

CIRCULAR

Date: 30/06/2017

Subject: 1st Board of Governors (BoG) Meeting - MRMCW

This is to inform all the esteemed members of the Board of Governors (BoG) that the **1st BoG Meeting** of MRMCW, is scheduled as follows:

Date : 07/07/2017

Time : 2:00 PM onwards

Venue : MRMCW Council Hall

All BoG members are requested to kindly attend the meeting as your participation is crucial for the discussions and decisions to be made. The agenda for the meeting is attached for your reference.

We look forward to your valued presence.



K. N. Sudu R

Coordinator-BoG

Governing Council

Principal / Dean

Malla Reddy Medical College for Women

Copy to:

- 1) Governing Council Members
- 2) PA to Principal for filing

Agenda for the meeting as follows

1. Action report from governing body meeting held on 30-1-2017
2. To Discuss the Admissions– Review the progress of the UG Programs in MRMWCW.
3. To give approval for changes in timetable for the UG Program sections for the year 2017.
4. To Discuss the affiliation and transition from NTRUHS to KNRUHS.
5. To Discuss the faculty paper / books publication according to the UGC care list.
6. To Discuss the proposal for the formulation of the IQAC Committee, curriculum committee and various important committees.
7. To discuss the Infrastructure requirements for further planning for POST GRADUATION Courses/ Higher studies.
8. Discussion on the Various Policies drafted for Approval.
9. Strategic plan discussion for five years, 2019-2024 and Institutional freeship policy for merit student
10. To Discuss and finalize the Vision & Mission of MRMWCW.
11. To increase the faculty in all departments so as to meet the MCI requirement of Staff required for PG seats.
12. Discuss the budget plan for the next financial year of the institution.
13. Stake holder's feedback collection and analysis.

**Minutes of the Governing Body Meeting of Malla Reddy Medical College for Women
held on 7th July 2017**

The Governing Body meeting of Malla Reddy medical College for Women for the Year 2017 was conducted on 07th July, 2017 at 2:00 PM. The following members have attended the meeting to discuss and approve various development activities taking place in the Institute for the Year 2017 as per agenda.

Governing Body :

S.No	Name	Designation	Role
1.	Dr. Ch. Bhadra Reddy	Chairman	Management
2.	Dr. Ch. Preethi Reddy	Vice chairman	Management
3.	Dr. K.N.Sudha Ramana	Dean MRMCW	Coordinator
4.	Dr. M. Narayana Reddy	Vice Principal	Member
5.	Dr. Boddu Prabhakar MD, DM	Retired Principal, Osmania Medical College, Consultant Gastroenterologist	Member
6.	Dr. Anand Kumar. MS, FRCS (Edin)	Consultant Surgical Gastroenterologist	Member

The meeting was chaired by Dr. Ch. Bhadra Reddy, Chairman of Malla Reddy Health City. Dr. K.N.Sudha Ramana welcomed all the members and briefed about the agenda.

Dr. Ch Bhadra Reddy, Chairman of MRHC commenced the meeting and discussion started.

The Principal Dr. K.N.Sudha Ramana has given a progress / review on the development plans with detailed power point presentation covering the following Agenda points.

1. Admissions– Review the progress of the UG Programs in MRMCW.
2. Requesting to give approval for changes in timetable for the UG Program sections for the year 2017.

3. Since there are 2 different types of batches, few affiliated to NTRUHS, (1st and 2nd batches admitted, to NTRUHS) before our final affiliation to KNRUHS Effective since 1st June 2016, the points were discussed on taking care of this during the regular conduct of Examinations & in planning the academic roster. (GOs and transfer orders of University placed as enclosure relevant to the minutes as per discussion)
4. Discussion on faculty paper/ books publication according to the UGC care list.
5. Proposal for the Constitution of the IQAC, Co-ordinator and required Policy documents, Various Committees and its Role & Responsibilities.
6. To Discuss and finalize the Vision & Mission of MRMCW.
7. Proposal, and detailed discussion on the drafts worked out by the team, under the directives of the President on his verbal Instructions given to Co-ordinator & his team, 1month prior to prepare a draft of the following policy documents as enclosed in Annexure 1:
 - Code of ethics,
 - Code of conduct,
 - Divangjan policy,
 - Green initiative policy,
 - Grievance redressal policy,
 - Gender sensitization policy
 - Policy for publication guidelines,
 - Policy for mentor mentee,
 - Policy for curriculum feedback, and Policy for slow learners and advanced learners
 - Policy for staff appraisal.
 - Merit Scholarship Policy.
 - Policy on Financial Assistance to teachers
 - Policy Document on mobilization of funds and optimal utilization of resources
 - E-Governance Policy.
 - Medical Education unit committee and guidelines according to MCI

Were taken up and these draft Policies were discussed and approved.

8. Strategic plan of 2019-2024 has been discussed and council members given suggestions and modified accordingly
9. Vision & Mission of MRMCW modified by board of governors.


10. Director gave instructions to Dean to inform HODs of all Clinical Departments to see that adequate Faculty of all Grades i.e Professors ,Associate Professor and Assistant Professors are appointed in all Departments.
11. Discussion on the Infra Structure planning & the budget plan for the next financial year of the institution covering the Academic Year 2018-19.Discussion on the results of previous academic year.
12. Feedback was gathered from all stakeholders independently across departments which were then analyzed. New practical teaching methods were implemented for the MBBS 2 nd year as suggested and potential suggestions like e –learning e-governance policy approved

The members have discussed and reviewed each point in the agenda in detail and ratified the following:


- i. The members have noted with satisfaction the progress and action taken on the resolutions of the previous Governing Body meeting of 30th Jan 2017.
- ii. Reviewed the status of admissions and progress of the UG programs of MRMCW in the year 2017.
- iii. Approved the following changes in course design and teaching format within the ambit of MCI and Affiliated university, detailed in the table below based on MCI NORMS / the societal requirements, course admissions and any other changes based on as on day demand or requirement to pursue further higher studies Proposal to increase the no of faculty publications according to UGC care list.
- iv. Implement the formulation of curriculum committee.
- v. Implementing the policies of periodic disinfection and needle stick injuries.
- vi. Advised to utilize services of Medical fraternity as guest faculty.
- vii. President has requested the Co-ordinator to chart out the vision and Mission statement of the Institution, to be inspired by the vision of our founder chairman, which should stand as our vision and mission document in pursuit to make MRMCW, a world class Exclusive medical college for women.
- viii. Discussion took place on allocating the budget for the next financial year on enhancing the maintenance of the institution in various fronts and also an allocation for sport maintenance.

- x. Discussion took place on the meetings of the BoS, KNRUHS to ensure that proper care in implementation in guidelines of Admission esp, the collection of the originals and making a proper summary and bound book summary of the details of admission be followed hence forth as per the Guidelines given by KNRUHS.
- xi. Proposal of Dr. Vibah Rani , MD, Associate Professor Dept. of Pharmacology as IQAC (Internal Quality Assurance cell) Coordinator, in order to have assist the Principal in maintaining and documenting the quality check of the institution.
- xii. The Principal has also informed the committee, that a work upon the discussion on designing the various policy documents for the betterment of the institution was taken up parallel and the IQAC will deliberate in detail to prepare the draft of the various institution policies related to Curriculum, research, mentor mentee program, slow learners and remedial measures adopted for improving their outcome in exams etc were briefly discussed and presented to the president BoG.
- xiii. President appreciated the work initiated on the front and said that support from the management will be there in all fronts as regards to the above reforms.
- xiv. As a part of further planning for MD Courses, after the 1st batch the chairman, instructed the Co-ordinator of Board of Governors to come up with the plan for applying MD Courses and the necessary planning of Infrastructure and equipment procurements.
- xv. In any other matters, chairman reiterated the importance of striking a balance of teaching and also effectively handling the patient load.

At the end, the Principal, Dr. K.N.Sudha Ramana thanked all the committee members for their active participation and suggestions. The meeting concluded at 4:00 PM.


Dr.Ch.Bhadra Reddy,
Chairman, Malla Reddy Health city




Dr. K.N.Sudha Ramana
(Principal/Dean)
Co-ordinator Board of Governors, MRMWCW
Principal / Dean
Malla Reddy Medical College for Women

Proposal, and detailed discussion on the drafts worked out by the team, under the directives of the President on his verbal Instructions given to Co-ordinator & his team, 1 month prior to prepare a draft of the following policy documents as enclosed in Annexure 1:

- a. Code of ethics,
- b. Code of conduct,
- c. Divangjan policy,
- c. Green initiative policy,
- d. Grievance redressal policy,
- e. Gender sensitization policy
- f. Policy for publication guidelines,
- g. Policy for mentor mentee,
- i. Policy for curriculum feedback,
- j. Policy for slow learners and Policy for advanced learners
- k. Policy for staff appraisal.
- l. Merit Scholarship Policy.
- m. Policy on Financial Assistance to teachers
- n. Policy Document on mobilization of funds and optimal utilization of resources
- o. E-Governance Policy.



Coordinator-BoG

Governing Council

Principal / Dean
Malla Reddy Medical College for Women

Enclosed in the Annexure 1 are the finalized Drafts of the following Policy Documents:

- a. Code of ethics,
- b. Code of conduct,
- c. Divangjan policy,
- d. Green initiative policy,
- e. Grievance redressal policy,
- f. Gender sensitization policy
- g. Policy for publication guidelines,
- h. Policy for mentor mentee,
- i. Policy for curriculum feedback,
- j. Policy for slow learners and Policy for advanced learners
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Annexure 1

INSTITUTIONAL POLICY FOR MENTORSHIP PROGRAM

Mentoring is one of the methods of teaching and developing an individual, where a more experienced person (mentor) shares their accumulated knowledge and experience with the less experienced individual (mentee, protegee). The goal of student mentoring program is to facilitate informal out of class room conversation between faculty and students.

Mentoring program at MRM CW is to support the professional growth of the students (mentees) who are in the early stage of their career and to promote excellence in teaching & learning, research and academic leadership.

Who is a Mentor?

A mentor is a person who invests time and shows willingness to share knowledge, skills and expertise. She/He also responds to your critical needs in life in ways that prepare you for greater productivity and achievement in the future.

What is the Mentee's role?

- Be enthusiastic and curious when discussing your interests with your mentor
 - Try to attend all meetings and arrive on time. If you are delayed or cannot attend, let your mentor know in advance
 - Respect your mentors time and space
 - Find out how your mentor would prefer you contact him or her: e-mail, phone number or personally
 - Keep your mentor informed of your progress; it is important to stay connected even in-between meetings.
- You can easily e-mail your mentor to let him or her know what is going on in your life

INSTITUTIONAL POLICY FOR MIDCOURSE IMPROVEMENT OF STUDENTS

Midcourse improvement refers to strategies to be implemented to enhance the performance of students who may be lagging behind in their coursework. In our college Malla Reddy Medical College for Women , the Institutional Midcourse Policy aims to provide opportunities for students to catch up and meet their expected learning outcomes. This is typically achieved through a combination of continuous internal assessments, remedial teaching, and additional support measures. Mid-course improvements are an opportunity for students to gain knowledge which finds students difficult or enable to understand. It is opportunity for teachers to gather feedback on the course implementation including teaching-learning and assessment methods. This enable teachers to quickly act on the feedback and implement changes for continuous improvement. Making changes in the implementation of the course early on can increase student engagement and learning.

Objectives:

1. To improve the students who fail to attain the prescribed goal.
2. To increase the level of understanding the particular topic adopting various teaching-learning methods
3. Mentoring students for subjects which are difficult to understand.
4. Based on the feedback obtained , faculty development Programs can be conducted for capacity building of the faculty

INSTITUTIONAL POLICY FOR SLOW AND ADVANCED LEARNERS

Preamble :

Each learner has unique learning habits and attitudes. It is necessary to modify teaching strategies and methods so that teachers do not alienate advanced students or lose the interest of slow learners. This policy provides a guidance to the faculty to evaluate student's learning capacities and provide them instruction in accordance with those findings.

It also provides the essential support and encouragement needed for slow learners to do better in both their academic and personal lives, and for advanced learners to be exceptional achievers. Without neglecting the Average Learners, this policy offers teachers instructions for identifying and developing important techniques and scientific implementations that will benefit both Slow and Advance Learners.

Objectives :

- To Determine which students in the class are advanced learners and slow Performers
- To create meaningful approaches and scientific applications that will benefit both
- To increase the self-assurance of slow performer, reduce obstacles, and assist them in improving their abilities related to learning processes
- To bridge the gap between slow and advanced learners
- To motivate the advanced learners to be exceptional achievers

CODE OF CONDUCT POLICY –MRMCW

SL. NO.	CODE OF CONDUCT
1	CODE OF CONDUCT FOR STUDENTS
2	CODE OF CONDUCT FOR TEACHING STAFF
3	CODE OF CONDUCT FOR ADMINISTRATORS
4	CODE OF CONDUCT FOR NON-TEACHING STAFF

CODE OF CONDUCT FOR STUDENTS

A. STUDENT'S RESPONSIBILITIES OF LEARNING:

➤ **The student shall:**

1. Appreciate the Institutional goals and objectives and contribute to the realization of the same by participating in relevant Institutional activities.
2. Have a clear knowledge of the programs, rules and regulations of the Institution.
3. Follow the time schedules, rules and regulations of the Institution.
4. Undertake regular and intense study of learning materials.
5. Make optimum use of the learning resources and other support services available in the Institution.
6. Prepare for continuous internal assessment and term-end examinations.
7. Give feedback for system improvement.
8. Have faith and ability to pursue lifelong learning.
9. Live as worthy alumni of the Institution.

POLICY ON INCENTIVES FOR RESEARCH AND PUBLICATION

OBJECTIVE:

The primary objective of the Research Incentive Policy is to encourage and support faculty members at MRIMS, MRM CW, MRIDS, and MRDCW to engage in high-quality research activities that contribute to the advancement of knowledge in their respective fields.

SCOPE OF THE POLICY

All full-time faculty members employed at MRIMS, MRM CW, MRIDS, and MRDCW are eligible to participate in the Research Incentive Program. The scope of the policy envisages, in particular:

- Encourage faculty members to engage in research activities alongside teaching responsibilities, with a focus on publishing research articles in recognized indexed International and National journals, thereby enhancing the institution's academic reputation.
- Foster the creation of scholarly works such as books, book chapters, and monographs for publication by reputable international and national publishers, promoting knowledge dissemination and academic excellence.
- Promote collaboration among faculty members to initiate joint research projects with colleagues from esteemed national and international universities, fostering a culture of knowledge exchange and interdisciplinary collaboration.
- Support faculty members in preparing and submitting proposals for research funding to various agencies in India and abroad, facilitating the acquisition of resources necessary for impactful research endeavours.
- Cultivate a spirit of innovation and creativity among faculty members, encouraging them to develop original contributions such as new products, technology or processes and pursue patents or copyrights to protect intellectual property rights.

DETAILS OF THE POLICY

- Calendar year will be applicable for consideration of research incentive.
- It is mandatory to have respective Institute (MRIMS/MRM CW/MRIDS/MRDCW) affiliation in publication/book/book-chapter/monographs/patent/copyright/externally funded research project and presented/invited talk/session chaired in conferences.
- At least two research publications should be published/accepted in SCI/Scopus/Wos/PubMed indexed journals in the same year.
- Research paper published in indexed journals will be considered for incentive (Annexure-



(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)
Recognized by Medical Council of India, Ministry of Health & Family Welfare, Govt. of India
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

STAFF WELFARE MEASURES AT MALLAREDDY MEDICAL COLLEGE FOR WOMEN

Campus Accommodation:

On-campus housing is provided to ensure medical professionals and trainees have access to emergency services. Accommodation is allocated based on availability for doctors, nurses, physiotherapists, and maintenance workers.

Free Transport Facilities:

At Malla Reddy Medical College for Women, we understand the importance of accessibility and convenience for our staff and students. To facilitate easy transportation to and from our campus, we offer college Bus services from nearby train stations and bus stops . Doorstep pickup and drop car service for Associate Professor & Professors.

This service is designed to alleviate the logistical challenges often faced by our community members, especially those who rely on public transportation. By providing dedicated bus and car services, we ensure that individuals can commute to the campus comfortably and on time, regardless of their proximity to the college.

Free Health Care Facilities:

All hospital personnel and their families receive complimentary health care services, including diagnostic examinations such as MRI, Angiography, and CT SCAN. Maternity benefits, child care, and free COVID therapy are provided to all staff, both teaching and non-teaching.

Free School Facilities:

Staff (teaching and non-teaching) has access to free schooling for their children at our English medium school in Suraram, Hyderabad.

Day Care Centre:

A Day Care Centre is available on campus to assist staff in balancing work and family responsibilities, catering to the needs of working parents.

Leave Policies:

Employees are granted leaves as per UGC regulations, including special leaves such as maternity/paternity leave and on-duty leaves for academic and research-related activities.

Research and Training Opportunities:

At Malla Reddy Medical College for Women, we pride ourselves on being a research-driven organization that seamlessly integrates clinical care with teaching and learning. Our institution fosters an environment where employees are not only encouraged to engage in research but are

e - Governance Policy

Malla Reddy Medical College (MRMCW) has taken towards implementing e-governance in its various operations.

Motivation:

•The college aims to automate its operations to improve transparency, clarity, and efficiency in areas like teaching, administration, exams, finance, and admissions.

Actions taken:

- The governing council selected an ERP software after evaluating proposals from vendors.
- Training was provided to both teaching and non-teaching staff to optimize the use of the software.
- The college website was revamped to serve as a central information hub for stakeholders.
- SMS communication system was implemented to stay connected with parents, students, and staff.

Specific areas addressed:

The initial implementation of e-governance tools and training, without delving into details of specific areas like finance or examinations.

The objectives:

1. Implementation of e-Governance in various functioning of the Institution: This broad objective sets the stage for the entire initiative, aiming to integrate technology into various aspects of the college's operations. This could lead to streamlined processes, reduced redundancy, and improved resource allocation.

VISION:

"To be a beacon of excellence in women's medical education, fostering a global community of compassionate, ethical, and pioneering healthcare professionals who transform patient care and advance the future of medicine".

MISSION:

1. We cultivate a nurturing and inclusive environment that empowers women to excel in all aspects of medical education and research, fostering a diverse and talented workforce.
2. We integrate cutting-edge technology, simulation-based learning, and evidence-based practices to ensure our graduates are equipped to address the evolving challenges of healthcare.
3. We cultivate a global perspective, fostering collaboration and knowledge exchange to address critical healthcare needs in India and around the world.
4. We instill the highest ethical principles in our graduates, empowering them to become compassionate and patient-centered physicians who advocate for healthcare equity.
5. We foster a culture of lifelong learning, research, and innovation, continuously striving to improve the quality of medical education and patient care.

POLICY FOR CURRICULUM FEEDBACK

INTRODUCTION

Malla Reddy Medical College for Women is committed to collect feedback from all stakeholders, for assessing and improving the curriculum, and to achieve the set academic goals. This policy document outlines the procedures and requirements for obtaining and maintaining the feedback.

OBJECTIVES

1. To collect feedback regarding the curriculum regularly from all stakeholders as approved in the Board of Governance- students, professionals, alumni, employers & teachers.
2. Analysis of the feedback collected.
3. Changes to be made in the curriculum, as required.

METHOD OF COLLECTING THE FEEDBACK& RESPONSIBILITIES

1. Finalization of questionnaire and method of deployment- done by Dean, IQAC coordinator, criterion 1 convener, feedback convener.
2. Online feedback creation sending mails/links to stakeholders- Feedback coordinator.
3. Data submission of stakeholders- Feedback collected by criterion 1 convener and feedback convener.
4. Feedback compilation, analysis & preparation of action taken report (ATR)- Anonymous report is presented in the college council meeting and ATR is prepared based on suggestions received, and the feasibility of implementation.
5. Approval of ATR & feedback analysis report- ATR and feedback analysis report is approved in the Governing Council meeting.

GENDER SENSITIZATION POLICY

Gender sensitization refers to the raising sensitization of gender equality concerns. Its main aim

is to address the issues related to gender equality and encourage people to find various solutions.

OBJECTIVE:

To provide an integrated and interdisciplinary approach to know the social and cultural constructions of gender that shapes the experiences of girls and men in society. To provide awareness in reference to equality in law, in society and in democratic activities. Gender Sensitization Policy of Malla Reddy Medical College for Women (MRMCW), Hyderabad, determines the need of the hour is to bring women into the mainstream for the development of

the society as a whole. The policy of our institute aims in developing a sustainable and inclusive

environment by empowering the women and men so that they can contribute to the development

of the community.

- Developing the sense of gender equality among all the male and female students of the college.
- Developing skills and self confidence among women is a necessary step for the participation in the development process of the nation.
- Maintaining a favorable and dignified atmosphere for women staff and girl students in the college by disallowing any act of harassment or exploitation.
- During admission women candidates are given preference
- Building a conducive environment to ensure equal opportunities for women to take up leadership positions in both Administrative and Academic areas.
- Promoting gender parity in various decision-making capacities.
- To develop and enhance leadership skills and organizational competence of female students and faculties.
- Extension services are conducted to create awareness on women related issues.

Counseling, guidance and life skill education is provided to females.

- Various seminar/ workshops and lectures are organized to create consciousness and motivation for gender equality in several sections of the society.
- Raising awareness towards women's role in socio-economic development of the society and nation.
- Engaging various stakeholders from school, college and society in various gender mainstreaming activities.

DIVYANGJAN POLICY

Admission Policy:

- Equal educational opportunities are provided to disabled students on par with non-disabled students.
- The institution adheres to the instructions, orders, and norms set by the university from time to time.
- An appropriate number of seats, as recommended by the 'Equal Opportunities Protection of Rights & Full Participation Act, 1995,' are allocated for disabled students.
- To further encourage disabled students, their candidature is considered even in the open quota, in addition to the reservation quota.

Facilities:

- The institute ensures disabled-friendly facilities in the existing infrastructure and in any new infrastructure created for future use.
- Ramps are constructed to provide easy access for physically disabled students.
- Disabled-friendly washrooms are constructed on the ground floors of all buildings to ensure comfortable access.
- Facilities for easy commutation, such as wheelchairs, walking sticks, and walkers, are made available.

Career Guidance and Counseling:

- The Career Guidance and Counseling Cell prioritizes disabled students over non-disabled students for counseling sessions.
- This cell explores suitable career opportunities for disabled students.

Faculty Responsibility:

- Faculty members implement necessary teaching practices to ensure proper learning for disabled students.
- The IQAC arranges training for faculty members on specific teaching methodologies applicable to disabled students, as needed.

GREEN INITIATIVE POLICY

SCOPE

At MRMCW (Malla Reddy Medical College for Women), we are dedicated to sustainable practices and environmental stewardship. Our Green Initiative Policy outlines our commitment to creating a campus that is eco-friendly, energy-efficient, and conducive to learning while promoting environmental awareness and action among our community.

Objectives

1. Raise awareness and sensitize students and staff about the importance of minimizing the use of polluting products and adopting eco-friendly alternatives.
2. Promote cleanliness for a healthy and sustainable campus environment.
3. Organize events, campaigns, workshops, and tree plantation drives to create awareness and address environmental issues.
4. Encourage advocacy against practices that harm nature and promote environmentally friendly practices in society.

Implementation Strategies

1. Sustainable Mobility:

- Promote sustainable commuting options such as carpooling, and public transport.
- Encourage the use of electric vehicles in campus.
-

2. Waste Reduction and Management:

- Implement a comprehensive waste management system with separate bins for recyclables and organic waste.
- Reduce single-use plastics and promote reusable and biodegradable alternatives.
- Conduct awareness campaigns on waste reduction and proper disposal practices.

3. Energy Conservation:

- Conduct energy audits and implement energy-saving measures such as LED lighting, energy-efficient appliances, and solar power utilization.
- Encourage responsible energy usage among students and staff.

4. Green Spaces and Biodiversity:

- Maintain green areas with native plants, trees, and landscaping to enhance biodiversity.

CODE OF ETHICS FOR RESEARCH POLICY

1. INTRODUCTION

Malla Reddy Medical College for Women, Hyderabad, is dedicated to fostering a robust research environment characterized by integrity, academic excellence, accountability, inclusiveness, and professionalism. These principles are upheld within the ethical and legal frameworks that guide our institution's operations.

The credibility and public perception of scientific research are deeply influenced by the adherence to the highest ethical standards. Ethical conduct not only reflects a commitment to a scientific moral code but also contributes to the quality of scientific outcomes. Collaborations across disciplines and with external partners necessitate strict adherence to ethical research practices, which in turn fosters meticulous attention to scientific details, including qualitative analysis, quantitative methodologies, and statistical techniques. Instances of research misconduct, such as plagiarism, are viewed with severity and are subject to sanctions by relevant regulatory bodies. Our code of ethics serves as a compendium of widely accepted practices, guiding both seasoned researchers and emerging scholars in their pursuit of ethical research.

This code of ethics is aligned with the best practices advocated by national and international regulatory bodies, such as the National Ethical Guidelines for Biomedical and Health Research Involving Human Participants by the Indian Council of Medical Research (ICMR) in 2017.

2.SCOPE OF DEFINITIONS

This code shall apply to all the following stakeholders and activities in MRMCW.

1. Research:

Any scientific activity undertaken to answer a specific research question, that is conducted systematically and within the existing regulations, utilizing human participants, patients, biological samples, data, with the objective of generating new knowledge, or adding to the body of existing knowledge, or disseminating such information as gathered in the course of healthcare or research.

2. Researcher:

- Any appropriately qualified, trained and experienced person conducting research on human participants, patients, biological samples, data in MRMCW.
- Teacher: Any employee in MRMCW who is engaged in research. (Full time Teachers)

Grievance & Redressal Committee Policy

Scope

The Gender Sensitization Policy at MRMWCW (Malla Reddy Medical College for Women) encompasses all members of the academic community, including students, faculty, staff, and administrators. Its objective is to cultivate an atmosphere of respect, equity, and inclusion by fostering awareness and comprehension of gender-related matters

Policy Statement

MRMCW is committed to establishing a secure, nurturing, and inclusive environment wherein individuals of all gender identities and expressions feel valued, respected, and empowered. Our Gender Sensitization Policy is grounded in the following principles:

A grievance and Redressal Committee is vital for addressing complaints and ensuring a fair, transparent, and efficient resolution process within an institution. Below is a detailed outline for creating such a committee in a women's medical college:

The Objective is to provide a systematic and transparent process for addressing student, faculty, and staff grievances, ensuring prompt and fair resolution.

The Scope of This policy applies to all grievances related to academic, administrative, and other matters within the women's medical college.

A Grievance is any complaint or concern raised by a student, faculty, or staff member regarding academic, administrative, or other issues within the college. **Redressal** means The process of addressing and resolving grievances fairly and on time. The following are the members of the Committee

FINANCIAL SUPPORT POLICY DOCUMENT

- All faculty members are eligible for financial support for research work.
- Faculty who are presenting their research work in the state, national or international conferences, workshops, seminar CME, Trainings, meetings, etc, are given financial support.
 - National: Rs. 5000/-
 - International (within India): Rs. 10000/-
 - International (abroad): Rs. 25000/-
- Faculty who receive awards are given incentives as per:
 - National: Rs. 5000/-
 - International (within India): Rs. 10000/-
 - International (abroad): Rs. 25000/-
- Faculty who go as speakers are given:
 - Local: Rs. 1000/-
 - National: Rs. 5000/-
 - International (within India): Rs. 10000/-
 - International (abroad): Rs. 25000/-
- Faculty who attend International Conferences are given Rs. 5000/- for registration fees, for National and State Conferences Rs. 1000/-
- Faculties authoring chapters / books are given incentives of:
 - National publications: Rs 5000/-
 - International Publications : Rs. 10000/-
- Faculties conducting CMEs/ Workshops/ conferences are given incentives / aid as per management's decision.
- Faculties are given financial support for membership of professional bodies of Rs. 2000/-
- Faculty who take up additional courses online are given and aid of Rs. 1000/-

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF AT MALLAREDDY MEDICAL COLLEGE FOR WOMEN

Objective Setting:

At the beginning of each appraisal period, clear and achievable objectives are set for teaching and non-teaching staff in alignment with the college's goals and individual roles.

Regular Feedback:

Continuous feedback is provided throughout the appraisal period, allowing staff members to track their progress, identify areas for improvement, and address any concerns in a timely manner.

Evaluation Criteria:

Both teaching and non-teaching staff are evaluated based on predefined criteria relevant to their respective roles, including teaching effectiveness, research contributions, administrative duties, interpersonal skills, and adherence to institutional policies and procedures.

Self-Assessment:

Staff members are encouraged to conduct self-assessments, reflecting on their achievements, challenges, and professional development goals. This self-reflection process provides valuable insights for both employees and evaluators.

360-Degree Feedback:

A multi-rater feedback mechanism is employed, where feedback is collected from peers, students, supervisors, and other relevant stakeholders. This comprehensive feedback approach offers a well-rounded perspective on the staff member's

Resource Mobilization Policy and Procedures for Optimal Utilization

Institutional success heavily relies on the strategic mobilization of funds and the judicious utilization of resources. The resource mobilization policy and associated procedures play a pivotal role in achieving this delicate balance, ensuring the institution not only secures the necessary financial support but also maximizes the impact of available resources.

Resource Mobilization Policy:

The institution's resource mobilization policy is rooted in a comprehensive approach that encompasses both internal and external sources. Externally, the institution actively engages in partnerships with governmental bodies, non-profit organizations, and private sector entities to diversify funding streams. This includes grant applications, collaborations, and fundraising events that align with the institution's mission and values.

Internally, a robust donor engagement strategy is employed to foster long-term relationships. This involves transparent communication about the institution's goals, achievements, and financial needs. The policy emphasizes the cultivation of a culture of giving among internal stakeholders, including staff, students, and alumni, through targeted campaigns and appeals.

Procedures for Optimal Utilization of Resources:

Strategic Planning:

A fundamental aspect of resource optimization is strategic planning. The institution develops comprehensive plans that align with its mission and objectives. This includes short-term and long-term goals, each with associated budgets and resource requirements. Regular reviews and updates ensure alignment with changing circumstances.

Financial Management:

A stringent financial management system is implemented to track income, expenses, and investments. This involves the use of advanced financial tools and software to ensure real-time visibility into the institution's financial health. Budgetary controls, expenditure tracking, and regular financial audits contribute to maintaining financial discipline.

Performance Measurement:

Key performance indicators (KPIs) are established to measure the impact of resource utilization. These KPIs span academic achievements, research output, student success rates,

MERIT SCHOLARSHIP POLICY (FREE SHIPS)

- 1. Objective:** To provide merit scholarships for academic toppers as an encouragement.
- 2. Scope:** The merit scholarships are provided based on the performance indicated in the exams for the UG and PG students in the respective academic year.
- 3. Eligibility:** The students who secure Distinction/ First, Second and third position of UG and PG program in each academic year based on the percentages, are eligible for the merit Scholarship.
- 4. Amount of Appreciation:**
Rs. 5000/- for the distinction in UG and PG program every year.
- 5. Tenure:** The institutional policy is amended and effective from June 2018 onwards and approved by the governing body.

Medical Education Unit POLICY

Medical Education Unit (MEU) at MRMCW plays a crucial role in ensuring the quality of medical education and overall professional development of future healthcare professionals. The faculties in the MEU are highly qualified and experienced in Medical Education Technologies. All faculty received training “Advanced Course in Medical Education” (ACME) from NMC designated nodal Centre, JNMC, Belagavi.

The MEU conducts Faculty development programs such as Revised Basic Course Workshop (RBCW) / Basic Course in Medical Education (BCME) in Medical Education Technologies, Curriculum Implementation Support Program (CISP) under the aegis of NMC Regional center, Gandhi Medical College. In addition to the above, the MEU organizes regular inhouse workshops and training sessions for capacity building amongst the faculty in the field of medical education. The educational and training programs at MEU includes Foundation course for First MBBS students, Orientation program for Interns and I year PG students, Research Methodologies Workshop for PGs, Training in Medical pedagogy for PG students to teach UGs and any initiative as and when required.

The MEU collaborates with College Curriculum Committee and reviews the academic schedules and Time-Tables for all phases of MBBS. The MEU also ensures effective Teaching Learning and assessment strategies to maintain quality in Teaching and Research in line with competency based medical curriculum for each phase of MBBS and ensures its effective implementation.

Attendance of Governing meeting held on 7th July 2017

S.No	Name	Designation	Role	Signature
1.	Dr. Ch. Bhadra Reddy	Chairman	Management	
2.	Dr. Ch. Preethi Reddy	Director	Management	
3.	Dr. K.N.Sudha Ramana	Dean MRMCW	Coordinator	
4.	Dr. M. Narayana Reddy	Vice Principal	Member	
5.	Dr. Boddu Prabhakar MD,DM	Retired Principal, Osmania Medical College, Consultant Gastroenterologist	Member	
6.	Dr. Anand Kumar. MS,FRCS(Edin)	Consultant Surgical Gastroenterologist	Member	




Coordinator-BoG
Governing Council

Principal / Dean
Malla Reddy Medical College for Women