

MOTIWALA (NATIONAL)HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL

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

LIST OF COMMITTEES

Sr. no	Name of committee
1.	Unfairmeans Committee
2.	Academic Council (UG + PG)
3.	Institutional Ethical Committee
4.	Local Management Committee
5.	Women's Grievances Redressal Committee
6.	Antiragging Committee
7.	Code Of Conduct Monitoring Committee
8.	College Curriculum Committee (UG + PG)
9.	Internal Complaint Cell (UG + PG + Interns)
10.	Maintainance and Green Campus Committee
11.	Library Enrichment Committee
12.	IQAC
13.	Strategy For Development and Deployment Committee
14.	Liasoning Committee
15.	Clinical Skills and Central Research Laboratory Committee
16.	Admission Regulating Committee
17.	Alumnii Committee
18.	Placement Cell
19.	Infrastructure Strenthning Committee
20.	SEBC/EBC/SC/ST/Minority Committee
21.	Health Science Education Technology Committee
22.	Journal Editorial Board Committee
23.	Information and Communication Technology Committee
24.	College Exam Committee
25.	Clinical Presentation Committee
26.	Cultural Committee
27.	Sports Committee
28.	Leave Sanctioning Committee
29.	Invocation and Convocation Committee
30.	Hostel, Mess and Canteen Committee
31.	International Student Cell
32.	Budget Allocation and Vigilance Committee



	Mentorship Programme Committee (UG+PG)
34.	Pharmacovigilance Committee
35.	Student Welfare Committee (MUHS)
36.	Student Council
	HOSPITAL COMMITTEES
37.	Infection Control Committee
38.	Mortality And Morbidity Committee
39.	Medical Record Review Committee

UNFAIRMEANS COMMITTEE

Sr.no	Name	Designation	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr. Sahar Motiwala	Member		
3.	Dr. Mrs. Kundu	Secretary		
4.	Dr. G.B.Prasad	Member		
5.	Dr. Shweta Patil	Member		
6.	Mr. Azhar Sayyed	Member	Administrative officer	

ACADEMIC COUNCIL (UG+PG)

Sr.no	Name	Designation	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr. A.F.Motiwala	Member		
3.	Dr. Sahar Singh	Member		
4.	Dr. Mrs. Kundu	Member		
5.	Dr. T.K Kundu	Member		
6.	Dr.S. Yadav	Member		
7.	Dr.S. Shaikh	Member		
8.	Dr. A. Gosavi	Member		
9.	Dr. G.B.Prasad	Member		
10.	Dr. Nagarkar	Member		
11.	Dr.S.Shukla	Member		
12.	Dr.K. Vaidya	Member		
13.	Dr.K. Lokhandwala	Member		
14.	Dr.Meeta Gharte	Member	PG Coordinator	



INSTITUTIONAL ETHICAL COMMITTEE

Sr.no	Name	Designation	Status	Dates of meeting
1.	Adv.Anil Vaidya	Chairperson		
2.	Prof.Dr.S.L.Dasari	Member	Person From Basic Medical Science	
3.	Dr.Vijay Ghatge	Member	Clinician	
4.	Mr.Mohan Bagmar	Member	Social Scientist	
5.	Mrs.S.A Mokashi	Member	Philosopher	
6.	Mr.D.R .Dusane	Member	Lay Person from the Community	
7.	Prof.Dr.Mrs.A.F.Motiwala	Member	Secretary	

LOCAL MANAGEMENT COMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.Mrs.A.F.Motiwala	Chairperson		
2.	Mr.Rajendra Motiwala	Secretary		
3.	Mr. mohan bagmar	Member	Local Members	
4.	Mr. Farooq Zaheri	Member		
5.	Mr. D.R. Dusane	member		
6.	Dr. T.K. Kundu	Member	Representative Teachers	
7.	Dr. Subhash Yadav	Member		
8.	Dr. Swanand Shukla	Member		
9.	Mr. Azhar Sayyed	Member	Administrative officer	
10.	Dr. F.F.Motiwala	Member	Principal	



WOMEN'S GRIEVANCES REDRESSAL COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.Mrs.A.F.Motiwala	Chairperson		
2.	Dr. F.F.Motiwala	Member	Principal	
3.	Dr. Sahar Motiwala	Member		
4.	Dr. Nishigandha Mogal	Member	NGO Representative	
5.	Dr.Mrs.Kundu	Member		
6.	Dr. Swanand Shukla	Member		
7.	Dr. Mita Gharte	Member		
8.	Mrs. Shweta Belekar	Member	Rector	

ANTIRAGGING COMMITTEE

Sr.no	Name	Member of committee	Status	Dates of meeting
1.	Dr. F.F Motiwala	Chairperson		
2.	Mr.Dinesh Wagh	Member	Representative Of Civil Administration	
3.	Mr.Chandrakant Deshmane	Member	Representative Of Police Administration	
4.	Mr.Manohar Ghone	Member	Representative Of Local Media	
5.	Adv.Mrs. Vijaymala Joshi	Member	NGO Representative	
6.	Dr.Mrs.A.F. Motiwala	Member	Faculty Representative	
7.	Dr.Mrs.R.Kundu	Member		
8.	Dr.Swanand Shukla	Member		
9.	Dr.Mita Gharte	member		
10.	Mrs.Shweta Belekar	Member	Rector	
11.	Mr.Azhar Sayyed	Member	Administrative Officer	
12.	Mr.Deshmukh Mohd.Nazim Abdul Karim	Member	Parents	
13.	Mr.Dardi Amarjeet Singh Gurmail Singh Dardi	member		
14.	Mrs.Deepali Nimse	Member	Representative Non Teaching Staff	
15.	Ms.Parmar Yashvi	Member	Student Representative	
16.	Mr.Sah Deepak	member	(Fresher)	
17.	Ms.Pooja Mahajan	Member	Seniors	
18.	Ms.Sakshi Nikumbh	Member		



19.	Mr.Yusuf Patel	member		
20.	Dr.Shoukat Ali P.K	Member	Inspector And Nodal Officer	

CODE OF CONDUCT MONITORING COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr. F.F.Motiwala	Chairperson		
2.	Dr. Sahar Singh	Member		
3.	Col. Chaddha	Member	Registrar	
4.	Dr.Mrs.Kundu	Member		
5.	Dr. Swanand Shukla	Member		
6.	Dr. Sachin Bhalerao	Member		
7.	Mr. Azhar Sayyed	Member	Administrative officer	

COLLEGE CURRICULUM COMMITTEE (UG+PG)

Sr.no	Name	Member of committee	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr.Sahar Singh	Member		
3.	Dr.Mrs.Kundu	Member	Coordinator – 1 st Bhms	
4.	Dr. Mita Gharte	Member	Coordinator – PG	
5.	Dr. Sachin Bhalerao	Member	Coordinator – Interns	
6.	Dr. Smitha Nair	Member	Coordinator – 2 nd Bhms	
7.	Dr. Tejashree Thakare	Member	Coordinator – 3 rd Bhms	
8.	Dr. Sharmila Roy	Member	Coordinator – 4 th Bhms	



INTERNAL COMPLAINT CELL (UG + PG + INTERNS)

Sr.no	Name	Member of committee	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr. Sahar Singh	Member		
3.	Dr.Mrs.Kundu	Member		
4.	Dr. Mita Gharte	Member	Coordinator – PG	
5.	Dr. Sachin Bhalerao	Member	Coordinator – Interns	
6.	Dr.Swanand Shukla	Member		
7.	Adv.Pearl Azadi	Member	Legal Adviser	
8.	Mrs.Vijaymala Joshi	Member	NGO Representative	
9.	Mr.Azhar Sayyed	Member	Administrative Officer	

MAINTAINANCE AND GREEN CAMPUS COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr.Sahar Singh	Member		
3.	Mr.Azhar Sayyed	Member	Administrative Officer	
4.	Mr.Gangode Laxman	Member	Purchase Incharge	
5.	Mr.Bhushan Sonawane	Member	Driver	
6.	Mr.Yogesh Patil	Member	Electrician	
7.	Mr.Ambhore	Member	Plumber	
8.	Mr. Narayan Shinde	Member	Gardener	
9.	Ms.Mayuri Dhapse	Member	Construction Incharge	

LIBRARY ENRICHMENT COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr.Faraz Motiwala	Member		
3.	Dr.Sahar Singh	Member		
4.	Col.Chaddha	Member	Registrar	
5.	Dr. Vaishali Zodekar	Member		
6.	Mr.Azhar Sayyed	Member	Administrative Officer	
7.	Mrs.Archana Kori	Member	Librarian	



IQAC

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr.Sahar Singh	Member		
3.	Dr.Mrs.Kundu	Member		
4.	Dr.Subhash Yadav	Member		
5.	Dr.Swanand Shukla	Member	ISO Incharge	
6.	Dr. Kamlesh Bagmar	Member	NAAC Incharge	
7.	Dr. Vishal Nimbore	Member	IQAC Incharge	
8.	Mr.Azhar Sayyed	Member	Administrative Officer	

STRATEGY FOR DEVELOPMENT AND DEPLOYMENT COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr.Sahar Singh	Member		
3.	Dr.Faraz Motiwala	Member		
4.	Mr.Sumit Singh	Member	Trust Representative	
5.	Col.Chaddha	Member	Registrar	
6.	Dr.Farokh Master	Member	Advisor	
7.	Mr.Mayur Rawal	Member	Advisor	

LIASONING COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Mr.Sumit Singh	Member	Trust Representative	
2.	Dr.Swanand Shukla	Member		
3.	Dr.Kamlesh Bagmar	Member		
4.	Mr.Sunil Belekar	Member		
5.	Mr.D.K.Joshi	Member		



**CLINICAL SKILLS AND CENTRAL RESEARCH LABORATORY
COMMITTEE**

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson	
2.	Dr.Sahar Singh	Member	
3.	Dr.T.K.Kundu	Member	
4.	Dr.Sachin Bhalerao	Member	
5.	Dr. Vishal Nimbhore	Member	

ADMISSION REGULATING COMMITTEE

Sr.no	Name	Member of committee	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr.Sahar Singh	Member		
3.	Mr.Sumit Singh	Member	Trust Representative	
4.	Mr.Azhar Sayyed	Member	Administrative Officer	
5.	Mrs.Deepali Nimse	Member	Account Department	
6.	Ms.Nayan Deshpande	Member		
7.	Mr.Ravi	Member		

ALUMNI COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr.Jagdish Wani	President	
2.	Dr.Swanand Shukla	Vice President	
3.	Dr.Virendra Jain	Secretary	
4.	Dr.Afzal Kuty	Treasurer	
5.	Dr.Sahar Singh	Executive Committee	
6.	Dr.K.Lokhandwala	Member	
7.	Dr.Gayatri Nimbhore	Member	
8.	Dr.Rehana Shaikh	Member	
9.	Dr.Ruta Patharkar	Member	



PLACEMENT CELL

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr.Subhash Yadav	Chairperson	
2.	Dr.Faraz Motiwala	Member	
3.	Dr. Sahar Singh	member	
4.	Dr.Sachin Bhalerao	Member	
5.	Dr.Vishal Nimbhore	Member	
6.	Dr.K.Lokhandwala	Member	
7.	Ms.Nayan Deshpande	Member	
8.	Mrs.Mangal Pathade	Member	

INFRASTRUCTURE STRENGTHENING COMMITTEE

Sr.no	Name	Member of committee	status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Mr. Sumit Singh		Trust Representative	
3.	Mr.Azhar Sayyed		Administrative Officer	
4.	Ms.Mayuri Dhapse		Construction Incharge	
5.	Mr.Laxman Gangode		Purchase Incharge	

SEBC/EBC/SC/ST/MINORITY COMMITTEE

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr. F.F.Motiwala	Chairperson	
2.	Mr. Sumit Singh	Trust Representative	
3.	Mrs. Deepali Nimse	Account Department	
4.	Mr. Vikas Shinde	Account Department	



HEALTH SCIENCE EDUCATION TECHNOLOGY COMMITTEE

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr. F.F.Motiwala	Chairperson	
2.	Dr. Vishal Nimbhore	Member	
3.	Dr. Ajay Valke	Member	
4.	Dr. G.B Prasad	Member	

JOURNAL EDITORIAL BOARD COMMITTEE

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson	
2.	Dr.T.K Kundu	Member	
3.	Dr.Sohail Sheikh	Member	
4.	Dr.G.B.Prasad	Member	
5.	Dr.Swanand Shukla	Member	
6.	Dr.Kamlesh Bagmar	Member	

INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Mr.Sumit Singh	Trust Representative	
2.	Mr.Rajendra Khakale	ICT Incharge	
3.	Ms.Sonali Shinkar	ICT Incharge	
4.	Mr.Azhar Sayyed	Administrative Officer	

COLLEGE EXAM COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr.Vishal Nimbhore	COE	
2.	Dr.Subhash Yadav	Member	
3.	Dr.Varsha Dharane	Member	
4.	Dr.Gayatri Nimbhore	Member	



CLINICAL PRESENTATION COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr.Subhash Yadav	Member	
2.	Dr.Varsha Dharane	Member	
3.	Dr.Gayatri Nimbhore	Member	

CULTURAL COMMITTEE

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr.Mrs.A.F.Motiwala	Chairperson	
	Dr. Sahar Singh	Member	
2.	Dr.Mita Gharte	Member	
3.	Dr.Varsha Dharane	Member	

SPORTS COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr.Faraz Motiwala	Member	
2.	Dr.Subhash Yadav	Member	
3.	Dr.Sachin Bhalerao	Member	
4.	Dr.Shweta Patil	Member	

LEAVE SANCTIONING COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr. Mrs. Kundu	Member	
2.	Dr. Varsha Dharane	Member	
3.	Dr. Dhanashree Chaudhari	Member	



INVOCATION AND CONVOCATION COMMITTEE

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr. Sahar Singh	Member	
2.	Dr. Mrs. Kundu	Member	
3.	Dr. Varsha Dharane	Member	
4.	Dr. Dhanashree Chaudhari	Member	
5.	Dr. Manisha Ahiwaley	Member	
6.	Dr. Smitha Nair	Member	

HOSTEL, MESS AND CANTEEN COMMITTEE

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr. Mrs. A.F. Motiwala	Chairperson	
2.	Dr. Sahar Singh	Member	
3.	Dr. Mrs. Kundu	Member	
4.	Dr. Manisha Ahiwaley	Member	
5.	Mr. Azhar Sayyed	Member	
6.	Mrs. Shweta Belekar	Rector	

INTERNATIONAL STUDENTS CELL

Sr.no	Name	Member of committee	Dates of meeting
1.	Dr. Mita Gharte	Member	
2.	Dr. K. Lokhandwala	Member	
3.	Dr. Kirti Kadam	Member	
4.	Mr. Azhar Sayyed	Member	



BUDGET ALLOCATION AND VIGILANCE COMMITTEE

Sr.no	Name	Member of committee	Status	Dates of meeting
1.	Dr. F.F.Motiwala	Chairperson		
2.	Dr. Sahar Singh	Member		
3.	Mr. Sumit Singh	Member	Trust Representative	
4.	Mr. Shashank manerikar	Member	Chartered Accountant	
5.	Mrs. Deepali Nimse	Member	Accounts	

MENTORSHIP PROGRAMME COMMITTEE(UG+PG+INTERNS)

Sr.no	Name	Member of committee	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson		
2.	Dr. Sahar Motiwala	Member		
3.	Dr. Manisha Ahiwaley	Member		
4.	Dr.Mrs.Kundu	Member	Coordinator – 1 st BHMS	
5.	Dr. Mita Gharte	Member	Coordinator – PG	
6.	Dr. Sachin Bhalerao	Member	Coordinator – Interns	
7.	Dr. Smitha Nair	Member	Coordinator – 2 nd BHMS	
8.	Dr. Tejashree Thakare	Member	Coordinator – 3 rd BHMS	
9.	Dr. Sharmila Roy	Member	Coordinator – 4 th BHMS	

PHARMACOVIGILANCE COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr. Varsha Dharane	Member	
2.	Dr. G. B. Prasad	Member	
3.	Dr. Swanand Shukla	Member	
4.	Dr. Sachin Bhalerao	Member	
5.	Dr. Vishal Nimbhore	Member	



STUDENTS WELFARE COMMITTEE (MUHS)

Sr.no	Name	status	Dates of meeting
1.	Dr. Mita Gharte	Coordinator	
2.	Dr. Sahar Singh	Member	
3.	Dr. Swanand Shukla	NSS coordinator	
4.	Dr. T.K. Kundu	Research coordinator	
5.	Mr. Vikas Shinde	Accounts	

STUDENT COUNCIL

Sr.no	Name	Status	Dates of meeting
1.	Dr.F.F.Motiwala	Chairperson	
2.	Dr. Mrs. Kundu	Member	
3.	Dr. Swanand Shukla	NSS coordinator	
4.	Dr. Subhash Yadav	Sports coordinator	
5.	Dr. Mita Gharte	Cultural coordinator	
	GS+ CR,S		

INFECTION CONTROL COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr. Swanand Shukla	Chairperson	
2.	Dr. Smitha Nair	Member	
3.	Mr. Mahendra Patil	Member	

MORTALITY AND MORBIDITY COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr. Faraz Motiwala	Chairperson	
2.	Dr. Ajay Kapadnis	Member	
3.	Dr. Pankaj Chavan	Member	
4.	Mrs. Alka Gaikwad	Sister	



MEDICAL RECORD REVIEW COMMITTEE

Sr.no	Name	Status	Dates of meeting
1.	Dr. Faraz Motiwala	Chairperson	
2.	Dr.Sachin Bhalerao	Member	
3.	Dr. Ajay Kapadnis	Member	
4.	Dr. Pankaj Chavan	Member	
5.	Mrs. Alka Gaikwad	Sister	



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

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College Committees & SOPs

Motiwala Homoeopathic Medical College & Hospital And,

F.G.Motiwala P.G.Institute of Homoeopathy & Research Centre, Nashik

Women's Grievances Redressal Committee

Chairman	Dr. A.F.Motiwala	Professor, Dept of FMT
Member	Dr.Nishigandha Mughal	Executive Member, NGO
Other Member	Dr.F.F.Motiwala	Superintendent
Faculty Representative	Dr.Mrs.R.Kundu	Professor, Dept of Physiology
Faculty Representative	Dr.Swanand Shukla	Professor, Dept of Community Medicine
Faculty Representative	Dr.Mrs.Mita Gharte	Professor, Dept of Paediatrics
Rector	Mrs.Shweta S Belekar	Rector Girls Hostel




**Motiwala Homoeopathic Medical College & Hospital and F.G. Motiwala P.G.
Institute of Homoeopathy & Research Centre, Nashik**

The Anti- Ragging Committee

Sr. No	Member of Anti-Ragging Committee	Name	Mob. No.
1.	Dean / Principal	Dr. F.F. Motiwala	9225638777
2.	Representative of Civil Administration	Mr. Dinesh Tukaram Wagh Awar Karkun, Senior Clerk	9850482462
3.	Representative of Police Administration	Mr. Chandrakant Deshmane	9823168435
4.	Representative of Local Media	Mr. Manohar Banduji Ghone Senior Reporter, Editorial- Devya Marathi	9340061788
5.	Representative of NGO involved in Youth Activity	Adv. (Mrs). Vijaymala Sanjay Joshi	9823702912
6.	Faculty Representative	Dr. A.F. Motiwala	9225144572
		Dr. (Mrs). R. Kundur	9822124866
		Dr. Swarnand Shukla	9823146511
		Dr. (Mrs). Mita Gharte	9890390898
7.	Rector - Girls Hostel	Mrs. Shweta Sunil Belekar	9763850330
8.	Admin Officer - Office Superintendent	Mr. Azhar Sayyed	9673023786 9225144577
9.	Parents	Mr. Deshmukh Mohd. Nazim Abdul Karim	9822508859
		Mr. Dardi Amarjeet Singh Gurmali Singh Dardi	8483983428
10.	Representative of Non-Teaching Staff Member	Mrs. Deepali Nimse	9762686555/ 9657042569
11.	Student Representative - Fresher	Miss. Parmar Yashvi Ritesh	8104379681
		Mr. Sah Deepak Shankar	9156487748
	Senior	Miss. Pooja Mahajan	8411074194
		Miss. Sakshi Nikumbh	8421363096
		Mr. Yusuf Patel	9820885319
12.	Inspector And Nodal Officer (Anti-ragging Measures) Central Council of Homocopathy 61-65, Institutional Area, opp. 'D' Block, Janakpuri, New Delhi - 110058	Dr. Shoukath Ali P.K. Phone No : 0111 - 28525582, 28520607 FAX :- 011 - 28521542, 2520691 Email :- inspectorcch@yahoo.com	



Motiwala Homoeopathic Medical College & Hospital And,
F.G.Motiwala P.G.Institute of Homoeopathy & Research Centre, Nashik

INSTITUTIONAL ETHICS COMMITTEE

Sr. No	Member of Ethical Committee	Name
1	CHAIRPERSON	Adv. Anil N. Vaidya
2	PERSON FROM BASIC MEDICAL SCIENCE	Prof. Dr. S. L. Dasari
3	CLINICIAN	Dr. Vijay Ghadge
4	SOCIAL SCIENTIST	Mr. Mohan Bagmar
5	PHILOSOPHER	Mrs.S.A. Mokashi
6	LAY PERSON FROM THE COMMUNITY	Mr. D. R. Dusane
7	MEMBER SECRETARY	Prof. Dr. Mrs. A. F. Motiwala

Motiwala

Last Meeting Date: 05/10/2018



Motiwala Homoeopathic Medical College & Hospital And,
F.G.Motiwala P.G.Institute of Homoeopathy & Research Centre, Nashik

LOCAL MANAGEMENT COMMITTEE

Sr. No	Member of Local Management Committee	Name
1	CHAIRPERSON	Prof.Dr. Mrs. A. F. Motiwala
2	SECRETARY	Mr. Rajendra Motiwala
3	LOCAL MEMBERS	Mr. Vandanrao Potnis Mr. Farooq Zaheri Mr. D. R. Dusane
4	REPRESENTATIVE TEACHERS	Prof.Dr. Tapas Kumar Kundu Prof.Dr. Swanand Shukla Prof.Dr. Subhash Yadav
5	NON-TEACHING EMPLOYEE	Mr. Azhar Sayyed
6	PRINCIPAL	Prof.Dr. F. F. Motiwala

Last Meeting Date: 12/11/2018

Motiwala



MOTIWALA EDUCATION AND WELFARE TRUST'S
MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
AND
F. G. MOTIWALA POST GRADUATE INSTITUTE OF HOMOEOPATHY &
RESEARCH CENTRE, NASHIK

College Council

Standard Operating Procedure

1. The committee works as per the vision and mission of the college to promote the best academic atmosphere conducive to the learning objective of the students and to create competent Homoeopathic physicians.
2. The College Council is constituted as per the Minimum Standard Regulations of Central Council of Homoeopathy Regulations 2015.
3. The council is Headed by the Dean/ Pricipal of the College.
4. Heads of all the Departments of the College are the members of the Council
5. The council will prepare the academic calendar at the beginning of the academic year.
6. The council will monitor the academic, curricular and extracurricular activities of the college.
7. The minutes are recorded for documentation purpose.



Motiwala

**MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
AND
F. G. MOTIWALA POST GRADUATE INSTITUTE OF HOMOEOPATHY
& RESEARCH CENTRE, NASHIK**

**Womens' Grievance Redressal committee
(Internal complaints committee)
Standard Operating Procedure**

1. The committee works as per the vision and mission of the college to promote the best academic atmosphere conducive to the learning objective of the students and to create competent Homoeopathic physicians.
2. grievances from girl students and women employees as per the guidelines of Government of India, Ministry of Women and Child Development, vide section 23 of sexual Harassment of Women at workplace(Prevention, prohibition and redressal) Act, 2013.
3. Written complaints and even anonymous complaint are also entertained upon scrutiny by the members.
4. The committee upon receiving complaints convenes a meeting
5. the minutes are also recorded for documentation purpose.
6. the committee will convey it's opinion to the Dean
7. The Dean implements the future course of action.
8. The Internal complaint committee is active in college and has been able to solve the complaints and grievance of the students and the staff since its inception.



Motiwala

**MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
AND
F. G. MOTIWALA POST GRADUATE INSTITUTE OF HOMOEOPATHY
& RESEARCH CENTRE, NASHIK**

Unfairmeans committee

Standard Operating Procedure

1. The committee works as per the vision and mission of the college to promote the best academic atmosphere conducive to the learning objective of the students and to create competent Homoeopathic physicians.
2. The Unfair means committee is constituted for dealing with the malpractices committed by the students during Examinations held in the college, both Practical/Viva voce and Theory exams/tutorials/Evaluation programs and any type of plagiarism in presentation etc.,.
3. Written complaints are entertained upon scrutiny by the members.
4. The committee upon receiving complaints convenes a meeting
5. The committee will examine the evidences in presence of against whom the complaint is made.
6. The minutes are also recorded for documentation purpose.
7. Ordinance of Maharashtra University of Health Sciences with regards to exam unfair means as amended from time to time shall be used as reference by the committee.
8. The Dean implements the future course of action.



Motiwala

MOTIWALA EDUCATION AND WELFARE TRUST'S
MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
F. G. MOTIWALA POST GRADUATE INSTITUTE OF HOMOEOPATHY &
RESEARCH CENTRE, NASHIK

Anti Ragging committee
Standard Operating Procedure

1. The committee works as per the vision and mission of the college to promote the best academic atmosphere conducive to the learning objective of the students and to create competent Homoeopathic physicians.
2. Anti Ragging committee is formed as per guidelines of UGC and MUHS
3. Committee displays posters of awareness of anti ragging on all prime locations of campus
4. Written complaints and even anonymous complaint are also entertained upon scrutiny by the members.
5. The committee upon receiving complaints convenes a meeting
6. The minutes are also recorded for documentation purpose.
7. the committee will convey it's opinion to the Dean
8. The Dean implements the future course of action.



Motiwala

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Institutional Ethics Committee(IEC)
Standard Operating Procedure

Constitution of Committee:

1. The purpose of the IEC is to protect human subjects through ensuring highest ethical standards and conduct in all research carried out under the auspices of MHMC.
2. The committee is headed by Chairperson and Six other members including person from basic medical science, clinician, social scientist, philosopher, lay person from the community, and member secretary.
3. As recommended in the Indian Council of Medical Research (ICMR) guidelines, the basic responsibility of the IEC is "to ensure a competent review of all ethical aspects of the project proposals received by it in an objective manner" (ICMR 2006, p 8). Guided by the recommendations of the ICMR, the IEC of MHMC endeavors to protect and promote the dignity, rights and wellbeing of potential research participants; ensure that universal ethical values and international scientific standards are adhered to and contextualized to suit the local context; to advise, educate and train the MHMC research community periodically; and to apprise its ethics committee member on any updates.
4. IEC of MHMC under ordinary circumstances will meet twice in a year. It may convene a meeting to discuss any ethical issue that may deem necessary.

Duties and responsibilities:

5. The committee works as per the vision and mission of the college to promote the best academic atmosphere conducive to the learning objective of the students and to create competent research oriented Homoeopathic physicians.
6. The committee will encourage faculty, Postgraduate scholars, Interns and students to take up research in Homoeopathy.
7. Invite proposals , review about ethical issues
8. Issue ethical clearance to the research proposals after review.
9. To provide necessary guidance and logistics required to conduct research
10. To facilitate promotion and publication of research conducted in MHMC.




(Dr. F.F. Motiwala)
Principal

**MOTIWALA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
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LOCAL MANAGEMENT COMMITTEE

Constitution of Local Managing Committee, its functions and rules of procedure for conduct of business.

1) Constitution of LMC :- As per section 67 of MUHS Act, 1998, the Local Management Committee for MHMC has been constituted with the following members.

- a) Chairman of the Trust – Chairperson of the meeting
- b) Secretary's nominee
- c) Three local members – Representing different fields of the area nominated by the trust.
- d) Three teachers
- e) One Non Teaching Employee nominated by the Management.
- f) Principal – Member Secretary.

2) Powers and duties of Local Managing Committee :-

- a) To prepare the budget and financial statement of college & hospital.
- b) To recommend to the management the creation of Teaching & other course.
- c) To determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college.
- d) To make recommendations to the management for the improvement of the standard and teaching and learning in the college.
- e) To advise the principal regarding the intake capacity of various classes, preparation of timetable, distribution of teaching work load to the teachers and such other matters relating to internal management of the college and discipline of the college students.
- f) To consider and make recommendations on the report of the local enquiry committee, if any.

