



OFFICE ORDER

28/12/2023

Sub: - Reconstitution of Administration Committee– Order issue

Chairman - Fr. Julious Arakkal CMI, Director

Secretary - Fr. Jaison Mundanmany CMI, Joint Director

Members

1. Fr. Antony Perinchery CMI
2. Fr. Shibu Puthenpurackal CMI
3. Fr. Deljo Puthoor CMI
4. Fr. Antony Mannummel CMI

Committee Quorum Members-6

MR/ Chairman /Vice Chairperson/ Secretary (2)
Members (4)

Duties of secretary:

- Coordinate meetings, documentation of minutes and communication of decisions to respective members.
- Coordinate with the Quality Department regarding the functioning of the committee.
- Inform reconstitution of committee members/ or change in day of conducting committee to Director, Joint/Associate Director, concern Committee members and Quality Department through office order or mail.

Fr. Julious Arakkal CMI
Director

Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL

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