



**Rohilkhand Medical College & Hospital**  
**Pilibhit By-pass road, Bareilly**

Re. No.: RMCH/03/2023

Date: 02.01.2023

**Office Circular**

**Meeting of Quality Core Committee**

- A meeting of Quality Core Committee has been fixed as per schedule given below.

Date : 04.01.2023  
Time : 03:00 PM to 04:00 PM  
Venue : College Council Room

- All members are requested to attend.
- **Agenda of the meeting:**
  1. Previous meeting points
  2. Nursing & Housekeeping Staff should be aware about the patient transfer protocols
  3. Equipment ID, Preventive maintenance (Done & due date) and calibration (Done & due date) stickers are not labelled on each & every equipment.
  4. Intimation of critical results is not evidenced in patient case files
  5. Proper Box is not available for sample transportation.

Dean / Principal  
Rohilkhand Medical College & Hospital  
Bareilly (Dr. Digvijay Singh)  
(Dean/ Principal)

**Copy to:**

1. Chairman, RECT – for information please
2. Medical Superintendent
3. All members of Safety Management Committee
4. Sr. Administrative officer (College)
5. Administrative officer (Hospital)



**Rohilkhand Medical College & Hospital**  
**Pilibhit By-pass road, Bareilly**

**Minutes of Committee Meeting**

**Committee Name: Quality Core Committee**

Date: 04/01/2023

Time: 03:00 PM to 04:00PM

Location: College Council Room

**List of Attendees:-**

S.No.	Name of Committee Member	Designation	Designation in Committee
1	Dr. Digvijay Singh	Principal	Chairperson
2	Dr. Bhushan Kumar	M.S.	Member
3	Dr. Cheena Garg	Asso. Prof. Pathology	Team Leader
4	Dr. Faiz Shamsi	Dy. M.S.	Member
5	Dr. Ashutosh Dokania	Prof. Ophthalmology	Member
6	Dr. Malti Agawal	Prof. Anaesthesia	Member
7	Dr. Sharad Seth	Prof. General Surgery	Member
8	Dr. Varun Agarwal	Asso. Prof. Orthopaedics	Member
9	Dr. Arjun Agarwal	Asso. Prof. Oncosurgery	Member
10	Dr. Seema Seth	Prof. General Medicine	Member
11	Dr. Rajesh Agarwal	Prof. Chest & TB	Member
12	Dr. P.K. Rathore	Prof. Skin and VD	Member
13	Dr. Kanchan Dalmia	Prof. Obst. & Gynae	Member
14	Dr. Nitesh Mohan	Prof. Pathology	Member
15	Dr. Madan Mohan Nagar	Prof. Orthopaedic	Member
16	Dr. Prasad Nayak	Prof. Paediatric	Member
17	Dr. Pramod Kumar	Prof. Radio diagnosis	Member
18	Ms. Poonam Azad	N.S.	Member
19	Ms. Loveena Saloman	D.N.S.	Member
20	Ms. Sapna George	D.N.S.	Member
21	Mr. Sachin Kr. Saxena	Quality Assurance Dept.	Member
22	Ms. Reshma Kashyap	Quality Assurance Dept.	Member
23	Mr. Anuj Pachauri	Chief Engineer	Member



**Quorum:** 72% attendance

**Agenda of the meeting:**

1. Previous meeting points
2. Nursing & Housekeeping Staff should be aware about the patient transfer protocols
3. Review of Equipment ID, Preventive maintenance (Done & due date) and calibration (Done & due date) stickers are not labelled on each & every equipment.
4. Intimation of critical results is not evidenced in patient case files
5. Proper Box is not available for sample transportation.

- Status of the points discussed in the last meeting held 16<sup>th</sup> December 2022.

S.No.	Point Discussed	Compliance Status	Action to be taken/Responsibility
1	Review of IEC and BCC in Hospital as per NABH Guidelines	completed	Facility Supervisor /QA Cell
2	Calibration of all the equipment,	In Process	BME Department
3	Display of floor description	In Process	Facility Supervisor /QA Cell
4	Ambulance medicines, Equipment checking & documentation of preventive maintenance	completed	Transport Incharge / QA Cell

- Following points were discussed in meeting:

S. No.	Point discussed	Action Taken	Responsibility	Time lines
1	All Committee members suggested that Nursing & Housekeeping Staff should be aware about the patient transfer protocols.	Routine trainings are provided to staff regarding patient transfer protocols by quality dept. & respective in-charges	Ward Incharges/ Housekeeping Incharges/ QA Cell	One Week
2	Equipment ID, Preventive maintenance (Done & due date) and calibration (Done & due date) stickers are not labelled on each & every equipment.	All Facility Incharges instructed by Dy. MS that it should be completed by 15 <sup>th</sup> Jan 2023 and the compliance report will be submitted to Dy. MS office & Quality Assurance Deptt.	All Supervisor and Facility Incharges	Next Meeting



**Rohilkhand Medical College & Hospital**  
**Pilibhit By-pass road, Bareilly**

3	Intimation of critical results is noted in patient case files	Clinical interventions in response to critical value result should be documented in the Case files.	All Clinical Consultant /Residents/ Ward In-charges	One Month
4	Proper Box is not available for sample transportation.	Fully covered boxes with vials holders should be used for sample transportation.	House Keeping Incharges	One Week

- Next meeting will be scheduled on April 2023.
- Meeting ended with vote of thanks.

**MOM Circulated to:**

1. Chairman, RECT – for information please
2. Medical Superintendent
3. All members of Code Blue Committee
4. Sr. Administrative officer (College)
5. Administrative officer (Hospital)

Prepared By: *[Signature]*

*[Signature]*  
Deputy Medical Superintendent  
& Administrative Officer  
Rohilkhand Medical College & Hospital  
Bareilly





## ROHILKHAND MEDICAL COLLEGE AND HOSPITAL, BAREILLY

### Receiving of Minutes of Meeting

Committee Name : Quality Management Committee

S.No.	Name of Committee Member	Designation in Committee	Department	Signature
1	Dr. Digvijay Singh	Chairperson	Principal	<i>Dr. Singh</i>
2	Dr. Bhushan Kumar	Member	M.S.	<i>Dr. Bhushan</i>
3	Dr. Cheena Garg	Team Leader	Asso. Prof. Pathology	<i>Dr. Cheena</i>
4	Dr. Faiz Shamsi	Member	Dy. M.S.	<i>Dr. Faiz</i>
5	Dr. Ashutosh Dokania	Member	Prof. Ophthalmology	<i>Dr. Ashutosh</i>
6	Dr. Malti Agawal	Member	Prof. Anaesthesia	<i>Dr. Malti</i>
7	Dr. Sharad Seth	Member	Prof. General Surgery	<i>Dr. Sharad</i>
8	Dr. Varun Agarwal	Member	Asso. Prof. Orthopaedics	<i>Dr. Varun</i>
9	Dr. Arjun Agarwal	Member	Asso. Prof. Oncosurgery	<i>Dr. Arjun</i>
10	Dr. Seema Seth	Member	Prof. General Medicine	<i>Dr. Seema</i>
11	Dr. Rajesh Agarwal	Member	Prof. Chest & TB	<i>Dr. Rajesh</i>
12	Dr. P.K. Rathore	Member	Prof. Skin and VD	<i>Dr. P.K. Rathore</i>
13	Dr. Kanchan Dalmia	Member	Prof. Obst. & Gynae	<i>Dr. Kanchan</i>
14	Dr. Nitesh Mohan	Member	Prof. Pathology	<i>Dr. Nitesh</i>
15	Dr. Shikha Saxena	Member	Prof. Biochemistry	<i>Dr. Shikha</i>
16	Dr. Madan Mohan Nagar	Member	Prof. Orthopaedic	<i>Dr. Madan</i>
17	Dr. Prasad Nayak	Member	Prof. Paediatric	<i>Dr. Prasad</i>
18	Dr. Pramod Kumar	Member	Prof. Radio diagnosis	<i>Dr. Pramod</i>
19	Dr. Abhinav Srivastav	Member	Prof. ENT	<i>Dr. Abhinav</i>
20	Dr. Ved Prakash	Member	Prof. Microbiology	<i>Dr. Ved</i>
21	Dr. P.C. Shrivastava	Member	Prof. Forensic Dept.	<i>Dr. P.C. Shrivastava</i>
22	Dr. Apurva Bansal	Member	Blood Bank Officer	<i>Dr. Apurva</i>
23	Dr. Arun Kumar	Member	Prof. Community Medicine	<i>Dr. Arun</i>
24	Dr. Shalini	Member	Prof. Pharmacology	<i>Dr. Shalini</i>
25	Ms. Poonam Azad	Member	N.S.	<i>Ms. Poonam</i>
26	Ms. Loveena Saloman	Member	D.N.S.	<i>Ms. Loveena</i>
27	Ms. Sapna George	Member	D.N.S.	<i>Ms. Sapna</i>
28	Mr. Sachin Saxena	Member	Quality Assurance Dept.	<i>Mr. Sachin</i>
29	Ms. Reshma Kashyap	Member	Quality Assurance Dept.	<i>Ms. Reshma</i>
30	Mr. Anuj Pachauri	Member	Chief Engineer	<i>Mr. Anuj</i>





# **Rohilkhand Medical College & Hospital**

**Pilibhit By-pass Road, Bareilly**

## **Office Circular**

Ref. No.: RMCH/JUL/ 2023

Date. 19<sup>th</sup> July 2023

**A meeting of Quality Management Committee (QMC) members has been fixed as under:**


**Date** : 20th July 2023  
**Venue** : College Council Room  
**Time** : 3:00 P.M.

The following Committee members are requested to attend the meeting.

- Chairman** : Dr. Dig Vijay Singh, Dean cum Principal, RMCH  
**Co-Chairman** : Dr. Lekh Raj Verma, Medical Superintendent  
**Members** : 1. Dr. Seema Seth, Professor & Head, General Medicine  
2. Dr. Rajesh Agarwal, Professor & Head, Respiratory Medicine  
3. Dr. P.K. Rathore, Professor & Head, Skin & VD  
4. Dr. Siddharth Dixit, Professor & Head, Psychiatry  
5. Dr. PreetiLataRai, Professor & Head, Paediatrics  
6. Dr. Sharad Seth, Professor & Head, General Surgery  
7. Dr. M.M. Nagar, Professor & Head, Orthopaedics  
8. Dr. Abhinav Srivastava, Professor & Head, ENT  
9. Dr. AshutoshDokania, Professor & Head, Ophthalmology  
10. Dr. Pramod Kumar, Professor & Head, Radio Diagnosis  
11. Dr. Neeharika Arora, Professor Head, Anaesthesia  
12. Dr. KanchanDalmia, Professor Head, Obst. &Gynae.  
13. Dr. Nitesh Mohan, Professor Head, Pathology  
14. Dr. Arjun Agarwal, Professor Head, Surgical Oncology  
15. Dr. Varun Agarwal, Professor, Orthopaedics  
16. Dr. Cheena Garg, Professor, Pathology  
17. Dr. Pragya Mishra, Professor, Obst. &Gynae.  
18. Dr. Faiz Shamsi, Dy. Medical Superintendent cum A.O. Hospital  
19. Ms. Poonam Azad, Nursing Superintendent  
20. Ms. Divya Raghav, Quality Manager – Member Secretary  
21. Mr. AnujPachauri, Chief Engineer

**Copy to:**

1. Hon'ble Chairman, RECT – for information please.
2. Medical Superintendent
3. All Members of Quality Management Committee

  
**Dean/Principal**  
Chairperson of Quality Management  
Committee





# Rohilkhand Medical College & Hospital Bareilly

## ATTENDANCE SHEET

Committee Name:- Quality Management Committee

Date: 20.07.2023

Time:- 3pm

Sl.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	Dr. Cheena Gang	Prof.	Pathology	
2	Dr. L.R. Kungu	MA-S.		Chae
3	Dr. Faiz Shamsi	Dy MS/A-O		rk
4	Dr. Abhinav	Med & Prof	ENT	h
5	Dr. Kanchan	Med & Prof		Gaur
6	Ms. Poonam Agad	NS		
7	Ms. Divya Baghel	Quality Manager	Quality Dept.	Divya Baghel
8	Dr. Preeti Lata	HOP & Prof	Radio	rk
9	Dr. Sharad Seth	Med & Prof	Surgery	rk
10	Dr. Seema Seth	HOP & Prof - med	Medicine	rk
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Trainer Signature

Review by

Dean / Principal  
Rohilkhand Medical College & Hospital  
Bareilly





# **Rohilkhand Medical College & Hospital**

**Pilibhit By-pass Road, Bareilly**

## **Minutes of Meeting**

**Ref. No.: RMCH/JUL/ 2023**

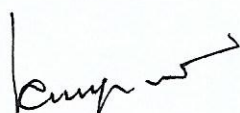
**Date. 21<sup>th</sup> July 2023**

1. A Meeting of Quality Management Committee was held on 20<sup>th</sup> July 2023 at 3:00 pm in College council room
2. Following Members attended the said meeting:

S.No.	Position in Committee	Name of the committee members	Dept& Designation
1	Chairperson	Dr. Digvijay Singh	Principal-RMCH
2	Co-chairperson	Dr. L.R. Verma	Medical Superintendent
3	Member	Dr. Faiz Shamsi	Dy. M.S./A.O.
4	Nodal Officer	Dr. Cheena Garg	Asso.Prof. -Pathology
5	Member	Dr. Sharad Seth	Prof & Head-Surgery
6	Member	Dr. Seema Seth	Prof & Head-Medicine
7	Member	Dr. AbhinavShrivastav	Prof & Head-ENT
8	Member	Dr. KanchanDalmia	Prof & Head-ObstGynae
9	Member	Dr. PreetiLatRaai	Prof -Pediatric
10	Member	Ms.Poonam Azad	Nursing Superintendent
11	Member-Secretary	Mrs Divya Raghav	Quality Manager

**Following points were discussed in the meeting-**

S. No	AGENDA	DECESION/RESOLUTION	RESPONSIBILITY
1.	Previous Minutes	Last committee mnutes revised allotted work complete.	
2.	Quality Indicator	Chairperson asked to properly captured all the quality indicator.	All department
3.	Quality project	It was discussed about te status of the progress og quality project.	Quality Department
4	Quality Indicator	Quality indicators to be made all the departments	Quality Department
5	Committee Reviewed	The functioning of HIC ,Safety and BMW and CPR committee is reviewed for their effectiveness functioning of committees is found satisfactory	Top Management

  
Dr. Digvijay Singh

**Chairperson –Quality Management Committee**





**Rohilkhand Medical College & Hospital**  
**Pilibhit By-pass Road, Bareilly**

**Office Circular**

Ref. No.: RMCH/NOV/ 2023

Date. 19<sup>th</sup> Nov 2023

A meeting of Quality Management Committee (QMC) members has been fixed as under:

Date : 20th Nov 2023  
Venue : College Council Room  
Time : 3:00 P.M.

The following Committee members are requested to attend the meeting.

- Chairman : Dr. Dig Vijay Singh, Dean cum Principal, RMCH  
Co-Chairman : Dr. Lekh Raj Verma, Medical Superintendent  
Members : 1. Dr. Seema Seth, Professor & Head, General Medicine  
2. Dr. Rajesh Agarwal, Professor & Head, Respiratory Medicine  
3. Dr. P.K. Rathore, Professor & Head, Skin & VD  
4. Dr. Siddharth Dixit, Professor & Head, Psychiatry  
5. Dr. PreetiLataRai, Professor & Head, Paediatrics  
6. Dr. Sharad Seth, Professor & Head, General Surgery  
7. Dr. M.M. Nagar, Professor & Head, Orthopaedics  
8. Dr. Abhinav Srivastava, Professor & Head, ENT  
9. Dr. AshutoshDokania, Professor & Head, Ophthalmology  
10. Dr. Pramod Kumar, Professor & Head, Radio Diagnosis  
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12. Dr. KanchanDalmia, Professor Head, Obst. &Gynae.  
13. Dr. Nitesh Mohan, Professor Head, Pathology  
14. Dr. Arjun Agarwal, Professor Head, Surgical Oncology  
15. Dr. Varun Agarwal, Professor, Orthopaedics  
16. Dr. Cheena Garg, Professor, Pathology  
17. Dr. Pragya Mishra, Professor, Obst. &Gynae.  
18. Dr. Faiz Shamsi, Dy. Medical Superintendent cum A.O. Hospital  
19. Ms. Poonam Azad, Nursing Superintendent  
20. Ms. Divya Raghav, Quality Manager – Member Secretary  
21. Mr. AnujPachauri, Chief Engineer

**Copy to:**

1. Hon'ble Chairman, RECT – for information please.
2. Medical Superintendent
3. All Members of Quality Management Committee

**Dean/Principal**  
Chairperson of Quality Management  
Committee





# Rohilkhand Medical College & Hospital Bareilly

## ATTENDANCE SHEET

Committee Name:- Quality Management Committee

Date: 20<sup>th</sup> Nov 2023

Time:- 3:00 pm

Sl.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	Dr. Digvijay Singh	Principal	—	
2	Dr. L.R. Verma	MS	—	
3	Dr. Faiz Shamsi	Dy. M.S./A.O	—	
4	Dr. Preeti Singh	Nodal officer	—	
5	Dr. Shreshth	HOD & Prof	Gen. med	
6	Dr. Akhatar	HOD & Prof	ENT	
7	Dr. Kanchar	HOD & Prof	dent Gynae	
8	Ms. Sadia	NS	MS	
9	Ms. Divya Raghav	Quality Manager	Quality Dept.	
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Trainer Signature

Review by

Dean / Principal  
Rohilkhand Medical College & Hospital,  
Bareilly





# **Rohilkhand Medical College & Hospital**

**Pilibhit By-pass Road, Bareilly**

## **Minutes of Meeting**

Ref. No.: RMCH/NOV/2023

Date: 21<sup>st</sup> Nov 2023

1. A Meeting of Quality Management Committee was held on 20<sup>th</sup> Nov 2023 at 3:00 pm in College council room.
2. Following Members attended the said meeting:

S.No.	Position in Committee	Name of the committee members	Dept& Designation
1	Chairperson	Dr. Digvijay Singh	Principal-RMCH
2	Co-chairperson	Dr. L.R. Verma	Medical Superintendent
3	Member	Dr. Faiz Shamsi	Dy. M.S./A.O.
4	Nodal Officer	Dr. Cheena Garg	Asso.Prof. -Pathology
5	Member	Dr. Sharad Seth	Prof & Head-Surgery
7	Member	Dr. Abhinav Shrivastav	Prof & Head-ENT
8	Member	Dr. Kanchan Dalmia	Prof & Head-ObstGynae
10	Member	Ms. Poonam Azad	Nursing Superintendent
11	Member-Secretary	Mrs Divya Raghav	Quality Manager

Following points were discussed in the meeting-

S. No	AGENDA	DECISION/RESOLUTION	RESPONSIBILITY
1.	Previous Minutes	Last Committee minutes revised, allotted works are completed.	
2.	Introduction of 5 <sup>th</sup> edition - NABH	Quality manager informed all the committee members about the 5 <sup>th</sup> edition of NABH and also informed about the gap analysis did by the quality team.	Quality Department
3.	Internal audit schedule	Medical superintendent informed to all the committee that internal audit is going as per the schedule.	
4	NABH Mannuals Updation	It has been informed to the committee members that work of NABH manuals updation is in progress and all the concerned deprtment in-charges are requested for their inputs & cooperation.	Quality Deaprtment
5	Internal effectiveness Training	Issue of Internal Training NS effectiveness raise in the committee and has been decided to meet with nursing in charges to know the problems or any arising in the effective implementation of the training	

Dr. Digvijay Singh

Chairperson - Quality Management Committee





**Rohilkhand Medical College & Hospital**  
**Pilibhit By-pass Road, Bareilly**

**Office Circular**

Ref. No.: RMCH/NOV/2023

Date. 19<sup>th</sup> Nov 2023

A meeting of Quality Management Committee (QMC) members has been fixed as under:


Date : 20<sup>th</sup> Nov 2023  
Venue : College Council Room  
Time : 3:00 P.M.

The following Committee members are requested to attend the meeting.

- Chairman : Dr. Dig Vijay Singh, Dean cum Principal, RMCH  
Co-Chairman : Dr. Lekh Raj Verma, Medical Superintendent  
Members : 1. Dr. Seema Seth, Professor & Head, General Medicine  
2. Dr. Rajesh Agarwal, Professor & Head, Respiratory Medicine  
3. Dr. P.K. Rathore, Professor & Head, Skin & VD  
4. Dr. Siddharth Dixit, Professor & Head, Psychiatry  
5. Dr. Preeti Lata Rai, Professor & Head, Paediatrics  
6. Dr. Sharad Seth, Professor & Head, General Surgery  
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12. Dr. Kanchan Dalmia, Professor Head, Obst. & Gynae.  
13. Dr. Nitesh Mohan, Professor Head, Pathology  
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18. Dr. Faiz Shamsi, Dy. Medical Superintendent cum A.O. Hospital  
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20. Ms. Divya Raghav, Quality Manager – Member Secretary  
21. Mr. Anuj Pachauri, Chief Engineer

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1. Hon'ble Chairman, RECT – for information please.
2. Medical Superintendent
3. All Members of Quality Management Committee

  
**Dean/Principal**  
Chairperson of Quality Management  
Committee





# Rohilkhand Medical College & Hospital Bareilly

## ATTENDANCE SHEET

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Time:- 3:00 pm

Sl.No.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
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2	Dr. L.R. Verma	MS	—	
3	Dr. Faiz Chamsi	Dy. M.C./Ac	—	
4	Dr. P. K. Singh	Nodal officer	—	
5	Dr. Sherad Ch	HOD & Prof	Gen. Med	
6	Dr. Akhaur	HOD & Prof	CNT	
7	Dr. Kanchan	HOD & Prof	Gen. Med	
8	Ms. Kanchan	NS	NS	
9	Ms. Divya Raghav	Quality Manager	Quality Dept.	
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Trainer Signature

Review by

Dean / Principal  
Rohilkhand Medical College & Hospital  
Bareilly





# **Rohilkhand Medical College & Hospital**

**Pilibhit Bypass Road, Barcilly**

## **Minutes of Meeting**

Ref. No.: RMCH/NOV/2023

Date: 21<sup>st</sup> Nov 2023

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Dr. Digvijay Singh

Chairperson - Quality Management Committee