



SAIDEEP HOSPITAL

Doc No.

SHRPL/CTR/MM/01

Committee's ToR

Rev No.

02


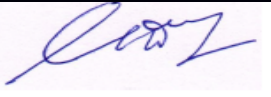
Rev Date

01/01/2024




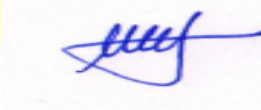

Material Management Committee Terms of Reference

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Recommended By	Signature	Approved By	Signature
Dr.Hrishikeshkalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



Annual Documents adequacy & Change Requirements Review


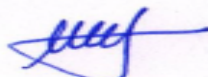

Sr.No	TOR/Doc No	Documents Name	Issue . No	Rev.No	Review Date	Change	Rev No	Revision Date	Reason for Change	Amendment
1	SHRPL/CTR/MM & condemnation /1	Committee TOR	1	1	01-Jan-23	New member Added	2	02-Jan-24	New Staff	Member List Updated
Original Date			Effective Date			Next date of revision			Issue NO	
01-03-2019			02-01-2024			01-01-2025			1	
Reviewed & Prepared By			Recommended By				Approved By			
Mrs.Shraddha suryavanshi			Dr.H.Kalgaonkar				Dr.S.S.Deepak			
Quality Co-ordinator			Chief Medical Administartor				Chairman & Managing Director			
										

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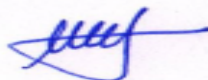

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1	SHRPL/CTR/MM/1	Committee TOR	1	1	01-Jan-22	New member Added	2	02-Jan-23	New Staff	Member List Updated
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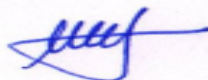

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Material Management / Condemnation Committee

1. Objective:

The material management committee is formulated to ensure the policies and procedures related purchase and to guide planning, selection and installation of new equipment in hospital. The committee is composed of multi-disciplinary team of Clinical, Administration, and Pharmacy & General Store in-charge. The committee is responsible for purchase, condemnation of the medical as well as non-medical equipment.

2. Scope:

Applicable to all departments of the hospital.

3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

1	Chairman	Chairperson	Dr. S S Deepak
2	Director	Member	Dr. Kailas Jhalani
3	Chief Administrator	Member	Dr. H. Kalgaokar
4	General Manager	Member	Mr.Vilas Kalbhor
5	Chief Financial Controller	Member	Mr. Kishor Pipada
6	Purchase Head (Central Store)	Convener	Mr.Vinay Pimparkar
7	Pharmacy In-charge (Purchase)	Member	Mr. Sanjay Deshpande
8	Pharmacy In-charge (Operations)	Member	Mr. Deepak Kale
9	Quality Co-ordinator	Member	Ms. Shraddha Suryavanshi
10	FMS HOD	Member	Mr.Prakash Gadekar
11	BME HOD	Member	Ms.Sharda Nimbalkar
12	IT HOD	Member	Mr.Shivaji Pulate

4. Quorum:

The minimum quorum for passing any resolution in the committee should be more than 50% of the members present with chairperson mandatory.

5. Frequency of meeting:

Members of the committee meets **once in a month.**

Recommended By	Signature	Approved By	Signature
Dr.Hrishikeshkalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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6. Roles & Responsibilities: The Material Management Committee shall be responsible for:

- Value analysis. This is defined as the process by which all new technology, products and services current and proposed, are reviewed to ensure that the Hospital is receiving the optimum benefit and outcome from all moneys spent in hospital operations.
- Approve or reject new technology, products, medical devices, equipment, and services for use in the Hospital.
- Reviewing and approving both product selection and sources of purchased services to ensure the standards established by the Hospital are met and does not compromise the quality of patient care.
- This committee is accountable for reporting any savings or costs related to the decisions made.

7. Common minimum agenda:

- Review previous meeting agenda
- Discussion on New material purchase request
- Discussion on New vendors/Items introduced.
- Any other related issues

8. Terms of office for appointment:

The committee will be appointed for the period of one year. The management of the hospital will have the right to reappoint all or any of the said members and appoint new members to fill any vacancy. Minutes of the meeting would be recorded by the convener and circulated to all representatives including Director & Quality Dept.

9. Records to be maintained and period of retention

- Minutes of the meeting and the related document
- Analysis of RCA, CAPA
- **The record shall be maintained for minimum three years**

Recommended By	Signature	Approved By	Signature
Dr.Hrishikeshkalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	