ISO Certified 9001:2015
CH. BRAHM PRAKASH AYURVED CHARAK SANSTHAN
(AUTONOMOUS INSTITUTION UNDER GOVERNMENT OF NCT DELHI)
Khera Dabar, Najafgarh, New Delhi-110073
Email:cbpayurved@gmail.com, Web: www.cbpacs.delhi.gov.in

F1(320)/23/CBPACS/Adm./O.o./3733 - 3734 **Date:-** 14/09/2023

Office Order

In suppression of earlier order, the Institutional Core Committee (ICC) is hereby reconstituted for smooth functioning in the Sansthan as under;-

1. Director – Principal – Chairperson
2. Additional Director (Acad.) – Member
3. Addl. Director (Fin.) – Member
4. Medical Superintendent – Member
5. Dy. Director (Admin) – Member
6. OSD to Director – Principal - Member
7. Purchase Officer – Member
8. Sr. Account Officer – Member
9. Section Officer – Member
10. Invitee Member (As per agenda)

14/9/23
Prof.(Dr.) M.B.Gaur
Director – Principal

Copy to:-

1. All above members
2. Guard file

14/9/23
Director – Principal
Prof. (Dr.) M. B. Gaur
Director-Principal
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CIRCULAR

In suppression of all earlier orders, the necessary committees/nodal officers/coordinators/Inchagres are hereby constituted/nominated as under;-

Name of the committee	Member of the committee	Name of the committee	Member of the committee
Academic Program Committee (As per NCISM)	▪ Addl. Dir.(Acad.)-Coordinator ▪ In-charge Academic I-Member secretary ▪ All HODs will be ex-officio member ▪ Sr. Account Officer ▪ Senior Asstt. -Acad. Office - to assist the committee	**Anti Ragging Committee**	▪ Addl. Dir.(Acad.)-Chairperson ▪ Prof. (Dr.) Arun Gupta-Coordinator ▪ Dr. Atal Bihari Trivedi-Member ▪ Dr. Manju Rani-Member ▪ Dr. Pallavi Singh-Member ▪ Dr. Manisha-Member ▪ SDM Najafgarh or nominee-Member ▪ Representative of NGO's-Member ▪ SHO, Jaffarpur Kalan-Member ▪ Media Representative-Member ▪ Sh. Rajesh kr. Gupta-Member ▪ Ms. Shalini Gupta-Member ▪ Parents Representative(As per notification)-Member ▪ Student representative(As per notification)-Member
Internal complaint committee to prevention of sexual harassment at workplace	• Dr. Manju Rani-Coordinator • Dr. Seema Ahlawat-Member • Dr. Pushpa Sharma-Member • Dr. Garima Bajaj - Member • Mrs. Anita Xalxo-Member • Nursing Superintendent-Member • NGO Member-To be nominated • One PG Student-Nominated		

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Disciplinary committee of the Sansthan	▪ Director-Principal-Chairperson ▪ Addl. Director (Acad.)-Member ▪ Medical superintendent-Member ▪ Dy. Director (Adm)-Member ▪ I/C Acad. I – Member Secretary ▪ Sr. Account Officer ▪ SO - To assist the committee	**Central Store management & care taking committee**	• Dr. Sudhir Kumar- Incharge Central Store • Purchase Officer-Member • Estate Officer (Electrical) – Member • Estate Officer – (Civil) - Member • Store Keeper
Student grievance redressal committee	• Addl. Director Acad. - Coordinator • Dr. Bharat Bhoyar – Member • Dr. Santhosh S.R. Nair - Member • Exam Coordinator • Warden (Male & Female) • Addl. Director(Fin) • I/C Academics I – Member Secretary	**BMW Committee**	• Medical Superintendent-Chairman • Prof.(Dr.) Unnikrishnan S. – NO • Dr. Anup Jain -Coordinator • I/C HOD-Shalya Tantra • I/C Pathology Lab • I/C HOD-Shalakya Tantra • Dr.Trapti Agarwal-PTSR

OTHERS NECESSARY COMMITTEE:-

Name of Committee	Committee Members	Name of Committee	Committee Members
Pharmacy & Therapeutic	• HOD-RS&BK • RMO • Asstt. Prof . Agad Tantra • CMO • Dr. Sonal Chaturvedi • Statistical Assistant • One Pharmacist • Storekeeper Medicine Store	**NABH**	• Medical Superintendent-Chairman • DMS • Dr. Mahesh Kr.-NO • Dr. Anup Jain-NO • RMO • CMO
Committee for Canteen Service	• Dr. Sumer Singh – Coordinator • Dr. Mukesh Kr. Sharma – Member • Section Officer	**Purchase Committee**	• Dr. Yogesh Kr. Pandey - Chairperson • Dr. Subash Sahu – Member • Dr. Pankaj Katara – Member • Dr. Shalini Prakash – Member • ADF/Sr. AO - Member
		Dietary Committee	• Dr. Rakesh Verma - Chairman • Dr. Jitesh Verma-Coordinator • RMO

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			• Statistical Assistant • NS/ANS
Quality Assurance Committee	• Director-Principal • Addl. Director(Acad.) • Addl. Director(Fin.) • Medical Superintendent • All HOD's of 14 Departments • Prof. (Dr.) Arun Gupta-Nodal Officer • DD (Admin) • DMS	**Hospital Management Committee**	• Medical Superintendent-Chairman • I/C Pathology • All Clinical HOD's • Purchase Officer • DMS • RMO • CMO • Sr. Account Officer
Kayakalp committee	• Prof. (Dr.) Arun Gupta-Coordinator • Dr. Rakesh Verma • Dr. Mahesh Kumar • Dr. Jitesh Verma • Dr. Rajendra Soni	**Hospital Infection Control Committee**	• HOD-Shalya Tantra - Coordinator • I/c Pathology Lab • Dr. Trapti Agarwal-PTSR • Dr. Sonal Chaturvedi-Shalya Tantra • Dr. Pushpa Sharma-Panchkarma • Asst. Nursing Supdt.
Social Media Committee	• I/C Academics - I – Coordinator • Dr. Jitender Varsakiya - Member • Mr. Sonu Yadav – SA - Member • 02 PG & 02 UG Students - Member	**E – Wastage management Committee**	• Estate Officer (Electrical) Nodal Officer • Dr. Pushpa Sharma – Member • Plumber
Risk Management & Safety Committee	• Medical Superintendent - Chairman • Dy. Medical Superintendent-Coordinator • RMO • Estate Officer (Electrical) • Estate Officer (Civil) • JE-Electrical & Civil-PWD • Mali Incharge Officer • Security incharge Officer • Attendant Incharge Officer • Housekeeping Incharge Officer • Plumber	**Medical Record Committee**	• DMS-Coordinator • Assistant Professor-Shalya Tantra • Assistant Professor-Shalakya Tantra • Assistant Professor-Kayachikitsa • Assistant Professor-Panchkarma • Assistant Professor-PTSR • Assistant Professor-Balroga • I/C Pathology Lab • Statistical Assistant • Nursing Superintendent

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Disciplinary, Feedback & grievance redressal committee (for patient & hospital staff	• Medical Superintendent-Chairman • All HOD's Clinical subject • DMS • Dy. Director Admin • RMO	**Committee for International Excellence/MoU**	• Prof.(Dr.) Arun Gupta • Dr. Pooja Sabharwal • Dr. Umesh Kr. Sapra
Condemnation Committee	• Prof. (Dr.) Vidula Gujjarwar – Chairman • Dr. A.N.Tewari – Coordinator • Purchase Officer - Member • Dr. Garima Bajaj – Member	**Auction Committee**	• Dr. Alok Kr. Asthana – Chairman • Purchase Officer • One officer from Accounts/Finance
Committee for supervision of Medicine store	• Dr. Sonal Chaturvedi – Coordinator/Incharge • Dr. Garima Bajaj – Member • Dr. Manisha – Member • Storekeeper – To assist the committee	**Committee for Claims Settlement**	• Dy. Medical Superintendent-Chairman • Dr. Anup Jain CGHS/DGEHS Claim/TPA)-Coordinator & Nodal Officer • Dr. Jitesh Verma • Statistical Assistant
IEC (Institutional Ethics Committee)	• Dr. S.S. Mishra – Member Secretary • Dr. Pooja Sabharwal – Addl. Member Secretary	**IRC (Institutional Research Committee)**	• Director - Principal – Chairperson • All HOD's – Member • Dr. Pooja Sabharwal – Member Secretary • Dr. Rakesh Roushan – Addl. Member Secretary • Dr. Umesh Kr. Sapra - Member
Examination Committee	• Dr. Yogesh Kr. Pandey – Coordinator • Dr. Neeraj Joshi – Member • Dr. Pallavi Singh - Member	**Admission Committee**	• Dr. Amrish Chanana – Coordinator • Dr. Neeraj Joshi – Member • Dr. Pallavi Singh • Mr. Deepak – JA – will provide the fee detail • Academic staff will assist the committee

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COORDINATORS/NODAL OFFICER/INCHARGES:-

Particulars	Name of the Coordinator
LG Listening Portal/1031 queries/PGMS/Public Grievance/CP- Gram	• Dr. Vaishali Mali
PIO	• Dr. Vaishali P. Mali
APIO	• Dr. Gaurav Phull
Purchase Officer	• Dr. Riju Aggarwal
Estate Officer	• Dr. Atal Bihari Trivedi – Electrical • Dr. Jai Singh Yadav – Civil
Economical Weaker Section (EWS)- Student/Patient	• Dr. Smita Arora
Incharges for stores	• Dr. Sudhir Kumar – Central Store • Dr. R.N. Garg – Panchkarma Store • Dr. Sonal Chaturvedi – Medicines Store
NPHCE/Janani Surakasha Yojna/NRHM & other national programs Reporting/Annual reporting, all monthly reporting	• Dy. Medical Superintendent • Dr. Trapti Agarwal • Dr. Seema Ahlawat • Dr. R.N.Garg
NABH Accreditation	• Dr. Mahesh Kumar • Dr. Anup Jain
DG Set/Diesel procurement	• Dr. Neeraj Joshi • Sh. Rajesh Gupta
Laundry Service	• Dr. Sanjeev Kaushik
PSA Plant	• Dr. Rajender kr. Soni
Examination Section	• Dr. Yogesh kumar Pandey
Internship Coordination	• RMO
Student activity (Cultural & Sports Coordinator)	• Dr. Riju Agarwal, Dr. Alok Kr. Asthana, Dr. Neeraj Joshi (SPORTS) • Dr. Arun Kumar, Dr. Smita Arora, Dr. Shalini Prakash (CULTURAL)
Scholarship	• Dr. Anjana Rita Xalxo
In-charge Library	• Dr. Santhosh S.R. Nair – I/C – I • Dr. Amrish Chanana – I/C – II
Girls Hostel Warden	• Dr. Monika • Dr. Shalini Prakash
Boys Hostel Warden	• Dr. Arun Kumar
Doctor Hostel Warden	• Dr. Pallavi Singh
Herbal Garden	• Dr. Subash Sahu – I/C - I • Dr. Monika – I/C - II

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Placement Cell	• Prof. (Dr.) Arun Guta • I/C Academics – I & II • Dr. Pankaj Katara • Dr. Jai Singh Yadav
Website Committee	• Dr. Amrish Chanana • Dr. Anup Jain • Dr. Jitendra Varsakiya
News Letter/Journals publication	• Prof. (Dr.) Arun Gupta • Dr. Pooja Sabarwal • Dr. Umesh Kr. Sapra • Dr. Jai Singh Yadav • Dr. Garima Bajaj
Seminar/Conference /Workshop/Journal Club	• Prof. (Dr.) Bharat Bhoyar • Dr. Pooja Sabarwal • Dr. Pallavi Singh • Dr. Pankaj Katara • Dr. Jai Singh Yadav
Housekeeping Service Incharge	• Dr. Umesh Kr. Sapra – Incharge (Institute Block) • Dr. R.N. Garg – Incharge (Hospital Block)
Assistant Incharges of Housekeeping	• Dr. Seema Ahlawat – For Housing Block • Dr. Pallavi Singh – For Pharmacy area (Site Office) • Faculty of Dravyaguna – For Herbal Garden • Hostels Wardens – For respective hostels • Mr. Somdutt – Periphery of Institute Block/Hospital Block • Mr. Kamal Kant – Ground Floor (Institute) • Mr. Harish Bhati – Ground Floor – Hospital • Mr. Narender Bisht – 1st Floor Hospital • Ms. Jyoti Soni – 2nd Floor Hospital • Mr. Dharmender – 3rd Floor Hospital • Mr. Yashpal – 1st Floor Institute • Mr. Rajesh Gupta – 2nd Floor Institute • Ms. Rekha – 3rd Floor Institute
Legal Cell	• Dr. N.R.Singh – I/C Legal I • Dr. Yogesh Kr. Pandey - I/C Legal-II • Atul Bhardwaj-I/C Legal-III
Vigilance Cell	• Prof. (Dr.) Unnikrishnan-Vigilance Officer • Dr. Atul Bhardwaj-Assistant Vigilance Officer • Section Officer • LDC B

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