

**PUSHPAGIRI MEDICAL SOCIETY
THIRUVALLA**

**AGENDA NOTES AND MINUTES
FOR
THE GOVERNING BODY
2022 - 23**

DATE: 22.07.2022 (FRIDAY)

TIME: 10.30 A.M



PUSHPAGIRI MEDICAL SOCIETY

THIRUVALLA

PATHANAMTHITTA-689101

KERALA, INDIA

PUSHPAGIRI MEDICAL SOCIETY, THIRUVALLA

AGENDA NOTES

FOR THE GOVERNING BODY

2022-23

DATE: 22.07.2022 (FRIDAY)

TIME: 10.30 AM

INDEX

<i>Item Sl.No.</i>		Page
	Section 1 Procedural	5
<i>1.1</i>	PRAYER	6
	WELCOME NOTE BY PRESIDENT	
	BRIEF ADDRESS BY H.G THOMAS MAR KOORILOS, PATRON	
<i>1.2</i>	TO ELECT CHAIRMAN OF THE MEETING AND DECLARATION OF THE QUORUM	7
<i>1.3</i>	TO GRANT THE LEAVE OF ABSENCE, IF ANY	8
<i>1.4</i>	TO TAKE NOTE OF AND CONFIRM THE MINUTES OF THE PREVIOUS MEETING OF THE GOVERNING BOARD HELD ON 22.04.2022	9
	MINUTES OF THE GOVERNING BOARD HELD ON 22.04.22	1-59
	Section 2 For Approval and Consideration	10
<i>2.1</i>	RATIFICATION OF COMMITMENTS INCURRED EXCEEDING AN AMOUNT OF RS 500,000/-	11
<i>2.2</i>	RATIFICATION OF EXPENDITURE COMMITMENTS THAT HAVE EXCEEDED THE SANCTIONED BUDGETED LIMITS	12
<i>2.3</i>	APPROVAL OF CONSTRUCTION PROPOSALS ONGOING AND TO BE UNDERTAKEN	13
<i>2.4</i>	APPROVAL OF HIGH VALUE EQUIPMENTS PURCHASES UNDERTAKEN & TO BE UNDERTAKEN	14

2.5	APPROVAL OF MAINTENANCE WORKS PROPOSED	15
2.6	APPROVALS FOR INSTITUTIONAL PROJECTS/ PURCHASES	16
2.7	APPROVAL FOR BANKING MATTERS	17
2.8	APPROVAL FOR FUTURE PLAN AND PROPOSALS WITHIN 12 MONTHS	18
2.9	APPROVAL FOR EXISTING LAND MODIFICATIONS RELATED MATTERS	19
2.10	APPROVAL FOR EXISTING BUILDING MODIFICATIONS RELATED MATTERS	20
2.11	APPROVAL TO ENTER INTO TRANSACTIONS WITH THIRD PARTIES	21
2.12	NEW MOU/AGREEMENTS SIGNED FOR AND ON BEHALF OF PUSHPAGIRI MEDICAL SOCIETY	22

	Section 3	23
	For Review Consideration and Approval-Matters of Hospital Administrator	
	HOSPITAL MATTERS:	
3.1	CSSD RENOVATION	24
3.2	SURGICAL AND PHARMACY STORE SHIFTING	25
3.3	OUTSOURCING OF LAUNDRY SERVICE	26
3.4	APPROVAL TO TAR/REPAIR THE ROAD FROM GREEN CHILLIES TO SUPERSPECIALTY BLOCK(BACK SIDE ROAD)	27
	Section 4	28
	For Review Consideration and Approval -Matters of Finance Director	
	FINANCE MATTERS:	
4.1	Permission to accept the proposal towards collaborative Investment projects towards Investments in Laundry equipment purchase through Financial assistance/ Investments/ Joint venture with Pushpagiri Medical Society Staff Welfare Credit Co-operative Society Ltd PT 323.	29
4.2	PERMISSION TO OPEN BANK ACCOUNT	
	Section 5	30

	For Review Consideration and Approval -Matters of Director - PIMS	
	MEDICAL COLLEGE MATTERS:	
5.1	APPROVAL TO START CAREER ADVANCEMENT PROGRAMME AND QUALITY IMPROVEMENT AND FURTHER SPECIAL SKILL TRAINING FOR TEACHING STAFF	31
5.2	APPROVAL FOR STUDENT INVOLVEMENT TO FACILITATE BETTER CLINICAL TRAINING & PARTICIPATORY RESPONSIBILITY and STRENGTHENING OF ALUMNI	32
5.3	MEDICAL COLLEGE BUILDING MAINTENANCE AND HOSTEL MAINTENANCE	33
5.4	STUDENT AMENITIES	34
5.5	MEDICAL COLLEGE AMENITIES FOR PARENTS	35
5.6	APPROVAL TO MAINTAIN THE AREA AROUND HOSPITAL CANTEEN	36
	ALLIED COLLEGE MATTERS:	
5.A1	APPROVAL FOR RENOVATION/MODIFICATION OF EXISTING INFRASTRUCTURE - PCAHS	37
	Section 6	
	For Review Consideration and Approval -Matters of Director Institutions	38
	DENTAL COLLEGE MATTERS:	
6.1	APPROVAL TO BUY 75 CENTS LAND NEAR MEDICITY	39
6.2	APPROVAL TO CONSTRUCT STP PLANT AT MEDICITY	40
6.3	APPROVAL TO CONSTRUCT BOYS HOSTEL AT MEDICITY CAMPUS	41
6.4	APPROVAL TO START FIRE & SAFETY WORK AT MEDICITY	42
6.5	APPROVAL TO SET UP A PLAY GROUND AT MEDICITY CAMPUS	43
	PHARMACY COLLEGE MATTERS:	
6.A1		44
	NURSING COLLEGE MATTERS	
6.B1	EQUIP A ROOM FOR DIGITAL VALUATION AS PER KUHS REQUIREMENT	45

6.B2	TO INSTALL AN ILLUMINATED NAME BOARD ON TOP OF NURSING COLLEGE BUILDING	46
6.B3	NEED TO TAR THE ROAD TO NURSING COLLEGE	47
6.B4	NEED MORE ROOMS IN THE HOSTEL TO ACCOMMODATE STUDENTS IN THE COMING YEARS AS OUR INTAKE IS INCREASED FROM 50 to 75	48

	Section 7 Quarterly Reporting Items	49
7.1	QUARTERLY REPORT APRIL - JUNE 2022	50
a)	PRESENTATION OF THE MONTHLY ACTIVITIES OF HOSPITAL: FR. THOMAS PARIYARATHU, HOSPITAL ADMINISTRATOR	
b)	PRESENTATION OF THE MONTHLY FINANCIAL REPORTS-FR.JOHN PADIPURACKAL, FINANCE DIRECTOR	
c)	PRESENTATION OF THE ACTIVITIES OF MEDICAL COLLEGE & ALLIED COLLEGE REV. FR. GEORGE VALIAPARAMPIL, DIRECTOR	
d)	PRESENTATION OF THE ACTIVITIES OF DENTAL COLLEGE, PHARMACY COLLEGE & NURSING COLLEGE: FR. ABY VADAKUMTHALA, DIRECTOR (INSTITUTIONS)	

	Section 8 Any Other Matters	51
8.1	ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR	52

SECTION 1
PROCEDURAL

Agenda	PRAYER, WELCOME NOTE & BRIEF ADDRESS
Item No.1	
	The meeting shall begin with a Silent prayer
	President of Pushpagiri Medical Society may please welcome the members and special invitees to the meeting.
	H. G. Thomas Mar Koorilos, Patron may deliver the key note address and the meeting can be commenced

The meeting started with a prayer at 2.00 P.M.

After the prayer, in the absence of the President, Secretary, PMS took the responsibility to welcome the attendees who were present for the meeting.

Patron of Pushpagiri Medical Society, H.G. Most Rev. Dr. Thomas Mar Koorilos delivered a short speech. In his speech he expressed his concern over delay in reimbursement of our funds from various Government schemes. He also stressed for the need to

Patron thanked Jacob Punnoose Sir for his valuable guidance. Welcomed Rev. Fr. George Valiapampil, new Director of College of Medicine.

In the wake of starting PG courses in and around our institution, he advised to take maximum efforts to retain good doctors. He instructed to call an HR Meeting to empower the HR Department to perform still better.

Appreciated the renovation works done in our main chapel.
He expressed his happiness over the functions of CARDIOT and asked to expand its services.

Agenda	TO ELECT CHAIRMAN OF THE MEETING AND DECLARATION OF THE QUORUM
Item No.1.2	
Notes	The Governing Board may elect the Chairman of its meeting. As per the Memorandum of Association the quorum of the Governing Board shall be three inclusive of the Secretary and President (in absence of the President, the Vice President acting on behalf of the President). The Chairman shall ascertain that proper quorum is present at the meeting and call the meeting to order.
Point for decision	The Governing Board may take on record the appointment of Chairman to the chair and if proper quorum is present for the meeting to be in order.
	Patron, H.G. Most Rev. Dr. Thomas Mar Koorilos proposed Rev. Dr. Issac Parappallil, President, Pushpagiri Medical Society as the Chairman of the meeting. President informed that the quorum is complete and took up the agenda for discussion on the table and the following resolutions were made.

Agenda	TO GRANT LEAVE OF ABSENCE, IF ANY
Item No.1.3	
Notes	Request(s) for leave of absence from the members, if any, will be tabled at the meeting and Leave of absence received, if any, may be taken on record and leave may be granted to the Member(s)
Point for decision	The Governing Board may take on record the reason and absence of member(s) if any.
	Nil

Agenda	TO TAKE NOTE OF AND CONFIRM THE MINUTES OF THE PREVIOUS MEETING OF THE GOVERNING BOARD
Item No.1.4	
Notes	The Governing Board members of the Society is requested to read, confirm and approve the signed and executed Minutes of the previous Governing Board Meeting held on 22.04.2022 which have already been circulated. <i>(Refer Annexure 1)</i>
Point for decision	The Governing Board may take on record the Minutes of the previous meeting and approve the same. Thereafter all members will be required to sign the Minutes.
Matters Discussed	
Correction suggested	No changes or corrections.
Decision/Resolution	Governing Body approved the Minutes of the Governing Body Meeting held on 22.04.2022. Rev. Fr. Mathew Mazhavancheril proposed to pass the minutes and Rev. Fr. Thomas Pariyarath seconded it.

SECTION 2
FOR APPROVAL AND CONSIDERATION

Agenda	RATIFICATION OF COMMITMENTS INCURRED EXCEEDING AN AMOUNT OF RS 500,000/-
Item No.2.1	
Notes	Financial Commitments exceeding Rs 500,000 during the period April - June 2022
Point for decision	The Board may consider to give approval to the Secretary towards sanctions given for financial commitments exceeding Rs 500,000 during the period April – June 2022.- <i>ANNEXURE 1</i>
Matters Discussed	Secretary informed the Governing Body that the purchases that are exceeded the approved limit are NMC related.
Decision/Resolution	Governing Body ratified all the commitments mentioned in Annexure 1, which exceeded the sanctioned limit of Rs. 500,000/-.

Agenda	RATIFICATION OF EXPENDITURE COMMITMENTS THAT HAVE EXCEEDED THE SANCTIONED BUDGETED LIMITS				
Item No.2.2					
Notes	The months April - June 2022 where the purchases commitments that have exceeded the sanctioned budgeted limits is enclosed. <i>Refer Annexure 2</i>				
Point for decision	The Governing Board may ratify the sanction for the financial decisions executed by the Secretary taken for the commitments incurred exceeding the budgeted outlays.				
Matters Discussed	M/s. VRINDHA BOOK DISTRIBUTORS	MEDICAL COLLEGE	CENTRAL LIBRARY	CENTRAL LIBRARY TEXT BOOKS 2021-22	5,000,000.00
	M/s. DERMA INDIA	BIOMEDICAL	DERMATOLOGY	DERMATOLOGY NMC EQUIPMENT	3,500,000.00
	M/s. ALPHA & OMEGA COMPUTERS PVT. LTD.	IT-PROJECT	MEDICAL COLLEGE	NETWORK CABILING,CCTV AND WIFI PROJECT	3,489,744.00
	M/s. ALPHA & OMEGA COMPUTERS PVT. LTD.	IT-PROJECT	PHARMACOLOGY COMPUTER LAB	COMPUTERS	1,041,350.00
	M/s. BIONS	BIOMEDICAL	ENT OP	FLEXIBLE VIDEO LARYNGOSCOPE-NMC	728,000.00
	M/s. MEDICAL ENGINEERING WORKS	PROJECT	PMR DEPT	STRETCHER TROLLEY&WHEEL CHAIR	579,050.00
	M/s. ALPHA & OMEGA COMPUTERS PVT. LTD.	IT-PROJECT	CENTRAL LIBRARY COMPUTER LAB	COMPUTER	541,620.00
	Clarified the need of every purchases to the satisfaction of the Governing Body.				

Decision/Resolution	Governing Body noted the purchases mentioned in Annexure 2 and approved the expenditure commitments that exceeded the sanctioned budgeted limits.
----------------------------	--

Agenda	APPROVAL OF CONSTRUCTION PROPOSALS ONGOING AND TO BE UNDERTAKEN
Item No.2.3	
Notes	<p>1. CDC Extension Work with Virtual Realty Area. – Rs 10,53,790.00-<i>Annexure 3</i></p> <ul style="list-style-type: none"> -Equipment purchased for Rs 694,400.00 -Civil Cost – Rs 256,850.00 -Electrical - Rs 102,540.00
Point for decision	The Governing Body may evaluate the proposals and approval may be granted to the Secretary for undertaking the proposed constructions.
Matters Discussed	Governing body evaluated the proposal and discussed in detail about the project.
Decision/Resolution	Governing Body after thorough evaluation of the proposal, Authorized the Secretary, Pushpagiri Medical Society to go ahead with the construction proposal of CDC.

Agenda	APPROVAL OF HIGH VALUE EQUIPMENTS PURCHASES UNDERTAKEN & TO BE UNDERTAKEN
Item No.2.4	
Notes	<p>1) DERMATOLOGY EQUIPMENT- Rs 35,00,000 The Spectrum main unit with a) Intense Pulse Light for Skin Rejuvenation, Acne Removal, Vascular Reduction & Hair Removal b) 810nm Diode for Hair Removal c) Q-Switched Yag for Tattoo Removal</p> <p>Liquid Nitrogen Storage</p> <p>RFC Platinum(Radio Surgery Unit)</p>
Point for decision	The proposal presented in last Governing Body for Rs. 106,00,000 which is finalized for Rs 35,00,000 to meet the requirement of the Department and Inspection norms.
Matters Discussed	<p>Dr. Thankappan proposed to buy the higher end machine.</p> <p>Suggestions by the Governing Body;</p> <ul style="list-style-type: none"> • Governing body suggested an evaluation study about the machine and the statistics of the cases to be done in that machine. • It is good to change the image of the Dermatology Clinic. • If there is any treatment supporter like KASP, we can buy. • It will help to attract PG Students in Dermatology.

	<ul style="list-style-type: none"> • We have laser machine. Automated Transplant Machine is not necessary for UG programme. It is necessary for Cosmetology Fellowship programmes only. • Automated transplant machines are costly.
Decision/Resolution	Governing Body suggested an evaluation study on the necessity and viability of the machine.

Agenda	APPROVAL OF MAINTENANCE WORKS PROPOSED
Item No.2.5	
Notes	NO AGENDA MATTERS FOR DISCUSSION
Point for decision	
Matters Discussed	

Decision/Resolution	
----------------------------	--

Agenda	APPROVALS FOR INSTITUTIONAL PROJECTS/ PURCHASES
Item No.2.6	
Notes	NO AGENDA MATTERS FOR DISCUSSION
Point for decision	

Matters Discussed	
Decision/Resolution	

Agenda	APPROVAL FOR BANKING MATTERS
Item No.2.7	
Notes	1) HDFC BANK HAS SANCTIONED A FRESH TERM LOAN FOR Rs 25 crores and Rs 3 crores ODAP facility in May 2022 and Rs 25 crores was disbursed on 24 th June 2022.- <i>Annexure 4</i> ODFD Rs 10,00,000 - 6.60% GECL Rs 25,00,00,000 - 7.40%

	ODAP Rs 3,00,00,000 – 8.00%
Point for decision	
Matters Discussed	Provided with a facility of Holiday period. Can fulfil the commitments during that time. We are paying the interest only. Instalment starts in December 2023. A Certificate of utilization of the term loan to be prepared and submitted.
Decision/Resolution	Governing body accorded its sanction to avail the term loan of Rs. 25.00 crores and Rs. 3.00 crores ODAP facility sanctioned by HDFC and authorized Secretary, Pushpagiri Medical Society to do the needful.

Agenda	APPROVAL FOR FUTURE PLAN AND PROPOSALS WITHIN 12 MONTHS
---------------	--

Item No.2.8	
Notes	NO AGENDA MATTERS FOR DISCUSSION
Point for decision	
Matters Discussed	
Decision/Resolution	

Agenda	APPROVAL FOR EXISTING LAND MODIFICATIONS RELATED MATTERS
Item No.2.9	
Notes	1) Parking Space for OP Visits
Point for decision	<ul style="list-style-type: none"> • Parking lot is to be neatly arranged for parking facilities for patients visiting to the Hospital.

	<ul style="list-style-type: none"> • During rainy season the parking lot is a mess and needs to be considered on priority with interlocking tile facilities. • It will help in Image building also.
Matters Discussed	Governing body agreed to the proposal of a neat and tidy parking slot, as it is very important for building up the image of our hospital.
Decision/Resolution	Governing Body unanimously approved the proposal to set up a neat and tidy parking slot for patients.

Agenda	APPROVAL FOR EXISTING BUILDING MODIFICATIONS RELATED MATTERS
Item No.2.10	
Notes	NO AGENDA MATTERS FOR DISCUSSION

Point for decision	
Matters Discussed	
Decision/Resolution	

Agenda	APPROVAL TO ENTER INTO TRANSACTIONS WITH THIRD PARTIES
Item No.2.11	

Notes	<ol style="list-style-type: none"> 1) Hospital Laundry Outsourcing discussions on going with a new party. 2) To enter into a revised agreement with VASUS RCM LLP for MEDISEP Scheme currently agreement executed for KASP only
Point for decision	
Matters Discussed	<p>Governing Body suggested to negotiate with the party to reduce the rate from 8% to 6%. To operate the MEDISEP in a way like KASP. To reduce the number of ordinary private rooms by converting it to deluxe rooms and to charge for additional facilities.</p>
Decision/Resolution	<ol style="list-style-type: none"> 1. Hospital Laundry - Governing Body approved its sanction to outsource Laundry Service and to enter into an agreement with the third party. 2. Governing body approved to enter into a revised agreement with for MEDISEP – Suggested to negotiate with the party to reduce the rate from 8% to 6%.

Agenda	NEW MOU/AGREEMENTS SIGNED FOR AND ON BEHALF OF PUSHPAGIRI MEDICAL SOCIETY
Item No.2.12	
Notes	<ol style="list-style-type: none"> 1. Agreement signed with Future Tense Hospitality Services for running the Dietary attached to the Hospital executed on 01/05/2022.-<i>Annexure 6</i> 2. Sale Deed of Kuttikanam executed for Rs 49,50,000.00 LAND Extent-15 CENTS BUILDING Extent-THREE STORIED BUILDING WITH 3371 SQ.FEET PLINTH AREA AS PER SALE DEED VALUE OF PROPERTY IS BIFURCATED AS BELOW VALUE OF LAND – Rs 14,45,000 VALUE OF BUILDING – Rs 35,05,000 GRAND TOTAL – Rs 49,50,000 3. MOU for Development of Medicity land in progress
Point for decision	
Matters Discussed	<p>Suggestions for improving Dietary Service: To give a letter in writing to improve the quality of food. To ensure timely supply of food to patients and bystanders. To implement a system for monitoring the food supply. To carry out surprise checking system instead of waiting for the patients to complain.</p>
Decision/Resolution	<p>Governing Body noted all the MOUs/Agreements signed.</p>

DENTAL COLLEGE MATTERS

Agenda	APPROVAL TO BUY 75 CENTS LAND NEAR MEDICITY PROPERTY
Item No.6.1	
Notes	Director – Medicity brought to the notice of the availability of approx. 75 cents land with a two floor building near Medicity property for sale and the proposal put forward for Governing Body’s approval.
Point for decision	
Matters Discussed	
Decision/Resolution	GOVERNING BODY approved its sanction to buy 75 cents land near Medicity property and authorized Secretary, Pushpagiri Medical Society to do the needful.

Agenda	APPROVAL TO CONSTRUCT STP PLANT AT MEDICITY CAMPUS
Item No.6.2	
Notes	To get Pollution Control Board certification.
Point for decision	
Matters Discussed	Director – Medicity informed that Incinerator is already installed, as it is also mandatory to construct STP Plant to get Pollution Control Board Certification.
Decision/Resolution	

Agenda	APPROVAL TO CONSTRUCT BOYS HOSTEL AT MEDICITY CAMPUS
Item No.6.3	
Notes	
Point for decision	
Matters Discussed	It is proposed to construct a 7 floor building for Boys Hostel. Governing Body suggested to use the Ground Floor of the building for commercial use. Governing body advised to prepare a revised master plan.
Decision/Resolution	Governing body approved its sanction to entrust an agency to make a master plan.

Agenda	APPROVAL TO START FIRE & SAFETY WORK AT MEDICITY
Item No.6.4	
Notes	
Point for decision	
Matters Discussed	
Decision/Resolution	Governing Body approved its sanction to start the Fire Certification work at Medicity.

Agenda	APPROVAL TO SET UP A PLAY GROUND AT MEDICITY CAMPUS
Item No.6.5	
Notes	
Point for decision	
Matters Discussed	
Decision/Resolution	To hold for the time being.

FR. JOSE KALLUMALICKAL
SECRETARY, PUSHPAGIRI MEDICAL SOCIETY, TIRUVALLA.

