

MRIAS COMMITTEES

**MANJUSHREE RESEARCH INSTITUTE
OF AYURVEDIC SCIENCE
PIPLAJ, GANDHINAGAR**



COMMITTEES' FRAMEWORK

AS PER DIRECTIONS GIVEN IN MES&AR-2024

DECEMBER-2024

HUMAN RESOURCES DEVELOPMENT CELL

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Haresh Soni	Principal	Chairman
2	Dr. Santosh Gurav	Professor	Coordinator
3	Dr. Premjibhai Sapawadiya	Deputy Medical Superintendent	Member
4	Dr. Nishma Nanavati	Admin, Associate Professor	Member
5	Dr. Vaibhavi Hardikar	Associate Professor	Member
6	Dr. Payal Patel	Assistant Professor	Member
7	Dr. Shivangi Choube	Assistant Professor	Member
8	Dr. Varsha Solanki	Associate Professor	Member
9	Ms. Hemangi Patel	HR Executive	Member

POLICY AND ROLES:

- This cell shall serve as medical education technology training unit or quality improvement program conduction unit for teachers as well as orientation or training to medical, paramedical, technical, administrative and supportive staff of the Institution.
- The human resources development cell shall contain an office for coordinator and office assistant and hall with adequate furniture that is suitable for conducting workshops with accommodation capacity of minimum thirty participants.
- The hall shall be enabled with information communication technology, equipped with audio-visual system, multimedia projector or smart interactive board, computer, laptop, Wi-Fi connectivity, sufficient laptop charging points for participants, printer and copier.
- There shall be photography facility and audio and video recording facility for the development of e-teaching content.
- The committee shall identify the skills, techniques or knowledge that are to be trained or oriented for each category of employees and prepare the calendar of schedule and announce and implemented accordingly. This ensures three hundred sixty-degree approach and overall development of functionality of the Institution.
- The employees of college and hospital may be grouped under the following headings for the purpose of training, orientation, up-skilling, re-skilling activities, namely:
 - Teaching staff, Library staff, Physical Education Instructor, Yoga Demonstrator;
 - Administrative staff;
 - Nursing staff and Lab technicians;
 - Panchakarma therapists including therapists of Kriyakalpa, Anushastrakarma;
 - Technical staff (information technology, electrical, plumbing and the like);
 - Cooks, Pathya Cooks, Cooks of Panchakarma preparation room;
 - Supportive staff (garden workers, drivers, security and the like); and
 - Menial staff or housekeeping or multi-tasking staff.

RESEARCH INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CELL

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Haresh Soni	Principal	Chairman
2	Dr. Mrunal Tiwari	Professor	Coordinator
3	Dr. Satyajit Kulkarni	Professor	Member
4	Dr. Hrishikesh Upadhyay	Assistant Professor	Member
5	Dr. Amar Kamble	Professor	Member
6	Zara Vhora	Student – 1 st Prof.	Member
7	Ansh Chhaya	Student – 1 st Prof.	Member
8	Kirtan Vaghela	Student – 2 nd Prof.	Member
9	Anjali Shah	Student – 2 nd Prof.	Member
10	Viraj Rav	Student – 3 rd Prof.	Member
11	Mitesh Paneliya	Student – 3 rd Prof.	Member

POLICY AND ROLES:

- This cell shall facilitate activities related to innovation, incubation, research, publication and intellectual property rights.
- The Institutional Innovation Committee shall identify or invite the innovative ideas from the students, teachers and other staff of the Institute and facilitate to incubate or nurture the ideas and to translate to useful products or outcome. Innovations may be in teaching, diagnostics, therapeutic equipment, surgical equipment, dosage forms, drug delivery systems, software, applications, assessment scales and the like.
- Every Institute shall develop institutional policy to support activities related to innovation, incubation, research, publication, Intellectual Property Rights, disbursement of research grants, research incentives, publication incentives and the like.
- The policy shall be oriented to all stake holders and developed implementation and monitoring mechanism.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Haresh Soni	Principal	Chairman
2	Dr. Premjibhai Sapawadiya	Deputy Medical Superintendent	Member
3	Dr. Yogita Shrotriya	Professor, Kriya Sharir	Member
4	Dr. Sameeksha Gurav	Professor, RSBK	Member
5	Dr. Parul Joshi	Professor, PTSR	Member
6	Mr. Krunal Bhavsar	Admin Executive, MRIAS	Member
7	Dr. Seema Chavda	RMO, GAH	Member
8	Ms. Renuka Patel	Matron, GAH	Member
9	Mr. Ashwini Kumar Verma	Central Admin Authority	Member
10	Dr. Nishad Patil	Associate Professor, Shalyatantra	Member Secretary

POLICY AND ROLES:

- Institutional IQAC shall be responsible for planning, guiding, and monitoring quality assurance and quality enhancement activities of the Institute.
- The IQAC shall meet at least once in every quarter.
- The functions of the Internal Quality Assurance Cell shall be the following, namely:
 - Development and application of quality parameters for various academic, clinical and administrative activities of the institute;
 - Monitor implementation of vision document of the institution;
 - Facilitating the creation of a learner-centric environment and educational ecosystem;
 - Arrangement for three hundred and sixty degree feedback on quality related Institutional process;
 - Documentation of all activities of the college leading to quality improvement; and
 - Coordinating quality related activities and dissemination of best practices.

COLLEGE COUNCIL

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Haresh Soni	Principal	Chairman
2	Dr. Amar Kamble	HOD, Rachana Sharira	Member
3	Dr. Yogita Shrotriya	HOD, Kriya Sharir	Member
4	Dr. Santosh Gurav	HOD, Samhita & Siddhanta	Member
5	Dr. Dipa Mehta	HOD, Dravyaguna	Member
6	Dr. Seema Dhabaliya	HOD, Roga Nidana & Vikriti Vigyana	Member
7	Dr. Sameeksha Gurav	HOD, Rasashastra & Bhaishajya Kalpana	Member
8	Dr. Mrunal Tiwari	HOD, Agadtantra & Vidhi Vaidyaka	Member
9	Dr. Deepavali Kasare	HOD, Swasthavritta & Yoga	Member
10	Dr. Parul Joshi	HOD, Prasuti Tantra & Striroga	Member
11	Dr. M.N. Shaikh	HOD, Kaumarbhritya	Member
12	Dr. Manjiri Walinjkar	HOD, Kayachikitsa	Member
13	Dr. Satyajit Kulkarni	HOD, Panchakarma	Member
14	Dr. Nishad Patil	HOD, Shalyatantra	Member
15	Dr. Varsha Solanki	HOD, Shalakyatantra	Member

POLICY AND ROLES:

- The Head of the Departments shall be the members and Principal or Director or Dean shall be the Chairman.
- The college council shall meet at least four times in a year to draw up the implementation strategy of curriculum and training program, enforcement of discipline and other academic matters and shall keep the records of the same.
- The college council shall also organise regular inter-departmental meetings like grand rounds, statistical review meetings, clinical meetings and research review in the Institution regularly.
- The college council shall plan, review and upgrade academic, healthcare, research and co-curricular or extracurricular activities of the institution, strategic planning and implementations, students' performance and improvisation.
- The college council shall develop vision document of the Institution and periodically monitor its implementations.
- The college council shall review academic audit report of the Institution as per the guidelines of the Commission and the Institute shall submit the academic audit report in the prescribed format in such manner to the Commission within the timeframe, specified by the Commission from time to time.

ACADEMIC COMMITTEE

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Santosh Gurav	Vice-Principal	Chairman
2	Dr. Vaibhavi Hardikar	Reader, Rachana Sharira	Member
3	Dr. Yogita Shrotriya	Professor, Kriya Sharira	Member
4	Mr. Maulik Bhatt	Lecturer, Samhita & Siddhanta	Member
5	Dr. Payal Patel	Lecturer, Dravyaguna	Member
6	Dr. Aarthi Devraj	Lecturer, Roga Nidana & Vikriti Vigyana	Member
7	Dr. Bhavisha Siddhapura	Lecturer, Rasashastra & Bhaishajya Kalpana	Member
8	Dr. Hrishikesh Upadhyay	Lecturer, Agadtantra & Vidhi Vaidyaka	Member
9	Dr. Pavankumar K	Lecturer, Swasthavritta & Yoga	Member
10	Dr. Ragina Sharma	Lecturer, Prasuti Tantra & Striroga	Member
11	Dr. Miral Dobariya	Lecturer, Kaumarbhritya	Member
12	Dr. Shivangi Choube	Lecturer, Kayachikitsa	Member
13	Dr. Miti Virani	Lecturer, Panchakarma	Member
14	Dr. Pratiksha Patel	Reader, Shalyatantra	Member
15	Dr. Twinkal Zala	Lecturer, Shalakyatantra	Member

POLICY AND ROLES:

- Academic Committee is to be constituted for planning, execution and monitor teaching schedules.
- The teaching schedules shall be of integrative in nature and shall be announced one month before.
- The teaching schedules shall be hosted on institutional website as well as Learning Management System portal.

COLLEGE WEBSITE REVISION COMMITTEE

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Haresh Soni	Principal	Chairman
2	Dr. Miti Virani	Assistant Professor	Coordinator
3	Mr. Jignesh Rathod	IT Manager	Member
4	Mr. Vaibhav Parmar	IT Executive	Member

POLICY AND ROLES:

- The Institute shall have to maintain exclusive website in the name of the Institute.
- The website is to be updated periodically and upload the details as specified by the Commission and its Autonomous Boards.
- The Commission shall be capturing the data continuously at different intervals.
- It shall be the responsibility of the college to check the authenticity of the data, information and details made available on its website.
- The data pertaining to previous month shall be uploaded every month on or before tenth of the preceding month.
- The college shall maintain the following details on college website namely:
 - Details of Director or Dean or Principal and Medical Superintendent including their name, date of birth, photograph, unique teacher's code, registration number, educational qualification, designation, date of joining, experience, contact mobile number, e-mail and the like;
 - Details of registrations, approvals and affiliations, permission status;
 - Details of all teaching staff along with their qualifications, registration number, teacher code and their academic and other professional notification, designation, date of joining, experience, teaching department, contact mobile number, e-mail and the like;
 - Specialities of the hospital and the consultants their Outdoor Patient Department days and timings;
 - Details of non-teaching staff of college and hospital staff including educational qualifications name of post, department or section or unit and the like;
 - List of students admitted, merit-wise and category-wise for the current and previous years;
 - University examination results and a comparative graph with the previous three years;
 - Year wise details of the research publications by the students or faculties;
 - Details of continuous medical education programmes, seminars, conferences, workshops, faculty development programs, capacity building programs, hands-on training, research projects, collaborative programs and any other academic or clinical programs conducted by the Institution;
 - Details of educational programs being conducted including intake capacity;
 - Accreditations, awards, appreciations, if any, received by the Institute;
 - Hospital statistics and comparative data or graphs with previous years data; and
 - Announcements of forth coming events like seminars, workshops and the like.

STUDENTS COUNCIL

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Jainam Patel	4 th Year BAMS	General Secretary
2	Pruthvi Parmar	4 th Year BAMS	Vice-General Secretary
3	Bhargav Patel	4 th Year BAMS	Cultural Secretary
4	Rohin Patel	4 th Year BAMS	Sports Secretary
5	Krish Patel	4 th Year BAMS	Literature Secretary
6	Yami Patel	4 th Year BAMS	Lady Student Representative
7	Smit Agravat	1 st Year BAMS	Class Representative
8	Krupali Surani	1 st Year BAMS	Class Lady Representative
9	Meet Topiwala	1 st Year BAMS (Sr.)	Class Representative
10	Hema Chhatrodiya	1 st Year BAMS (Sr.)	Class Lady Representative
11	Kirtan Vaghela	2 nd Year BAMS	Class Representative
12	Naiyaba Dabhi	2 nd Year BAMS	Class Lady Representative
13	Harsh Zala	2 nd Year BAMS (Sr.)	Class Representative
14	Riya Prajapati	2 nd Year BAMS (Sr.)	Class Lady Representative
15	Dhruvil Sagar	2 nd Year BAMS	NSS Boy's Representative
16	Mahi Chaudhary	2 nd Year BAMS	NSS Girl's Representative
17	Dr. Santosh Gurav	Vice-Principal	Chairman

STUDENT SUPPORT, CAREER GUIDANCE AND PLACEMENT CELL

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Santosh Gurav	Vice-Principal	Convener
2	Dr. Pallavi Kulkarni	Reader, Agadtantra	Member
3	Dr. Seema Dhabaliya	Reader, Roganidana	Member
4	Dr. Girish Damor	Reader, Panchakarma	Member
5	Dr. Hina Mehta		
6	Smit Agravat	Student, 1 st BAMS	Member
7	Meet Topiwala	Student, 1 st BAMS	Member
8	Naiyaba Dabhi	Student, 2 nd BAMS	Member
9	Riya Prajapati	Student, 2 nd BAMS	Member
10	Sumit Bhavsar	Student, 3 rd BAMS	Member
11	Nishi Patel	Student, 3 rd BAMS	Member
12	Ayushi Ojha	Intern	Member
13	Jaldipsinh Zala	Intern	Member

POLICY AND ROLES:

- The cell is intended to support and encourage students in academic, social, emotional, personal, career developments and placements.
- The cell may identify various opportunities for higher education and placements and advice the students accordingly.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITY CELL

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Dr. Haresh Soni	Principal	Chairman
2	Dr. Bhadresh Patel	Reader, Samhita Siddhant	Member, Sport Events
3	Mr. Maulik Bhatt	Lecturer, Samhita Siddhant	Member, NSS
4	Dr. Pavankumar K	Lecturer, Swasthavritta & Yoga	Member, NSS
5	Dr. Manjiri Walinjkar	Reader, Kayachikitsa	Member
6	Dr. Amisha Patel	Lecturer, Striroga	Member
7	Mr. Jainam Patel	GS, Student Council	Member

POLICY AND ROLES:

- The Cell should look after the facilities and facilitate for conduction of following co-curricular and extra-curricular activities like:
 - physical educational facility
 - Recreational facility
 - Activities related to National Service Scheme and the like
 - Formation of various student clubs such as adventures club, science club, environment club, Sanskrit club, photography club, animal lovers club and the like
 - Community outreach programme, cultural events and the like
 - Medical camps or village adoption or health awareness programme and the like
 - Field visits or survey and the like
 - Conducting seminar, workshop, and brain storming sessions, symposium and the like.

STUDENTS GRIEVANCE REDRESSAL CELL (SGRC)

MEMBERS:

S.N.	Name of the member	Designation	Role
1	Mr. Ashwini Kumar Verma	Central Admin Authority	President
2	Dr. Haresh Soni	Principal	Chairman
3	Dr. Santosh Gurav	Vice Principal	Coordinator-1
4	Dr. Premjibhai Sapawadiya	Deputy Medical Superintendent	Coordinator-2
5	Dr. Manjiri Walinjkar	Reader, Kayachikitsa	Member
6	Dr. Nishad Patil	Reader, Shalyatantra	Member
7	Mr. Jainam Patel	GS, Student Council	Member

POLICY AND ROLES:

- **To file a Grievance:**
 - A student must file a formal written complaint by sending an email to central_admin@goenkahospital.org.
 - The email is assessed by the cell members or a person authorized by them.
 - The student may request anonymity, in which case the student's identity will not be revealed to anyone else.
 - The complaint should include details of the grievance, supporting evidence, and any attempts made to resolve the issue.
- **Grievance Review:**
 - Upon receiving the formal complaint, the SGRC is expected to take necessary action within 7 days of receiving the complaint.
 - Set up the meeting of SGRC within 15 days of receiving the complaint to discuss about further investigation and plan about a review meeting within a week for received complain.
 - Aggrieved and other related persons must be present in the review meeting for the hearing of complain or as the case may be.
 - After hearing, within 7 days resolution is to be prepared and shared with relevant persons with various outcomes, corrective measures etc.
 - Institute and SGRC should maintain confidentiality to protect the privacy of all parties involved.
 - The process should also be fair and impartial, providing student, the part against whom the complaint has been made and opportunity to present their side of the issue and respond to any allegations.

FORM FOR APPEAL TO SGRC

Name of Applicant	
Roll No.	
Email	
Mobile No.	
Program/Year	
Address	
Grievance Type (Administrative/ Academic/ Any Other)	
Brief statement of nature of grievance	
Supporting Documents (If any)	1. 2. 3. 4. 5. 6.

Date:

Signature

COMMITTEE AGAINST SEXUAL HARASSMENT (ICC)

MEMBERS:

S.N.	Name of the member	Designation	Contact
1	Dr. Yogita Shrotriya	Chairperson	9518740022
2	Dr. Sameeksha Gurav	Secretary	7020830970
3	Dr. Manjiri Walinjkar	Faculty Representative Female	7303292814
4	Dr. Deepawali Kasare	Faculty Representative Female	8805477519
5	Dr. Twinkal Zala	Faculty Representative Female	9099770978
6	Dr. Haresh Soni	Faculty Representative Male	6351167497
7	Dr. Hina Bariya	Representative from other Organization	7575080316
8	Ms. Vittal Patel	Representative from GAH	9426707206
9	Yami Patel	Representative from 4 th Year BAMS	9106841313
10	Pruthvi Parmar	Representative from 2 nd Year BAMS	9157572163
11	Hema Chhatrodiya	Representative from 1 st Year BAMS	9090304242

FUNCTIONS:

The Internal Complaints Committee has two major functions: 1. Preventive 2. Remedial

Preventive:

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

Remedial:

- To receive and take cognizance of complaints made about sexual harassment at the institute and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling.
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

ANTI RAGGING COMMITTEE

MEMBERS:

S.N.	Name of the member	Designation	Contact
1	Dr. Haresh Soni	Principal, Chairperson	6351167497
2	Dr. Santosh Gurav	Vice Principal, Co-Chairperson	7020868110
3	Dr. Premjibhai Sapawadiya	Member-DMS, GAH	9428181515
4	Dr. Nishma Nanavati	Admin Member	9998824351
5	Dr. Amar Kamble	Member-Teaching Staff	8087299461
6	Dr. Hansraj Barjod	Member-Teaching Staff	9978241518
7	Dr. Maulik Bhatt	Member-Teaching Staff	7048834884
8	Ms. Divya Solanki	Member-Librarian	9574756717
9	Mr. Krunal Bhavsar	Admin-Non Teaching Staff	8866373792
10	Mr. Pintu Dube	Rector – Boys' Hostel	8141839488
11	Pinakineeben dodiya	Warden – Girls' Hostel	8780063514
12	Vimlaben patel	Warden – Girls Hostel	9662743271