



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

HOSPITAL MANAGEMENT COMMITTEE

Chairperson: Managing Trustees

Co – Chairperson: Dr. Jayanthi R , Dean

Co- Ordinator: Dr. G Pughal Vendan

Terms for Reference: This committee will meet three months once under the Chairperson and Coordinator. The Co-Ordinator will be responsible for organizing the committee meeting and minutes recorded.

Quorum: 50% of the members should be present for the Committee meeting

Schedule: Once in 3 months or as when needed.

Roles & Responsibilities:

- **Setting and implementing policies:** The HMC is responsible for setting policies that guide the operations of the healthcare institution, including policies related to patient care, safety, and staff management.
- **Financial management:** The HMC is responsible for managing the financial resources of the institution, including budgeting, resource allocation, and financial reporting.
- **Oversight of operations:** The HMC oversees the day-to-day operations of the institution, including staffing, facilities management, and the delivery of healthcare services.
- **Quality improvement:** The HMC is responsible for ensuring that the healthcare institution provides high-quality care to patients by monitoring the quality of care, identifying areas for improvement, and implementing quality improvement initiatives.
- **Community engagement:** The HMC works to engage the community served by the healthcare institution, including patients, their families, and community leaders, to ensure that the institution is meeting the needs of the community.



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- Patient safety initiatives: HMCs are responsible for implementing initiatives to improve patient safety, such as developing and enforcing policies and procedures related to infection control, medication safety, and fall prevention.
- Staff training and education: HMCs are responsible for ensuring that hospital staff receive the training and education they need to provide high-quality care to patients. This may involve developing training programs, providing staff with access to educational resources, or facilitating opportunities for staff to attend conferences and workshops.
- Patient feedback and engagement: HMCs can work to gather feedback from patients and engage with them to identify ways to improve the patient experience. This may involve implementing new services or programs, improving communication with patients and their families, or enhancing the physical environment of the hospitality management assignment help.

AMENDMENT : The committee was reconstituted from October 2024 with the following members.

S.No	Name	Designation	Position Held
1.	Mr. R Rakesh	Managing Trustee	Chairperson
2.	Dr. Shobana Rakesh	Managing Trustee	Chairperson
3.	Dr. Jayanthi R	Dean	Co - Chairperson
4.	Dr. Durairaj	Vice Principal Academics	Member
5.	Dr. Muthukumar	Vice Principal Administration	Member
6.	Dr. Sunitha	Medical Superintendent	Member
7.	Dr. Uganath Subash	Deputy Medical Superintendent	Member
8.	Dr. G Pughal Vendan	Assistant Professor	Coordinator
9.	Dr. D. Gnanam	RMO	Member
10.	Dr. Sowmya	Professor, Microbiology Co- coordinator IQAC	Member
11.	Mrs. Thangamariam	Nursing Superintendent	Member



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DOCUMENTATION AND RECORD KEEPING

MAINTENANCE RECORDS

Maintain accurate and up-to-date records of all activities.

REVIEW AND REVISION

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes

APPROVAL

This SOP is approved by the Dean and will be reviewed annually or as needed.

Smita M.
IQAC COORDINATOR



R. Prasad
DEAN
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Chennai-600 069