Assist Chairperson, Member-secretary and Jt. Member-secretary in carrying out IEC work as per SOPs
- Be updated on relevant laws and regulations

#### 6. Types of projects reviewed by IEC:

The IEC will review scientific and ethical aspects of all types of research studies involving human participants; sponsored by pharmaceutical companies, sponsored by Government of India / NGOs, studies in collaborations with international organisations/universities, all internship projects (Homoeopathy), dissertation projects (postgraduate students :MD – Homoeopathy) and PhD thesis (Homoeopathy), education research projects (under the guidance of IMETTT – Advanced education technology workshop) and investigator initiated research studies which are self-funded / funded by institutional funding bodies.

#### 7. Quorum Requirements :

- The full board meeting will be held as scheduled provided there is quorum.
- Minimum of 50% of committee strength and not less than 4 members are required to constitute the quorum for the meeting of which at least one member has to be from outside the institution, and one member will be a non-scientific member & one from opposite gender.
- Without satisfying this condition, any decision taken by the committee shall remain null and void.
- All decisions will be taken in meetings and not by circulation of project proposals
- In absence of the Chairperson, Co-Chairperson will chair the meeting.



**8. Honorarium to the Members:**

Reimbursement of travelling expense for attending the IEC meetings may be given to the IEC members.

**9. Preparing an annual activity report of the IEC for submission to the Head of the Institute**

The Member Secretary will make a yearly activity report for submission to the Head of the Institute which will include the following elements:

- Number and dates of the IEC meetings occurred in the campus of MLDMHI
- Number and type of proposals (Pharma/ Government sponsored/ Dissertations/ thesis / investigator initiated) reviewed in a year, status of each study proposal whether completed / ongoing / terminated
- Number of approvals for full board review/ expedited review with decisions
- Any other matter

**10. Reference to other applicable SOPs:**

SOP 03/V1 - Conflict of Interest Policy for Institutional Ethics Committee

SOP 05/V1 - Procedures for allowing Guest/ Observer to visit IEC or attend IEC meeting

SOP 08/V1 - Agenda Preparation, Meeting Procedures and Recording of Minutes

**11. Annexures:**

Annexure 1A: AX 1A / SOP 02 – V1: Invitation letter for IEC member

Annexure 1B: AX 1B / SOP 02 – V1: Appointment Order

Annexure 2: AX 02 / SOP 02 – V1: Acceptance Letter

Annexure 3: AX 03 A/SOP 02 - V1 - Confidentiality Agreement Form for IEC members



Letter Ref. No:

Date:

From  
Principal, MLDMHI  
Palghar

To,

Sub: Constitution of Institute Ethics Committee (Human studies)

Dear Sir / Madam,

On behalf of Dr. M. L. Dhawale Memorial Homoeopathic Institute, Palghar an Autonomous Institute under Maharashtra University Health Science, I request your concurrence for possible appointment as a member of Institute Ethics Committee of MLDMHI, Palghar.

Kindly send your written acceptance in the enclosed format and provide short curriculum vitae along with the acceptance letter.

On receipt of your acceptance, I shall send you the formal appointment letter.

Yours sincerely,

Signature:

Name:



**APPOINTMENT ORDER**

Dr/ Mr. / Mrs.: \_\_\_\_\_ Date: \_\_\_\_\_

I am pleased to appoint you as \_\_\_\_\_ of the Institutional Ethics

Committee (IEC) (Human research) at Dr. M. L. Dhawale Memorial Homoeopathic Institute, Palghar (MLDMHI) w.e.f. \_\_\_\_\_ for a term of \_\_\_\_\_ year / months provided following conditions of appointment are met.

1. You should be willing to publicize your full name, profession & affiliation.
2. You consent to sign confidentiality agreement between you & the IEC regarding meeting deliberations, applications, information on research participants, & related matters.

The renewal of your appointment will be by consensus & 1 month notice on either side will be necessary prior to resignation/ termination of appointment. Terms & Conditions regarding the resignation procedure, disqualification procedures, replacement procedures etc. may be found in the Standard Operating Procedures (SOPs) of IEC, MLDMHI.

You will be paid travelling expenses against attending the MLDMHI IEC meetings held at MLDMHI campus at Palghar as per the guidelines given in Terms of Reference-IEC, MLDMHI.

We sincerely hope your association with IEC, MLDMHI will be fruitful to the Institute & the Community we serve.

Chairperson  
(Name/Seal)  
IEC, MUHS  
Palghar – 401404

Signature of Appointee  
(Name & Date)



From,

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To,  
The Principal  
MLDMHI  
Palghar - 401404

Sub: Consent to be a member of Institute Ethics Committee (Human Studies) - Reg. Ref: Your Letter No: \_\_\_\_\_ dated: \_\_\_\_\_

Dear Sir,

In response to your letter stated above, I give my consent to become a member of IEC of MLDMHI. I shall regularly participate in the IEC meeting to review and give my unbiased opinion regarding the ethical issues.

I shall be willing for my name, profession and affiliation to be published.

I shall not keep any literature or study related document with me after the discussion and final review.

I shall maintain all the research project related information confidential and shall not reveal the same to anyone other than project related personnel.

I herewith enclose my CV.

Thanking you,

Yours sincerely,

Signature

Name of the Member:	
Date:	
Address:	
Telephone No. (Res.):	
Mobile No.:	
E – Mail	



**Confidentiality Agreement Form for IEC Members**

In recognition of the fact, that I,

\_\_\_\_\_

\_\_\_\_\_

(Member's name, his/her position on IEC and affiliation)

herein referred to as the "undersigned", have been appointed as a member of the IEC and have been asked to assess research studies involving research participants in order to ensure that they are conducted in a humane and ethical manner, adhering to the highest standards of care as per the national, and local regulations and institutional policies and guidelines and international and national guidelines. The appointment of the undersigned as a member of the IEC is based on individual merits and not as an advocate or representative of a home province, territory or community nor as a delegate of any organization. The IEC must meet the highest ethical standards in order to merit the trust and confidence of the communities in the protection of the rights and well-being of research participants and the undersigned, as a member of the IEC, is expected to meet the same high standards of ethical behaviour to carry out its mandate.

This agreement encompasses any information deemed Confidential provided to the Undersigned in conjunction with the duties as a member of the IEC. All Confidential information (and any copies and notes thereof) shall remain the sole property of the IEC. The undersigned agrees to hold all confidential information in trust or confidence and agrees that it shall be used only for contemplated purposes and shall not be used for any other purpose or disclosed to any third party. Written confidential information provided for review shall not be copied or retained.

I, \_\_\_\_\_ (name of the IEC member) have read and accept the aforementioned conditions as explained in this Agreement.

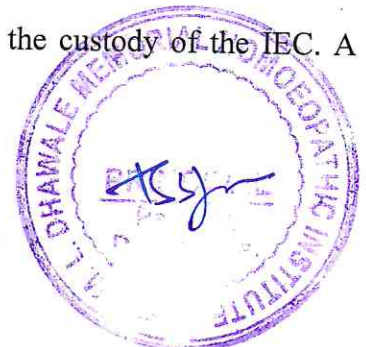
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Date

[The original (signed and dated Agreement) will be kept on file in the custody of the IEC. A copy will be given to the Undersigned.]




I acknowledge that I have received a copy of this Agreement signed by the IEC Chairperson and me.


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 12. Flow Chart:

No.	Activity	Responsibility
1	Composition of Institutional Ethics Committee	Head of Institute (Director MLDT & Principal MLDMHI)
2	Selection and Appointment of Chairperson and Member Secretary	Head of Institute (Principal of MLDMHI)
3	Appointment of the rest of IEC Members	HOI, Chairperson and Member secretary
4	Appointment of New Members	Head of Institute (Director MLDT & Principal MLDMHI)
5	Conditions of appointment	Head of Institute (Director MLDT & Principal MLDMHI)
6	Initiation of process of appointment and sending the appointment letters	Head of Institute (Research Department MLDMHI)
7	Tenure of Membership	Chairperson and IEC Members
8	Resignation and Disqualification of members	IEC Members
9	Quorum requirements	IEC Members

  
**PRINCIPAL**  
**DR. BIPIN S. JAIN**  
Dist. Thane  
M.D. (Hom.), MBA (Ed. Mgt.)





DR. M. L. DHAWALE MEMORIAL  
HOMOEOPATHIC INSTITUTE

Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 •  
Fax : 02525-257019

(Recognized by the Central council of Homoeopathy, New Delhi and  
Maharashtra University of Health Sciences, Nashik)

### STRATEGIC PLAN- YEAR 2022

#### STRATEGIC PLAN FOR ACADEMIC DEPARTEMENT-

1. The institution will ensure that the curriculum will be taught as laid down by the Maharashtra University of health science.
2. The student will be trained in order to acquire adequate knowledge, skill and attitude relevant to making them competent homoeopathic physician and responsible citizens of India.
3. The formation of the academic timetable for the new batch as per the guidelines by the Maharashtra University of health science.
4. Updating the work of NAAC with a dedicated team.

#### STRATEGIC PLAN FOR CLINICAL DEPARTEMENT-

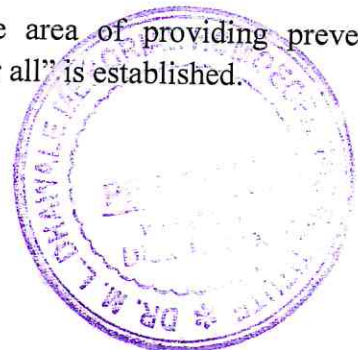
1. Students will be posted in various IPD, OPD settings in urban, rural and tribal areas. This will ensure that they are able to connect the theory to the practice at the ground.
2. Ensure development and rotational postings of students in the newly created Cancer OPD.

#### STRATEGIC PLAN FOR RESEARCH DEPARTEMENT-

1. The students will be trained in the concepts applicable in the subject of Research methodology and will be trained to apply them in their synopsis and dissertation.
2. The research department will look after the status of the synopsis and dissertations and will provide the guidance wherever required.
3. To guide and assist PhD scholars in their progress.

#### STRATEGIC PLAN FOR COMMUNITY-

1. Students and the faculty will jointly venture in the area of providing preventive, promotive and curative interventions, so that "Health for all" is established.





2. The reports of the community posting to be procured for the assessment and review.

**PRINCIPAL**  
**DR. BIPIN S. JAIN**  
M.D. (Hom.), MBA (Ed. Mgt.)  
Paighar,  
Dist. Thane.





DR. M. L. DHAWALE MEMORIAL  
HOMOEOPATHIC INSTITUTE

Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 •  
Fax : 02525-257019

(Recognized by the Central council of Homoeopathy, New Delhi and  
Maharashtra University of Health Sciences, Nashik)

### STRATEGIC PLAN- YEAR 2021

#### STRATEGIC PLAN FOR ACADEMIC DEPARTEMENT-

1. The institution will ensure that the curriculum will be taught as laid down by the Maharashtra University of health science.
2. The student will be trained in order to acquire adequate knowledge, skill and attitude relevant to making them competent homoeopathic physician and responsible citizens of India.
3. The formation of the academic timetable for the new batch as per the guidelines by the Maharashtra University of health science.
4. Restarting physical academic sessions and assess utility of hybrid model of online and physical sessions.

#### STRATEGIC PLAN FOR CLINICAL DEPARTEMENT-

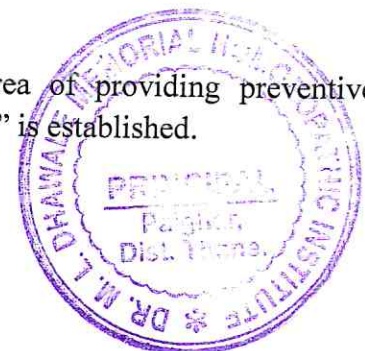
1. Students will be posted in various IPD, OPD settings in urban, rural and tribal areas. This will ensure that they are able to connect the theory to the practice at the ground.
2. Students and faculty to ensure the preventive care essential for controlling the pandemic is observed.

#### STRATEGIC PLAN FOR RESEARCH DEPARTEMENT-

1. The students will be trained in the concepts applicable in the subject of Research methodology and will be trained to apply them in their synopsis and dissertation.
2. The research department will look after the status of the synopsis and dissertations and will provide the guidance wherever required.

#### STRATEGIC PLAN FOR COMMUNITY-

1. Students and the faculty will jointly venture in the area of providing preventive, Promotive and curative interventions, so that "Health for all" is established.



2. The objective based plan will be prepared for the community posting.
3. The reports of the community posting to be procured for the assessment and review.

**PRINCIPAL**  
**DR. BIPIN S. JAIN**  
**M.D. (Hom.), MBA (Ed. Mgt.)**



A circular purple ink stamp is positioned to the right of the principal's name. The stamp contains the text: "DR. M. L. CHAVALE MEMORIAL HOMOEOPATHIC INSTITUTE" around the top inner edge, "Paighat, Dist. Thane." in the center, and "DR. M. L. CHAVALE" around the bottom inner edge. There is a small asterisk symbol at the bottom center of the stamp.



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### STRATEGIC PLAN- YEAR 2020

#### STRATEGIC PLAN FOR ACADEMIC DEPARTEMENT-

1. In view of COVID19 Pandemic, the academic sessions will be conducted online till further notice. Accordingly, the revised timetable is to be prepared.

#### STRATEGIC PLAN FOR CLINICAL DEPARTEMENT-

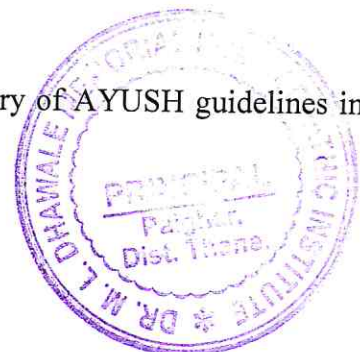
1. In view of COVID19 Pandemic, OPD and IPD duty timetable for residents, teachers and MO's will be rescheduled based on the new rules and regulations provided by the Government.
2. For the post-COVID care, Homoeopathic OPD is to be started in the RHH.

#### STRATEGIC PLAN FOR RESEARCH DEPARTEMENT-

1. In view of homoeopathic intervention in the COVID IPD, the research department to explore the role of homoeopathic treatment in the management of the COVID19 infection.

#### STRATEGIC PLAN FOR COMMUNITY-

1. Distribution of ARSENIC ALBUM 30 as per the ministry of AYUSH guidelines in the community.



## **STRATEGIC PLAN FOR THE MANAGEMENT OF THE PANDEMIC AT INSTITUTE LEVEL**

1. The institute will look after providing all the safety measures to residents and teachers.
2. The rules of quarantine will be set as per the guidelines provided by the Government.
3. The posters on the topic of “Awareness about CORONA VIRUS INFECTION” will be displayed in the hospital.



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### STRATEGIC PLAN- YEAR 2019

#### STRATEGIC PLAN FOR ACADEMIC DEPARTMENT-

1. The institution will ensure that the curriculum will be taught as laid down by the Maharashtra University of health science.
2. The student will be trained in order to acquire adequate knowledge, skill and attitude relevant to making them competent homoeopathic physician and responsible citizens of India.
3. The formation of the academic timetable for the new batch as per the guidelines by the Maharashtra University of health science.
4. Workshop on credit based course in integrated paper and standardization of curriculum and T-L Methods will be planned in this year for teaching faculty.

#### STRATEGIC PLAN FOR CLINICAL DEPARTMENT-

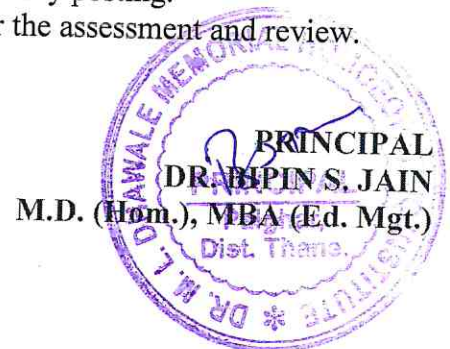
1. Students will be posted in various IPD, OPD settings in urban, rural and tribal areas. This will ensure that they are able to connect the theory to the practice at the ground.

#### STRATEGIC PLAN FOR RESEARCH DEPARTMENT-

1. The students will be trained in the concepts applicable in the subject of Research methodology and will be trained to apply them in their synopsis and dissertation.
2. The research department will look after the status of the synopsis and dissertations and will provide the guidance wherever required.

#### STRATEGIC PLAN FOR COMMUNITY-

1. Students and the faculty will jointly venture in the area of providing preventive, Promotive and curative interventions, so that "Health for all" is established.
2. The objective based plan will be prepared for the community posting.
3. The reports of the community posting to be procured for the assessment and review.





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### STRATEGIC PLAN- YEAR 2018

#### STRATEGY FOR ACADEMIC DEPARTMENT-

1. The institution will ensure that the curriculum will be taught as laid down by the Maharashtra University of health science.
2. The student will be trained in order to acquire adequate knowledge, skill and attitude relevant to making them competent homoeopathic physician and responsible citizens of India.
3. The formation of the academic timetable for the new batch as per the guidelines by the Maharashtra University of health science.
4. The management of the academic activities of all the departments.
5. Planning of the special sessions for the new batch, which includes, session on language, logic, values and lifelong learning and training on dealing sensitivity.
6. Teachers will be encouraged to use innovative ways to enhance the performance of students.
7. Exit survey to be planned for outgoing batch along with career counselling session.



### **STRATEGIC PLAN FOR CLINICAL DEPARTMENT-**

1. Students will be posted in various IPD, OPD settings in urban, rural and tribal areas. This will ensure that they are able to connect the theory to the practice at the ground.
2. MD Part 2 students will be given an opportunity to work as a Junior Resident (JR-ship policy) to enhance their learning and confidence.
3. The teaching staff will be involved in the training of Junior Resident in terms of Knowledge, skill and Attitude to manage IPD efficiently.

### **STRATEGIC PLAN FOR RESEARCH DEPARTMENT-**

1. The students will be trained in the concepts applicable in the subject of Research methodology and will be trained to apply them in their synopsis and dissertation.
2. The student will be encouraged to apply for the post of JRF (Junior Research Fellow)

### **STRATEGIC PLAN FOR COMMUNITY-**

1. Students and the faculty will jointly venture in the area of providing preventive, Promotive and curative interventions, so that "Health for all" is established.

