

**Motiwala Education Welfare Trust's Nashik  
MOTIWALA (NATIONAL) HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL, NASHIK**

**6.1.2:**

**Effective leadership is reflected in various Institutional practices such as decentralization and participative management:**

**Response:**

The Organogram of the college management structure and its functioning system follows a decentralized and participatory management strategy. There are Board of Trustees, Managing trustee, Registrar, all colleges and institutions under the trust. The institute is headed by the principal who is also the Medical superintendent of the attached Hospital. There are twelve undergraduate and five postgraduate departments each headed by a professor/Head of the Department.


The clinical departments are further subdivided as pre-clinical, Para-clinical and clinical departments imparting curriculum to the I,II,III and IV BHMS at undergraduate level apart from the Post graduate departments comprising of part I and part II five specialties. Academic coordinators have been appointed to coordinate with the departments involved in the teaching of curriculum for I, II, III, and IV BHMS. The coordinators monitor the curricular activities of respective years with the coordination of Heads of departments. At department level the curriculum is planned at the beginning of the academic year through integrated and co-ordinated learning by the Head of the department in consultation with the departmental staff, Associate professor and Assistant professor. The teaching staffs of respective departments implements the curricular activities as per the advanced teaching programme sanctioned by the Head of the department and the Principal.

The para-clinical and the clinical departments implement the curriculum in coordination with the attached Hospital. The students get hands on training in case taking, examination of the patients and therapeutic management of the patients. The attached Hospital is managed by the Director/ Assistant Medical Superintendent.

The decentralization of hospital comprises of a Superintendent of the hospital. In our case, we have provided the Asst. Medical Superintendent, Senior Medical officer who takes care of the patient services in outpatient departments and wards. He is assisted by the Resident Medical officers and the House physician, Medical officers.

The Principal's office and the Administrative staff is headed by Registrar and Administrative Officer. The clerical staff deals with the procedures and documentation of student admission, eligibility, fee collection, examination documentation. Trust allows the teaching and non teaching staff in formulation and functioning of institutional activities, for example, any program likes Republic Day Celebration, Independence Day Celebration, Founders Day celebration. The teaching and non teaching staff co-ordinate in the smooth conduct of the academic, co curricular and extracurricular activities of the college.



  
**(Dr. F. F. Motiwala)**  
Principal  
Motiwala (National) Homoeopathic  
Medical College & Hospital, Nashik



Motiwala Education & Welfare Trust's  
**MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL  
AND  
F. G. MOTIWALA P. G. INSTITUTE OF HOMOEOPATHY  
& RESEARCH CENTRE**

Motiwala Nagar, Gangapur - Satpur Link Road, Via Ashok Nagar, Gangapur, Nashik- 422 012 (Maharashtra).



PRINCIPAL: DR. F. F. MOTIWALA,  
M. D. (Hom), B. Ed.

Date: - 07/01/2021

The following faculty members are appointed as a class coordinator to respective classes.

Sr. No	Class	Class Coordinator	Sign.
1	I B.H.M.S	Dr. (Mrs.) R.T. Kundu	
2	II B.H.M.S	Dr. Smitha Nair	
3	III B.H.M.S	Dr. TejashreeThakre	
4	IV B.H.M.S	Dr. Sharmila Roy	

These teachers represent their class for all related issues.



(Dr. F. F. Motiwala)  
Principal

MHMC/SOP/15<sup>th</sup> August/541/2020

Date:- 13/08/2020

**Motiwala Homoeopathic Medical College & Hospital And  
F. G. Motiwala P. G. Institute of Homeopathy & Research Center, Nashik  
S.O.P. of 15<sup>th</sup> AUGUST 2020**

Programme will start at 8 O' Clock Sharp.

**Anchors** :- Dr. Nivedita D' souza & Dr. Tarannum Khan(Interns)

**Samai lightning**

**Prayer by** :- Prayer Group ✓

**Flag Hosting** :- By Dr. F. F. Motiwala ✓

**National Anthem**

**1. Speech** :- Miss. Dr. Nikita Vadnere (Intern) ✓

**2. Patriotic song** :- B.Ed & Jr.college staff ✓

**3. Speech By** :- Dr. Nirmal Hindi and Dr. (Mrs) Motiwala

**4. Speech By** :- Dr. F.F. Motiwala

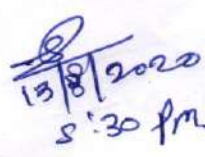

**Responsibilities**

<b>Rangoli</b>	Miss. Rekha Gangode & group
<b>Flag &amp; Decoration</b>	Mr. Chavanke
<b>Mike</b>	Mr. Rajendra / Mr. Anand / Mr. Ravi
<b>Ground preparation, Chairs</b>	Mr. Azhar, Mr. Laxman
<b>Photo</b>	Mr. Ravi Gangode / Mr. Mangesh

**Information to :-** 1) Dr. Faraz F. Motiwala ✓

2) Mr. R. B. Bodake ✓

3) Mr. Azhar Sayyad ✓

  
13/8/2020  
5:30 pm  
  
  
**(Dr. F. F. Motiwala)**  
Principal

Motiwala Education Welfare Trust's Nashik  
**Motiwala Homoeopathic Medical College & Hospital,**  
**F.G. Motiwala P.G. Institute of Homoeopathy & Research Centre, Nashik-422 012**

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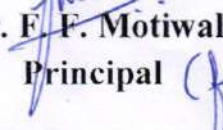
Ref: MHMC/Circular/Independence Day/634/2021

DATE: 14/08/2021

**CIRCULAR**  
**KIND ATTN: ALL STAFF**

This is to kindly inform you that as our College Celebrating Independence Day on 15<sup>th</sup> August 2021. The programme copy is attached along with for your reference and information please.

- 15<sup>th</sup> August 2021 "INDEPENDENCE DAY" CELEBRATION PROGRAMME WILL COMMENCE FROM 8.00 AM SHARP.
- FLAG HOISTING CEREMONY WILL BE AT 8.10 AM SHARP, FOLLOWED BY CULTURAL PROGRAMME [SONG & SPEECHES].
- Teachers Staff and Office Staff will report on 7.45 am. Sharp.
- Supporting Staff (Peon Staff) will report on 7.15 a.m. Sharp.
- Kindly ensure the discipline during flag hoisting ceremony and be active participant.

  
(Dr. F. F. Motiwala)  
Principal (for)

MHM/SOP-Calendar/628/2021 Dt. 16/07/2021.

**Motiwala Homoeopathic Medical College & Hospital And  
F. G. Motiwala P. G. Institute of Homeopathy & Research Center, Nashik**  
**S.O.P. of FOUNDER'S DAY**

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Date :- 17/07/2021 Time :- 11 am Venue :- Auditorium

1) Prayer :- By Prayer group of Physiotherapy students.

2) Garlanding of Bust

3) Prayer For Departed Soul: Mr. Brijesh Trivedi (English)

Ms. Rekha Gangode (Marathi)

4) Speech: Dr. Shukla Sir,

Dr. A. F. Motiwala

Dr. F. F. Motiwala Sir.

Dr. Faraz Motiwala

5) College Anthem.

6) Distribution of sweets.

**Responsibilities**

Programme Hosting :- Dr. Smitha Nair

Auditorium arrangements:- Mr. Azhar Sayyed

AV Arrangement :- Mr. Rajendra Khakale

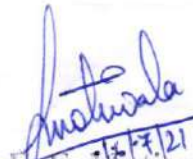
Candles, Agarbatti, matchbox :- Mr. Chavanke

Bust of Mummyji, Flowers, Garland, Pastries: Mr. Laxman

Photography :- Mr. Mangesh

Co-ordinators :- Dr. Smitha Nair and Dr. Varsha Dharane.

Information to:- Mr. Azhar.

  
(Dr. F. F. Motiwala)  
16/07/21  
Principal (for)

**MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL**  
**F. G. MOTIWALA P. G. INSTITUTE OF HOMEOPATHY & RESEARCH CENTER, NASHIK**

**S.O.P. of MUHS Foundation Day**

Date :- 10/06/2021

Time :- 10.00 am

Venue:- Ayaan Stage.

All Teaching & Non teaching staff should report at venue by 9.45am.

Anchors :- Dr.Swati Patil & Dr.Aboli Deshmukh

Prayer by :- Dr. Smitha, Dr. Varshsa & Dr. Dhanashree

Flag Hoisting at 10 am :- Dr. F.F. Motiwala & Dr. Chandan Kumar

University Song

Speech :-Dr. F.F.Motiwala

National Anthem

**Responsibilities:**

Rangoli & Decoration :-Dr. Swati Patil  
Dr. Sonal Joshi.

Flag, Coconut, etc :- Mr. Balasaheb Chavanke

Stage preparation :- Mr. Azhar Sayyed

Photographs :- Mr. Ravi Gangode

Audiovisual arrangement :- Mr. Rajendra Khakale

**Information to :-**

Dr. Faraz Motiwala - Medical Superintended

Dr. Sahar Motiwala Singh - Trustee

Mr. R.B. Bodake - Registrar

Mr. Azhar Sayyad - Admin Officer

*Shukla*  
Dr. S.Shukla

(Co-ordinator & NSS Incharge)

*Motiwala*  
Dr. F.F. Motiwala

(Principal) (for)

**Motiwala Homoeopathic Medical College & Hospital And  
F. G. Motiwala P. G. Institute of Homeopathy & Research Center, Nashik  
S.O.P. of 26<sup>th</sup> JAN'2021**

**Bus Timings :-** 7.15 Am from Shalimar.

Programme will start at 8 O' Clock Sharp

**Anchors :-** Miss. Ruchita Muley (II yr) & Miss. Shivani Bhosale(IIyr)

**Prayer by :-** Prayer Group

**Flag Hosting:-** By Dr.Mrs. A. F. Motiwala *and officiating Principal Dr. Sachin Bhalerao.*

**National Anthem**

1. **Speech :-** Mr. Ziya Khan (III BHMS)
2. **Patriotic song :-** Miss. Priti Ahire and group
3. **Solo Dance :-** Miss. Pranavi (II yr)
4. **Speech :-** Miss. Kalyani Khairnar (II yr)
5. **Group Dance :-** Miss. Nidhi & Group (II yr)
6. **Speech By :-** Dr. Nirmal
7. **Speech By :-** Dr.Mrs.A.F. Motiwala

*Sachin Bhalerao*  
25/1/21

**Responsibilities**

<b>Rangoli &amp; Decoration</b>	II BHMS CRs
<b>Flag</b>	Mr. Chavanke <i>Bn</i>
<b>Mike and audio arrangement</b>	Mr. Rajendra <i>Rajendra</i>
<b>Ground preparation, Chairs</b>	Mr.Azhar

**Attendance & Sweet distribution to all the students :-** Mr. Chavanke, Mr.Laxman

**Information to :-**Principal : Bed college *- Nirmal*

Principal: Junior College *Jyoti*

Registrar: Mr.R. Bodake *- 371*

Admin Officer: Mr.Azhar Sayyad

*Motiwala*  
**Principal**

**Programme Coordinators**

Dr. F. F. Motiwala

*Tejashree*  
25/1/21  
Dr. Tejashree

*Nasha*  
25/1/21  
Dr. Nasha

*Smitika*  
Dr. Smitika

*Nirmal*  
25/1/2021  
Dr. Nirmal

*Motiwala*  
25/1/21