

**Swami Rama Himalayan University
Office of the Registrar**

SRHU/Reg./OO/2023-59

Date: 10th April, 2023

OFFICE ORDER

I am directed to inform that the 'Hospital Development & Management Committee (HDMC)' is hereby re-constituted as follows:-

(i)	Dr. Ashok Deorari	-	Chairperson
(ii)	Dr. Mushtaq Ahmad	-	Co-chairperson
(iii)	CMS/ Medical Superintendent	-	Member Secretary
(iv)	Dr. Girish Gupta	-	Member
(v)	Dr. Sunil Saini	-	Member
(vi)	Dr. Renu Dhasmana	-	Member
(vii)	Dr. Deepak Goel	-	Member
(viii)	Principal HCN	-	Member
(ix)	Mr. Harish Sachdeva	-	Member
(x)	Nursing Superintendent	-	Member

As and when required, the HDMC may invite any HOD/Faculty member for suggestions/expert opinion.

1. Objectives of the 'Hospital Management Committee':

- 1.1 Long term & short term hospital strategic goal settings and review.
- 1.2 Bringing all stake holders of this matrix organization at common platform for faster decision making.
- 1.3 Ease of functioning/business of organization to match the urgency of actions needed.

2. Frequency of Meetings of the 'Hospital Management Committee':

The 'Hospital Management Committee' must meet twice in a month and proceedings be put-up within three working days before the Hon'ble Chancellor for his approval/directions/suggestions.



3. Roles & Responsibilities of 'Hospital Management Committee':

- 3.1 Setting long term and short term strategic goals for hospital in overall internal and external environment scenario.
- 3.2 Setting plans for Hospital development & its management, including optimum utilization of resources and revenue generation.
- 3.3 Discussing and dealing with matters related to expansion, development and growth of the services in the hospital.
- 3.4 Oversee and co-ordinate functioning of all other offices/committees concerning Himalayan Hospital at apex level.
- 3.5 Reach finality of any issue and give clear direction to CMS/MS Office & all other concerned departments for action.
- 3.6 Be a link between University & hospital administration to stream line the bottleneck of infrastructure, policies and professional issues.
- 3.7 Seek feedback from support services, i.e. Finance, HR, Engineering, etc. to reach decision making.

4. Role & Responsibilities of the Chairman:

- 4.1 To convene and preside over the meetings of HDMC.
- 4.2 To provide guidance by navigating the HDMC priorities, objectives & strategic plans.
- 4.3 In order to facilitate the Committee to reach meaningful decision, connecting the gaps in any problematic area.
- 4.4 To encourage active participation of the members in the meeting.

5. Role & Responsibilities of the Member Secretary:

- 5.1 Inviting points of discussion related to hospital development & management from HODs, Faculty Members and or any other person of the hospital.
- 5.2 Circulating the points of discussion, in the form of agenda items, to the members of the Committee, atleast before two days from the date of meeting.
- 5.3 Update the Committee on the proceedings of the previous Meeting, specially on the agenda items on which action could not be completed in last fortnight.
- 5.4 Recording minutes of the meeting including therein salient views and decision taken on each agenda item.



- 5.5 To submit the proceedings of the meeting within three working days before the Hon'ble Chancellor for his perusal and approval.
- 5.6 To ensure implementation of the decisions taken by the HDMC .

This supersedes earlier office orders no. SRHU/Reg./OO/2019-60 dated: 01st July, 2019, SRHU/Reg./OO/2019-67 dated: 25th July, 2019, SRHU/Reg./OO/2019-111 dated: 23rd November, 2019 & SRHU/Reg./OO/2020-02 dated: 14th January, 2020 on the subject.

This bears approval of the competent authority.

By Order,



Registrar

Copy to: Hon'ble Chancellor
Hon'ble Vice Chancellor } for kind information please
All concerned members of the Committee