AJAY SANGAAL INSTITUTE OF MEDICAL SCIENCES & RESEARCH AND AYUSHMAAN HOSPITAL

Managed By : Gyan Chetna Educational Society

Ref. No- ASIMSR&AH/Dean/2026/0128 Date-15-04-2026

Pharmacovigilance Committee

In order to promote patient safety and ensure systematic monitoring, reporting, and prevention of Adverse Drug Reactions (ADRs), the **Pharmacovigilance Committee** is hereby reconstituted in reference to order ASIMSR&AH/Dean/2025/260A Dated- 17-11-2025 as follows:

S.No.	Designation	Name	Department
1.	President	Dr. (Prof.) Anil K. Sahni	Dean-Principal & Professor Surgery
2.	Chairperson	Dr. (Prof.) Abhay Sood	Medical Superintendent, Professor & Head (ENT)
3.	ADR monitoring Centre Coordinator	Dr. (Prof.) Saurabh Kansal	Professor & Head (Pharmacology)
4.	Member Secretary & Deputy AMC Coordinator	Dr. Kashish Sindhwani	Assistant Professor (Pharmacology)
5.	Pharmacovigilance Associate	Mr. Aaditya Kumar	Clerk, Department of Pharmacology
6.	Member	Dr. Vyom Agarwal	Assistant Professor (Gen. Medicine)
7.	Member	Dr. Suuny Dua	Assistant Professor (Psychiatry)
8.	Member	Dr. (Prof.) Indu Balani	Professor & Head (Dermatology)
9.	Member	Dr. Susheel Maheshwari	Assistant Professor (Paediatrics)
10.	Member	Dr. (Prof.) Shashank Mishra	Professor & Head (General Surgery)
11.	Member	Dr. (Prof.) Sudhir Mahadeo Prasad Shandilya	Professor & Head (Orthopedics)
12.	Member	Dr. Neha	Assistant Professor (Ophthalmology)
13.	Member	Dr. Parul Sharma	Assistant Professor (Anaesthesia)
14.	Member	Dr. (Prof.) Amin Raja	Professor & Head (Radio Diagnosis)
15.	Member	Dr. Nidhi Shukla	Associate Professor (Obs. and Gynae.)
16.	Member	Dr. Pansi Gupta	Blood Bank In-Charge
17.	Member	Mrs. Jasbir Kaur	Nursing Superintendent
18.	Member	Mr. Omkar Saini	Clinical Pharmacist

All concerned are advised to report Adverse Drug Reaction as per the guidelines of CDSCO to ADR Office. All departments are directed to cooperate and actively participate in pharmacovigilance activities. This order comes into force with immediate effect.

Dr. (Prof.) Anil K. Sahni
(Dean-Principal)

DEAN
Ajay Sangaal Institute of Medical Sciences & Research and Ayushmaan Hospital, Vill - Rajjak Nagar (Shamli) 247773 (U.P.)

Copy To: - Management Committee
- Medical Superintendent
- Concerned Members
- All Departments –Professors, HODs/In-Charges
- Record File

Meerut Karnal Road, Village: Rajjak Nagar
Town: Jhinjhana, Tehsil: Kairana, Distt.: Shamli (U.P.) 247773 asimsshamli@gmail.com

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AJAY SANGAAL INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND
AYUSHMAAN HOSPITAL

DEPARTMENT OF PHARMACOLOGY

Ref.No. ASIMSR&AH/Pharma/HOD/2026/031 **Date:** 20-04-2026

ACTION TAKEN REPORT

Pharmacovigilance Committee Meeting

In accordance with the decisions taken during the Pharmacovigilance Committee Meeting regarding the establishment and functioning of the ADR Monitoring Centre, the following actions have been initiated and implemented to strengthen ADR reporting and patient safety activities in the institution.

S. No.	Decision / Discussion Point	Action Taken	Status
1	Awareness regarding ADR reporting and patient safety to be promoted in all departments	Awareness sessions regarding PvPI, ADR reporting procedures, and patient safety were conducted for clinical departments and healthcare professionals.	Completed
2	ADR forms to be made available in all departments	ADR reporting forms were printed and circulated to all clinical departments, nursing stations, ICUs, and pharmacy units.	Completed
3	Training regarding ADR reporting process and confidentiality	Doctors, nursing staff, interns, and pharmacists were trained regarding identification, documentation, confidentiality, and timely reporting of suspected ADRs as per PvPI guidelines.	Ongoing
4	Implementation of SOPs for ADR management	SOPs for ADR reporting and management were prepared, approved, and circulated among departments.	Completed
5	Departmental coordination for ADR monitoring	Committee members coordinated with departmental representatives to encourage active participation in ADR monitoring and reporting activities.	Ongoing

OUTCOME

- Improved awareness among healthcare professionals regarding Pharmacovigilance activities.
- Increased availability and accessibility of ADR reporting forms.
- Strengthened coordination between departments for ADR monitoring.
- Improved compliance with PvPI guidelines for ADR reporting and documentation.

Kashish

Prepared By
Dr. Kashish Sindhwani
Deputy Coordinator, AMC
Department of Pharmacology

17/4/26

DEAN
Ajay Sangaal Institute of Medical Sciences
& Research and Ayushmaan Hospital
Vill- Rajjak Nagar (Shamli) 247773 (U.P.)

17-04-2026

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Reviewed & Approved By:
Dr. (Prof.) Saurabh Kansal
Coordinator , AMC
(Prof & Head)
Department of Pharmacology

HOD- Pharmacology
Ajay Sangaal Institute of Medical Sciences
& Research and Ayushmaan Hospital
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Version-1.2

SUSPECTED ADVERSE DRUG REACTION REPORTING FORM

For VOLUNTARY reporting of Adverse Drug Reactions by Healthcare Professionals

INDIAN PHARMACOPOEIA COMMISSION

(National Coordination Centre-Pharmacovigilance Programme of India)
Ministry of Health & Family Welfare, Government of India
Sector-23, Raj Nagar, Ghaziabad-201002

FOR AMC/NCC USE ONLY

AMC Report No. :

Worldwide Unique No. :

Report Type ☐ Initial ☐ Follow up

A. PATIENT INFORMATION

1. Patient Initials _____

2. Age at time of Event or Date of Birth _____

3. M ☐ F ☐ Other ☐

4. Weight_____Kgs

B. SUSPECTED ADVERSE REACTION

5. Date of reaction started (dd/mm/yyyy)

6. Date of recovery (dd/mm/yyyy)

7. Describe reaction or problem

12. Relevant tests/ laboratory data with dates

13. Relevant medical/ medication history (e.g. allergies, race, pregnancy, smoking, alcohol use, hepatic/renal dysfunction etc.)

14. Seriousness of the reaction: No ☐ if Yes ☐ (please tick anyone)

☐ Death (dd/mm/yyyy) ☐ Congenital-anomaly
☐ Life threatening ☐ Required intervention to Prevent permanent impairment/damage
☐ Hospitalization/Prolonged
☐ Disability ☐ Other (specify)

15. Outcomes

☐ Recovered ☐ Recovering ☐ Not recovered
☐ Fatal ☐ Recovered with sequelae ☐ Unknown

C. SUSPECTED MEDICATION(S)

S.No	8. Name (Brand/Generic)	Manufacturer (if known)	Batch No. / Lot No.	Exp. Date (if known)	Dose used	Route used	Frequency (OD, BD etc.)	Therapy dates		Indication	Causality Assessment
								Date started	Date stopped		
i											
ii											
iii											
iv											

S.No as per C	9. Action Taken (please tick)						10. Reaction reappeared after reintroduction (please tick)			
	Drug withdrawn	Dose increased	Dose reduced	Dose not changed	Not applicable	Unknown	Yes	No	Effect unknown	Dose (if reintroduced)
i										
ii										
iii										
iv										

11. Concomitant medical product including self-medication and herbal remedies with therapy dates (Exclude those used to treat reaction)

S.No	Name (Brand/Generic)	Dose used	Route used	Frequency (OD, BD, etc.)	Therapy dates		Indication
					Date started	Date stopped	
i							
ii							
iii							

Additional Information:

D. REPORTER DETAILS

16. Name and Professional Address:_____

Pin:_____E-mail_____
Tel. No. (with STD code)_____
Occupation:_____ Signature:_____

17. Date of this report (dd/mm/yyyy):

Confidentiality: The patient's identity is held in strict confidence and protected to the fullest extent. Programme staff is not expected to and will not disclose the reporter's identity in response to a request from the public. Submission of a report does not constitute an admission that medical personnel or manufacturer or the product caused or contributed to the reaction.

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PHARMACOVIGILANCE COMMITTEE
MINUTES OF MEETING

Date: 18-04-2026

A meeting of the Pharmacovigilance Committee was held on Saturday, 18th April 2026 at 02:30 PM in the Dean's Conference Room, ASIMSR & Ayushmaan Hospital, Shamli.

The meeting was chaired by Dr. (Prof.) Anil K. Sahni, President, Pharmacovigilance Committee.

MEMBERS PRESENT:

S.No.	Name	Designation
1	Dr. (Prof.) Anil K. Sahni	Dean-Principal & Professor Surgery (President)
2	Dr. (Prof.) Abhay Sood	Medical Superintendent, Professor & Head (ENT) – Chairperson
3	Dr. (Prof.) Saurabh Kansal	Professor & Head (Pharmacology), AMC Co-ordinator
4	Dr. Kashish Sindhwani	Assistant Professor (Pharmacology), Deputy AMC Co-ordinator
5	Mr. Aaditya Kumar	Pharmacovigilance Associate
6	Dr. Vyom Agarwal	Assistant Professor (General Medicine)
7	Dr. Suuny Dua	Assistant Professor (Psychiatry)
8	Dr. (Prof.) Indu Balani	Professor & Head (Dermatology)
9	Dr. Susheel Maheshwari	Assistant Professor (Paediatrics)
10	Dr. (Prof.) Shashank Mishra	Professor & Head (General Surgery)
11	Dr. (Prof.) Sudhir Mahadeo Prasad Shandilya	Professor & Head (Orthopedics)
12	Dr. Neha	Assistant Professor (Ophthalmology)
13	Dr. Parul Sharma	Assistant Professor (Anaesthesia)
14	Dr. (Prof.) Amin Raja	Professor & Head (Radio Diagnosis)
15	Dr. Nidhi Shukla	Associate Professor (Obs. & Gynae.)
16	Dr. Pansi Gupta	Blood Bank In-Charge
17	Mrs. Jasbi Kaur	Nursing Superintendent
18	Mr. Omkar Saini	Clinical Pharmacist

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AGENDA OF THE MEETING:

1. To discuss the establishment and functioning of the ADR Monitoring Centre.
2. To outline the initial activities and reporting procedures.
3. To plan awareness and training sessions.

DISCUSSION POINTS AND ACTIONABLES:

S.No.	Discussion Points	Responsibility	Actionable
1	Dr. (Prof.) Saurabh Kansal informed all committee members about the objectives and importance of the Pharmacovigilance Committee and ADR monitoring activities.	All Clinical Departments and Healthcare Professionals	Awareness regarding ADR reporting and patient safety to be promoted in all departments.
2	Dr. Kashish Sindhwani discussed the ADR reporting process, availability of ADR forms, maintenance of confidentiality, and reporting procedure as per PvPI guidelines.	Doctors, Nursing Staff and Department of Pharmacology	ADR forms to be made available in all departments and suspected ADRs to be reported timely.
3	Committee members agreed to actively participate in initiation of pharmacovigilance activities and departmental coordination for ADR monitoring.	All Committee Members	Smooth implementation of ADR reporting and documentation activities.

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DECISIONS / ACTION TAKEN:

- All departments to encourage timely and complete ADR reporting.
- SOPs for ADR management to be implemented and circulated.
- Awareness and training programs to be conducted regularly.

The meeting concluded with a vote of thanks to the Chair.

Kashish 18/04/26

Prepared by

Dr. Kashish Sindhwani
Assistant Professor (Pharmacology)
Deputy AMC Co-ordinator

S. Kansal 18/09/26

Reviewed and Approved by

Dr. (Prof.) Saurabh Kansal
AMC Co-ordinator & HoD
Department of Pharmacology

HOD- Pharmacology
Sangaal Institute of Medical Sciences
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