



SAIDEEP HOSPITAL

Doc No.

SHRPL/CTR/Tech/01

Committee's TOR

Rev No.
Rev Date

01
01/01/2024



Technical Committee Terms of Reference

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



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HEALTHCARE & RESEARCH PVT. LTD.

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/Tech/1	Committee TOR	1	1	01-Jan-23	NA	1	02-Jan-24	NA	NO
Original Date			Effective Date			Next date of revision			Issue NO	
01-01-2020			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			
										


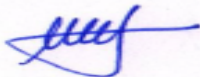

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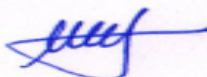

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01-01-2020			02-01-2022			01-01-2023			1	
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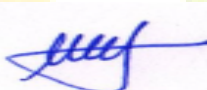

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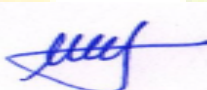

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1	SHRPL/CTR/Tech/1	Committee TOR	1	1	01-Jan-19	NA	1	02-Jan-20	NA	NO
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01-01-2020			02-01-2020			01-01-2021			1	
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Technical Committee

1.Objective:

The Technical Committee will make decisions, recommend action, and oversee activities that enable the realization of the following objectives: Sustainability of MEDNET software
Positioning of MEDNET software as useful for scholar-led, independent publishing

2. Scope:

Applicable to all departments of the hospital.

1	Chief Managing Director	Chairman	Dr. S. S. Deepak
2	Chief Administrator	Member	Dr. H. Kalgaonkar
3	Quality Co-ordinator	Member	Ms. Shraddha Suryavanshi
4	Medical Superintendent	Member	Dr. Sunil Darandale Dr. Vikas Labade
5	General Manager	Member	Mr. Vilas Kalbhor
6	MRD In-charge	Member	Dr. Monali Gore
7	Nursing Superintendent	Member	Mr. Santosh Sangale Ms. Supriya KAmble
8	IT HOD	Convener	Mr. Shivaji Pulate

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.

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 **SIX monthly** and as and when required.

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Dr. Hrishikesh kalgaonkar		Dr. S. S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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6. Roles & Responsibilities:

Technical committee should be responsible for:

- Provide technical input and advice on MEDNET software development methodologies and priorities
- Undertake specific technical assignments on behalf of MEDNET
- Monitor and support the development and release progress of MEDNET software
- Recommend technical priorities to MEDNET and to the Advisory Committee
- Track the latest discussions and current state of scientific publishing in order to align MEDNET products with emerging ideas

7. Common minimum agenda:

Public [meeting agendas and minutes](#)

Mailing list

Team chat tool (e.g., Matter most)

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

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