	SANE GURUJI AROGYA KENDRA	<b>Doc no.</b>	NABH/SGAK/ HRM / 1-12			
		<b>Issue no.</b>	01	<b>Rev. No.</b>	00	
	HUMAN RESOURCE MANAGEMENT (HRM)	<b>Date:</b>	01/01/2017			
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## DOCUMENTED SYSTEM OF HUMAN RESOURCE PLANNING

### 1.0 Adequate number and mix of staff to meet the care:

- 1.1 SGAK provide adequate number of staff to all patient care areas to meet the quality care.
- 1.2 RMO (Residential Medical Officer) is working 24 hours in the hospital.
- 1.3 For Panchakarama: Minimum of two panchakarma therapists are working per treatment room.
- 1.4 One Paricharaka per 15-20beds is working in wards.
- 1.5 Hospital provides more number of staff whenever patient number is increased in particular area.

### 2.0 Job specification/ Job Descriptions:

#### 2.1 Matron:

Matron performs her duties as defined by Hospital Manager of SGAK.

She is responsible to:

- 2.1.1 Report to Hospital administrator/ Hospital Manager of the hospital.
- 2.1.2 She supervises the work of hospital staff and ensures that the instructions of the medical officers in respect of individual patients are correctly carried out.
- 2.1.3 She recommends personnel and material requirement for various nursing service departments of the hospital.

- 2.1.4 She carries out regular rounds of the hospital. She will be responsible for proper cleanliness and maintenance of the hospital, both inside and outside and matters related to hospital linen, patient's clothing, beds, furniture.
- 2.1.5 She ensures safe and efficient care is rendered to patients in various wards etc.
- 2.1.6 She will be responsible for counseling and guidance of sub-ordinate staff.
- 2.1.7 She will investigate all complaints regarding nursing care and personnel, and inform administrative office for further suitable corrective actions.
- 2.1.8 She ensures that visiting hours are strictly observed.
- 2.1.9 Maintain discipline amongst nursing and other staff
- 2.1.10 Maintain a check on the attendance of nursing staff, Ward in-charge sisters, Aaya and Sweeper.
- 2.1.11 Responsible for proper cleanliness and maintenance of the hospital compound, outdoor departments, wards, Dressing room etc.
- 2.1.12 Manage human resources on the places where staff is not available and absent with the help of contract staff or existing staff.
- 2.1.13 Maintain record of extra duties as well as leaves or absenteeism of staff and carry forward the same record to administrative office.
- 2.1.14 Report incidences of wards related to patient and relatives to administrative department to take corrective and preventive actions.
- 2.1.15 To maintain record of Linens of laundry
- 2.1.16 To provide tea, sugar to all wards for night shift employees.
- 2.1.17 To prepare monthly duty charts for employees.

## 2.2 Ward in-charge sister:

- 2.2.1 Ensure all the instructions issued by treating doctor are properly carried out



- 2.2.2 Supervises nurses working in the concerned ward
- 2.2.3 Ensure that visiting hours are strictly observed
- 2.2.4 Accompany medical officers on their rounds
- 2.2.5 Maintain the ward stock of drugs and other items, during duty hours.
- 2.2.6 Maintain all records and registers pertaining to the wards properly.
- 2.2.7 Deposition of discharge patient's files at reception for further prerservation of record to Medical Record room
- 2.2.8 Observe universal aseptic precautions strictly and ensure compliance of Biomedical Waste guidelines.
- 2.2.9 Responsible for safe custody of hospital linen, surgical and medical appliances and furniture and dead stock of the ward and will check that they are kept in good condition and replaced when necessary.
- 2.2.10 Take care to complete all diagnostic tests before fitness of patient as well as check all the pre operative preparations have been done in time.
- 2.2.11 Supervise the work of Group D staff and ensure cleanliness of the ward.
- 2.2.12 Any other duties and responsibilities entrusted by the administration

### 2.3 Operation Theatre In-charge Nurse:

- 2.3.1 Ensuring adequate supply of medicines, ligatures, dressings, linen and any other item required in OT
- 2.3.2 Ensure cleanliness and proper maintenance of the operation theatre, surgical instruments, equipment, and for reporting their defects to administrative office and concerned maintenance person of the company.
- 2.3.3 Supervision of sterilization of dressing gowns, towels, instruments, gloves etc.
- 2.3.4 Discipline and performance of duties by the operation theatre staff.
- 2.3.5 Observe universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines

2.3.6 Following regular protocols for fumigation and sterilization

2.3.7 Monitor hand hygiene protocols

**2.4 ICU In-charge Nurse:**

2.4.1 Observe universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines

2.4.2 Monitor hand hygiene protocols

2.4.3 Maintain all records and registers pertaining to ICU

2.4.4 Supervision of nursing staff working in ICU

2.4.5 Managing to send and collect all emergency diagnostic reports in time from pathology laboratory, Radiology departments

2.4.6 Maintain and check daily Ambulance kit in ICU (as ambulance service is outsourced)

2.4.7 follow fumigation protocols and maintain culture and sensitivity records for analysis of hospital associated infections

2.4.8 Help other nursing staff during working hours for providing quality care to all ICU patients.

**2.5 Operation Theater Staff:**

2.5.1 Assisting the surgeon during routine and emergency surgeries

2.5.2 Sterilization of instruments & all dressing materials

2.5.3 Preoperative preparation of patients as per directions of the operating surgeon.

2.5.4 Responsible for safe custody and proper maintenance of linen, surgical instruments and other equipments in O.T.

2.5.5 Observe universal aseptic precautions strictly and ensure compliance of Bio medical waste Management guidelines.

2.5.6 Any other duties and responsibilities entrusted by administration

2.5.7 Supervising Group D employees in the absence of OT in-charge sister.



## 2.6 Radiology Staff:

### a. X-ray Technician:

- 2.6.1 Take all X-rays of OPD and IPD patients and develop it digitally.
- 2.6.2 Comply with BARC or any other statutory guidelines
- 2.6.3 Attend emergency calls of X-rays of ICU/ NICU patients
- 2.6.4 Observe universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines
- 2.6.5 Taking ECGs of OPD patients
- 2.6.6 Any other duties and responsibilities entrusted by the administration related to department
- 2.6.7 In the absence of X ray department Clerk, X- ray technician is responsible for maintaining the record of department.

### b. X ray department Clerk:

- 2.6.8 Maintain record of all X ray patients coming to the department in the required registers of the department
- 2.6.9 Collect cash from the OPD patients and deposit the cash to billing department at the end of duty hours in the evening.
- 2.6.10 Maintain data of all IPD patients in "PALASH" (Hospital Software) for billing of Indoor patients
- 2.6.11 Maintain cash register of OPD patients well in time in view of all inspections and day to day cash tally.
- 2.6.12 Deposit the cash at the end of duty hours in evening

2.7 **Sonography Staff:** Four non clinical staff and one Group D staff (Aaya) is working in Sonography department.

The staff at Sonography department is working individually and also helping each other to improve the quality of work.

2.7.1 **Staff 1:**

2.7.2 Prepare reports of Ultrasonography monthly.

2.7.3 Check PNDT forms and prepare monthly report of PNDT

2.7.4 Prepare daily USG reports

2.8 **Staff 2:** (Mrs. Rohini Dhawale):

2.8.1 Prepare and write **form "F"**.

2.8.2 Collect cash from patients and prepare receipts against the cash received

2.8.3 Maintain USG registers

2.8.4 Maintain Declaration book and ask patients to sign the book

2.8.5 Prepare monthly report of USG/ ECG/ 2D echo

2.8.6 Had alternate responsible person for staff 1

2.9 **Staff 3:**

2.9.1 Online uploading of "F" forms for obstetrics USG reports

2.9.2 Attaches declaration receipts to online print out of PNDT form

2.9.3 Patient number enrolment and help to Staff 2

2.9.4 Prepare and send forms of mother with previous daughters coming for USG Obstetrics

2.10 **Staff 4:**

2.10.1 Explain the information PCPNDT registers to pregnant patients

2.10.2 Take ECGs of patients

2.10.3 Enrolment of patients coming for USG/ 2D echo/ ECG

2.10.4 Help in cash collection to Staff

2.10.5 Maintain a duplicate copy of X-ray reports written by Radiologist and sent a copy of Indoor patients to ward or to give to OPD patients

*pphixes*



**2.11 Staff 5: (Aaya) in Ultrasonography:**

- 2.11.1 Floor cleaning of passage and OPD of ENT- Ophthalmology and Radiology department
- 2.11.2 Maintain drinking water tank in Radiology Department
- 2.11.3 Assisting Radiologist in terms of giving positions to patients, providing patients file to Radiologist and after conducting diagnostic test giving file back to reporting/cash counter.
- 2.11.4 Follow Biomedical waste management guidelines whenever necessary

**2.12 Staff Nurse:**

- 2.12.1 She will provide full range of nursing services as per the requirements of the patient.
- 2.12.2 Check the vital parameters like pulse, blood pressure, respiration, temperature, Input/ output chart, and perform simple procedures like collection of samples starting IV line, catheterization etc.
- 2.12.3 Ensure all the instructions issued by treating doctors are properly carried out.
- 2.12.4 Attend and assist at surgeries when required.
- 2.12.5 Formulate accurate and intelligent reports on ward patients
- 2.12.6 Complete GOB well in time and follow the orders written in GOB
- 2.12.7 Ensure that the visiting hours are strictly observed
- 2.12.8 Ensure that every courtesy and help is accorded to the patient's relatives and visitors to the ward
- 2.12.9 Accompany Medical officer on their daily rounds
- 2.12.10 In the absence of in-charge sister, be responsible for safe custody of hospital linen, surgical and medical appliances.
- 2.12.11 Maintain all records and registers pertaining to the wards properly in the absence of in-charge sister.
- 2.12.12 Submit the file to reception counter after patient's discharge in absence of in-charge sister.

### **3.2 Laboratory Technicians:**

- 3.2.1 Responsible for collection of blood and other samples for hematological, biochemical other laboratory tests and conduct various tests as required.
- 3.2.2 Carry out chemical analysis of all samples in defined timeframe.
- 3.2.3 Annual maintenance contract/ comprehensive maintenance contract of all lab equipment
- 3.2.4 Prepare and submit indents pertaining to the laboratory
- 3.2.5 Should coordinate with the persons of outsourced laboratory.
- 3.2.6 Responsible for maintenance of all records and registers of laboratory.
- 3.2.7 Manage controls and Reagents as per manufacturer's recommendation.

### **3.3 Laboratory Clerk:**

- 3.3.1 Data entry of all indoor patients and outdoor patients in the PALASH software
- 3.3.2 Collect cash from the Outdoor patient and deposit it at the end of duty hours to billing department.
- 3.3.3 Responsible for the entries of Indoor patients laboratory investigations well in time

### **3.4 Laboratory attendant (Sweeper):**

- 3.4.1 Clean the laboratory equipments, fittings, furniture, doors, ventilators, floors. Tables and chairs and bench tops etc.
- 3.4.2 Observe universal aseptic precautions while dealing with samples and ensure compliance of Bio Medical Waste Guidelines
- 3.4.3 Clean the toilets and bathrooms in front of pathology laboratory twice a day



### **3.5 Dispensing Unit Staff:**

- 3.5.1 Ensure preparation and timely submission of supplementary indent and procurement of same
- 3.5.2 Dispensing of medicines of indoor patients through Aaya coming with the files of patients
- 3.5.3 Dispensing of Tuberculosis medicines
- 3.5.4 Maintain cleaning of dispensing area with the help of Group D staff
- 3.5.5 Arrange dispensing medicines alphabetically for easy handling
- 3.5.6 Keep the records of Cash, Medicine, Stock and Tuberculosis medicines
- 3.5.7 Data entry of OPD/ IPD patients in hospital Software PALASH
- 3.5.8 Any other duties and responsibilities entrusted by the administration
- 3.5.9 Any other duties and responsibilities entrusted by the administration

### **4.0 Office Superintendent/ Head Clerk:**

- 4.1 Ensure timely calculation of leaves, working days, late marks of employees with the help of Assistant HR executive
- 4.2 Deal with the policy matters relating to hospital and the employee
- 4.3 Maintain discipline in the sections and ensure systematic work of staff working under him
- 4.4 Attend the court matters related to hospital
- 4.5 Help Hospital Manager in all hospital related matters (inside or outside work)

### **5.0 Dietary consultants of Swasthvritta Department:**

- 5.1 Take nutritional care of patients
- 5.2 ensure assessment, planning, therapeutic modification & counseling, nutritional clinics, nutritional assessment
- 5.3 Ensure day to day care of patients viz. nutritional assessment, planning of standard diets, therapeutic modification of diets, diet counseling of indoor and OPD patients.

## **6.0 Physiotherapist:**

- 6.1 Be overall in-charge of physiotherapy department
- 6.2 Actively involved in physiotherapy treatment to patients
- 6.3 Assess reaction and response to various treatment
- 6.4 Maintenance, repair and condemnation of equipment with the help of administration and store
- 6.5 Any other duties and responsibilities entrusted by the administration

## **7.0 Watchman/ Multi Purpose Health Workers:**

- 7.1 One watchman working on first floor of SGAK is helping ward 1, 2 and special room
- 7.2 3 OR 4 watchmen working in OPD area are handling patients in OPD area. They receive the emergency patients coming to hospital
- 7.3 Prepare the male patients of Surgery at night
- 7.4 Change oxygen cylinder of the wards wherever required
- 7.5 Transport the patients from wards to Sonography/ X ray department/ OT or other diagnostic facilities and to ICU
- 7.6 Helping Aaya for carrying indents from store to Ward
- 7.7 Cleaning- glass door, safety net, Water tank in OPD area
- 7.8 Attend the phone calls during night time if IPD registration desk is busy.
- 7.9 Any other duties and responsibilities entrusted by the administration

## **8.0 Receptionist:**

- 8.1 Help the patients, visitors and guide them accordingly
- 8.2 Attend to the enquiries on telephone or otherwise regarding patients admitted in the hospital
- 8.3 Also attend to the inquiries on telephone or otherwise regarding patients admitted in the hospital. Also attend to all the inquiries from patients or their attendants visiting the hospital



10.14 Carry blood samples of newly admitted patients

10.15 Cleaning of discharge patients bed, bedcovers, pillows, lockers etc.

**Night Shift:**

10.16 Taking over from evening shift Aaya

10.17 Dressing pad, Gauze preparing

10.18 Any other duties and responsibilities entrusted by administration

10.19

**11.0 Sweeper:**

**Morning shift:**

11.1 Taking over from night duty sweeper

11.2 Cleaning of areas of in front of Wards

11.3 Carrying urine samples, sputum samples to laboratory from wards

11.4 Giving bed pans, urine pots to patients as and when necessary

11.5 Cleaning of spillage of blood and urine

11.6 Cleaning of bathroom, basins and toilets

**Evening Shift:**

11.7 Taking over from morning shift sweeper

11.8 Carrying Urine sample to laboratory

11.9 Cleaning of empty bed pans, kidney tray of wards

11.10 Cleaning of toilets and bathrooms of wards

**Night shift:**

11.11 Taking over from evening shift Sweeper

11.12 Cleaning of empty bed pans, kidney tray of wards

11.13 Cleaning of toilets and bathrooms of wards

11.14 Giving bed pans, urine pots to patients as and when necessary

11.15 Cleaning of Doctors room

**12.0 HOSPITAL MANAGER (HM):**

- 12.1 Responsible for all activities going on in the hospital.
- 12.2 Decision of all new purchases in the hospital
- 12.3 Responsible for taking decision to improve safety of patients in the hospital premises
- 12.4 Shall ensure the quality healthcare for the patients with the help of consultants in the hospital.
- 12.5 Shall ensure Regular performance appraisals, salary increment of all employees of the hospital
- 12.6 Shall issue clearance certificate to the staff, verifying the resignation letter.

**13.0 ASSISTANT HR EXECUTIVE**

- 13.1 Shall be responsible to the Hospital Manager, Hospital Administrator
- 13.2 Short listing applications to be interviewed.
- 13.3 Induction & Orientation to all newly joined employees.
- 13.4 Preparation of appointment letters & issuing to employees after getting the endorsement from the Hospital Manager.
- 13.5 Issuing Job description to Doctors on the day of joining and to file a copy in their personal folder having their signature to confirm they have received the same.
- 13.6 Shall ensure that the candidates have produced Xerox copies of all the required certificates at the time of joining.
- 13.7 Verification and attestation of daily attendance register \
- 13.8 Organizing motivational training, staff refreshment programs, human relations facilitation.
- 13.9 Performance evaluation monitoring facilitation.
- 13.10 Regular performance appraisals, salary increment under the guidance of Hospital Manager
- 13.11 Disciplinary actions follow ups as told by Hospital Manager



- 13.12 Report daily attendance to Hospital manager, supply of comprehensive data for pay roll on 1<sup>st</sup> or 2<sup>nd</sup> of every month.
- 13.13 Any other related work has may be assigned from time to time
- 13.14 Quality assurance of the departmental activities
- 13.15 Grievance handling with the help of administrative officer and Hospital Manager
- 13.16 Recording in register by date- job applications received, filing them appropriately & submitting to Hospital Manager for scrutiny whenever necessary.
- 13.17 Shall make arrangements for the interview and inform the members of the interview board and shortlisted candidates on behalf of Hospital Manager.
- 13.18 Intimating selected candidates regarding appointment.
- 13.19 Preparation of personal folders of all the employees of the Hospital & Educational Institutions and updating them on a regular basis.
- 13.20 Keeping the folders under safe custody & producing to the accounts dept for salary matters & to Hospital Manager whenever necessary.
- 13.21 Monitoring and tabulation of annual leave, casual leave, sick leave, loss of pay leave and monitoring carry over leave endorsement by Hospital Manager.
- 13.22 Shall maintain proper record of leave of all the employees.
- 13.23 Shall maintain a leave register for the Nursing staff.
- 13.24 Shall inform the Hospital Manager regarding the emergency leave informed by the staff for alternative arrangement
- 13.25 Monitoring of late attendance on monthly basis and communicating to department HOD for further action.
- 13.26 Maintaining accurate documentation, as per requirement of ISO standards.
- 13.27 Any other related work has may be assigned from time to time
- 13.28 Maintaining all records of Radiology department related to preventive maintenance, calibration, Quality assurance of X-ray machine, Lead apron/ TLD badges testing
- 13.29 Preparation of duty time tables of night and day duty watchman and collects the daily night reports from Hospital Manager and takes necessary actions on it.

2.12.13 Supervise the work of group D staff (Aaya, Sweeper and watchman) of wards when in-charge sister is not on duty

2.12.14 Any other duties and responsibilities entrusted by the administration

**2.13 OT brother:**

2.13.1 Responsible for fumigation of all Operation rooms with standard clinical protocols and manufacturer's recommendations.

2.13.2 Responsible for sterilization of all instruments coming from different patient care areas and OT itself

2.13.3 Should help to all nursing staff and anesthesiologist during surgeries and after surgeries for shifting of patients

**2.14 OT Aaya:**

2.14.1 Help nursing staff and other doctors during surgeries.

2.14.2 Shifting of patients after surgeries

**3.0 Laboratory staff:**

**3.1 Laboratory Superintendent / HOD Rognidan:** Will be responsible for

3.1.1 Proper maintenance of Laboratory equipments and instruments with the help of technicians working there.

3.1.2 Annual maintenance contract/ comprehensive maintenance contract of all lab, X-ray and Ultrasonography equipments and their upkeep

3.1.3 Responsible for maintenance of discipline amongst the staff under him/her.

3.1.4 Observe universal aseptic precautions while dealing with samples and ensure compliance of Bio Medical Waste Management guidelines.

3.1.5 Responsible for maintaining records of X-ray and Sonography department.



8.4 Will take application related to birth certificates, Medical insurance claims or Indoor file access for further processing

8.5 At night, supply OPD paper to follow up patients, IPD registration, Collection of cash of admit and OPD patients and hand over the cash in the morning to the person coming to billing department.

#### **9.0 Registration Desk persons:**

9.1 Register new patients and provide OPD papers to new as well as follow up patients.

9.2 Collect and arrange the OPD files after OPD hours in the specified racks

9.3 Maintain monthly record of patients in separate file

9.4 Submit the cash to billing department at the end of duty hours in the evening

#### **10.0 Aaya:**

##### **Morning shift:**

10.1 Take the over from night duty Aaya

10.2 Bring water for drinking from parking area

10.3 Cleaning of all rooms, locker cleaning, collection of papers after all medical officer's rounds

10.4 Give the discharge or part billing Indoor patients papers to billing department

10.5 Carry blood samples to pathology laboratory from wards

10.6 To give chasing trolley

10.7 Bed making as soon as new patient arrives for admission

10.8 Cleaning and washing of used instruments of dressing trolley

10.9 Washing gloves

##### **Evening Shift:**

10.10 taking over from morning shift Aaya

10.11 Cleaning all rooms

10.12 Bring billing papers which are already sent by previous Aaya

10.13 Bed making for new admissions

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# QUALITY MANUAL

ISO-9001:2015

MAHARASHTRA AROGYA  
MANDAL'S

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### 5.3 SSAM 's Roles, Responsibility and authority:

The Principal of college has ensured that the responsibilities and authorities for relevant roles are assigned, communicated and understood among employees of SSAM. Principal. has assigned responsibility and authority for:


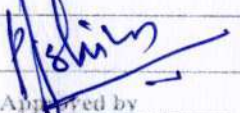
- 1) Ensuring that QMS conforms to requirements of ISO9001:2015 Standard.
- 2) Ensuring that processes are delivering their intended outputs
- 3) Reporting on the performance of the QMS and on opportunities on improvement as per section 10.1
- 4) Ensuring the promotion of customer focus throughout SSAM i.e. among employees at office and works.
- 5) Ensuring that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.

### ORGANIZATION CHART

(Attached in Annex-1)

### Responsibility, Authority & Communication

Note: Prof. Dr Pranita Joshi-Deshmukh, Principal, SSAM, is appointed as system coordinator by the Secretary of Maharashtra Arogya Mandal, Hadapsar, Pune for documentation; internal audit & organizing management review as per ISO 9001:2015 QMS requirements in addition to her responsibility as Principal in day to day activities.

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**MAHARASHTRA AROGYA MANDAL'S SECRETARY :-**

**Responsibility :-**

Overall responsible for decision making in running the institution.

**Authorities :-**

- 1) Authorized for taking decisions on any financial applications relating to Institutes.
- 2) Operations.
- 3) Authorized for taking decisions on administration functions relating to Teaching & Non-Teaching Staff.

**1) Principal:**

Responsible for

- ✓ Daily functioning and execution of daily activities of College including administration & guidance to the teaching & non-teaching staff.
- ✓ Execution of various activities under the MUHS in connection with examination related work viz theories & practical's.
- ✓ To attend representative during their visit to SSAM from NCISM, MUHS, State Government.
- ✓ As Ex-officio Medical superintendent of Sane Guruji Hospital to look after certain Management Functions of the Hospital.
- ✓ Planning about Development of the College.
- ✓ Organizing Training program of the faculty.
- ✓ Public Relations.
- ✓ Finalization of Quality Policy & quality Objectives.

Authorized for

- ✓ Recruitment of Faculty & Supporting Staff.
- ✓ Approving Quality Manual & Procedure.
- ✓ Approval of purchase orders as recommended by/ through HOD's.
- ✓ Sanctioning Leave till 07 days.

**2) Vice Principal:-**

Responsibilities

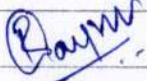
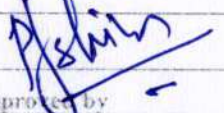
- ✓ To assist Principal in all her activities academic helps.
- ✓ Execution of aforesaid duties of principal.

**Authorities:-**

- a) Academic work in collaboration with Principal.
- b) To look after various duties & activities in absence of principal.
- c) Sanctioning of Leave ½ to 01 day.

**3) PG Co-ordinator:-**

- a) Academic work related to PG & Ph. D. Courses with the Principal.

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4) HOD's (Professor):-

Responsibilities

- ✓ To carry out allotted duties regarding academics and Hospital cases wherever applicable.
- ✓ To ensure that Academic Term plan is followed.

Authorities:-

- d) To fill the confidential reports of all the teachers working under him/ her in the department.

5) Associate Professor (Reader):-

Responsibilities

- ✓ To carry out allotted duties regarding academic and Hospital function wherever applicable.
- ✓ To assist the Professors in their respective duties.

6) Assistant Professor (Lecturer)

Responsibilities

- ✓ To carry out allotted duties regarding Academic & Hospital Functions wherever applicable.
- ✓ To assist Professor & Associate Professor in their respective duties.

7) System Co-ordinator

Responsibility:-

Principal herself has taken the responsibility to bear the function of System Representative apart from her responsibilities in her work area.

SR has the following responsibilities :-

- a) Establishing, implementing & maintaining the Quality Management System in accordance with ISO-9001:2015 International Standard.
- b) To review the documents related to QMS.
- c) To control the QMS documentation.
- d) To conduct Management Review meeting & prepare & maintain the record.
- e) Ensuring the promotion & awareness of students requirements.

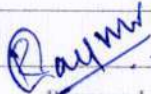

8) Administrative Officer:

Responsibilities

- ✓ To manage & execute the day to day functions of the college administration.
- ✓ To keep records, communicate on behalf of the college & principal to the various bodies viz. NCISM, MUHS, Govt. of Maharashtra, Director of Ayurved & Others.
- ✓ Getting the work done from the Non-Teaching subordinates encompassing Academic Section, Account Section, Computer Section, Stores Dept. & head clerks.

9) Non-Teaching Staff

Responsibilities & authorities of all Non-Teaching Staff is maintained by Admin Officer.

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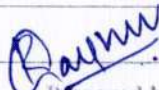

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10) Librarian

Responsibilities:-

- √ To maintain all study books & journals in safe condition with books identification
- √ To maintain records of issue & return of books from students & Teachers.
- √ To maintain the atmosphere within the library for reading purpose by the teachers & Students.

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