



## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Hospital Development Committee

Name of the Faculty	Designation
<b>Dr. Anil Sharma, Dean, FIMS.</b>	<b>Chairperson</b>
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	<b>Co-Chairperson</b>
Dr. Parveen	Convenor
Dr. Satish Garg	Member
Dr. Avnish Pathak	Member
Dr. Anupama Patra	Member
Dr. Jyoti Kumbar	Member
Dr. Rekha Phull	Member
Dr. Bharat Vats	Member
Dr. Chitra Nair	Member
Dr. Avinash Chaudhary	Member
Dr. Monica Dhiman	Member

#### **Roles & Responsibilities:**

- To plan overall development of OPD & IPD
- To plan and develop quality improvement programme.
- Management of Hospital Software.
- Implementation of best practices in Ayurveda.
- Preparation of documents related to NABH accreditation
- Guiding departments in matters related to quality and Approval and Affiliation.
- Plan and implementation of community health services like free medical camp, Wellness camps, Yoga etc.

Frequency of meeting: Every month or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
Dean  
Faculty of Indian Medical System  
Guru Jyoti Singh Memorial University, Gurugram

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1. Office of the Pro-Vice Chancellor for information
2. All FIMS HOD's
3. All members of the committee



## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Media and Publicity Committee


Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Jyoti Kumbar	Convenor (College Section)
Dr. Parveen	Convenor (Hospital Section)
Dr. Naresh Garg	Member
Dr. Karuna Deshmukh	Member
Dr. Akhilesh	Member
Dr. Lokesh	Member
Dr. Monika Chahal	Member
Dr. Kanchan	Member
Dr. Aruna	Member
Naman (2020-21)	Student member
Manish (2020-21)	Student member

#### **Roles & Responsibilities:**

- Regular updating of FIMS website and University Website (Ayurveda).
- Coordination with NAAC department.
- Updating of all new events held in FIMS.
- To display or announcement of new updates held in FIMS.
- New publications updating.
- New equipment's updating
- Updating as per CCIM norms to be checked
- Regular updating of Facebook & Blog

Frequency of meeting: Every month or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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SET University, Gurugram  
Faculty of Indian Medical System

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Sports Committee


Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Daleep	Member
Dr. Parveen	Member
Dr. Vikash Sharma	Member
Dr. Monika Chahal	Member
Yogeshwar (2022-23)	Student Member (Boy)
Naman (2020-21)	Student Member (Girl)
Balvinder (2020-21)	Student Member (Boy)
Sapna (2021-22)	Student Member (Girl)
Gara (2021-22)	Student Member (Boy)

#### **Roles and Responsibilities:**

- Shall promote sports activities by motivating students and members of faculty.
- To organize regular sports events in order to train students for state and national level competitions.
- University sports events
- Activities related to National Service Scheme and the like
- Physical educational facility

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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SGTU University Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Disciplinary Committee

Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Jyoti Kumber	Member
Dr. Anupam Sharma	Member
Dr. Bharat Vats	Member
Dr. Vineeth George	Member
Dr. Ravi Kaushik	Member
Class Coordinator	All BAMS Batches

#### Roles & Responsibilities:

- Enforce strict discipline within the classroom and University campus.
- To ensure the adherence of rules and regulations by insisting strict action against defaulters.
- Maintenance of proper dress code as per university regulations

**Frequency:** Every Month or whenever required.

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
Anil Sharma  
Dean  
Faculty of Indian Medical System  
SGTU University, Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Cultural Committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Himani Gupta	Member
Dr. Daleep	Member
Dr. Rajni	Member
Dr. Seema	Member
Dr. Naina	Member
Dr. Monika Chahal	Member
Dr. Sunidhi	Member
Dr. Kanchan	Member
Mr. Sachidanand Vyas	Member
Sonali (2020-21)	Student Member
Jasleen (2021-22)	Student Member
Rohit (2021-22)	Student Member
Rewa (2022-23)	Student Member
Muskan (2023-24)	Student Member

#### **Roles and Responsibilities:**

The Committee shall make available adequate facilities and facilitate for conduction of following co-curricular and extra-curricular activities, namely: -

- recreational facility
- The committee shall provide information of various student clubs such as adventures club, science club, environment club, Sanskrit club, photography club, animal lovers club and the like
- cultural events and the like

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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SGTU University, Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Students Council

Name	Designation
<b>Dr. Anil Sharma, Dean, FIMS.</b>	<b>Chairperson</b>
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	<b>Co-Chairperson</b>
Ms. Vanshika 2 <sup>nd</sup> Prof (Batch 2021)	General Secretary & Convenor
Mr. Balwinder 4 <sup>th</sup> Prof (Batch 2020)	Members (class representatives of all batches)
Ms. Naman Dixit 4 <sup>th</sup> Prof (Batch 2020)	Members (class representatives of all batches)
Mr. Rizwan 2 <sup>nd</sup> Prof (Batch 2021)	Members (class representatives of all batches)
Ms. Mahak 2 <sup>nd</sup> Prof (Batch 2021)	Members (class representatives of all batches)
Mr. Abhishek 2 <sup>nd</sup> Prof (Batch 2022)	Members (class representatives of all batches)
Mr. Aradhna 2 <sup>nd</sup> Prof (Batch 2022)	Members (class representatives of all batches)
Ishika 1 <sup>st</sup> Prof (Batch 2023)	Members (class representatives of all batches)
Nishant 1 <sup>st</sup> Prof (Batch 2023)	Members (class representatives of all batches)
Ms. Rewa, 2 <sup>nd</sup> Prof (Batch 2021)	Literary Secretary
Mr. Tushar, Mr. Deepak, 2 <sup>nd</sup> Prof (Batch 2021)	Cultural or Fine Arts Secretary
Mr. Mandeep	Sports Secretary
Ms. Mishika (F)	Lady Student Representative
Mr. Akshit (M)	Student Representative
Mr. Kunal	Student Representative
Mr. Naman Maheshwari	Student Representative

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

Dean Faculty of Indian Medical System  
Guru Gobind Singh Indraprastha University, Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Grievance Redressal

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Avnish Pathak	Member
Dr. Naresh Garg	Member
Dr. Bharat Vats	Member
Dr. Subhash Yadav	Member
Aakash (2020-21)	Student Member
Riya Tyagi (2020-21)	Student Member

#### **Roles & Responsibilities:**

- To create a platform where students can point out their Problems regarding academic and non-academic problems by placing grievance boxes at identified places.
- Get suggestion from the students for improvement
- Take necessary steps for improvement in the light of grievance
- To create a platform where Patients can point out their Problems regarding Hospital services by placing grievance boxes at identified places.
- Allocation of boxes to collect Grievances, follow-up and action taken on them.

Frequency of meeting: Every third month or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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SGTU University, Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Anti -Ragging Committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Daleep	Member
Dr. Parveen	Member
Mr. Shyam Narain (Parent of Student)	Member
Security Incharge SGT University	Member
Chowki In Charge, Police Chowky, Budhera	Member
Komal (2020-21)	Student Member
Saurabh (2020-21)	Student Member

#### Roles & Responsibilities:

- As per the guidelines of UGC and NCISM

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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Faculty of Indian Medical System

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Committee Against Sexual Harassment.


Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Satish Garg	Member
Dr. Sangeeta	Member
Dr. Ashish Mishra	Member
Dr. Daleep	Member
Mr. Shyam Narain (Parent of Student)	Member
Security Incharge SGT University	Member
Chowki In Charge, Police Chowky, Budhera	Member
Komal (2020-21)	Student Member
Saurabh (2020-21)	Student Member

#### Roles and Responsibilities:

1. The committee shall deal the complaints or grievances pertaining to sexual harassment, sexual misconduct, and sexual assault committed by students, faculty staff and other staff and visitors on campus and shall create awareness on sexual harassment.
2. The committee shall ensure that there is a confidential procedure are followed in receiving and handling of complaints.

Frequency: Every Month or whenever required.

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Human Resource Development Committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Jyoti Kumbar	Convenor
Dr. Anupam Sharma	Member
Dr. Avinash Chaudhary	Member
Dr. Poonam Bamola	Member
Dr. Karuna	Member
Dr. Lokesh	Member
Mr. Ashish Kocher	Member

#### Roles & Responsibilities:

1. The cell shall provide with medical education technology training or quality improvement program for teachers as well as orientation or training to medical, paramedical, technical, administrative and supportive staff of the Institution.
2. To identify the skills, techniques or knowledge that are required to train or orient each category of employees
3. The preparation of calendar of schedule and announcement and implementation of the same accordingly to ensure a wholistic approach and overall development of functionality of the Institution.

Frequency of meeting: every month or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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Faculty of Indian Medical System  
Faculty of Indian Medical System

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Academic committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Anupam Sharma	Member
Dr. Chitra	Member
Dr. Poonam Bamola	Member
Dr. Pooja Kaushik	Member
Class Coordinators	All BAMS batches

### **Roles & Responsibilities:**

- Planning of the Academic Year
- Preparation of Timetable, workload etc.
- Training / implementation / technical support for Futuristic Teaching Methods.
- To coordinate with the university authorities for up-gradation of teaching methodology.
- Interaction and coordination with Simulation Laboratory for imparting new teaching methods.
- To impart virtual teaching methodology along with the present teaching methodology
- Planning of seminar, workshop, brain-storming sessions, symposium and the like.
- Finalisation and hosting of Teaching schedules every month on institutional notice board, website as well as Learning Management System portal in coordination with respective committees.

Frequency of meeting: every month before the commencement of course curriculum or as and when required.

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### Community Outreach & Health Camp Activity

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Avnish Pathak	Advisor
Dr. Parveen	Convenor
Dr. Bharat Vats	Member
Dr. Sarika Shinde	Member
Dr. Naresh Garg	Member
Dr. Supriya Gupta	Member
Dr. Rajni	Member
Dr. Akshata Rao	Member
Dr. Kanchan	Member
Dr. Subhash	Member
Mr. Satyapal	Office staff member

The committee shall plan, conduct, and maintain record of the following:

1. Community outreach programme or health awareness programme and the like;
2. Medical camps or village adoption and the like;
3. Field visits or survey and the like.

#### **Roles and Responsibilities:**

1. To identify the localities with scope of possible conduction of camps/awareness talks/ field visits or surveys and the like.
2. To coordinate and obtain permissions from Dean office and other university officials regarding the same.
3. To make available all necessary and possible requirements for conduction of the same.
4. To obtain letter of Permission/Acknowledgement from local authorities regarding the same.
5. Maintain and periodically submit recorded details of participants, writeups, photographs, permission letters and the like.
6. Maintain and periodically submit the detailed records of meetings and agendas of the committee to the concerned authority.
7. To maintain and periodically submit detailed audited records of budgets and expenditures regarding the events.
8. To maintain and periodically submit the data of beneficiaries of the activity.
9. Ensure Publicity and Promotion of the events prior, throughout and post events via local network, media and other platforms.

Frequency of meeting: Every month or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
Dean  
Faculty of Indian Medical System  
SGTU, Gurukul Kangri  
University

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 18.02.2025

### IQAC Committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Jyoti Kumbar	Member
Dr. Rekha Phull	Member
Dr. Chitra Nair	Member
Dr. Vineeth George	Member
Dr. Avinash Chaudhary	Member
Dr. Poonam Bamola	Member
Dr. Anjali	Member
Dr. Manjula	Member
Dr. Gaurav Phull	External member
Dr. Subhash	DMS
Mr. Shashank	Administrative staff College
Mr. Satyapal	Administrative staff Hospital
Mr. Rakesh	Matron

### **IQAC – VISION**

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

### **OBJECTIVE**

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Functions expected of the IQAC are:**

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;



## FACULTY OF INDIAN MEDICAL SYSTEM

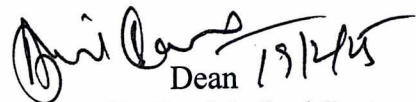
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- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to Dean office.

  
Dean 18/2/25

Faculty of Indian Medical System

Faculty of Indian Medical System  
SGT University, Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 24.02.2025

### LMS and ERP Committee


Name of the Faculty	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Himani Gupta	Convenor
Dr. Anjali	Member
Dr. Manjula	Member
Dr. Kusum	Member
Dr. Sunidhi	Member
Dr. Akhilesh	Member

#### **Roles and Responsibilities:**

1. To ascertain the updating of the content of course curriculum on the LMS.
2. To validate and follow-up on the maintenance of the records on the ERP software.
3. To update the software as and when required according to the current needs of the course curriculum.
4. Conducting of training sessions for the faculties to run the LMS and ERP and aiding the smooth operation & functioning of the same.

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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## FACULTY OF INDIAN MEDICAL SYSTEM

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Date: - 24.02.2025

### College Council

Sr. No.	Faculty Name	Designation
1.	Dr. Anil Sharma, Dean, FIMS.	Chairperson
2.	Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
3.	Dr. Geeta Garg	Convenor
4.	Dr. Sangeeta Gupta	Member
5.	Dr. Satish Garg	Member
6.	Dr. Avnish Pathak	Member
7.	Dr. Anupama Patra	Member
8.	Dr. Jyoti Kumbar	Member
9.	Dr. Annapurna R	Member
10.	Dr. Naresh Garg	Member
11.	Dr. Anupam Sharma	Member
12.	Dr. Rekha Phull	Member
13.	Dr. Ashish Mishra	Member
14.	Dr. Bharat Vats	Member
15.	Dr. Vineeth George	Member
16.	Dr. Chithra Nair	Member
17.	Dr. Avinash Chaudhary	Member
18.	Dr. Monica Dhiman	Member

#### **Roles & Responsibilities:**

1. Serves as the chief academic policy advisory body in matters relating to academic budgeting, curriculum revision and development, academic program planning, faculty personnel matter, academic standards, the graduate program, and faculty research.
2. The committee serves as the forum for the final review and discussion of policies, procedures and practices that involve collaboration and coordination among and between the departments and divisions.
3. The college council shall meet at least **four times in a year** to draw up the implementation strategy of curriculum and training program, enforcement of discipline and other academic matters and shall keep the records of the same.
4. The college council shall also organise regular inter-departmental meetings like grand rounds, statistical review meetings, clinical meetings and research review in the Institution regularly.
5. The college council shall plan, review and upgrade academic, healthcare, research and co-curricular or extracurricular activities of the institution, strategic planning and implementations, students' performance and improvisation.





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6. The college council shall develop vision document of the Institution and periodically monitor its implementations.
7. The college council shall review academic audit report of the Institution as per the guidelines of the Commission and the Institute shall submit the academic audit report in the prescribed format in such manner to the Commission within the timeframe, specified by the Commission from time to time.

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

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## FACULTY OF INDIAN MEDICAL SYSTEM

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### Admission/ Student support/Career Guidance & Placement/ Alumni Committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Naresh Garg (Career Guidance & Placement)	Convenor
Dr. Monica Agarwal	Member
Dr. Bharat Vats	Member
Dr. Chitra Nair (Career Guidance & Placement)	Member
Dr. Poonam Bamola (Alumni)	Member
Dr. Parveen (Admission)	Member
Dr. Kusum (Alumni)	Member
Mr. Panna Lal Saini	PTA representatives
Mr. Dinesh Singh	PTA representatives
SGT Central Co-ordinator	Counsellor
Mr. Ashish Kochar	Marketing Head


#### **Roles & Responsibilities:**

The function of the cell shall be the following, namely:-

- the cell is intended to support and encourage students in academic, social, emotional, personal, career developments and placements.
- the cell may identify various opportunities for higher education and placements and advice the students accordingly.

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
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Guru Jind Singh University, Gurugram

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## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 24.02.2025

### Research Innovation & Entrepreneurship Committee

Faculty Name	Designation
<b>Dr. Anil Sharma, Dean, FIMS.</b>	<b>Chairperson</b>
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	<b>Co-Chairperson</b>
Dr. Rekha Phull (Research co-ordinator)	Convenor
Dr. Anupama Patra	Member
Dr. Naresh Garg	Member
Dr. Deepika	Synergy co-ordinator
Dr. Parveen (Entrepreneurship co-ordinator)	Member
Dr. Swati Sharma	Member
Dr. Pardeep	Member
Ms. Vanshika	Member
Mr. Manjeet	Member

#### **Roles & Responsibilities:**

1. The Institutional Innovation Committee shall identify or invite the innovative ideas from the students, teachers and other staff of the Institute and facilitate to incubate or nurture the ideas and to translate to useful products or outcome. Innovations may be in teaching, diagnostics, therapeutic equipment, surgical equipment, dosage forms, drug delivery systems, software, applications, assessment scales and the like.
2. A faculty member of the college familiar with research, publication and Intellectual Property Rights or who has undergone training conducted by the Commission or as specified by the Commission from time to time or after appointment of coordinator he or she shall undergo the training within six months.
3. Every Institute shall develop institutional policy to support activities related to innovation, incubation, research, publication, Intellectual Property Rights, disbursement of research grants, research incentives, publication incentives and the like.
4. The policy shall be oriented to all stake holders and developed implementation and monitoring mechanism.

Frequency of meeting: every month or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
Anil Sharma  
Dean  
Faculty of Indian Medical System  
SGT University, Gurugram

Faculty of Indian Medical System

Copy to:

1. Office of the Pro-Vice Chancellor for information
2. All FIMS HOD's
3. All members of the committee



## FACULTY OF INDIAN MEDICAL SYSTEM

Ref. No: - SGTU/FIMS/C/2025-

Date: - 24.02.2025

### Examination Committee

Faculty Name	Designation
Dr. Anil Sharma, Dean, FIMS.	Chairperson
Dr. Vidyavati Hiremath, Associate Dean, FIMS.	Co-Chairperson
Dr. Geeta Garg	Convenor
Dr. Himani Gupta	Member (ERP)
Dr. Sarita Yadav	Member
Dr. Vikash Sharma	Member
Dr. Manjula	Member
Dr. Akhilesh	Member

#### Roles & Responsibilities:

- Plan & conduct of Internal exams and university Theory & Practical exam
- Preparation of Panel of Examiners
- Regular updating of question banks from individual departments
- To check for eligibility of students
- ERP Filling of exam forms and submission on time
- Any grievance of the students regarding examination to be addressed

Frequency of meeting: Quarterly or as and when required

**Note:** the convenors are directed to conduct stipulated meetings, maintain documentations, functioning of committee and reporting to FIMS IQAC and Dean office.

  
Dean  
24/2/25  
Faculty of Indian Medical System  
SGT University, Gurugram

Copy to:

1. Office of the Pro-Vice Chancellor for information
2. All FIMS HOD's
3. All members of the committee