

BRIHANMUMBAI MAHANAGARPALIKA

Manual No. 08

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as sites parts or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

List of Various Committees

Sr. No.	Name of Committee	Incharge/Secretary	Department
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ACADEMIC COUNCIL

01.	UG Academic council 1 st MBBS	Dr. M.V. Ambiyé	Anatomy
02.	UG Academic Council 2 nd MBBS	Dr. Shaliesh Mohite	F. Medicine
03.	UG Academic Council 3 rd MBBS	Dr. S. Bavdekar	Pediatric
04.	PG Academic Committee	Dr. Renuka Munshi	Clin. Pharma
05.	Medical Education & Teaching Technology Cell	Dr. V.K. Kulkarni	Medicine
06.	Resident Affairs Committee	Dr. J. Baviskar	Orthopaedic
07.	Hostel Committee	Dr. S. Patharkar	Biochemistry
		Dr. M. Mestry	AMO
		Dr. S. Patil	AMO
08.	Gymkhana committee	Dr. Sankpal	Pharmacology
09.	Research Society	Dr. Chitra Nayak	Skin & VD
10.	Departmental Development Fund	Dr. P. Varthkavi	Endocrinology
11.	Ethics Committee	Dr. V. Chavan	Pharmacology
12.	Nair Golden Jubilee Research Foundation	Dr. S. Bavdekar	Paediatric
13.	Library Committee	Dr. A. J. Dandale	

HOSPITAL MANAGEMENT COUNCIL

01.	Theatre Committee	Dr. M.K. Sanjana	Gen. Surgery
02.	P.P.F. Committee	Dr. Pankaja Agal	Dy. Dean(Ag)
03.	Hospital Infection Control Committee	Dr. J. Shastri	Microbiology
		Dr. L. Dash	Microbiology
04.	Lab & Blood Bank Committee	Dr. G.V. Puranik	Pathology

05. HIV Core Committee	Dr. S.R. Suryawanshi	PSM
06. Solid Waste Management	Dr. G. Kale	Asstt. Dean(Ag)
07. Students Gymkhana College Canteen Committee	Dr. Pakaja Agal	Dy. Dean (Ag)
08. Hospital Transfusion Committee	Dr. G.V. Puranik	Pathology
09. Scrap Committee	AE (M & E)	
10. Diet Committee	Dr. Gautam Kale	Asstt. Dean (Ag)
11. Patient Grievance Committee	Dr, Pankaja Agal	Dy. Dean(Ag)
12. Departmental Development Fund	Dr. P. Varrakvi	
13. Prevention of Sexual Harassment of Women at Workplace Committee	Dr. A.M. Kanhere	Biochemistry

(In these committee meetings no public can participate except patient Grievance Committee)

HIV/AIDS CORE COMMITTEE B.Y.L. NAIR CH. HOSPITAL

A. Name of the Committee

HIV/AIDS Core committee, T.N. Medical college & B.Y.L. Nair Ch. Hospital

B. Address

Coordinator, HIV/AIDS Core Committee, Professor & Head Dept. of PSM R. No. 103, college Bldg. T.N. Medical College B.Y.L. Nair ch. Hospital, Mumbai Central, Mumbai – 400 008.

C. Type of affiliated body - Committee

D. Brief Inftrroduction

The HIV/AIDS Core Group was formally established in 1999 and had follwing objectives.

1. To co-ordinate HIV/AIDS related activitiesand services.
2. To strengthen the HIV/AIDS related services.
3. To co-ordinate HIV/AIDS Prevention and control Programme and Services.
4. Re-orientation training programme for Medical and Para medical Staff members of the Institute.
5. To streamline Management Information system (MIS) and Surveillance Procedure related to all the activities concerned with people living with HIV/AIDS.

Activities

1. Training of medical and paramedical staff of the institutions, general practitioners and funtionries of NGOs and CBOs by Dept. Of PSM.
2. Mult-disciplinary comprehensive Health Care unit for HIV/AIDS patients – by Dept. Of PSM, Medicine, Skin & VD, Obst. Gynaec, VCTC, Peadiatrics and Blood Bank.

3. Blood Testing Centre for screening and diagnosis – by Microbiology Dept.
4. Surveillance Centre – Dept of PSM, Medicine, Skin & VD, Obst. Gynaec, VCTC, Paediatrics and Blood Bank.
5. Vountary Testing Centre – by Dept. Of Microbiology
6. Zonal Blood Testing Centre for Blood Safety – by Blood Bank
7. Counselling by VCTC and Dept. Of Skin & VD
8. Management of Patients – All the Clinical Depts.
9. Management of opportunistic infection – All Clinical Depts.
10. Post Exposure Prophylaxis (PEP) – Dept. Of Medicine
11. Monitoring – All the above depts.
12. Health Information System (Records & Reports) – All depts.
13. Management Information Systme (MIS) – All the above depts.
14. Drop-in Centre – Advocacy, direction, guidances & management by PSM Dept.

E. Role of affiliated body

Advisory, managing as well as execution. Also planning and reporting.

F. Structure and member composition

1. Chairperson – Dean
2. coordinator – HOD, PSM
3. Signatories – Dean, HOD-Medicine, HOD-PSM
4. Other Members -
 - i) HOD – Paediatrics
 - ii) HOD – Skin & VD
 - iii) HOD Obs-Gyn.
 - iv) HOD-Surgery
 - v) HOD-Microbiology
 - vi) Incharge, Blood Bank

- vii) HOD- Respiratory Medicine
- viii) Coordinator, Drop-in Centre

In addition a staff member designated by HOD of each of the above department is also a member of the Core Committee.

G. Head of the Body – Dean

H. Address of Main Office -

HIV/AIDS Core Committee, Dept. Of PSM, R. No. 103, college Bldg, T.N. Medical College, B.Y.L. Nair ch. Hospital, Mumbai Central, Mumbai – 400 008.

I) Frequency of meeting -

Meeting are held every 2-3 months

J) Can public participate in the meeting ?

No.

K) Are minutes of the meeting prepared ?

Yes, for every meeting.

Sd/-

Dr. S. R. Suryavanshi

Library Committee

a. Name and address of the affiliated Body

Library Committee
T.N.Medical College & B.Y.L.Nair Ch.Hospital
Dr. A.L. Nair Road,
Mumbai- 400008.

b. Type of affiliated Body

Committee

c. Brief Introduction of the affiliated body

Establishment year: 1978

Objectives:

The Library committee advises the Chief Medical Librarian in all matters of policy to be followed. It assesses the financial needs of the library and makes the necessary recommendations. It also serves as an interface between the readers and library staff and thus ensured a better understanding between the readers and the Library policies.

Main Objectives

To ensure all round development of the Library.

This could be in terms of keeping it updated with newer relevant reading materials and abreast in the developments in information technology and keeping the environment reader friendly.

d. Role of the affiliated Body

Purely advisory

e. Head of the Body

Dean (Chairperson) and the Chief Medical Librarian (Secretary)

f. Address of the main office and its branches

As given above. No branches.

g. Frequency of meetings:

At least twice in a year and whenever there is an issue that requires urgent deliberation.

h. Can public participate in the meetings

No

i. Are minutes of the meetings prepared

Yes

Sd/-
Dr. A.J. Dandale

RESEARCH SOCIETY

The Research Society of B.Y.L. Nair Ch. Hospital and T.N. Medical College was founded in 1964. It is a public trust registered with the Charity commissioner of Mumbai (Reg No. BOM/104/1964 6B BSD F/1214) on 23.10.1964. Professors, Associate Professors, Lecturers and Honorary Staff of B.Y.L. Nair Ch. Hospital and T.N. Medical College are members of this Research Society.

Aims & Objectives of Research Society :

1. To undertake and promote medical research in all its branches.
2. To finance research projects and workshops.
3. To endow research fellowships.
4. To take all measures that are necessary for the attainment of above objectives.

Thus the main area of work is biomedical research in basic medical sciences and applied clinical subjects dealing directly with patient care.

Fifteen members of the Executive Committee control the functioning of the Research Society. Staff members of B.Y.L. Nair Ch. Hospital are members of the Research Society.

The Executive Committee provides financial assistance to about 10-20 research proposals every year. The financial assistance is either full or partial funding of academic research proposals. The facilities available at B.Y.L. Nair Ch. Hospital and T.N. Medical College are utilized by the researchers.

The Research Society is recognized and listed by the Director of Scientific and Industrial Research Organization (DSIRO) of Department of Science and Technology, New Delhi, Research Society has obtained exemption U/s35(i)(ii) of Income Tax Act 1961.

The Executive Committee meets once a month. The General Body meets once in a year. The minutes of every meeting are maintained in records.

B.Y.L. NAIR CH. HOSPITAL AND T.N. MEDICAL COLLEGE
R E S E A R C H S O C I E T Y
LSIT OF PRESENT EXECUTIVE COMMITTEE MEMBERS

S. No.	Name	Designation	Address
01.	Dr. R. N. Bharmal	President (Ex-officio)	Dean, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
02.	Dr. S.B. Bavdekar	Vice President	Professor & head, Dept. of Pediatrics, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
03.	Dr. G.C. Rajadhyaksh	Vice President	Professor, Dept. of Medicine, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
04.	Dr. Chitra Nayak	Secretary	Professor & Head, Dept. of Skin & VD, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
05.	Dr. Renuka Munshi	Jt. Secretary	Associate Professor & I/C, Dept. of Clinic Pharmacology, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
06.	Dr. S.G. Jain	Treasurer	Assistant professor, Dept. of Community Medicine, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
07.	Dr. Chitra Pillai	Member	Addl. Professor, Dept. of Physiology, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
08.	Dr. Anuradha De	Member	Professor, Dept. of Microbiology, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
09.	Dr. Neelam Patil	Member	Associate, Professor, Dept. of Biochemistry, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
10.	Dr. Rahul Chakor	Member	Professor & Head, Dept. of Neurology, T.N. Medical College & BYL Nair Ch. Hospital,

			Mumbai Central, Mumbai – 400 008.
11.	Dr. Avinash Ingole	Member	Addle. Professor, Dept. of Ophthalmology, T.N. Medical College & BYL Nair Ch. Hospital, Mumbai Central, Mumbai – 400 008.
12.	Dr. N.K. Hase	Co-opt Member	Prof. & Head, Dept. of Pharmacology, Seth GSMC & KEM Hospital Mumbai -12
13.	Dr. Nirmala Rege	Co-opt Member	Prof. & Head, Dept. of Pharmacology, Seth GSMC & KEM Hospital Mumbai -12
14.	Dr. Satish Dharap	Co-opt Member	Professor, Dept. of Surgery, LTMMC & LTMGH, Sion, Mumbai – 22.
15.	Shri. Ajoy Mehta	Ex-officio Member	Municipal Commissioner, Municipal Corporation of Greater, Mumbai.

Sd/-
Dr. Chitra Nayak
Secretary

STUDENTS' GYMKHANA

COMPOSITION OF GYMKHANA COMMITTEE

General Secretary
Preet Sharma

President
Dr. R. N. Bharmal

Vice President & Incharge
Dr. Pramod Shankpal

Vice President
Dr. Girish Rajadhyaksha
Dr. Anuradha Kanhere
Dr. Seema Khambatta
Dr. Madhav Sathe
Dr. Jitendra Hotwani
Cultural Secretary
Kaustubh Lokare

Audit Secretary
Rohan Mishra

Literature Secretary
Akshay Phalak

Magazine Secretary
Srushti Vartak

Outdoor Sports Secretary
Raunak Nair

Indoor Sports Secretary
Shital Ghadge

Cricket Secretary
Amit Varma

Gym Incharge
Suprit Galande

Gymkhana

TNMC Gymkhana is established to supervising sports , academic , cultural and welfare activities of Under Graduate students of TN medical college, BYL nair hospital, Mumbai.

Annually various events/functions are organized by students council for overall development of students personality. Various activities conducted are Shravansari, Aarambh, Swathik academic CME , Lakshya/mahayudha sports tournaments, and other MUHS organized students activities.

Dean is president of Gymkhana and there is a committee of vice presidents nominated by Dean from among senior teaching staff members of TN medical college, BYL Nair hospital, Mumbai. [list of vice-presidents enclosed on separate attachment herewith].

The students council has representative secretaries for various Gymkhana departments [details enclosed on separate attachment herewith].

All functions/events/tournaments are organized by students upon approval by Gymkhana president i.e. Dean of TN medical college, BYL Nair hospital, Mumbai.

TENURE OF THE COMMITTEE

July 2016 to July 2017

FUNCTIONS OF THE STUDENT REPRESENTATIVE GYMKHANA COMMITTEE

- j. Organising educational, sports, cultural and social activities for UG students which are conducted by the respective student representatives.
- k. Aarambh: The Annual Cultural Festival of TNMC & BYL Nair Ch. Hospital is conducted by the Gymkhana Committee. Aarambh hosts various cultural and

literary events and promote the students to participate in these events. It also has various college days to uphold the festive spirit.

- l.** Shravansari: The Annual Marathi Cultural Fest is conducted by the Gymkhana Committee to uphold the spirit of Maharashtra. It has various events, cultural as well as literary. It also has guest lectures from eminent personalities from various fields who inspire our students
- m.** Swaasthik: The National Medical Conference of TNMC & BYL Nair Ch. Hospital, Swaasthik offers all our students an equal chance to present their researches on a wide platform. It also has various interactive events like debate and panel discussion. It has keynote addresses from the eminent doctors who share their invaluable experience with us.
- n.** Lakshya: The Annual Intracollegiate Sports Festival is conducted on the hostel ground which has various events like Kabaddi, Kho Kho and Tug of War. This year it was conducted after Shravansari and we received a massive response from all the students.
- o.** Unleash: The Annual Intercollegiate Sports Festival is conducted to promote participation in sports like football, lawn tennis, basketball and volleyball. Indoor events like table tennis, carrom and chess are also conducted.
- p.** Nair Premier League: The Annual Rink Football League is conducted in the college campus. The 3 day event has participation from all years of MBBS and it promotes the growing talent in football.
- q.** Sending student representatives in various MUHS organized events/functions.
- r.** Maintaining BCR & LCR.
- s.** Providing sport equipments to boys and girls.
- t.** Welfare of TNMC students as per MUHS guidelines.

- u. Organising literary festivals for CMEs and educational activities.
- v. Providing Gymnasium equipment for UG students and maintaining the gymnasium at the hostel. A copy of all the equipments is duly attached.
- w. Organising guest lectures by senior doctors to promote awareness about the recent advancements in medical sciences. It helps the students to know what it takes to reach such heights of success.
- x. Publishing the Annual College Magazine – Elysium which features all the college activities and has a section for all articles and promotes the literary skills amongst our college students.
- y. Maintaining an online newsletter – Travelogue to update our students about the recent status of the college activities and help them connect to it.
- z. General Secretary and his team follow up issues and concerns of UG students and take them to appropriate authorities to solve inconvenience of the students.

SPORT ACTIVITIES

Outdoor Sports Secretary

Raunak Nair

Indoor Sports Secretary

Shital Ghadge

INDOOR EVENTS

1. Carrom

Intracollegiate Event

Intercollegiate Event

2. Table Tennis

Intracollegiate Event

Intercollegiate Event

3. Chess

Intracollegiate Event

Intercollegiate Event

OUTDOOR EVENTS

1. Football

Intracollegiate Event

Intercollegiate Event

2. Basketball

Intracollegiate Event

Intercollegiate Event

3. Lawn Tennis

Intracollegiate Event

Intercollegiate Event

4. Volleyball

Intracollegiate Event

Intercollegiate Event

5. Kabaddi

Intracollegiate Event

6. Kho Kho

Intracollegiate Event

7. Tug of War

Intracollegiate Event

Sd/-

Dr. Sankpal

Student Gymkhana Canteen Committee

Name & Address of the Affiliated Body Gymkhana Canteen	T.N. Medical College Students Canteen Dr. A. L. Nair Road, Mumbai Central, Mumbai – 400 008.
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	A need for our college students and teaching faculty. For recognition by MCI/University. Started during Medical College Established.
Role of the affiliated body	Advisory & Management
Structure & Member Composition	Dean, President Teaching faculty members as Vice Presidents, Students elected as Hon. Secretaries members. Administrative officer Members.
Head of the Body	Dean, Presidents
Address of main office and as branches	Dean, T.N. Medical College, Student Gymkhana Canteen College Bldg. Dr. A.L. Nair Road, Mumbai Central, Mumbai – 400 008.
Frequency of meeting	Yearly, and as & when required by students Committee.
Can Public participate in the meeting?	No.
Are minutes of the meeting prepared?	Yes.

Sd/-

Dr. Pankaja Agal

DIET SUB COMMITTEE

Procedure of Dietary Tenders.

The information as regards various tender committees and their work thereof is furnished below:-

Sr. No.	Name of the Committee	Situated at	Nature of work.
1.	Medicine Tender Committee	Central Purchase Dept.	Tenders for procurements of Medicine and allied items.
2.	Furniture & Linen Sub Committee.	Central Purchase Dept.	Tenders for procurements of Furniture & Linen Items.
3.	Diet Sub Committee	B.Y.L. Nair Ch. Hosp.	Tenders for procurements of various types of Dietary Articles.

The Diet Sub Committee which was situated at LTMG Hospital previously, shifted to B.Y.L. Nair Ch. Hospital on December 2000. Dean(N) is the chairperson of the Committee & Dy. Dean(I) is the Secretary of the Committee.

Diet Sub Committee deals with following tenders every year with a validity of 180 days each.

Sr.No.	Schedules	Particulars.	Contract period	Total Nos. of Items.
1	Sch. No. I	Fruits & Vegetables.	13.11.2016 to 12.11.2017	40
2	Sch. No.II	Grocery Articles.	21.02.2016 to 20.02.2017	30
3	Sch.No.III	Sugar,Wheat flour & Rice.	01.03.2016 to 28.02.2017	3
4	Sch. No. IV	Bread,Eggs & Tea Powder.	06.11.2016 to 06.11.2017	3

The detailed tender procedure for all above mentioned schedules is as follows:-

1. Requirement forms send to various Mun. Hospitals & Mat. Homes for submitting of their annual requirements.
2. After receipt of departments requirements, quantity fixation meeting is called for fixing the quantity.
3. The advertisement is given to the MCGM portal as well as in 5 reputed news papers after

obtaining the Dean Sanctioned.

4. Prepared Technical Scrutiny statement after opening Envelope “A” & “B” on due date.
5. Technical Scrutiny conducted by all members of Diet Sub Committee to scrutiny of received offers .As per decision taken in the technical scrutiny , the price bid will be open in the presence of Account Officer.
6. Prepared, statement A,B,C & D (i.e. Rates, Ranking, total cost & conditions)
7. Preparing D.L., to M.S. After decision taken in commercial scrutiny to recommended the items to 1st lowest offerer.
8. erer.
9. D.L., to M.S. Sent to Dy.C.A.(Hospitals) for scrutiny then after it is submitted to Director(M.E.& M.H.)/ A.M.C.(W.S.) for sanction.
10. After signed D.L. By A.M.C.(W.S.), D.L, put up in the Municipal Secretary office for placing the same on the agenda of Standing Committee.
- 10, After receiving standing committee Resolution copy and sanction No. prepared and sent acceptance letter to tenderer.
11. Prepared and sent Rate Circulars to various Hospitals & Mat. Homes.
12. Contract documents will be sent to Recommended contractor for Execution of Written Contract.

Sd/-
Dr. G. Kale

Postgraduate Academic Committee

The purpose of establishing the Postgraduate Academic Committee PGAC is

1. To ensure quality research by reviewing the thesis research protocols of postgraduates.
2. To review ethical aspects of research projects prior to Ethics Committee approval.
3. To organize and conduct workshops I Research Mathodoloyg and Scientific Communication for PG Students and Faculty.
4. To orgnise academic meetings, seminars for the PG students.

The Post Graduate Academic committee meets at least once every month and more on a case-to-case need basis.

It consists of the following members. -

List of Members of the Executive Committee

Sr. No.	Name	Designation	Department
01.	Dr. Renuka Munshi	Convernor Associate Professor & In-charge	Department of Clinical Pharmacology
02.	Dr. Praveen Rathi	Prof & Head	Department of Gastroenterology
03.	Dr. D.S. Asgaonkar	Prof & Head	Department of Medicine
04.	Dr. Rajan Nerurkar	Professor	Department of Pharmacology
05.	Dr. Radha Ghilidiya	Professor	Department of pediatric
06.	Dr. Rajiv Joshi	Professor	Department of Surgery
07.	Dr. C.M. Deshpande	Professor	Department of Anaesthesia
08.	Dr. Chitra Pillai	Professor (Addl)	Department of Physiology
09.	Dr. Reena Set	Professor (Addle)	Department of Microbiology
10.	Dr. Anjali Amarpurkar	Professor (Addle)	Department of Pathology
11.	Dr. Yasmeen Qazi	Assistant Professor	Department of PSM

Sd/-
Dr. Renuka Munshi

HOSPITAL INFECTION CONTROL COMMITTEE

Name and address of Affiliated Body : 1) HICC

Department of Microbiology
T. N. M. C & BYL Nair Ch. Hospital
Mumbai-400008

Type of Affiliated Body : Committee

Brief Introduction of Affiliated Body : HICC : Infection Control Protocols
OT Surveillance and Biomedical waste
management

Role of Affiliated Body : To provide education, training & guidelines and
to create awareness about
Hospital infection control (HIC) , Biomedical
waste (BMW) management, OT Surveillance
and plays Advisory role (Activities of HICC in
2016 attached)

Structure and Members : HICC:Convener – Prof & Head, Microbiology
Co- convener- Prof & Head, Surgery
Secretary
Members- Dy Dean , Asst. Dean, Heads of all
Depts- Medicine, Peds, Obst. & Gynec,
Anaesthesia, CVTS, ENT Gastroenterology,,
Neurosurgery, Nephrology, Ophthalmology,
Orthopedics, Plastic surgery, Pediatric
surgery, Respiratory Medicine, Urology,
I/C MICU, I/C NICU, Infection Control
Coordinators of various depts., Microbiologist,
BBO, Matron,OT Superintendent, ICN ,S/I of
all OTs, Sub Eng. (M & E), Sub Eng (Civil),
Supt. Pharmacy, HC Medical store, HC
General store, HC General, Security officer,
Timekeeper ORM (complete list attached)

Head of the Body (Chairman) : Dean of the Hospital

Address of main office : T. N. M. C. & BYL Nair Ch. Hospital, Mumbai-
400 008.

Frequency of meeting : Every 3 months

Can public participate in the meetings : N.A.

Are minutes of the meeting prepared : Yes

Sd/-
Dr. Jayanthi S. Shastri

Hospital Infection Control Committee
Report of the HICC activities for the year 2016

1. HICC committee members meeting was held on :

Date	Agenda
11.02.16	a) Drafting of policies regarding new items of infection control like – Antimicrobial paints, Airpurifiers, Antimicrobial clothes b) Training of ICN in certificate course in Infection control at Tata Memorial Hospital c) Antibiotic usage Audit in MICU d) Surveillance of Central Line associated Infection
22.04.16	a) Initiation of Ventilator Associated Pneumonia (VAP) audit in MICU
29.8.2016	a) Implementation of new Biomedical Waste Management (BMW) guidelines

2. Training & orientation programme in “Hospital Infection Control” was held on 30th August & 13th October 2016 for Post Graduate students

3. Awareness & Training programme on New BMW guidelines 2016 for all HODS was held 13th October

4. Audit was done for the following:

4. VAP
5. Antibiotic usage
6. Central Catheter associated infection
7. Catheter associated Urinary tract infection

5. Surveillance

8. BMW surveillance was conducted daily by Infection control nurse
9. Outbreak surveillance was carried out in PICU & NICU in the view of increased cases of candida bacteremia
10. OT surveillance monthly

6. HICC Activities:

- a. WHO Hand hygiene Day was celebrated on 5th May 2016
- b. Poster & slogan competition on “Hand hygiene” was held on 5th May 2016
- c. Street play was organized on “Hand hygiene” on 5th May 2016

Hospital Infection Control Committee

List of Members

- | | |
|---|---|
| 1. Chairperson, HICC | Dr Ramesh Bharmal, Dean (N & T) |
| 2. Convener | Dr J.S. Shastri Prof. & Head Microbiology |
| 3. Co-Convener | Dr M.K. Sanjana, Prof. & Head Surgery |
| 4. Secretary | Dr. Lona Dash, Assoc. Prof., Microbiology |
| 5. Dr. P. Agal | Ag. Dy. Dean(I) |
| 6. Dr. Gautam Kale | Ag. Asst. Dean |
| 7. Prof. & Head, Anaesthesia | Dr. Pinakin |
| 8. Prof. & Head, CVTS | Dr. K.N. Nagle |
| 9. Prof. & Head, ENT | Dr. B. T. Hathiram |
| 10. Prof. & Head, Gastroentrology | Dr. Rathi |
| 11. Prof. & Head, Medicine | Dr. D. Asgaokar |
| 12. Medicine- Infection Control Coordinator | Dr. Mala Kaneria, Prof.(Addl.), Medicine |
| 13. Prof. Medicine I/C MICU | Dr. Rose marie |
| 14. Prof. & Head, Neurosurgery | |
| 15. Prof. & Head Nephrology | Dr. Kalpana Mehta |
| 16. Prof. & Head, Obs & Gyn | Dr. A.R. Dalal |
| 17. Prof. & Head., Ophthalmology | Dr. Saroj Sahdev |
| 18. Ophthalmology Infection Control Coordinator | Dr. Saroj Sahdev |
| 19. Prof. & Head Orthopedics | Dr. A.N Parikh |
| 20. Orthopedics Infection Control Coordinator | |
| 21. Prof & Head Pediatrics | Dr. S. Bavdekar |
| 22. Prof. Peds I/C NICU | Dr. Sushma Malik |

23. Pediatrics Infection Control Coordinator
24. Prof & Head, Plastic Surgery Dr. A.S. Baliarsingh
27. Prof & Head, Pediatric Surgery Dr. Henal Shah
28. Prof & Head, Respiratory Medicine Dr. Jyotsana Joshi
29. Respiratory Medicine Infection Control Coordinator Dr. Unnati Desai
30. Prof. & Head Urology
31. Surgery Infection Control Coordinator Dr. Rajesh Mahey, Asso. Prof. Gen Surgery
32. Dr. Vandana Tandel
33. Dr. Nishat Khan Asst. Prof., Microbiology
34. I/C Blood Bank
35. OT Superintendent
36. Matron Mrs Surekha Sawant
37. Infection Control Nurse Mrs Akanksha Bagwe
38. Sister Incharge – All OTs
- 39.. Sub. Engineer(M &E)
40. Sub. Engineer(Civil)
41. Supt. Pharmacy
42. Head Clerk, Med Stores
43. Head Clerk, Gen Store,
44. Head Clerk (Mr. Murudkar)
45. Security Officer
46. Time keeper
47. ORM

Sd/-

Dr. J.S. Shastri

Poor Patient Fund

1. Name & Address of the Affiliated body	B.Y.L. Nair Ch. Hospital Poor Patients Fund Committee
2. Type of Affiliated body (Board Council, Committee, other bodies)	Committee
3. Brief introduction of the affiliated body (Establishment year, objectives Main Activities)	<p>Year- 1999. in accordance of the Dean's meeting held on 6.8.1998. like KEM, the similar committee was formed at this hospital also. For providing medicines, surgical appliances, traveling expenses, crutches other comforts etc. to the poor and needy patients on evaluation and recommendations by the Community Development Officer (CDO). For specialized surgeries viz cardiac surgeries Neuro-surgeries. For costly investigations, CT SCAN etc. The amount spent for these surgeries and investigations include the cost of disposables, consumables, cardiac valve etc. This fund is also utilised in the case of amount is not coming in time from Government of Maharashtra under -Jeevandai Arogya Yojana". Under the said scheme Government of Maharashtra provides medical assistance upto Rs.1,50,000/- to the patients below the poverty line (yearly income below</p>

	Rs.20,000/- only). The shortfall for the surgeries even such patients are supported by CDO's.
4.Role of Affiliated Body (Advisory)	<p>1. Poor & needy patients who come to managing/ Executive/ others).</p> <p>B.Y.L. Nair Ch. Hospital for various treatment, are unable to afford costly treatment, procedure and hence at times are unable to avail of the same. Hence these CDO collects a corpus fund through donation received from patients contribution, individual patrom, various charities & organisations (as much as possible). This money gets deposited in poor Patients Fund account in which approx Rs.2,50,00,000 (Rupees two crore fifty lac only) amount has been collected for the year 2003-2004.</p> <p>2. Various Medical/ surgical units (e.g. CVTS, Cardiology, AKD etc.) purchase requisite accessories, disposables etc. for concerned patients and payment of these bills are made through this account.</p> <p>3. Expences incurred in emergencies, requiring- Urgent investigations, drugs,</p>

	<p>disposables- are also paid through this account after acquiring the sanction from the Assistant Dean/ Dy Dean/ Dean. The above expenditure is met with using the interest from FDR. The FDR amount collected from individual patients contributions, general donation, cash box collection which is approx Rs.3,00,00,000/-</p> <p>Expenditure incurred for surgeries done.</p> <p>Audit:- The amount so collected are remitted to the Bank and all the transactions in this account are through the cheque only. The receipt and expenditure account are audited by the Chartered Accountant. Audit ed statement are submitted to the Dy. C.A. (Hospital) at KEM hospital. At present final accounts audit is going on and it will be completed very shortly.</p>
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List of PPF Committee

Sr.No	Following Members of PPF of Committee	Designation
1	Dean	Managing Trusty
2	Dy.Dean	Trusty
3	Asstt.Dean	Trusty
4	H.O.D.C.V.T.S. Department	Trusty
5	H.O.D.Cardiology Department	Trusty
6	H.O.D. Urology Department	Trusty
7	H.O.D. Medicine Department	Trusty
8	H.O.D.Nephrology Department	Trusty
9	H.O.D.General Surgery	Trusty
10	H.O.D.Orthopedic Department	Trusty
11	JT.CH.PO	Trusty
12	H.O.D. M.S.W. Department	Trusty
13	Admin. Officer (Nair)	Secrtary
14	H.C.(P.P.F)	Member

8. Frequency of Meeting Monthly.
9. Can public participate in the meeting No
10. Are minutes of the meeting prepared. Yes

Sd/-

Dy. Dean

Anti-Ragging Committee

Name of College: 101103-Topiwala National Medical College, Mumbai Central,
Mumbai.

Year: 2016

Date of Formation of Committee: 15-06-2008

Sr. No.	Members of Anti-Ragging Committee	Name
1)	Dean/Principal	Dr. R. N. Bharmal
2)	Representative of Civil Administration	Dr. Pankaja Agal
3)	Representative of Police Administration	Senior Police Inspector Agripada Police stati Senior Police Inspector Tardev Police station
4)	Representative of Local Media	-----
5)	Representative of NGO involved in Youth Activity	Mr. Sunil Zode
6)	Faculty Representative	
a)		Dr. M. V. Ambiyee, Prof. & HOD Anatomy
b)		Dr. S. C. Mohite, Prof & HOD, FMT
c)		Dr. Alka Subramaniam, Asst. Prof., Psychiatry
7)	Rector- Boys Hostel	Dr. Sandeep Bhete
8)	Rector – Girls Hostel	Dr. Manisha Sutar
9)	Administrative Officer/Office Superintendent	Mrs. Vandana Vaidya
10)	Parents	
a)		Adv.Bhimrao Bornak,

- b) Father of Miss. Gauri
Bornak
Mr. Narottam Vegada,
Father of Vicky Vegada
- 11) Representative of Non-Teaching Staff Member
Mr. Kailash Supe
(Asst. Security Officer)
- 12) Student Representative
- a) Fresher
Mr. Aniket Nagawade, 1st
MBBS student
- b) Senior
Mr. Preet Sharma,
General Secretary
student.

Sd/-

Dr. M.V. Ambhiye

UG ACADEMIC COMMITTEE Ist MBBS

Established :- October 1999

Objectives :-

1. To organize the yearly teaching schedule of 1st MBBS as per MUHS syllabus.
2. To arrange and conduct periodical, terminal and preliminary examinations of 1st MBBS students and evaluate the students and record their internal assessment.
3. To counsel and guide the underachievers.
4. To arrange seminars and quizzes for 1st MBBS students .
5. To organize integrated teaching.

Activities of Committee :

1. To arrange the teaching time table for 1st MBBS students.
2. To arrange and conduct the periodical, terminal and preliminary examinations as per MUHS directives.
3. To evaluate the 1st MBBS students and record their internal assessment. To counsel and provide special guidance to underachievers.
4. To upgrade the teaching methods after interaction with students and taking feedback from them.
5. To prepare question bank, MCQ bank etc.
6. To record the attendance and performance of 1st MBBS students for eligibility to university examination.

Members :

Professor and HOD, Anatomy, Biochemistry and Physiology Department.

Chairperson of Committee – Professor & HOD, Anatomy Department.

Office of the Committee

Anatomy Department

5th Floor, College Building,

T.N. Medical College & Nair Hospital,

Mumbai Central, Mumbai – 400 008

No. of meetings per year - 4

Sd/-

Dr. M.V. Ambhiye

U.G. Academic Committee – IInd M.B.B.S.

Address : Department of Pathology, T.N.Medical College & B.Y.L.
Nair Ch. Hospital, Dr. A.L.Nair Road, Mumbai Central,
Mumbai 400 008.

Type of affiliated Body : Committee

Brief Introduction : The U G Committee was formed with the purpose of integrating teaching activities at the IInd M.B.B.S. level.

Role of Affiliated Body :

- Finalise the academic performance report of the exam. Going batch and to submit the sessional marks to the U.G. teaching establishment section.
- To discuss problems related to time table at the 2nd MBBS level – both theory and practical schedules are discussed.
- To discuss time table for conducting terminal and preliminary examinations for the various batches.
- Any other common problems related to students of IInd MBBS and teaching staff.

Structure & Members : The Committee members are the HOD Pathology/
Pharmacology/Microbiology/Forensic Medicine.

Head of the body : HOD Pathology.

Address of the main office and its Branches : Department of Pathology, 3rd floor,
T.N.Medical College Bldg., Dr. A.L.Nair Road, Mumbai Central, Mumbai 400 008.

Frequency of Meetings : Twice a year.

Can Public participate in the meetings ? : No

Are minutes of the meetings prepared ? : No formal minutes prepared.

Sd/-
Dr. G.V. Puranik

Department Development Foundation

Type of Body : Committee

Committee Establishment Year : 2005

Main Objectives of the Body :

The fund is established to aid and support growth of scientific research, development and efficient running of various departments of college/hospital. In furtherance of the above objects the fund shall undertake and participate in various activities of the T.N. Medical College and B.Y.L. Nair Ch. Hospital and meet expenses of the following nature.

A. Financing research projects

B. Purchase of instruments, chemicals, periodicals, books and such other supporting material as may be required by the various departments.

C. Expenses of repairs to various fixtures and equipment of the hospital and TNMC considered necessary, the cost of which cannot immediately be met from the Municipal Fund.

D. Salaries, allowances and stipends of the persons employed by the Dean of the T.N. Medical College to conduct such research and for development of the departments.

E. Expenses of Medical conference, seminars, discussions organized by the department.

Structure of Member composition.

1. Dr. R. N. Bharmal	Dean & President
2. Dr. J. M. Joshi	Vic-President
3. Dr. Premlata Varthakavi	Secretary
4. Dr. Meenakshi Balasubramanian	Jt. Secretary
5. Dr. M.V. Ambiya	Treasurer
6. Dr. Heal Shah	Member
7. Dr. Vrinda Kulkarni	Member
8. Dr. Shailesh Mohite	Member
9. Dr. Uday Bhat	Member
10. Dr. Radha Ghildiyal Associate	Member
11. Dr. Renuka Munshi Associate	Member

Address of the Main Office :

College Bldg. Ground Floor,

T.N. Medical College & B.Y.L. Nair Ch. Hospital,

Mumbai Central, Mumbai – 400 008.

Frequency of meeting : Once in a month, as and when require

Public participation in the meetings : No.

Minutes of the meetings prepared : Yes.

Sd/-

Dr. P. Varthakavi

MEDICAL EDUCATION & TEACHING TECHNOLOGY CELL

Information about METT Cell

METT Cell of the institute comprises of teaching faculty from the preclinical, paraclinical and clinical departments. It is blend of experienced and young teachers interested in medical education and technology. The faculty is trained in the area of medical education.

1. Name and address of the medical college:

Topiwala National Medical College & B. Y. L. Nair Ch. Hospital
Dr A L Nair Road,
Mumbai - 400 008
Tel: 23027000

2. Dean:

Name: Dr. Ramesh Bharmal

Address:

Mobile no.: 98695 67894

Ph. No. : 23027000

Fax No. : 022-23022663
022-23005572

E-mail ID:

3. Co-ordinator:

Name: Dr Vrinda K Kulkarni

Address: 7, Shefalee, Makarand Society,
Veer Savarkar Marg,
Mahim, Mumbai – 400 016

Designation: Professor Department: Dept. of Medicine

Mobile number: 09821417262

E-mail ID: vrindaklr@yahoo.com

4. Aims of Medical Education and Teaching Technology Cell:

- To facilitate teaching staff in the technology of teaching and faculty development
- To train the residents in the basic concepts of medical education.
- To innovate and impart newer methods and recent advances in teaching technology

5. Scope of METT Cell:

The following activities are conducted by METT Cell.

- Workshop on 'Basic Orientation Course in Medical Education Technology' for the teaching faculty
- Workshop on 'Resident As Teacher' for the resident doctors
- Workshop on 'MCQ Technology'
- Seminar on 'Postgraduate Medical Education'
- 'Research Methodology' Workshop for the resident doctors
- Project on 'Integrated Teaching' for UG students

6. Workshops conducted:

Sr no	Day /Month/ Year	No. of days	Important topics covered
1	22 nd Sept, 1999	1	Orientation course
2	7 th April, 2000	1	Orientation course
3	30 th August, 2000	1	Workshop on MCQ technology
4	1 st March, 2001	1	Seminar on Post graduate medical education- MCI 2000 Regulations MUHS recommendations
5	5 th Sept, 2001	1	Workshop on MCQ technology
6	17 th – 19 th Sept, 2002	3	Orientation course
7	June 2002	3	Project on Integrated teaching for 7 th semester UG students
8	16 th Sept, 2003	1	Workshop on MCQ technology
9	21 st – 23 rd March, 2005	3	Orientation program
10	17 th - 25 th April, 2007	8	Research Methodology workshop
11	16 th April, 2008	1	Workshop on Medical writing
12	27 th – 29 th April, 2009	3	Basic Orientation Course Workshop
13	16 th – 18 th February, 2010	3	Basic Orientation Course Workshop
14	15 th January, 2011	1	Presentation on 'Vision 2015' (UG & PG Education)
15	23 rd – 25 th February, 2011	3	Basic Orientation Course Workshop
16	28 th February,	1	Smartboard Demonstration for the

	2011		teaching staff
17	3 rd March, 2011	1	Basics of Clinical Research for PG students
17	15 th -17 th November, 2011	3	Basic Orientation Course Workshop
18	December, 2012	3	Resident As Teacher
19	March, 2014	3	Basic Orientation Course Workshop
20	August, 2014	3	Basic Course workshop
21	August, 2014	3	Basic Course workshop
22	March, 2015	3	Basic Course Workshop

Details of workshops conducted by ME unit in the last 6 years

Sr no	Year	No of participant (faculty of the institute)	No of days	Important topics covered	Remarks
1	April 2009	28	3	* program copy attached	
2	Feb 2010	27	3	* program copy attached	
3	Feb 2011	25	3	* program copy attached	
4	Nov 2011	24	3	* program copy attached	MCI approved workshop
5	Dec 2012	28 (Residents of institute)	2	* program copy attached	MUHS approved workshop
6	March 14	30	3	* program copy attached	MCI approved workshop
7	August 14	30	3	* program copy attached	MCI approved workshop
8	August 14	30	3	* program copy attached	MCI approved workshop
9	March 15	30	3	* program copy attached	MCI approved workshop

7. Faculty Convenor:

Dr Ramesh Bharmal
Dean

Advisory Committee:

Dr Minu K Sanjana
Professor & Head
Dept of Surgery
Dr Prema Varthakavi

Professor & Head,
Dept of Endocrinology

Dr. Sandeep B Bavdekar
Professor & Head
Dept of Pediatrics

Co-ordinator:

Dr Vrinda K Kulkarni
Professor, Dept of Medicine
I/C, Dept of Hematology

Secretary:

Dr. Ashwini Karve
Associate Professor
Dept of Pharmacology

Dr Seema Khambatta
Additional Professor,
Dept of Anatomy

Members:

Dr Anuradha M Kanhere
Dr Jayashri S Pandya
Dr Bachi T Hathiram
Dr Rajan P Nerurkar
Mrs Jyoti S Mohite
Dr Ching Ling Yi
Dr Henal Shah
Mrs Sunita R Koutarapu
Dr Shilpa P Karande
Dr Sarita Fernandes
Mrs Pratibha Vaidya
Dr. Gayatri muthiyan
Dr. Santosh Kondekar

8. Name, Address of Faculty & details regarding NTTC trained and/or FAIMER Fellow

Sr no	Name	Designation	NTTC trained	FAIMER Fellow	MCI nodal center trained
1	Dr M K Sanjana (Advisory Committee)	Professor & HOD, Dept of Surgery	Yes	no	No
2	Dr P K Varthakavi (Advisory	Professor & HOD, Dept of	Yes	no	No

	Committee)	Endocrinology			
3	Dr S Bavdekar (Advisory Committee)	Professor & HOD, Dept of Pediatrics	No	no	Yes
4	Dr V K Kulkarni (Coordinator)	Professor, Dept of Medicine	Yes	yes	Yes
5	Dr Ashwini Karve	Associate Professor Dept. of Pharmacology	No	Yes	Yes
6	Dr A M Kanhere (Secretary)	Additional Professor, Dept of Biochemistry	Yes	yes	Yes
7	Dr. S Khambatta (Secretary)	Additional Professor Dept. of Anatomy	No	No	Yes
8	Dr J S Pandya	Professor, Dept of Surgery	Yes	yes	No
9	Dr B T Hathiram	Professor & HOD, Dept of ENT	No	yes	No
10	Dr R P Nerurkar	Professor & HOD, Dept of Pharmacology	No	no	Yes
11	Dr H Shah	Additional Professor, Dept of Psychiatry	No	Yes FAIMER IFME Fellow)	Yes
12	Dr C L Yi	Additional Professor, Dept of OB/GY	Yes	No	No
13	Dr S P Karande	Assistant Professor, Dept of Medicine	No	No	Yes
14	Dr S Fernandes	Additional Professor, Dept of Anesthesia	No	yes	No
15	Mrs J S Mohite	Associate Prof, Dept of Audio	No	no	Yes

		Speech Therapy			
16	Mrs S R Koutarapu	Assistant Professor Dept of Occupational Therapy	No	Yes	No
17	Mrs Pratibha Vaidya	Associate Professor Dept of Occupational Therapy	No	Yes	No
18	Dr Gayatri Muthiyan	Associate Professor Dept of Anatomy	No	No	Yes
19	Dr Santosh Kondekar	Associate Professor Dept of Paediatrics	No	Yes	No

9. Equipments: Flip Boards
Transparencies, Pens
Laser Pointers
Cupboard

Sd/-
Dr. Vrinda Kulkarni

Nair Golden Jubilee Research Foundation

Type of Body : Trust Registered with the Charity Commissioner

Registration Year : 1971

Main Objectives of the Body :

1. To establish equipment and maintain medical research laboratories for conducting systematic investigation into the problems of medicine and surgery
2. To establish and/ or require and maintain hospital or other institutions' with the main object of conducting research in any branch or branches of the medical science
3. To endow research fellowships or grant financial assistance to persons engaged in medical research
4. To print, publish and circulate books, papers, periodicals and circulate for the promotion or stimulation of medical research or dissemination of its results
5. To establish and/ or acquire and maintain lecture halls, libraries, museums and to organize and/ or assist in the organization of lectures, seminars or conferences with the object of promoting medical research
6. To provide encourage, initiate or promote facilities for the discovery improvement or development of new methods of diagnosis, understanding, prevention and treatment of diseases
7. To promote, manage, cooperate with or afford financial assistance to, or otherwise assist the work of any other foundation, institution, or body engaged in medical research

Statutory Audit: Done by the Chartered Accountant appointed by the Committee

Composition:

Designation	Name
Managing Trustee (Dean)	Dr. RN Bharmal
Executive Trustee	Dr. Sandeep B Bavdekar
Trustee	Dr. MK Sanjana
Trustee	Dr. SR Suryawanshi
Trustee	Dr. KN Nagle
Trustee	Dr. Alka Nerurkar
Trustee	Dr. Madhav Sathe

Address of the Main Office:

College Bldg. Ground Floor,

TN Medical College & BYL Nair Ch. Hospital,

Dr. AL Nair Road, Mumbai Central, Mumbai 400 008

Minimum Frequency of meetings: Once in three months

Minutes of the meetings prepared: Yes

Sd/-

Dr. S. B. Bavdekar

Laboratory Committee

Address : Department of Pathology, T.N.Medical College & B.Y.L.Nair Ch. Hospital, Dr. A.L. Nair Road, Mumbai Central, Mumbai 400 008.

Type of Affiliated Body : Committee

Brief Introduction : This committee was established in the year 2001

Objects :

- a. To streamline working of different laboratories.
- b. To keep Quality Control Programme functional at all times.
- c. To have constant dialogue with clinicians to highlight problems.

The main aim was to introduce the system of central collection of samples for biochemistry, hematology and microbiology from the main hospital building. This system has been successfully implemented and put into practice since then.

Structure & Members :

A convenor ((HOD-Pathology) two co-convenors (HOD of Microbiology and AP of Pathology) and members (representatives) being of Medicine, Anesthesia, Pediatrics, Obst. & Gynec. Surgery and Clinical Pharmacology formed this committee.

Head of the Body : HOD Pathology

Address of the main office and its Branches :
Department of Pathology, 3rd floor, T.N.Medical College Bldg., Dr. A.L.Nair Road, Mumbai Central, Mumbai 400 008.

Frequency of meetings : 2 meetings per year.

Can Public Participate in the meetings : No

Are minutes of the meetings prepared : Yes

Sd/-
Dr. G.V. Puranik

HOSPITAL TRANSFUSION COMMITTEE

Type of Body : Committee

Committee Establishment Year : December 2001

The Hospital Transfusion Committee is mandatory requirement for every licensed Blood Bank that caters to a hospital set-up. This is also mandatory as per the National Blood Policy.

Main Objectives of the Body

- 1) To ensure appropriate use of blood and its components;
- 2) Educating personnel for the proper use of blood and its components;
- 3) Issuing guidelines and evaluation of adverse transfusion reactions;
- 4) Administering policies for outpatient transfusion, activities related to transplantation;
- 5) Administering policies with respect to reservations of blood for patients following cross-matching;
- 6) To audit : -
 - a) Presence of mandatory data pertaining to requirement of blood;
 - b) Data mentioned in transfusion reactions;
 - c) Changes in trends with respect to requisition for blood/components & their 100% utility.

Role of the affiliated body: Advisory

Structure & Member Composition :

Chairperson : The Dean of Nair Hospital

Secretary : The In-charge of Blood Bank

Members include : The Professor & Head of following departments – Pathology Surgery Hematology, Anesthesia, Gynecology & Obstetrics as also the major users of blood and its components.

Address of the Main Office :

Blood Bank, OPD Building, 2nd floor, No.20 Nair Hospital

Frequency of Meetings : Twice annually

Public Participation in Meetings : No

Minutes of the Meetings prepared : Yes

Frequency of meetings : Twice annually

Public Participation in Meetings : No

Minutes of the Meetings Prepared : Yes

Sd/-
Dr. G.V. Puranik

Hostel Welfare Committee

2. Name of the Committee : Hostel Welfare Committee which is part of T.N.Medical College Student Gymkhana Committee
3. It was formed 5 years back. It's main objectives are
 1. to take decision regarding arrangement and welfare of hostel at Haji Ali for undergraduate students of T.N.Medical College
 2. To prevent ragging
4. Head of Body is Dean
Other members includes
Warden, two Asst. Wardens (Girls Hostel & Boys Hostel) & 8-10 members from various departments.
5. 6-8 meetings are held per year and as & when required, emergency meetings are held and minutes are prepared.
6. Address is Warden Quarter - T.N.Medical College Student Hostel, Opp. Willingdon Sports Club, Haji Ali, Mumbai 400 034.
7. Public cannot participate in the meetings.

Sd/-
Dr. Bhate Sandeep

INSTITUTIONAL ETHICS COMMITTEE
STANDARD OPERATING PROCEDURES (General)
REVISED VERSION Dated 28th November 2014.

1. NAME: The name of the Institutional Ethics Committee shall be 'INSTITUTIONAL ETHICS COMMITTEE OF TOPIWALA NATIONAL MEDICAL COLLEGE AND B.Y.L. NAIR CHARITABLE HOSPITAL, MUMBAI '. Hereafter, the committee will be referred to as IEC

2. PURPOSE, SCOPE & RESPONSIBILITY

The purpose of this SOP is to establish effective functioning of the IEC so that a quality and consistent ethical review mechanism for health and biomedical research is put in place for all proposals dealt by the IEC.

Biomedical research includes research on pharmaceuticals, medical devices, medical radiation and imaging surgical procedures, medical record and biological samples as well as epidemiological, social, psychological and similar research.

These SOPs are applicable to all the research proposals submitted to IEC and to be carried out at these institutes.

The member secretary is responsible for implementing this SOP.

3. ROLE OF IEC:

- i. IEC will carry out the ethical review of all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and well being of all actual and potential research participants.
- ii. The IEC will take care that all the cardinal principles of research ethics viz. Autonomy, Beneficence, Non - maleficence and Justice are taken care of in

planning, conduct and reporting of the proposed research. For this purpose, it will look into the aspects of informed consent process, risk benefit ratio, distribution of burden and benefit and provisions for appropriate compensations wherever required.

- iii. It will review the proposals before start of the study as well as monitor the proposed research periodically and after completion of the study by way of documented procedures.
- iv. IEC will also examine compliance with all regulatory requirement, applicant guidelines and laws.

4. COMPOSITION OF IEC:

IEC shall be multidisciplinary and multisectorial in composition.

There shall be 9 to 13 members in the IEC. The chairperson of the committee shall be from outside the institution. The member secretary shall be from within the institute and shall conduct the business of the IEC.

All the members including chairperson and member secretary shall be appointed by the Dean of the institute based on their competencies and integrity

IEC will consist of 9 to 13 members from the following categories

1. Chairperson – One Person from outside the institution (preferably a medical scientist)
2. Secretary - One Medical scientist/Clinician from within the institute
3. Member - One or more Lay person from the community
4. Member - One or more Legal expert
5. Member - One or more Non-scientific person such as social worker/representative of the no-governmental voluntary agency/ ethicist/theologian/philosopher or a similar person

The other members forming the total composition should have good mix of institutional

and non-institutional members. There should be at least one pharmacologist and two medical scientists/clinicians in the committee. There should be adequate representation for different age groups, genders and communities in the IEC to safeguard the interest and welfare of all sections of the community/society.

The Dean if deemed necessary will appoint one more alternate member(s). The alternate member(s) will substitute one or more member(s) and attend the meeting in absence of the regular member(s). The alternate member(s) will have the same duties and responsibilities as the regular member(s).

If required subject expert may be invited to give their views.

5. AUTHORITY UNDER WHICH IEC IS CONSTITUTED:

The Dean of the institute constitutes the IEC

6. MEMBERSHIP REQUIREMENTS:

- i. The Dean will invite the members to join IEC by sending the official appointment letter.
- ii. The members will confirm their acceptance to the Dean by providing all the required information for membership.
- iii. The duration of appointment will be for a tenure of 3 years and can be extended further.
- iv. A member can be replaced in the event of death or long term non-availability or for any action not commensurate with the responsibilities laid down in the guideline deemed unfit for a member
- v. A member can tender resignation from the IEC with proper reasons to do so and shall give at least one month notice. The letter of resignation should be addressed to the Dean.

- vi. All members shall maintain absolute confidentiality of all discussions during the meeting.
- vii. Conflict of interest should be declared by the members of IEC.
- viii. Both new as well as old members should undergo orientation program and training in national and international developments in bioethics.

7. QUORUM REQUIREMENTS

For review of each protocol the quorum of Ethics Committee should be at least 5 members with the following representations:

- i. basic medical scientists (preferably one pharmacologist).
- ii. clinicians
- iii. legal expert
- iv. social scientist / representative of non-governmental voluntary agency / philosopher / ethicist / theologian or a similar person
- v. lay person from the community.

If the chairperson is absent then alternate chairperson can be elected by the members present for the meeting from any of the member from outside the institute who shall conduct the meeting.

8.OFFICES:

Ethics committee office will operate from the following address

Institutional Ethics Committee

Topiwala National Medical College and B.Y.L. Nair Ch. Hospital

G Building, Ground Floor, Dr. A. L. Nair Road,

Mumbai Central, Mumbai – 400 008

Tel. No. 022-23027207 (Direct) or 23027000 ext. 207

Fax No. 022-23075243 (c/o Dean TNMC)

EmailID: naiethics@gmail.com

A separate telephone and fax machine shall be made available for the quick communication with all concerned.

Supportive office staff will consist of the following

8. One full time clerk cum typist and computer operator
9. One full time servant cum office attendant.
10. One part time servant
11. One or two resident doctors (PG student) registered for M.D. (Pharmacology) shall be posted by rotation in IEC office to assist member secretary.

Additional person of suitable qualification to manage the administrative work of the office and to monitor the progress of various research proposals may be appointed if required.

The member secretary shall be responsible for organizing the meeting, maintaining the records and communicating with all concerned. He shall prepare the minutes of the meetings and get it approved by the Chairperson.

9. INDEPENDENT CONSULTANTS

IEC may call upon subject expert as independent consultants who may provide special review of selected research proposal 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 are required to give their specialized views but they will not have right to vote which will be made by the members of the IEC.

10. APPLICATION PROCEDURE

- i. All research proposals should be submitted in the prescribed application form, the details of which are given under documentation.

- ii. All relevant documents should be enclosed with application form.
- iii. Eleven copies of the proposal along with the application and document in prescribed format duly signed by the principal investigator/co-investigator / collaborators should be forwarded by the head of the department to the IEC. All IEC documents should be submitted in the IEC office.
- iv. All the proposals should be received at least 3 weeks before the date of the next IEC meeting.
- v. Every applicant will be allotted an IEC registration number to be used for all future correspondence and reference.
- vi. The date of the meeting will be intimated to the researcher, to be present, if necessary to offer clarifications.
- vii. The IEC review charges for the various sponsored projects are as follows :

Type of Research Project	Ethics Review Charges (excluding TDS)	Continuation charges beyond one year (Excluding TDS)
Pharmaceuticals company sponsored projects	Rs.50,000/-	Rs.10,000/-
Sponsored projects concerned with diagnostic kits or projects with budget less than 2.5 lakhs	20% of the budget	10% of the budget Or Rs.10,000/- whichever is less.
ICMR and Government Sponsored		
a)Interventional Project	10% of the total budget or Rs.50,000/- whichever is less.	5% of the budget or Rs.10,000/- whichever is less.
b)Other projects	5% of the budget or Rs.30,000/- whichever is less	2.5% of the budget or Rs.5,000/- whichever is less.

11. DOCUMENTATIONS

For thorough and complete review, all research proposals should be submitted with

the following documents

- d. Application form
- e. Summary sheet
- f. Study protocol
- g. Case Record Form (CRF)
- h. Patient information Sheets in suitable languages (English, Marathi and Hindi) as necessary.
- i. Informed Consent Form (ICF) in suitable languages (English, Marathi and Hindi) as necessary.
- j. Assent form when research involves children aged 7 years and above.
- k. Translation certificate if necessary.
- l. Additional documents such as questionnaires, patient diary card, advertisement for recruitment of study participants etc. if required.
- m. Investigator Brochure in case of new drugs. The information on the new drug must contain animal toxicity data, pharmaceutical data, pharmacokinetic data in animals/humans and previous human experience with the drug.
- n. Agreement between the investigator and the sponsor (Clinical Trial Agreement).
- o. Source of funding and financial requirements for the project.
- p. Insurance liability copy and compensation policy for SAE occurring during the study.
- q. Curriculum Vitae of the investigators and GCP training certificate.
- r. DCGI permission letter if required.
- s. Undertaking by the investigator.
- t. CTRI number in case of clinical trial
- u. Statement of conflict of interest, if any.
- v. Any other information relevant to the study.

12.REVIEW PROCEDURES

- i. The meeting of the IEC should be held on scheduled intervals. IEC shall hold regular meeting once every month except during the vacation. The dates of the meeting should be fixed by the secretary in consultation with the chairperson of the committee.
- ii. No projects will be received unless and until the necessary IEC review charges has been paid. The study related documents will not be accepted if all the documents does not comply with the check list necessary for review of study protocol. The research proposal should be sent to the members at least 10 days in advance.
- iii. Decisions will be taken by consensus after discussions and if needed voting will be taken. In case of a tie chairperson may either cast a deciding vote or postpone the decision to the next meeting.
- iv. Researcher will be invited to offer clarifications if need be.
- v. Independent consultants/experts will be invited to offer their opinion on specific research proposals if needed.
- vi. The decision will be minuted and chairperson's approval taken in writing.

13.ELEMENTS OF REVIEW: Following points will be considered while reviewing the research proposals

- i. Scientific design and conduct of the study.
- ii. Examination of predictable risks/harms.
- iii. Examination of potential benefits.
- iv. Procedure for selection of subjects in methodology including inclusion/ exclusion, withdrawal criteria and other issues like advertisement details.
- v. Management of research related injuries, adverse events.
- vi. Compensation provisions.
- vii. Justification for placebo in control arm, if any.

- viii. Availability of products after the study, if applicable.
- ix. Patient information sheet and informed consent form in local languages.
- x. Protection of privacy and confidentiality.
- xi. Involvement of the community, wherever necessary.
- xii. Plans for data analysis and reporting.
- xiii. Adherence to all regulatory requirements and applicable guidelines.
- xiv. Competence of investigators, research and supporting staff.
- xv. Facilities and infrastructure of study sites.
- xvi. Criteria for withdrawal of patients, suspending or terminating the study.

14.EXPEDITED REVIEW

All revised proposal unless specifically required to go through the regular meeting will be examined in meeting of the sub-committee of 3 members to be nominated by the Chairperson. All the three members including the member secretary should be present for the meeting to expedite decision making.

IEC will receive and consider the proposals for expedited review and approval for the studies having involving

- i. No or less than minimal risk to the trial participant
- ii. Re-examination of a proposal already examined by the IEC
- iii. Study of minor nature like the examination of case records
- iv. An urgent proposal on national interest having minimum risk

Decision taken by the sub-committee on expedited approval will be brought to the notice of the main committee members at the next regular meeting of the IEC.

15.DECISION MAKING

- i. Members will discuss the various issues before arriving at a consensus decision

- ii. A member should withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises and this should be indicated to the chairperson prior to the review of the application and recorded in the minutes.
- iii. Decisions will be made only in meetings where quorum is complete.
- iv. Only IEC members who participated in the review and discussions can make the decision. The expert consultants will only offer their opinions.
- v. Decision may be to approve, reject or revise the proposals. Specific suggestions for modifications and reasons for rejection should be given. Revision of proposal may be necessary in case of proposals filled incompletely or incorrectly.
- vi. In cases of conditional decisions, clear suggestions for revision will be conveyed to the principal investigator. Reply letter from PI in response to queries will be reviewed by the secretary or one or members or the full board in a meeting and a decision will be taken.
- vii. Modified proposals may be reviewed by an expedited review through identified members.
 - a. Approval of a proposal shall be valid for a period of one year. IEC shall charge fees of Rs 10,000 (excluding T.D.S.) per year for the continuation in case of sponsored research.

16.COMMUNICATING THE DECISION

- i. Decision will be communicated by the Member Secretary in writing within 10 working days from the date of the meeting.
- ii. Approval decision will be communicated in a specified format.
- iii. Suggestions for modifications, if any, should be sent by IEC.
- iv. Reasons for rejection should be informed to the researchers.
- v. The schedule / plan of ongoing review by the IEC shall be communicated to the PI.

- vi. The decision letter shall contain the following information :
- aa.** Date and time of IEC meeting
 - ab.** Place of the meeting.
 - ac.** Names and designations of the Chairperson and members who attended the meeting.
 - ad.** Title of the research proposal.
 - ae.** Name of the principal investigator
 - af.** List of documents (with date and version number wherever possible) reviewed by the IEC.
 - ag.** A clear statement of the decision reached.
 - ah.** Any advice or observations by the IEC.
 - ai.** In the case of Negative decision, reasons for not approving the proposal must be mentioned.
 - aj.** In the case of positive decision, the following responsibilities of the principal investigator must be communicated :
 - a. Acknowledgement of receipt of the letter of approval.
 - b. The approval is valid for one year from the date of issue of this letter and if the project continues beyond a year, re-approval of EC must be sought.
 - c. Any change in the protocol or standard recording documents should be intimated to the EC for information and approval.
 - d. All serious and unexpected adverse reactions to the test drug observed during the study should be reported to the EC within 24 hours. and the principal investigator should take appropriate measures to manage the SAE and adverse reactions.
 - e. The principal investigator has to reply to the IEC queries within a period of 3 months of receiving the IEC query letter.
 - f. The validity of the approval is for a period of one year. After approval,

projects should be initiated at the earliest. For projects not initiated within one year of approval, continuation of approval may be given for one more year on payment of applicable charges. If the project is not initiated within 24 months of initial approval, no further continuation shall be granted and the approval shall lapse.

- g. In the case of the injury /disability/ death of a research participant attributable to the test drug in strict adherence to the approved protocol, the responsibility of compensation /treatment will rest on the sponsor of the trial.
- h. The principal investigator should intimate to the EC immediately if the trial is terminated and the reasons for doing so.
- i. The final report including the results of the research should be communicated to the IEC within 3 months of completion of the project
- j. The investigator should take all the necessary care to protect the dignity, rights, safety and well being of all research participants.
- k. Investigator must ensure to obtain from Sponsor any new information that may affect the risk/benefit ratio of the study and intimate the same to EC at the earliest. EC reserves the right to change the decision on the project in the light of any new information obtained.

17. FOLLOW UP PROCEDURE

- i. IEC will review the progress of all the studies for which positive decision has been reached
- ii. Progress of all the research proposals will be followed at a regular interval of at least once a year. But in some special situations, IEC will conduct the follow up review at shorter intervals based on the need, nature and events of research project.
- iii. All Serious Adverse Events (SAEs) or unexpected adverse drug reactions should be intimated to the IEC within 24 hours of knowing the occurrence. All on site

SAEs should be reported in a specified format mentioned in the separate SOP for managing SAEs at this institute.

- iv. In case of SAE Serious Adverse Events occurring in the clinical trial subjects the principal investigator, after due analysis shall forward the SAE report to the licensing authority, Chairman of the IEC and Head of the institution within 14 calendar days of occurrence of the Serious Adverse Event.
- v. In case of Serious Adverse Events occurring to the clinical trial subjects, the IEC shall forward its report on the Serious Adverse Event, after due analysis, along with its opinion on the financial compensation, if any, to be paid by the sponsored or his representative, whosoever had obtained permission from the licensing authority for conducting the clinical trial, to the Licensing authority within 30 calendar days of the occurrence of the Serious Adverse Event.
- vi. In the case of the injury / disability/ death of a research participant attributable to the test drug in strict adherence to the approved protocol, the responsibility of compensation /treatment will rest on the sponsor of the trial.
- vii. Any amendment to the protocol should be resubmitted for renewed approval.
- viii. Protocol deviation, if any, should be informed with adequate justifications.
- ix. Any new information related to the study should be communicated that may affect the benefit/risk ratio of the study
- x. Premature termination of study should be notified with reasons along with summary of the data obtained so far.
- xi. Applicant must inform the time of completion of study and must send the summary of the data obtained.
- xii. Final report of the study should be sent to the IEC within a period of 3 months of completion.
- xiii. Change of investigators / sites should be informed to the IEC

18. RECORD KEEPING AND ARCHIVING : Following documents will be filed

and archived with proper label on the top of file for easy identification

- i. The constitution / written standard operating procedures of the IEC
- ii. Curriculum Vitae (CV) of all members of IEC.
- iii. The agenda of the IEC meetings
- iv. Minutes of all meetings duly signed by the Chairperson.
- v. Copy of all existing relevant national and international guidelines on research ethics and laws along with amendments
- vi. One copy of all documents related to the study protocols, progress reports and SAEs.
- vii. All written documentation received during the follow up
- viii. Copy of all correspondence with members, researchers and other regulatory bodies.
- ix. Final summary / report of the approved projects.
- x. All documents related to the research proposal should be archived for prescribed period 5 years after the completion/termination of the project

19.UPDATING IEC MEMBERS

- i. All relevant new guidelines should be brought to the attention of the members
- ii. Members shall be encouraged to attend national and international training program in research ethics for maintaining quality in ethical review and be aware of the latest development in this area
- iii. IEC shall organize and conduct GCP training program for EC members and investigators at least once in every 3 years .

20. Audio Visual Recording of the Informed Consent :

In addition to obtaining written informed consent, audio-visual recording of the informed consent procedure of each trial subject and his/her understanding on such

consent is required to be done while adhering to the principles of confidentiality. Such audio-visual recording and related documentation should be preserved by the Principal Investigator.

The above Standard Operating Procedures (General) Revised version have been reviewed and approved by the IEC in its meeting held on 28th November 2014..

Signature
Dr. Vihang Chawan
Member Secretary
IEC

Signature
Dr. Mrs. Hemlata R. Iyer
Chairperson
IEC

DATE :- (w.e.f. 1st June, 2016)

Name of Member	Sex	Qualification	Role in EC (Scientific / Non- Scientific)	Designation	Affiliati on with Institute (Y/N)
Dr. H.R. Iyer (Chairperson)	F	M.D. (Anaesthesia)	Scientific Clinician	Professor & Head, Emergency Medicine D.Y. Patil Medical College, Nerul, Navi Mumbai.	N
Dr. Vihang S. Chawan (Secretary)	M	M.D. (Pharmacology)	Scientific Basic Medical Scientist.	Pharmacology Additional Professor Nair Hospital	Y
Dr. I.D. Panchal	F	M.D. (Anaesthesia)	Scientific Clinician	Anesthesiology Professor, Part time Terna Medical College, Nerul.	N
Dr. R. P.Nerurkar	M	M.D. (Pharmacology)	Scientific Basic Medical Scientist.	Pharmacology Professor & Head Nair Hospital	Y
Dr. H. S. Dhavale	F	M.D. (Psychiatry)	Scientific Clinician	Psychiatry Professor & Head K.J.Somaiya Hospital	N
Dr. R.P. Munagekar	M	M.D. (Pathology), L.L.B.	Legal Expert	Pathology Pathologist And Legal Expert.	N
Dr. Vikram Londhey	M	M.D. (Medicine)	Scientific Clinician	Medicine Assoc. Professor R.N.Cooper Hospital	N
Dr. Sandeep Bavdekar	M	M.D. (Pediatrics)	Scientific Clinician	Pediatrics Professor & Head Nair Hospital	Y
Dr. R.M. Joshi	M	M.S. (General Surgery)	Scientific Clinician	General Surgery Professor Nair Hospital.	Y
Dr. J. H. Hotwani	M	M.D. (Pharmacology)	Scientific Basic Medical Scientist.	Pharmacology Associate Professor Nair Hospital	Y
Mrs. Padmaja Kanitkar	F	M.A.(Social Work), TISS.	M.S.W.	Medical Social Worker Nair Hospital.	Y
Mrs. Sameena Maldar	F	B.A.	Lay Person	Non-Scientific Lay person from the community	N

Dr. Vihang Chawan
Secretary
Institutional Ethics Committee

SCRAP COMMITTEE

B.Y.L. Nair Ch. Hospital has formed a scrap committee in the year 1982. The main object of this committee is to dispose of the old and scrap materials, machinery of the hospital and the committee is empowered for the same.

Following procedure has been laid down to dispose off different old machinery which are not repairable i.e. electrical, mechanical, medical instruments, furniture items etc.

Disposal of scrap material lying at various department of the Nair hospital, concerned technical officer like Executive Engineer (M.E.C.) Ex. Engineer (Mech. & Elect) Main. Ex. Engineer (Mech.) South, Ex. Engineer (Refrig.) and Assistant Engineer (M&E) will verify the material, machinery etc. and will issue a scrap certificate for the same. After that the test audit Vigilance Office will verify the same materials and its scrap certificates. Then the scrap committee meeting is called under the chairmanship of Dy. Dean (II) to fix the value of that scrap materials. Following are the members of the scrap committee.

01. Dy. Dean (II), Nair Hospital	Chairman
02. Administrative Officer (N)	Secretary
03. Joint Chief Personnel Officer (N)	Member
04. Assistant Dean (I) (N)	Member
05. Account Officer (N)	Member
06. Assistant Engineer (N)	Member
07. Account Officer (Store Audit Dept.) N ward	Member
08. Executive Engineer (MEC)	Member
09. Executive Engineer (Maint)	Member
10. Executive Engineer (Refrig.)	Member
11. Assistant Engineer (M&E)	Member

Dy. Dean is the Chief Officer of this committee and this committee is having its office at B.Y.L. Nair Ch. Hospital. Minutes of the meeting are prepared in writing and

these written minutes are signed by chairman and all other members of the committee who attend the meeting. Respective Department Head whose scrap materials put up in the meeting for dispose off are giving a copy of the minute of the meeting for information. Rate quotations will be invited from approved schedule contractor. Account officer, Nair hospital will make audit of the same and put before the scrap committee meeting.

Scrap committee is taking final decision and appointed authority will approved that decision and then only these scrap materials will dispose off.

Scrap materials are disposed off as per the M.C.G.M. Circular no. CA/FSV/74 dated 05.08.1987 and M.C.G.M. circular no. CA/FSV/29 dated 21.03.2005.

Sd/-
Assistant Engineer (M&E)

Bio-Medical Waste Management

Name and address of Affiliated Body	Bio-Medical Waste Management T.N.M.C. & B.Y.L.Nair Ch. Hospital, Mumbai 400 008. Tel.No.022-23081490 ext.154, 111
Type of Affiliated Body	Committee
Brief Introduction of Affiliated Body	Surveillance and formulation of protocols for Biomedical waste management.
Role of Affiliated Body	Advisory, Supervisory, continuous training and education regarding segregation of waste material to all staff including class IV and nursing staff.
Structure and Member Composition	Head of all departments – Surgery, Micro, Medicine, Pediatrics, Obst. & Gynecology, Dy. Deans, Asstt.Deans, AMO, Matron, A.E. Civil (Nair), ICN, ORM, Security, Asstt. Security Officer (Nair), T.K. Sister-in-charge, Sister-tutor.
Head of the Body	Dr. Bharmal, Dean T.N.M.C. & B.Y.L.Nair Ch. Hospital, Mumbai 400 008.
Address of main office	T.N.Medical College & B.Y.L.Nair Ch. Hospital, Mumbai 400 008.
Frequency of Meetings	Every 2 months, and as & when required
Can public participate in the meetings	Not applicable
Are minutes of the meeting prepared	Yes
Aims of Bio-medical waste management	

According to the guidelines of ‘Ministry of Environment & Forest’ jointly with ‘Maharashtra Pollution Control Board’ this hospital has been effectively managing and handling solid-waste management since 1999.

1. To avoid reusing of disposable materials and control of infections.
2. Waste is separated in difference containers. Infectious, non-infectious and sharps are separated at source.
3. Different colour coded bags and puncture proof containers are used for biomedical waster collection.

4. Bio-medical waster transported and disposed off by private agencies and Municipal Corporation of Greater Mumbai.

Sd/-
Dr. Agal
Dy. Dean II

Patients Grievance Committee

Type of Affiliated Body

Committee

1. Committee members -

Sr. No.	Name	Post
01.	Dr. Ramesh Bharmal	Dean, (Chairperson)
02.	Dr. Pankaja Agal	Dy. Dean
03.	Dr. Gautam Kale	Asst. Dean
04.	Dr. D.S Asgaonkar	HOD Medicine
05.	Dr. A.R. Dalal	HOD Obst. & Gynec.
06.	Dr. R.P. Nerurkar	HOD Pharmacology
07.	Dr. G.V. Puranik	HOD Pathology
08.	Dr. M.K. Sanjana	HOD Surgery
09.	Dr. Manish Mestri	AMO
10.	Dr. Sarika Patil	AMO
11.	Dr. Vandana Tandel	AMO
12.	Dr. Pranav Chikermane	AMO
13.	Dr. Manmohan Bhagvat	AMO
14.	Smt. Surekah Sawant	Matron

2. Objectives and Responsibilitys -

a) To listen to the grievances of the patients and their relatives (treated on O.P.D. basis or admitted patients) and to take necessary actions accordingly also solving the problems of hospital staff (Resident Doctors, Staff Nurses, etc.)

b) To maintain the patient-doctor relationship and to solve their problems and to solve their problems and to give best possible treatment to the patients.

3. Constitution -

First meeting of committee was held in August 1998 and since then regular quarterly meetings are being held and informing Dean in writing regarding the complaints regularly.

We have kept 3 complaint boxes; one each on the ground floor , college Bldg., O.P.D. Building, and Hospital Building. Dr. Kale with help of M.R.O. person is opening boxes every seven days (Every Thursday) and with the guidance of seniors when needed solves the problems by taking necessary actions and informing the same in writing to the Dean when needed (major problems). Patients and relative can give complaints in writing or they can come directly to A.M.O. officer (22) in day time from 09.00 a.m. to 05.30 p.m. from Monday to Friday and 09.00 a.m. to 01.30 p.m. on Saturday and after office hours they can contact A.M.O. on call who is always there in the campus or C.M.O. in casualty available for 24 hours. Members of the committee who are in different fields like General Medicine, Surgery etc. Are solving the problems of their respective fields and helping other members to solve the problems accordingly.

4. Duties and Activities – As above in no. 3

5. Accounts – NA

Sd/-
Dr. Pankaja Agal
Dy. Dean

Prevention of Sexual Harassment of Women at Workplace committee

Type of Body committee

Committee Establishment Year November 2002

As per the guidelines of the Supreme Court, this committee is must for the institutions and accordingly the same is formed.

Main Objectives of the Body.

1. To ensure safety of the female working at these institutions.
2. To follow the guidelines formulated by the Supreme Court.
3. To prevent sexual harassment of female workers.

Audit NA

Structure & Member Composition.

Sr. No.	Name	Designation	Address	Phone No.
01.	Dr. Ramesh Bharmal	Dean	B.Y.L. Nair Ch. Hospital	23027101
02.	Dr. M.V. Ambiyé	Chairperson Prof. & Head, Anatomy	B.Y.L. Nair Ch. Hospital	23027165 9823188209
03.	Smt. Prabha Tirmare	NGO Member	B.Y.L. Nair Ch. Hospital	9819610420
04.	Dr. A.M. Kanhere	Prof. Biochemistry Secretary	B.Y.L. Nair Ch. Hospital	23027164 9869065703
05.	Dr. Pushpa Pazare	Prof. & Head, Physiology	B.Y.L. Nair Ch. Hospital	23027159
06.	Dr. M.K. Sanjana	Prefessor, Surgery	B.Y.L. Nair Ch. Hospital	23027148 9757110303
07.	Dr. Survanshi	Prof. & Head, PSM	B.Y.L. Nair Ch. Hospital	23027124
08.	Dr. V.S. Tandel	A.M.O.	B.Y.L. Nair Ch. Hospital	23027411

09.	Dr. Rakesh Bhadade	Asso. Prof. Medicine	B.Y.L. Nair Ch. Hospital	23027122
10.	Dr. Prajkta Thete	P.G. student, Anat (Passed out)	B.Y.L. Nair Ch. Hospital	23027165 9823792403
11.	Smt. Sneha Dubale	Head Clerk (Cash Section)	B.Y.L. Nair Ch. Hospital	23027114
12.	Smt. Arundhati	Clerk	B.Y.L. Nair Ch. Hospital	23027113
13.	Smt. S.K. Bhagat	Sister Tutor	B.Y.L. Nair Ch. Hospital	23027577
14.	Smt. Jyoti Bhate	Staff Nurse	B.Y.L. Nair Ch. Hospital	23027331 9869288809
15.	Shri Ramesh Kadam	Theatre Assistant	B.Y.L. Nair Ch. Hospital	23027690
16.	Smt. Nirmala Jogadia	Ayabai	B.Y.L. Nair Ch. Hospital	23027324 23755955

Address of the Main Office.

T.N. Medical College & B.Y.L. Nair Ch. Hospital
Dr. A.L. Nair Road, Mumbai Central,
Mumbai – 400 008.

Frequency of meeting No

Minutes of the meetings prepared Yes

Sd/-

Dr. A.M. Kanhere