

CIRCULAR

Date: 30/12/2017

Subject: 2nd Board of Governors (BoG) Meeting - MRMCW

This is to inform all the esteemed members of the Board of Governors (BoG) that the 2nd BoG Meeting of MRMCW, is scheduled as follows:

Date : 04/01/2018

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.





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 of the Meeting

Agenda

1. Discussion on the Action Taken Report of the 1st Governing Body meeting held on 06-07-2017.
2. Discussion on the Admissions– Review the progress of the UG Programs in MRMCW.
3. Discussion on the requesting to give approval for changes in intake of UG Programs sections for the year 2018.
4. Proposal, discussion on the drafts for further ratification and approval of policy Documents.
5. Discussion on the guidelines of MCI &affiliating the KalojiNarayana Rao University of Health Sciences.
6. Discussion on the IT maintenance of the institution.
7. Discussion on projected budget for the current academic year.
8. Discussion on the points keeping in view of the forthcoming Recognition Inspection of MCI.
9. Stake holder's feedback collection and analysis.
10. Discussion on add on courses and value added courses.
11. Discussion on proposals for the
antiraggingcommittee,sexualharasementcommitte,grievencecommittee,student
association council(SAC), and parent teacher meeting committee

**Minutes of the Governing Body Meeting of Malla Reddy Medical College for Women
held on 4th Jan 2018**

The Governing Body meeting of Malla Reddy medical College for Women for the Year 2018 was conducted on 04th Jan, 2018 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 2018 as per agenda.

Governing Body

S.No	Name	Designation	Role
1.	Dr. Ch. Bhadra Reddy	Chairman	Management
2.	Dr. Ch. Preethi Reddy	Vicechairman	Management
3.	Dr. K.N.SudhaRamana	Dean MRMCW	Coordinator
4.	Dr. M. Narayana Reddy	Vice Principal	Member
5.	Dr. Vibha Rani	IQAC Coordinator	Member
6.	Dr. Boddu Prabhakar MD, DM	Retired Principal, Osmania Medical College, Consultant Gastroenterologist	Member
7.	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. Action Taken Report of the Governing Body meeting held on 06-07-2017.

2. Admissions– Review the progress of the UG Programs in MRMCMW.
3. Requesting to give approval for changes in intake of UG Programs sections for the year 2018
4. Proposal, detailed discussion on the drafts for further ratification of the following Policy documents as enclosed in Annexure 1:
 - a. Policy document of Options claimed by the institution
 - b. Policy document of Mid course improvement of performance of students
 - c. International Student Policy and Planning of International Student Cell
 - d. SOP on Immunization of Medical Students, Faculty & Health care workers in hospital
 - e. Hepatitis-B Immunization Policy

All the above policies were approved.

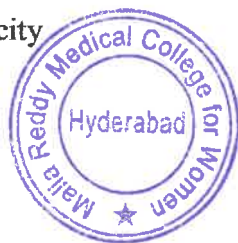
5. The guidelines of MCI & affiliating the Kaloji Narayana Rao University of Health Sciences were also discussed.
6. Discussion on the IT maintenance of the institution.
7. Discussion on projected budget for the current academic year.
8. Points of discussion keeping in view of the forthcoming Recognition Inspection of MCI.
9. Feedback was gathered from all stakeholders independently across departments which were then analyzed. New practical teaching methods were implemented for the MBBS 2nd year as suggested and potential suggestions like e-learning
10. Implementation of add on courses and value added courses for students.
11. Implementation of
anti-ragging committee, sexual harassment committee, grievance committee, student association council (SAC), and parent teacher meeting committee


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 held in 7th July. 2017.
- ii. Reviewed the status of improvements of the academics and to prepare for the forthcoming admissions and progress of the UG with regards to the various departments of MRMCMW in the year 2018.

- iii. Implementation of the policies, approved in Previous BoG, and to forward the same to the respective heads..
 - iv. Advised to utilize services of Medical fraternity as guest faculty.
 - vi. The President thanked the assigned members of the Governing council, to have deliberated, discussed and arrived upon a final draft of the above policies and passed the policy statements and few discussions took place on minor details of the policy documents and finally they were approved.
 - v. The president instructed the Principal and IQAC Co-ordinator to inform the IQAC members on their roles for an effective implementation of the goals of institution.
 - Vi Discussion took place on allocating the budget for the next financial year on enhancing the maintenance of the institution in various fronts ..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
 - vii.Implementation of add on courses and value added courses for students.
 - viii.Implementation of anti ragging committee, sexual harassment committee, grievance committee, student association council(SAC), and parent teacher meeting committee
- 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,
MRMCW

Principal / Dean
Malla Reddy Medical College for Women

Enclosed in the Annexure 1 are the Finalized Policy Drafts as follows:

- a. Policy document of Options claimed by the institution
- b. Policy document of Mid course improvement of performance of students
- c. International Student Policy and Planning of International Student Cell
- d. SOP on Immunization of Medical Students, Faculty & Health care workers
- e. Hepatitis-B Immunization Policy
- f. Insurance and medical indemnity insurance policy

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.

INSURANCE AND MEDICAL INDEMNITY INSURANCE POLICY

INTRODUCTION

Malla Reddy Medical College for Women (MRMCW) is committed to ensuring that all clinical faculty are adequately protected and informed about relevant laws, insurance policies, and medical indemnity insurance. This policy document outlines the procedures and requirements for obtaining and maintaining these protections.

OBJECTIVES

- To provide clinical faculty with comprehensive information on relevant medico-legal laws.
- To ensure clinical faculty are aware of and covered by appropriate insurance policies.
- To provide medical indemnity insurance coverage for all clinical faculty.

POLICY STATEMENTS

1	<p style="text-align: center;"><u>INSURANCE POLICIES</u></p> <p>Health and Life Insurance</p> <ul style="list-style-type: none"> • Coverage: MRMCW will facilitate access to comprehensive health and life insurance policies for clinical faculty, covering medical expenses, hospitalization, and critical illness. • Provider Partnerships: Collaborations with reputable insurance providers will ensure competitive rates and comprehensive coverage. <p>Professional Liability Insurance</p> <ul style="list-style-type: none"> • Mandatory Insurance: All clinical faculty must have professional liability insurance to protect against claims of medical malpractice and negligence. • Coverage Details: The insurance should cover legal defense costs, compensation for claims, and any additional legal fees associated with malpractice suits.
2.	<p style="text-align: center;"><u>MEDICAL INDEMNITY INSURANCE</u></p> <p>Importance of Indemnity Insurance</p> <ul style="list-style-type: none"> • Protection: Medical indemnity insurance protects faculty against the financial consequences of professional negligence claims, ensuring

HEPATITIS-B IMMUNIZATION POLICY

INTRODUCTION

Hepatitis B is a global acute and chronic life-threatening liver infection caused by the hepatitis B virus. During cadaveric dissection, clinical rotations, and autopsy posting, medical students get exposed to patients' blood and body fluids, which increases the risk of hepatitis B infection. Hepatitis B can be prevented by vaccines that are safe, easily available, and effective, however many medical students are still unvaccinated. This results in the need for attention to prevent early exposure and provide vaccination at regular intervals during clinical training and professional practice.

OBJECTIVE

The objective of this policy is to ensure the health and safety of all students, faculty, and staff at **Malla Reddy Medical College for Women (MRMCW)** by implementing a comprehensive Hepatitis B immunization program. Hepatitis B is a serious viral infection that can lead to liver damage and other complications if left untreated. By requiring Hepatitis B vaccination for all individuals associated with the college, we aim to prevent the spread of this infectious disease and protect the well-being of our community.

POLICY STATEMENTS

1	<p><u>Mandatory Vaccination:</u></p> <p>All students, faculty, and staff members at MRMCW are required to provide proof of Hepatitis B vaccination as a condition of enrolment or employment.</p>
2	<p><u>Vaccination Schedule:</u></p> <p>Individuals must complete the Hepatitis B vaccination series according to the standard schedule recommended by healthcare authorities, typically consisting of three doses administered over a specified period. The schedule may vary based on individual circumstances, and individuals should consult with their healthcare provider for guidance.</p> <p><u>Students:</u></p> <ul style="list-style-type: none"> • First dose: Given in first 6 months of joining the institute • Second dose: Scheduled one month after the 1st dose. • Third dose: Scheduled six months after the 1st dose. • Students with certain conditions: Vaccination is postponed for students with fever, viral infection, upper respiratory tract infection, etc., until they become asymptomatic. <p><u>Faculty:</u></p>

Options for midcourse improvement claimed by the institution.

The options provided for Midcourse Improvement by MRMCW are as follows:

1. Timely administration of Continuous Internal assessment.

Prior to the start of the academic year, the internal assessments for every stage of medical education are prepared and posted for students' information on the website and notice boards. This allows them enough time to be ready for the internal exams.

2. On time Assessment and Feedback

To prevent bias, answer sheets are assessed by all department faculty members according to the mark distribution. The mentors deliver the papers that have been examined in a time frame of 7 to 14 days. The mentors provide helpful criticism and suggestions for development.

3. Remedial/Makeup assignments and test.

For the slow learners, the mentors suggest assignments that take into account the suggestions made for improvement in order to acquaint them with the material.

4. Remedial & supportive teaching

- a. Short tests.
- b. Doubt clarification sessions.
- c. Assignments based on reference books unlimited access to the library.
- d. Training slow learners based on the university question bank.
- e. Rapid revision of subjects towards the end of the academic year.
- f. In collaboration with parents helping students towards better academic performance Peer teaching system.
- g. Peer teaching system.
- h. Model paper answer outline.
- i. Handson skill sessions.
Mentoring & counselling sessions

Standard Operating Procedure (SOP) on Immunization of Medical Students, Faculty, and Healthcare Workers

1. Objective:

The objective of this SOP is to establish a standard process for the immunization of medical students, faculty, and healthcare workers to prevent the transmission of infectious diseases in healthcare settings and ensure the health and safety of both the healthcare workforce and patients.

2. Scope:

This SOP applies to all medical students, faculty members, and healthcare workers (HCWs) who are involved in patient care, laboratory work, or other clinical activities within the healthcare institution.







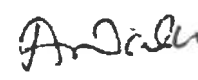
3. Responsibility:

- **Institutional Health and Safety Officer (HSO):** Ensure compliance with immunization requirements, maintain records, and coordinate immunization campaigns.
- **Department Heads and Supervisors:** Ensure that all medical students, faculty, and healthcare workers are immunized according to institutional protocols.
- **Medical Students, Faculty, and Healthcare Workers:** Take responsibility for their own immunization, complete necessary vaccinations, and provide relevant documentation.

4. General Immunization Requirements:

- All medical students, faculty, and healthcare workers must be immunized against vaccine-preventable diseases, based on the recommendations of the World Health Organization (WHO) and local health authorities.

Attendance of Governing meeting held on 4th Jan 2018

S.No	Name	Designation	Role	Signature
1	Dr. Ch. Bhadra Reddy	Chairman	Management	
2	Dr. Ch. Preethi Reddy	Director	Management	
3	Dr. K.N.SudhaRamana	Dean MRMCW	Coordinator	
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Coordinator-BoG

Governing Council