

MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)

MULLANA-AMBALA, HARYANA (INDIA), 133-207

(Established under Section 3 of the UGC Act, 1956)

(Accredited by NAAC with Grade 'A')

Ph: 0091-1731-274475-78
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Website: www.mmumullana.org
E.Mail: info@mmumullana.org

No. MM(DU)/20/215

Dated: 11.01.2020

NOTIFICATION

The Vice-Chancellor has been pleased to approve the following committee to monitor the adherence to the code of conduct by various stakeholders:

- | | | |
|----------------|---|---|
| 1. Chairperson | : | Vice-Chancellor |
| 2. Members | : | 1) Registrar
2) Dean Student's Welfare |
| 3. Secretary | : | Director, IQAC |

This committee shall also monitor the awareness programs on professional ethics being organized for various stakeholders.


Deputy Registrar (Academic)
Maharishi Markandeshwar
(Deemed to be University)
Mullana-Ambala 133-207

CC: 1. All members of Committee.
2. PS to Registrar.



M. M. Institute of Computer Technology & Business Management (MCA)
Maharishi Markandeshwar (Deemed to be University), Mullana –Ambala
 (Deemed University established under Section 3 of the UGC Act, 1956)
 (NAAC Accredited Grade 'A' University)

Administrative Duties for the session 2019-20

SR. NO.	COMMITTEE	Faculty Coordinators
1.	Ph. D Coordinator	Dr. Rajeev Gupta
2.	Website Upgradation	Mr. Arvind Sharma
3.	Social Media Updates	Mr. Vivek Bhatnagar
4.	Workshop / Talks on Latest Topics	Mr. Arvind Sharma
5.	Industrial Visits	Mr. Kushagra Aggarwal / Ms. Shiwani Sharma / Mrs. Manju Bagga
6.	Feedback for Follow-ups	Mrs. Pooja Rani / Ms. Nitika Arora
7.	Research Publication Data Update	Mrs. Aayushi Chadha / Ms. Nitika Arora
8.	Alumni Data / Meets	Ms. Nitika Arora / Mrs. Ritu Aggarwal
9.	Mentoring Record	Ms. Shiwani Sharma & all mentors
10.	Uniform Checking	Mr. Gulbir Singh / Mrs. Pooja Rani
11.	Cultural	Mr. Vivek Bhatnagar
12.	Sports	Mr. Gautam Kumar / Ms. Paluck Arora
13.	Library Incharge	Mr. Arvind Sharma
14.	IQAC	Dr. Dalip / Mrs. Aayushi Chadha
15.	Time Table In-charge	Mr. Gulbir Singh / Mrs. Manju Bagga
16.	Sessional's (Internal / Final)	Mr. Vivek Bhatnagar / Mr. Gautam Kumar
17.	AICTE related Work	Ms. Nitika Arora / Ms. Aayushi Chadha
18.	Faculty Meetings	Mr. Arvind Sharma
19.	Seminar / Workshop / Expert Talk / Other Activities of Women Cell / Gender Equity / Sensitization Programmes	All the female staff members
20.	Computer Lab.	Mr. Gulbir Singh
21.	Result Analysis (Semester/Internals)	Mrs. Pooja Rani / Mrs. Ritu Aggarwal
22.	Grievance & Redressal Cell	Mr. Vivek Bhatnagar / Mr. Gautam Kumar / Mrs. Pooja Rani
23.	Extension & Outreach Activities	Mr. Gulbir Singh / Mr. Gautam Kumar
24.	Discipline Committee / Anti-Ragging	Mr. Vivek Bhatnagar & All Head Mentors
25.	Training and Placement related Activities	Dr. Dalip / Mrs. Manju Bagga
26.	Attendance Incharge	Ms. Shiwani Sharma / Mrs. Ritu Aggarwal
27.	Faculty / Students Achievements	Ms. Paluck Arora
28.	Spoken Tutorial Workshops	Mrs. Aayushi Chadha
29.	Scholarship	Ms. Paluck Arora
30.	International Student Record	Mr. Gautam Kumar / Ms. Paluck Arora
31.	Institute Monthly Report	Mrs. Manju Bagga
32.	Workshops for Non-Teaching Staff	Mr. Arvind Sharma / Ms. Shiwani Sharma
33.	Workshop on Intellectual Property Rights	Mrs. Pooja Rani / Mrs. Manju Bagga
34.	Seminar/Workshop/Camp on Entrepreneurship	Dr. Dalip
35.	Workshops on Industry-Academia Innovative Practices	Mr. Kushagra Aggarwal / Mrs. Ritu Aggarwal

36.	Seminar/Workshop/Expert Talk on Universal Values and Ethics	Mr. Gautam Kumar / Mrs. Aayushi Chadha
37.	Workshop on Syllabus Restructuring	All the faculty members
38.	Swayam Courses	Mr. Kushagra Aggarwal
39.	Consultancy	Dr. Dalip / Mr. Kushagra Aggarwal
40.	Corporate Training	Mr. Kushagra Aggarwal
41.	Collaborative activities for research, faculty exchange, student exchange	All the faculty members

Copy to:

- All the faculty members
- Institute Record File

Principal
M.M. Institute of Computer Technology
& Business Management (MCA)
Maharishi Markandeshwar
(Deemed to be University)
Mullana-Ambala 133-207

COMMITTEE LIST (2019-20)

SR. NO.	NAME OF COMMITTEE	NAME OF FACULTY/DESIGNATION	EMAIL ID	CONTACT NO.
1	Website Upgradation committee	Ms. Chetna (Asst. Prof)	chetnathakur721@gmail.com	9034675755
2	Social Media Committee	Ms. Amol Deep (Asst. Prof)	amolsharma206@gmail.com	9417069496
		Ms. Gurvinder Kaur(Asst. Prof)	kaurgurvinder19@gail.com	9050475905
		Ms. Chetna (Asst. Prof)	chetnathakur721@gmail.com	9034675755
3	Invited talks by HR managers form corporate/Practotioners/ Expert committee	Ms. Pooja Jaswal (Asst. Prof.)	jaswal.pooja94@gmail.com	7357909890
		Ms. Hemlata (Nursing Tutor)	hemlata19.sadhanu@gmail.com	9650808364
4	Feedback committee for follow up	Ms. Parvinder Kaur (Asst. Prof)	hparvinder88@gmail.com	9896118890/9646217212
5	Student training and project finalization and evaluation committee	Ms. Meenu (Asst. Prof)	reply2meenu@gmail.com	7206263629
		Ms. Anjula (Asst. Prof)	anjalimahajan4777@gmail.com	7082955905
6	Alumni data/meets committee & Placement committee	Mr. Sudhir (Nursing Tutor)	sg999045640@gmail.com	9996045640
		Ms. Monisha K Masih (Nursing Tutor)	monisha086@gmail.com	7015433252
7	Checking of mentors records committee	Mr. Yogesh Kumar (Prof.)	yogesh.dhakar@mmumullana.org	9813893463
		Dr. Dhanesh Garg (Asso. Prof.)	dhaneshgargind@gmail.com	9416134225
8.	Dress/Uniform committee	Mrs. Adiba Siddqui (Prof.)	siddiquiadiba@gmail.com	9466561163/8396977253
		Ms. Amol Deep (Asst. Prof)	amolsharma206@gmail.com	9417069496
		Ms. Parvinder Kaur (Asst. Prof.)	hparvinder88@gmail.com	9896118890/9646217212
		Ms. Anjula (Asst. Prof) (Cultural coordinator)	anjalimahajan4777@gmail.com	7082955905
9	Cultural/Sports/other student activities committee & NSS	Ms. Simarjeet kaur (Asst. Prof.) Institute coordinator	coolsimar89@gmail.com	8059991569
		Mr. Prakash Jha ,Ms. Kiran ,Mr. Gautam (Nursing Tutor) (Sports)	jhapp278@gmail.com	7206835793
		Ms. Anjula (Asst. Prof)	anjalimahajan4777@gmail.com	7082955905

COMMITTEE LIST (2019-20)

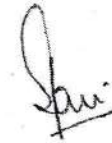
		(Cultural coordinator)		
		Ms. Pratibha Thakur (Nursing Tutor) (Cultural coordinator)	pratibhathakur653@gmail.com	8708207128
		Ms. Jaspreet kaur (Nursing Tutor) (Cultural coordinator)	jaspreet1392@gmail.com	9896766563
10	Maintenance requirements of equipment, building and furniture in department record committee	Ms. Manpreet Sharma (Asst. Prof.)	sharmamanpreet107@gmail.com	9996842373
		Ms. Deepshikha (Nursing Tutor)	shikhadeep9047@gmail.com	8059003906
11	IQAC 1-2 (Nodal)	Mrs. Uma J Deaver (Prof.)	umadeaver@gmail.com	8059930284
	IQAC 3	Dr. Poonam Sheoran (Prof.)	poonamsheoran@mmumullana.org	8059930267
		Ms. Jasoda (Nursing Tutor)	jasodasanam@gmail.com	9096944878
		Ms. Jimmy Dhariwal (Nursing Tutor)	jimmydharwal6@gmail.com	9816846553
	IQAC 4	Ms. Manpreet Sharma (Asst. Prof.)	sharmamanpreet107@gmail.com	9996842373
		Ms. Simarjeet kaur (Asst. Prof.)	coolsimar89@gmail.com	8059991569
	IQAC 5	Ms. Gurvinder Kaur (Asst. Prof.)	kaurgurvinder19@gail.com	9050475905
		Mr. Prakash Jha (Nursing Tutor)	jhap278@gmail.com	7206835793
		Ms. Jaspreet kaur (Nursing Tutor) (Cultural coordinator)	jaspreet1392@gmail.com	9896766563
	IQAC 6	Mr. Yogesh Kumar (Prof.)	yogesh.dhakar@mmumullana.org	9813893463
	IQAC 7	Mr. Yogesh Kumar (Prof.)	yogesh.dhakar@mmumullana.org	9813893463
		Ms. Chetna (Asst. Prof)	chetnathakur721@gmail.com	9034675755
12	Self appraisal/Academic & Lab audit Committee	Ms. Kanika (Prof.)	nehukanu@gmail.com	9872820564
		Ms. Eenu (Asst. Prof)	eenu.angel@gmail.com	9888302633
		Mrs. Parul (Asst. Prof)	parul124@gmail.com	9992798719
		Ms. Bindu Joseph (Asst. Prof)	bindu.joseph59@yahoo.com	9996514045
13	E Bulletin committee	Ms. Neha Patiyal (Asst. Prof)	nehapatial@gmail.com	8572007577
		Ms. Hemlata (Nursing Tutor)	hemlata19.sadhanu@gmail.com	9650808364

COMMITTEE LIST (2019-20)

14	UGC/AICTE/PCI/BCI/MCI/DCI/INC/NIRF/NBA/NAAC etc. Committee	Dr. Jyoti Sarin (Principal) Dr. Poonam Sheoran (Prof.) Mr. Yogesh Kumar (Prof.) Ms. Kanika (Prof.) Ms. Eenu (Asst. Prof.) Ms. Bindu Joseph (Asst. Prof.)	sarinjyoti@yahoo.co.in poonamsheoran@mmumullana.org yogesh.dhakar@mmumullana.org nehukanu@gmail.com eenu.angel@gmail.com bindu.joseph59@yahoo.com	9643281814 8059930267 9813896463 9872820564 9888302633 9996514045	
15	Incubation centre/ CBP/COE/MOU/Collaborations search committee	Dr. Jyoti Sarin (Principal)	sarinjyoti@yahoo.co.in	9643281814	
		Mrs. Adiba Siddqui (Prof.)	siddiquiadiba@gmail.com	9466561163/8396977253	
16	University question paper setter profile compilation committee	Dr. Jyoti Sarin (Principal)	sarinjyoti@yahoo.co.in	9643281814	
		Dr. Poonam Sheoran (Prof.)	poonamsheoran@mmumullana.org	8059930267	
17	Research publication data update committee	Dr. Poonam Sheoran (Prof.)	poonamsheoran@mmumullana.org	8059930267	
		Ms. Jasoda (Nursing Tutor)	jasodasananam@gmail.com	9096944878	
		Ms. Jimmy Dhariwal (Nursing Tutor)	jimmydharwal6@gmail.com	9816846553	
18	Grievance Committee	Ms. Bhawna (Asst. Prof.)	sharmabhawna7459@gmail.com	8198984263	
19	Academic calendar committee	Ms. Pabalpreet Kaur (Nursing Tutor)	pabalpreet@gmail.com	7340915076	
		Ms. Jimmy Dhariwal (Nursing Tutor)	jimmydharwal6@gmail.com	9816846553	
20	GSC and SH/Disciplinary committee	Dr. Jyoti Sarin (Principal)	sarinjyoti@yahoo.co.in	9643281814	
		Mr. Yogesh Kumar (Prof.)	yogesh.dhakar@mmumullana.org	9813893463	
		Discipline (Male students)	Dr. Dhanesh Garg (Assoc. Prof.)	dhaneshgargind@gmail.com	9416134225
			Ms. Jasmeet (Asst. Prof.)	jasmeetk03@gmail.com	9896347855
ALL CLASS COORDINATORS IN DISCIPLINE COMMITTEE					
21	International student welfare committee	Ms. Amol Deep (Asst. Prof)	amolsharma206@gmail.com	9417069496	
		Ms. Pooja Jaswal (Asst. Prof.)	jaswal.pooja94@gmail.com	7357909890	
		Ms. Pabalpreet Kaur (Nursing Tutor)	pabalpreet@gmail.com	7340915076	
22	Staff welfare committee	Mrs. Alka (Asst. Prof.)	alkamohan1978@gmail.com	8059930305	
		Ms. Shivani Sharma (Asst. Prof.)	sshivani467@gmail.com	8295067010	

COMMITTEE LIST (2019-20)

23	Students Councelling	Ms. Jasmeet (Asst. Prof.)	jasmeetk03@gmail.com	9896347855
24	A.V. Aids Lab	Ms. Shivani (Asst. Prof.)	sshivani467@gmail.com	8295067010
25.	Deptt .Library & Result analysis	Ms. Shivani (Asst. Prof.)	sshivani467@gmail.com	8295067010
		Ms. Sukriti Singh (Asst. Prof.)	sukritimaddan@gmail.com	8427589992
26	Overall Institutional Reporting SNA/TNAI	Mrs. Uma J Deaver (Prof.)	umadeaver@gmail.com	8059930284
27	Value added Women studies centre Uni. Research core group	Dr. Poonam Sheoran (Prof.)	poonamsheoran@mmumullana.org	8059930267
28	Anti-ragging	Mr. Yogesh Kumar (Prof.)	yogesh.dhakar@mmumullana.org	9813893463
29	Annual Conference	Mrs. Adiba Siddqui (Prof.)	siddiquiadiba@gmail.com	9466561163/8396977253
30	Faculty Meeting with Principal	Ms. Parvinder Kaur (Asst. Prof)	hparvinder88@gmail.com	9896118890/9646217212
31	CNE (MMIMSR&H)	Ms. Bhawna (Asst. Prof)	sharmabhawna7459@gmail.com	8198984263
32	Industrial Visit	Ms. Jasoda (Nursing Tutor)	jasodasanam@gmail.com	9096944878



PRINCIPAL
 Maharishi Markandeshwar College of Nursing
 Maharishi Markandeshwar (Deemed to be University)
 Mullana Ambala, Haryana-India.133207



M.M College of Pharmacy, M.M. (Deemed to be University), Mullana-Ambala (Haryana)

OFFICE ORDER

The following committee has been constituted and hereby allotted to various Faculty members with immediate effect and documents must maintain according to the NBA/UGC/ NAAC.

Activities	Faculty member(s)	Duties/Responsibilities
Overall Incharge	Dr. Sumeet Gupta	Over all administrative, academics and research
Academic Incharges	Dr. Shailendra Bhatt (Ph.D.) Dr. Manish Kumar (M. Pharmacy) Dr. Parminder Nain (Pharm D.) Dr. Dinesh Mehta (B. Pharmacy)	Overall incharge of B.Pharm, Pharm.D, M.Pharm (All branches), Ph.D. Monitor all academic & research activities of the course.
Examinations	Overall Examination Incharge- Dr Dinesh Mehta & Dr Parminder Nain Dr. Shailendra & Dr. Anuj Malik (B.Pharm) Dr. Dr. Akash Pethekar & Ms Prinsy (Pharm.D) Dr. Randhir Singh Dahiya (M.Pharm) Dr. Shailendra Bhatt & Dr. Meenakshi Dhanawat (Ph.D)	Conduct and compile individual subjects, final and sessional exams and submit the soft/Hard copy. Have the question papers authenticated by the respective faculties.
Class Coordinators	Bachelor of Pharmacy Mr. Samrat & Ms. Jai Bharti: (B. Pharm 1st Sem Group A) Mr Vishal & Ms. Swati : (B. Pharm 1 st Sem, Group B) Mr. Tulsi & Ms. Preeti : (B. Pharm 3 rd Sem Group A) Mr. Sumit & Ms. Asma : (B. Pharm 3 rd sem Group B) Ms. Isha & Ms. Neelam: (B. Pharm 5 th Sem Group A) Ms. Prinsy & Ms. Sonia P. : (B. Pharm 5 th Sem Group B) Ms. Priyanka & Shikha Sachdeva : (B.Pharm 7 th Sem) Master of Pharmacy Dr. Manish : (M. Pharm-Pharmaceutics) Dr. Randhir S. Dahiya : (M. Pharm-Pharmacology) Ms. Renu : (M. Pharm-Quality Assurance) Doctor of Pharmacy (Pharm.D) Dr. Akash Pethekar : (Pharm D. 1 st year) Dr. S. Alam : (Pharm D. 2 nd year) Dr. Geeta : (Pharm D. 3 rd year) Dr. Tarun Singh : (Pharm D. 4 th year) Dr. Abhimanyu : (Pharm D. 5 th year) Dr. Parminder nain : (Pharm D. 6 th year)	Compile the course plan of all subjects of the respective class and make it into a single copy, get it printed. Submit the hard copy. Identify the weak students of your respective class and intimate the teaching faculty. Weak student identification is based on their performance in the first sessional examination. Similarly identify the talented students and report to the concerned faculties. Identify two students as class representatives.
Coordinators for	Dr. Anuj Malik & Dr. Abhimanyu (male students)	Maintain all documents of the foreign students

foreign students (B.Pharm & Pharm D)	Ms Renu & Ms. Kirti (female students)	
Lecture/Class Adjustment During Leave	Dr. Randhir Singh Dahiya, Dr. Jagatheesh K. and Dr. Akash Jain	Arrangement of all the classes
Attendance Record (Biometric)	Mr Ramcharan (Keep all files in the office) Mr. Love Singh (Biometric In charge)	Keep the attendance records for the last five years for all subjects and ensure that the entire document is complete (number of lecture should not be less than the prescribed hours) and signed by the respective teachers. Attendance record must maintain according to University rules.
Time Table	Dr. Jasmine Chaudhary & Dr. Manish Kumar	Compile all the time tables for the last five years and have the copy when and where there was change.
Academic Calendar	Dr. Parminder Nain & Dr. Girish	Preparation of Academic calendar & Maintain Record
Weak/Talent student program	Ms. Isha (B-Pharm) Dr. Geeta (Pharm.D)	Compile all the documents concerning additional work we have carried out for slow learners (tutorials/question banks, assignments to improve confidence) and advanced learners (special assignments and scholarship) for the last 5 years.
Competitive Exam /GPAT Related Activity	Dr Randhir Dahiya, Mr. Vishal Sharma & Ms. Swati	Document for the activities, notes and other helps provided to students.
Student project finalization and evaluation committee	Dr. Randhir S. Dahiya & Dr. Inderjeet (B-Pharmacy according to new PCI syllabus) Dr. Parminder Nain & Dr M S Rathore (Pharm.D)	Students projects finalization, Compile data related to various training related activities in MMCP. Every project must approved from Internal Research Quality Cell
Training Cell Industry/Hospital	Dr Manish (M Pharm), Dr. Parminder Nain & Dr. Abhimanyu (Pharm D) Dr. Inderjeet & Ms Prinsy (B Pharm)	Compile all the industrial training report and copy of certificates issued to the students by the industry.
Placement Cell, Personality Development Activities	Dr. Manish (M-Pharma), Dr. Akash Jain (B-Pharmacy) Dr. Tarun (Pharm D)	Provide the list of placement of students and their organization/higher studies along with the emoluments. Keep the proper records for NIRF

& Career guidance		and NBA
Student Feed Back Form Committee (B.Pharm and Pharm D)	Over all Incharge: Dr. Meenakshi Dhanawat Online (Ms. Renu & Ms. Preeti) Infrastructure (Ms. Neelam & Ms. Priyanka) Faculty (Mr. Samrat and Ms. Princy)	Compile the forms of individual faculty for the previous session, analyze and submit. Also compile the alumni/parents/employee feedback form.
Self Appraisal Committee	Dr Sumeet Gupta & Dr. Jasmine	Compile self-appraisal proforma filled by all faculty members
Alumni Association committee	Overall incharge: Ms Kirti Goel Ms Kirti Goel (B-Pharm) Dr. Shikha (Pharm.D) Mr. Samrat (M Pharm)	Make both soft and Hard copy of the members of the alumni which should have all the information of the alumni (Current Job/position, contacts etc), Also conduct meeting of all alumni once a year.
Anti-ragging committee/ Anti-ragging squad	Dr. Sumeet Gupta, Dr. Parminder Nain, Dr. Manish, Dr. A. Pandurangan, Dr. Rina Das, Dr. Manisha and Dr. Meenakshi	Compile all the incidents occurred and the actions taken.
Disciplinary Committee	Dr. Sumeet Gupta, Dr. Parminder Nain, Dr. Jasmine Chaudhary, Dr. Shailendra Bhatt & Dr. Manisha	Maintain overall discipline in the college.
Awareness Camp	Dr. Md. Shamshir Alam, Dr. Tarun Singh, Mr. Tulshi & Ms. Asma	Maintain all documents for last five years
Excursion cum Educational Tour	Ms. Neelam & Dr. Shikha (Pharm.D), Dr. Anuj & Mr Tulshi (B-Pharmacy & M-Pharmacy)	Conduct the educational tour and compile the data
Cultural Committee	(Overall In charge):Ms. Jai Bharti Ms. Isha and Mr. Samrat	Coordinate all cultural activities and compile all the documents (events, program, certificate, winners etc) and submit the hard copy of the same.
Sports Committee	Dr. Anuj Malik & Mr. Vishal Sharma	Coordinate all sports activities and compile all the documents (events, program, certificate, winners etc) and submit the hard copy of the same.
Mentor System (Incharge)	Dr. Randhir Singh Dahiya (B Pharm & M Pharm) & Dr. Inderjeet (Pharm D)	Distribution of students to respective mentors, collect all the mentor forms, check the entries and arrange according to the class and submit it in separate file.
Seminar/FDP/ Conference/ Symposium/ Workshop	Dr. Akash Jain & Ms. Simran (B-Pharm & M-Pharm) Dr. Inderjeet & Ms. Renu Saharn (Pharm. D)	Conduct and compile all the details of the programs organized by the MMCP submit the hard copy of the same.
Achievement Conferred by Faculty/Students	Ms Preeti Pal (Faculty) Ms. Priyanka (Student)	Maintain all the records
Abstract/Workshop/F	Dr. Manisha Bhatia and Ms. Asma	Maintain all documents

DP – record (Staff)		
Abstract/Paper/ Workshop / conference (Student)	Dr.Sonia P. (B Pharm & M Pharm) Ms. Shikha Sachdeva (Pharm D)	To collect the data of all courses & make the file separately
Guest Lectures/Adjunct faculty	Dr. Inderjeet, Dr. Tarun & Ms. Kirti (B-Pharm M.Pharm & PharmD)	Compile all the details of the invited speakers and participants.
Publication record keeping	Dr. Rina Das Mehta, Mr. Vishal Sharma, Ms. Swati, Ms. Priyanka and Neelam	Maintain all documents
Research projects record (sponsored)	Dr. Randhir Singh & Dr Manish	Maintain all documents
Journal Club	Dr. Randhir Dahiya & Dr. Manu (B.Pharm & M.Pharm) Dr. Tarun Singh & Dr. Inderjeet (PharmD)	Compile all the presentations held by each disciplinary and the proof for the same.
Medicinal Garden/Herbarium (In-charge)	Dr.Manisha, Ms. Simran and Ms Sonia P.	List of plants with family; make sure all the boards are at right place, visible and clean. Submit the hard copy of the plant list. Keep the copy of the herbarium prepared.
Drug Information Center & Software	Dr. S Alam & Dr. Jagatheesh K.	Maintain all documents for activities related to DIC according to PCI. Also maintain a detailed record of Software.
Hospital Infection Control	Dr. Tarun	Provide education to all health care workers on the principles and associated practice of infection prevention and control. To ensure that the Infection Control policies, procedures and practices reflect the most current research; thereby ensuring best practice that is cost effective. To provide expert knowledge and guidance to individuals and the Trust on matters relating to the prevention and control of infection.
Drug Formulary	Dr. M.S. Rathore & Dr. Tarun	Make a list of all medicines which are approved to prescribe. The development of formularies is based on evaluations of efficacy, safety, and cost effectiveness of drugs. Also maintain a detailed record of additional clinical information, such as side-effects,

		contraindications, and doses.
PTC Committee	Dr. Abhimanyu & Dr. S. Alam	Maintain all documents for activities related to PTC
MMCP Dispensary / FIRST AID room	Dr. Geeta (Incharge)	Maintain all documents related to FIRST AID facility and medicines
Entrepreneurship Development Cell committee	Dr Inderjeet, Dr. Akash Jain, Dr. Abhimanyu	Coordinate all activities regarding entrepreneurship in MMCP
Academia-Industry Interaction Cell (Collaborative research)	Dr. Manu Sharma & Dr. Jagatheesh K.	Make liaison with pharmaceutical industries for interaction with Institution for guest lectures, preparation of MOC interviews of students, Industrial visits and fastening placements at UG/PG level.
Industry Feed Back Form Committee	Dr. Jagatheesh K., Dr. Tarun & Ms. Princy	Interact with industry person for feed back
Monthly Audit /Monthly Performa	Dr. M S Rathore, Ms Manisha and Dr Girish Gupta	Maintain all documents and sent monthly report to registrar office
Internal Quality Assurance Cell/Half Yearly/Yearly Audit	Dr. M. S. Rathore & Dr. Jagatheesh K.	Evaluate the overall quality of the learning process. Conduct meetings at regular intervals with Course coordinators, Mentors, Class coordinators, to evaluate the overall quality of education.
Internal Research Quality cell	Dr Sumeet Gupta, Dr Manu Sharma, Dr Manish, Dr Parminder, Dr M.S. Rathore, Dr Dinesh Mehta, Dr Randhir & Dr Jagatheesh, Dr. A.Pandurangan, Dr. Shailendra	Overall check the quality of assignments and assure the quality output for the development of the college
Grievance Redress Cell (online)	Dr. Jasmine and Ms. priyanka (B.Pharm, M.Pharm & Pharm D.)	All grievances of staff are redressed expeditiously, as each staff is a key member of the organization. Any grievances reported verbally or written are appropriately dealt with by the Principal. However, the staff, if desires or not feel that his/her grievance is not redressed satisfactorily, can approach the Grievance Cell for redressal. Compile the grievances of students/staff for the last Three years and the action taken report. You may get the information from the class coordinators.
Women Cell	Ms Renu, Ms. Prinsy, Ms. Jai Bharti	Compile all the documents regarding the women cell activities for the last five years, verify and

		submit the file.
Gender Sensitization Committee	Dr. Rina Das Mehta, Dr. Sumeet Gupta, Dr Dinesh Mehta and Dr Manisha	Compile all the documents regarding the sexual harassment of Male or female faculties/students.
CPCSEA Documentation/Animal House	Dr. Sumeet Gupta.	Document all the details of ethical committee (approval of demand, minutes), details of the animals/ breeding, protocol format (for last five years), list of equipments available in the animal house.
Laboratories Incharge (B. Pharm/Pharm.D)	BLOCK – I Dr. Dinesh K. Mehta (Instrument Room) Dr. Dinesh K. Mehta (IR) Mr. Tulshi (HPLC) Dr. Girish K. Gupta (UV) Dr. Sonia P. (Brookfield, Flame Photometer) Dr. Shailendra (Machine room) Ms. Isha (Pharmacology I) Ms. Shikha (Pharmacology III) Dr. Sonia P. (Pharmacognosy I) Ms. Kirti (Pharmaceutics-I) Mr. Tulshi (Microbiology/ Pharmaceutical Biotechnology) Mr. Sumit (Pharmaceutics II) Ms. Neelam (Pharm. Chem I) Mr. Vishal (Pharm. Chem II) Ms. Swati (Pharm. Chem III) Dr. Manisha Bhatia (Museum) Dr. Anuj Malik (Pilot Plant)	Stock register consumables, job card, SOPS, maintenance register for equipments showing record of equipment which went wrong and when it was repaired. You may also assist the members of the modernization of lab Make sure that the lab has all the equipments/electric appliances/water system functioning well. Lab technicians and faculties need to wear lab coat inside the laboratory and is mandatory. Museum should be upgraded with new pictures, other relevant materials.
	BLOCK II Ms. Prinsy (Pharmaceutics Lab-I) Ms. Priyanka (Pharm. Chem Lab –I) Dr. Girish Gupta (Pharm. Chem Lab –II) Ms. Asma (Life Sciences Lab) Dr. Inderjeet (Pharmacy Practice Lab)	
Laboratories Incharge (M. Pharm)	Mr. Samrat (Pharmacology-II) Dr. Manish (Pharmaceutics-III/ Pharmacokinetics Lab) Dr. Manu Sharma (QA)	Stock register consumables, job card, SOPS, maintenance register for equipments showing record of equipment which went wrong and when it was repaired. Make sure that the lab has all the

		equipments/electric appliances/water system functioning well.
Lecture Halls (Incharge)	Block –I DrMr. Tulshi (Class Room-I) Ms. Priyanka (Class Room-III) Ms. Shikha (Class Room-II) Ms. Sonia P. (Class Room-IV) Ms. Isha (Activity Room) Block – II Ms. Asma (Class Room-V & VI) Ms. Preeti (Class Room- VII & IX)	Maintain all furniture/appliances in the class, ensure that the LCD/computer/UPS, electric appliances in each class is functioning smoothly.
Library (Incharge)	Dr. Manisha & Mr. Vishal Goel	Compile all the list of books (including number of volumes) on subject wise. Maintain the visiting register (For both faculties and students), list of e-journals, national, international journals. Submit the hard copy of the same. Modernize the library. Procure the question papers of the annual/supply examinations for last 5 years.
Maintenance committee (Infrastructure, Machines & Instruments)	Dr. Parminder Nain, Dr Dinesh Mehta & Mr. Mangesh (Lab Tech.)	Maintain the record of maintenance and ensure working of equipments/instruments.
Purchase (Books/ Chemicals/Equipment) Inventory/Store Maintenance	Mr. Samrat and Mr. Mangesh	List out the chemicals, books and equipments that need to be added to the College, preferably in separate file for B. Pharm, M. Pharm (individual discipline)
Pharmaceutical Society / Student Activities	Dr. Randhir S. Dahiya & Ms. Kirti	To conduct meetings & maintain documents of constitution, organization and activities held in the last five years such as national pharmacy week etc.
AICTE (Online)	Dr. A. Pandurangan & Dr. Dinesh K. Mehta	Compile the documents regarding AICTE approval and submit. Also maintain AICTE web portal
P.C.I (Online)	Dr. Dinesh K. Mehta & Dr. Meenakshi	Compile the documents regarding PCI approval and submit. Also maintain PCI web portal
NAAC	Dr. Sumeet Gupta, Dr. A. Pandurangan, Dr. M.S. Rathore	Compile all the data related to NAAC work
NBA	Dr. Sumeet Gupta, Dr. Dinesh K. Mehta, Dr. Parminder Nain & Dr. M S Rathore	Compile all the data for NBA Accreditation

NIRF	Dr. Sumeet Gupta, Dr. Manish, Dr. Akash & Dr. Rina Das	Compile all the data for NIRF
UGC documentation committee	Dr A Pandurangan, Dr. Dinesh K. Mehta, Dr. Jagatheesh K. & Dr. Akash Jain	Compile all the data, manage the inspection and maintain the data
BOS/Faculty of Pharmacy/ DRC documentation	Dr. Shailendra Bhatt & Dr. Meenakshi Dhanawat	Maintain documents of BOS/ Faculty of Pharmacy/ DRC documentation
Ph.D students data	Dr. Shailendra Bhatt & Dr. Meenakshi Dhanawat	Maintain files of Ph.D students
SWAYAM / MOOC courses/AICTE/PMYK courses under LSSDC	Dr. K. Jagatheesh, Dr S Alam, Dr. Shikha Sachdeva	Compile all the data & maintain documents online
PMSSS (J&K)	Dr A Pandurangan	Compile all the data & maintain documents
Website Up gradation committee	Dr. A. Pandurangan, Ms. Isha & Ms. Jai Bharti	Updation of website content
Social Media committee	Dr. Meenakshi Dhanwat & Ms. Prinsy	Updation of facebook account of MMCP with writeup & snaps of various events and
Event Photographs committee	Ms. Simran & Ms. Priyanka	To collect the photograph of every event and arrange properly years wise with report of that particular event.
e-Bulletin committee	Dr. K. Jagatheesh & Ms. Asma	Preparation of e-Bulletin and maintain record
E-Magazine	Dr. Tarun & Ms. Sonia P.	To collect the data from Students & Faculty of each years arrange properly
GJPER	Dr. A. Pandurangan & Dr Girish	To maintain the journal (hardcopy and online)
Practical Record Committee	Ms. Preeti (B.Pharm), Ms. Neelam (Pharm D.) & Mr. Kamal	To collect all Practical records on submit subject as per PCI/AICTE/NBA Norms
Dress and Uniform committee	Dr. Manisha, Dr Akash (B Pharm), Dr. S Alam (Pharm D)	Day to day record to be maintained. Checking of Uniform and maintain record
S.O.P. Committee	Dr. Tulshi & Dr. Akash Pethekar	Maintain all standard operating procedures in all laboratories
Cleanliness committee	All technicians, Mr. Ram charan & Ms. Neha	Monitor overall cleanliness of the labs/classrooms etc.
All Files Maintain committee	Dr. Akash Jain & Dr. Meenakshi	To collect all File as per PCI/AICTE/NBA/NAAC/UGC/NIRF Norms
Software (v-life)	Dr. Jasmine & Ms Swati Paliwal	Maintain all relevant documents
NSS	Dr. Anuj & Ms. Renu	Maintain all data according

NCC	Dr. Anuj Malik & Ms. Preeti	Maintain all data according
Student Welfare	Dr. Anuj Malik & Dr. Jasmine	Maintain all data according
Students Council	Dr. Jasmine & Ms Princy	Maintain all data according
Course File Checking	Dr. Manish (B. Pharm & M. Pharm) Dr. Parminder (Pharm D)	Maintain all data according
Consultancy Projects	Dr. Manish & Dr. Inderjeet	Maintain all data according
Entrepreneurship MHRD Cell (Innovative ideas)	Dr. Manisha & Dr. Jagatheesh K	Maintain all data according
Visiting faculty cell	Dr. K. Jagatheesh & Dr Indeerjit	Maintain all data according

Note: Please maintain the documents/supporting materials/records for further verification. You all are fully responsible for any kind of discrepancy in the records.

Director/Principal

NOTIFICATION

No. MMU/F.GRC/17/ 16881

Dated: 15.09.2017

In supersession of this office Notification No. MMU/F.GRC/14/18560 dated 6.8.2014, the Vice-Chancellor has been pleased to re-constitute the students **Grievances Redressal Cell for all the institute/colleges of MM University:-**

- | | |
|--|-----------------------------|
| 1. Dr. N.K. Batra,
Professor & Head,
Deptt. of Mechanical Engg.
MM Engg. College. | Convener &
Nodal Officer |
|--|-----------------------------|

One Teacher each from all the constituent colleges will be member of the Grievance Redressal Cell as under:-

2. Mr. Munishwar Rai, Assoc. Professor,
MMICT&BM(MCA).
3. Dr. G.M. Sogi, Professor,
Head Dept. Public Community Dentistry,
MMCDS&R.
4. Dr. Sanjeev Rana, Professor,
Dept. of Computer Sciences.
MM Engg. College.
5. Dr. Dharamveer, Professor,
MM Institute of Management.
6. Dr. Sanjeev Gupta, Professor,
Head Dept. of Skin, MMIMS&R.
7. Dr. Manu Goyal, Assoc. Professor,
MMIP&R.
8. Dr. Bindu Jindal, Prof.,
Head Dept. of Law, MMU.
9. Dr. Parvinder Nain, Professor,
MM College of Pharmacy.
10. Mr. Yogesh Kumar, Assoc. Professor,
MM College of Nursing.
11. Ms. Poonam Sheoran, Professor,
MM Institute of Nursing
12. Mrs. Rekha Kaushik, Assoc. Professor,
MMICT&BM(Hotel Mgt.)

Endst. No. MMU/F.GRC/ 16881

1. All the Directors/Principals/HOD Law, MMU.
2. Dr. N.K. Batra, Convener & Nodal officer.
3. Members concerned.
4. PS to VC/MD/Registrar.

REGISTRAR

Dated: 15.9.2017


Dy. Registrar (Acad)
for REGISTRAR

MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)

MULLANA-AMBALA, HARYANA (INDIA), 133-207

(Established under Section 3 of the UGC Act, 1956)

(Accredited by NAAC with Grade 'A')

Ph: 0091-1731-274475-78
Fax: 0091-1731-274495



Website: www.mmumullana.org
E.Mail: info@mmumullana.org

Annexure -IV

Telephone/Mobile No. of Important Functionaries & Convener of Anti-Ragging Committee, Anti-Ragging Squads, Warden and Head of Institutes:-


Sr. No.	Important Functionaries	Phone No./Mobile No.
1.	Dr. Victor Gambhir Vice Chancellor	01731-304524
2.	Dr. Sumit Mittal Registrar	01731-304440 080599-30412
3.	Dr. J.K. Sharma Chief Warden/DSW	01731-304282 080599-30761
4.	Shri Balbir Singh Beniwal Chief Security Officer	01731-304107 080599-32101

Sr. No.	Name of the Institute	Name of the Director/Principal	Name of the Convener of Anti-Ragging Committee	Name of the Convener of Anti-Ragging Squads
1.	MM Engineering College	Dr. Ashok Kumar 01731-304146 01731-304147 080599-30110 098113-38004	Dr. N.K. Batra 01731-304150 080599-30953	1. Dr. Vanita Aggarwal 01731-304164 080599-30707 2. Dr. Deepak Gupta 01731-304121 098960-68604 080599-30821
2.	MM Institute of Computer Technology & Business Mgt. (MCA)	Dr. Sumit Mittal 01731-304235 080599-30412	Dr. Sumit Mittal 01731-304235 080599-30412	Dr. Vivek Bhatnagar 01731-304237 098121-49346
3.	MM College of Dental Sciences & Research	Dr. Debducta Das 01731-304200 098787-20002	Dr. Debducta Das 01731-304200 098787-20002	Dr. Sandeep Garg 1731-304254 089505-82754
4.	MM Institute of Physiotherapy & Rehabilitation	Dr. Manu Goyal 01731-304585 080599-30229	Dr. Manu Goyal 01731-304585 080599-30229	Dr. Parveen Kumar 01731-304752 097292-15886
5.	MM Institute of Computer Technology & Business Mgt. (Hotel Mgt.)	Ms. Rekha Kaushik 01731-274190 080599-30193	Ms. Rekha Kaushik 01731-274190 080599-30193	Mr. Ashutosh Mathur 01731-274190 080599-30982
6.	MM Institute of Medical Sciences & Research	Dr. B.K. Agrawal 01731-304550 080599-31341	Dr. B.K. Agrawal 01731-304550 080599-31341	Dr. Amit Mittal 01731-304583 080599-31477
7.	MM Institute of Management	Dr. S. Ramachandran 01731-304133 098410-89035	Dr. S. Ramachandran 01731-304133 098410-89035	Dr. C. Ventateshwaran 01731-304240 076396-91890

Sr. No.	Name of the Institute	Name of the Director/Principal	Name of the Convener of Anti-Ragging Committee	Name of the Convener of Anti-Ragging Squads
8.	MM College of Nursing	Dr. (Mrs.) Jyoti Sarin 01731-304582 094166-86702 080599-30261	Dr. (Mrs.) Jyoti Sarin 01731-304582 094166-86702 080599-30261	Ms. Yogesh Kumar 01731-304747 098138-93463
9.	MM College of Pharmacy	Dr. M. Arockia Babu 01731-304256 088701-96760	Dr. M. Arockia Babu 01731-304256 088701-96760	Dr. Manish Kumar Singh 01731-304259 070175-48594
10.	MM Institute of Nursing	Dr. Jasbir Kaur 01731-304749 085728-51515	Dr. Jasbir Kaur 01731-304749 085728-51515	Dr. Jyoti Phogat 01731-304259 098128-36109
11.	Department of Law, MM(DU)	Dr. Bindu Jindal 01731-304266 080599-30243	Dr. Bindu Jindal 01731-304266 080599-30243	Ms. Ritika Bansal 01731-304267 098127-32333
Other Institutions				
1.	MM School of General Nursing & Midwifery	Ms. Adiba Siddiqui 01731-304649 094665-61163	Ms. Adiba Siddiqui 01731-304649 094665-61163	Ms. Jasbir Kaur 01731-304649 094660-29788

Hostel No.	Wardens of the Hostels	Phone/Mobile	Hostel No.	Name & Designation	Phone/Mobile
2	Ms. Chhavi Rani	079886-94974	8	Dr. Priyanka	088515-10920
	Ms. Pratibha	075993-88014		Ms. Archana	098969-93089
3	Mrs. Poonam Kapoor	080599-32218	9	Mr. Surender Pal	080599-32228
4	Ms. Ritu Mishra Panday	080599-30449	10	Mr. Manoj Behl	098121-57001
				Mr. Rohit Sharma	097289-95003
5	Mr. Beantjot Singh	080599-32307	11	Mr. Vipin Vats	080599-32230
	Mr. Lalit	079867-57918		Mr. Amit	099966-22730
6	Ms. Shashi Diwan	080599-32223	12	Mr. Ravinder Narwal	080591-00760
				Mr. Sunil Kumar	098961-04601
7	Ms. Leelawati	097296-43637	13	Ms. Shushma	098823-62898
	Mrs. Sarita	094165-67729			

The Registrar of the University Dr. Sumit Mittal and in his absence Dr. J.K. Sharma, Dean Students Welfare both assisted by the Dy. Registrar (Academic) (01731-304547) will be the Nodal Officer(s) of the University.


Dep Dy. Registrar (Academic)
MMU (Deemed to be University)
(Deemed to be University)
Mullana-Ambala 133-207



File No. EC/19/000542
Government of India
Directorate General of Health Services
Central Drugs Standard Control Organization
(Ethics Committee Registration Division)

FDA Bhawan, Kotla Road,
New Delhi - 110002, India
Dated: 09-Jan-2020

To

The Chairman
M.M. Institute of Medical Sciences and Research
MM Institute of Medical Sciences and Research
Maharishi Markandehwar (Deemed to be University)
Mullana AMBALA Ambala Haryana - 133203 India

Subject: Ethics Committee Re-Registration No. ECR/730/Inst/HR/2015/RR-20 issued under New Drugs and Clinical Trials Rules, 2019.

Sir/Madam,

Please refer to your application no. EC/RENEW/INST/2019/6564 dated 22-Oct-2019 submitted to this Directorate for the Re-Registration of Ethics Committee.

Please find enclosed registration of the Ethics Committee in Form CT-02 vide Registration No. ECR/730/Inst/HR/2015/RR-20. The said registration is subject to the conditions as mentioned below:-

Yours faithfully

VG


SOMANI

(Dr. V.G. Somani)
Drugs Controller General (I) &
Central Licensing Authority

Conditions of Registration

1. The registration is valid from 09-Jan-2020 to 08-Jan-2025, unless suspended or cancelled by the Central Licencing Authority.
2. This certificate is issued to you on the basis of declaration/submission made by you.
3. Composition of the said Ethics Committee is as per the Annexure.
4. No clinical trial or bioavailability or bioequivalence protocol and related documents shall be reviewed by an Ethics Committee in meeting unless at least five of its members as detailed below are present in the meeting, namely:-
 - (i) medical scientist (preferably a pharmacologist);
 - (ii) clinician;
 - (iii) legal expert;
 - (iv) social scientist or representative of non-governmental voluntary agency or philosopher or ethicist or theologian or a similar person;
 - (v) lay person.




Member Secretary
Institutional Ethical Committee
M.M. Institute of Medical Sciences
& Research, Mullana (Ambala)

5. The Ethics Committee shall have a minimum of seven and maximum of fifteen members from medical, non-medical, scientific and non-scientific areas with at least,
- (i) one lay person;
 - (ii) one woman member;
 - (iii) one legal expert;
 - (iv) one independent member from any other related field such as social scientist or representative of non-governmental voluntary agency or philosopher or ethicist or theologian.
6. One member of the Ethics Committee who is not affiliated with the institute or organization shall be the Chairperson, and shall be appointed by such institute or organization and one member who is affiliated with the institute or organization shall be appointed as Member Secretary of the Ethics Committee by such Institute or organization.
7. The Ethics Committee shall consist of at least fifty percent of its members who are not affiliated with the institute or organization in which such committee is constituted.
8. The committee shall include at least one member whose primary area of interest or specialisation is non-scientific and at least one member who is independent of the institution.
9. The Ethics committee can have as its members, individuals from other Institutions or Communities, if required.
10. Members should be conversant with the provisions of New Drug and Clinical Trials Rules, 2019, Good Clinical Practice Guidelines for clinical trials in India and other regulatory requirements to safeguard the rights, safety and well-being of the trial subjects.
11. The members representing medical scientists and clinicians shall possess at least post graduate qualification in their respective area of specialization, adequate experience in the respective fields and requisite knowledge and clarity about their role and responsibility as committee members.
12. As far as possible, based on the requirement of research area such as HIV, Genetic disorder, etc., specific patient group may also be represented in the Ethics Committee.
13. The Ethics Committee may associate such experts who are not its members, in its deliberations but such experts shall not have voting rights, if any
14. No member of an Ethics Committee, having a conflict of interest, shall be involved in the oversight of the Clinical trial or bioavailability or bioequivalence study protocol being reviewed by it and all members shall sign a declaration to the effect that there is no conflict of interest.
15. While considering an application which involves a conflict of interest of any member of the Ethics Committee, such member may voluntarily withdraw from the Ethics Committee review meeting, by expressing the same in writing, to the Chairperson. The details in respect of the conflict of interest of the member shall be duly recorded in the minutes of the meetings of the Ethics Committee.
16. Any change in the membership or the constitution of the registered Ethics Committee shall be intimated inwriting to the Central Licencing Authority within thirty working days.
17. The Ethics Committee shall review and accord approval to a Clinical trial, Bioavailability and Bioequivalence study protocol and other related documents, as the case may be, in the format specified in clause (B) of Table 1 of the Third Schedule of New Drugs and Clinical Trials Rules, 2019 and oversee the conduct of clinical trial to safeguard the rights, safety and wellbeing of trial subjects in accordance with these rules, Good Clinical Practices Guidelines and other applicable regulations.
18. Where a clinical trial site does not have its own Ethics Committee, clinical trial at that site may be initiated after obtaining approval of the protocol from the Ethics Committee of another trial site; or an independent Ethics Committee for clinical trial constituted in accordance with the provisions of rule 7: provided that the approving Ethics Committee for clinical trial shall in such case be responsible for the study at the trial site or the centre, as the case may be: provided further that the approving Ethics Committee and the clinical trial site or the bioavailability and bioequivalence centre, as the case may be, shall be located within the same city or within a radius of 50 kms of the clinical trial site.
19. Where a Bioavailability or Bioequivalence study centre does not have its own Ethics Committee, bioavailability or bioequivalence study at that site may be initiated after obtaining approval of the



from the Ethics Committee registered under rule 8: Provided that the approving Ethics Committee shall in such case be responsible for the study at the centre: Provided further that both the approving Ethics Committee and the centre, shall be located within the same city or within a radius of 50 kms of the bioavailability or bioequivalence study centre.

20. Ethics committee shall indicate the reasons that weighed with it while rejecting or asking for a change or notification in the protocol in writing and a copy of such reasons shall also be made available to the Central Licencing Authority.

21. Ethics committee shall make, at appropriate intervals, an on-going review of the trials for which they have reviewed the protocol. Such a review may be based on the periodic study progress reports furnished by the investigators or monitoring and internal audit reports furnished by the sponsor or by visiting the study sites.

22. Where any serious adverse event occurs to a trial subject or to study subject during clinical trial or bioavailability or bioequivalence study, the Ethics Committee shall analyse the relevant documents pertaining to such event and forward its report to the Central Licencing Authority and comply with the provisions of Chapter VI, New Drugs and Clinical Trials Rules, 2019.

23. The Ethics committee shall undertake proper causality assessment of SAE's with the help of subject experts wherever required, for deciding relatedness and quantum of compensation, as per condition no (22) mentioned above.

24. Where at any stage of a clinical trial, it comes to a conclusion that the trial is likely to compromise the right, safety or wellbeing of the trial subject, the Ethics committee may order discontinuation or suspension of the clinical trial and the same shall be intimated to the head of the institution conducting clinical trial and the Central Licencing Authority.

25. Ethics committee shall comply with the requirements or conditions in addition to the requirements specified under the Drugs & Cosmetics Act, 1940 and New Drugs and Clinical Trials Rues, 2019, as may be specified by the Central Licencing Authority with the approval of the Central Government, to safeguard the rights of clinical trial subject or bioavailability or bioequivalence study subject.

26. Ethics Committee shall review and approve the suitability of the investigator and trial site for the proposed trial.

27. The Ethics Committee shall maintain data, record, registers and other documents related to the functioning and review of clinical trial or bioavailability study or bioequivalence study, as the case may be, for a period of five years after completion of such clinical trial.

28. Funding mechanism for the Ethics Committee to support their operations should be designed and approved to ensure that the committee and their members have no financial incentive to approve or reject particular study.

29. SOP's for funding of the Ethics committee in order to support their operations must be maintained. The records of income & expenditure of Ethics Committee shall be maintained for review and inspection.

30. The Chairman of Ethics Committee shall enter into MOU with head of institution, that necessary support and facilities and independence will be provided to Ethics Committee and their records will be maintained.

31. The Ethics Committee shall allow any officer authorized by the Central Licencing Authority to enter, with or without prior notice, to inspect the premises, any record, or any documents related to clinical trial, furnish information to any query raised by such authorized person, in relation to the conduct of clinical trial and to verify compliance with the requirements of these rules, Good Clinical Practices Guidelines and other applicable regulations for safeguarding the rights, safety and well-being of trial subjects.

32. Where Central Licencing Authority is of the opinion that Ethics Committee fails to comply with any provision of the Drugs and Cosmetics Act, 1940 and New Drugs & Clinical Trials Rules, 2019, it may issue show cause notice to such Ethics Committee specifying therein such non-compliances and the period within which reply shall be furnished by such Ethics Committee. After consideration of the facts and reply given by the Ethics Committee, the Central Licencing Authority may take one or more actions specified under provision of Rule 14, Chapter III of New Drugs and Clinical Trials Rules, 2019.





सत्यमेव जयते

File No. EC/19/000542
Government of India
Directorate General of Health Services
Central Drugs Standard Control Organization
(Ethics Committee Registration Division)

FDA Bhawan, Kotla Road,
New Delhi - 110002, India
Dated: 09-Jan-2020

Composition of the Ethics Committee:-

Sr. No.	Name of Member	Qualification	Role/Designation in Ethics Committee
1	Dr. Bimal Kumar Agrawal	MBBS (MD - General Medicine)	Clinician
2	Dr. Vipin Saini	B.Pharm (M.Pharm,PhD)	Chair Person
3	Dr. Amit Mittal	MBBS (MD-Radiodiagnosis)	Member Secretary
4	Dr. Gurdev Lal Goyal	MBBS (MD-Physiology)	Basic Medical Scientist
5	Dr. Prem Khosla	MBBS (MD-Pharmacology)	Basic Medical Scientist
6	Dr. Shipra Gupta	B.A (LLB, LLM,Ph.D-Law)	Legal Expert
7	Mr. Vivek Bhatnagar	BCA (MCA-NGO Member)	Social Scientist
8	Mr. Naresh Chauhan	HSC, SSC (BA)	Lay Person
9	Dr. Debdutta Das	BDS (MDS-Oral and Maxillofacial Surgery)	Scientific Member
10	Dr. Sanjeev Gupta	MBBS (MD,DNB-Dermatology)	Clinician

V G
SOMANI
(Dr. V.G. Somani)
Drugs Controller General (I) &
Central Licensing Authority



Member Secretary
Institutional Ethical Committee
M.M. Institute of Medical Sciences
& Research, Mullana (Ambala)

FORM CT-02

(See rules 8, 9, 10 and 14)

GRANT OF REGISTRATION OF ETHICS COMMITTEE RELATING TO CLINICAL TRIAL OR BIOAVAILABILITY AND BIOEQUIVALENCE STUDY

Registration No. ECR/730/Inst/HR/2015/RR-20

The Central Licencing Authority hereby registers and permits M.M. Institute of Medical Sciences and Research , MM.Institute of Medical Sciences and Research Maharishi Markandehwar (Deemed to be University) Mullana AMBALA Ambala Haryana - 133203 Contact No.: 01731274495 Fax No.: 01731274495 to perform duties of ethics committee as specified in the New Drugs and Clinical Trials Rules, 2019.

2. The ethics committee shall observe the conditions of registration specified in Chapter III of the New Drugs and Clinical Trials Rules, 2019 and the Drugs and Cosmetics Act, 1940.

Place : New Delhi

Date : 09-JAN-2020

VG

SOMANI

Central Licencing Authority
Stamp

Digital Signature Certificate
Serial No. 1234567890
Issued On 12/12/2019
Valid Till 12/12/2024
Authority: Controller of Certifying Authorities
C.A. No. 1234567890



[Signature]
Member Secretary
Institutional Ethical Committee
M.M. Institute of Medical Sciences
& Research, Mullana (Ambala)