



**5.1.5: The institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging**

- 1. Adoption of guidelines of Regulatory bodies**
- 2. Presence of the committee and mechanism of receiving student grievances (online/ offline)**
- 3. Periodic meetings of the committee with minutes**
- 4. Record of action taken**

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**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Affiliated to Pondicherry Central University, Recognized by Dental Council of India  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

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**CERTIFICATE OF THE HEAD OF INSTITUTION**



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
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Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

**Dr. ANIL MELATH, MDS.,**  
**PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that our institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging

1. Adoption of guidelines of Regulatory bodies
2. Presence of the committee and mechanism of receiving student grievances (online/ offline)
3. Periodic meetings of the committee with minutes
4. Record of action taken

during the last five years details are given:



**PRINCIPAL**

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry



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**MINUTES OF THE MEETINGS  
OF STUDENT GRIEVANCE REDRESSAL COMMITTEE  
AND ANTI-RAGGING COMMITTEE**

**ANTI RAGGING COMMITTEE MEETING**



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673310**  
**U.T. of Puducherry. Ph:0490 2337765**

MINDS.P.O/16032021/1

Date: 16.3.2021

**CIRCULAR**

This is to inform that **Anti Ragging Committee Meeting** is scheduled on 19.3.2021 at 9.30 am. All committee members are requested to attend the meeting without fail.

**Venue :** Conference Hall



  
DR ANIL . M

Dr Anil Melath  
Principal

Copy to:

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell





**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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**MINUTES OF MEETING**

**Committee:** Anti Ragging Committee

**Date:** 19-03-2021

**Venue of Meeting:** Conference Hall

**Time:** 9.30AM

| Members Present |             |                       | Members Absent |             |                 |
|-----------------|-------------|-----------------------|----------------|-------------|-----------------|
| Sl. No.         | Designation | Name                  | Sl. No.        | Designation | Name            |
| 1.              | Chairperson | Dr. Anil Melath       | 1.             | Member      | Dr. Devi Prasad |
| 2.              | Convenor    | Mr. Gireesh Kumar     | 2.             | Member      | Dr. Murali BM   |
| 3.              | Member      | Dr. Selvamani M       |                |             |                 |
| 4.              | Member      | Dr. George Thomas     |                |             |                 |
| 5.              | Member      | Dr. Seby J Gardens    |                |             |                 |
| 6.              | Member      | Dr. Rena Ephraim      |                |             |                 |
| 7.              | Member      | Dr. Bastian TS        |                |             |                 |
| 9.              | Member      | Dr. Shankunthala      |                |             |                 |
| 10.             | Member      | Mrs. Anjali           |                |             |                 |
| 11.             | Member      | Mr. Doel              |                |             |                 |
| 12.             | Member      | Dr. Muraleedhara      |                |             |                 |
| 13.             | Member      | Chandran              |                |             |                 |
| 14.             | Member      | Saroja                |                |             |                 |
| 15.             | Member      | Ms. Anusree           |                |             |                 |
| 16.             | Member      | Ms. Malavika CM       |                |             |                 |
| 17.             | Member      | Mr. Tijin             |                |             |                 |
| 18.             | Member      | Mr. Danish            |                |             |                 |
| 19.             | Member      | Mr. Sooraj Payyaratta |                |             |                 |

**Dr. Anil Melath welcomed the Faculty and student members and discussed about the new batch of 1<sup>ST</sup> YEAR BDS students who joined the institution and also discussed about the prevention of Ragging inside the campus.**



  
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Principal  
Maha Institute of Dental Sciences & Hospital  
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| Sl. No. | Agenda with Points Discussed   | Decision Taken  | Person Responsible for Implementation   | Target Date               |
|---------|--|---|---|---------------------------|
| 1.      | <p>I BDS students:</p> <ul style="list-style-type: none"><li>- Dr. Anil Melath Principal welcomed the new Batch of 2020-21</li><li>- Sir informed the members &amp; students that our institution is free from any sort of Ragging in the campus and is strictly prohibited.</li><li>- All class representatives are asked to instruct their batchmates regarding ragging and its criminal consequences.</li></ul> | <ul style="list-style-type: none"><li>- Class representative to monitor the students</li><li>- Not to interact with newly joined students without any valid reasons.</li></ul>        | <ul style="list-style-type: none"><li>- Class representative - All Years</li></ul>  | Till Further instructions |
| 2       | <p>CCTV camera</p> <ul style="list-style-type: none"><li>- Dr. Anil Melath Sir informed the members about the new cameras installed in the campus for continuous monitoring.</li></ul>   | <ul style="list-style-type: none"><li>- CCTV Monitoring</li></ul>   | <ul style="list-style-type: none"><li>- Security officer will be in-charge for the Camera</li></ul>                                       | -                         |
| 3       | <ul style="list-style-type: none"><li>- Mr. Gireesh Kumar Lecturer Dept. of Biochemistry discussed about .</li><li>- Rules &amp; Regulations Given by the UGC regarding the Ragging</li><li>- Discussed about the Indian Penal Code dealing about Ragging</li></ul>  | <ul style="list-style-type: none"><li>- Rules &amp; Regulation regarding the Anti Ragging.</li><li>- All students have to register themselves on online Anti Ragging Portal</li></ul> | <ul style="list-style-type: none"><li>- Anti Ragging Squad</li><li>- Hostel Warden both Boys &amp; Girls</li><li>- All Students</li></ul> | -                         |
| 4.      | <p>Discussed about the Anti Ragging Committee &amp; Squad Members</p>  | <ul style="list-style-type: none"><li>- Given Instruction to all themembers</li></ul>   | <ul style="list-style-type: none"><li>- Vice Principal</li><li>- Mr. Geerish Kumar</li><li>- Wardens</li></ul>                            | -                         |

  
Dr. Anil Melath  
Principal



  
Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry





# भारतीय दन्त परिषद

## DENTAL COUNCIL OF INDIA

(A STATUTORY BODY CONSTITUTED UNDER THE DENTISTS ACT, 1948)

SPEED POST/WEBSITE/E-MAIL

No. DE-167(Anti Ragging Cell)-2020/ 2462

Dated the 8 October, 2020

To,

The Principals/Heads  
of all the Dental Colleges in the Country

**Sub: MEASURES FOR CURBING THE MENACE OF RAGGING IN EDUCATIONAL INSTITUTIONS – IMPLEMENTATION OF DIRECTIONS OF HON'BLE SUPREME COURT OF INDIA - information as per section 12.1 of DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009 to be uploaded on DCI website by 31.10.2020 – Regarding.**

Sir/Madam,

I am directed to say that as per DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009, it is the responsibility of all the institution to ensure that no incident of ragging takes place in their dental institution and measures taken to curb it may be reviewed.

2. As per section 11.3 of the aforesaid regulations, the authorities/Management (Trust, Societies, etc.) of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Management/Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the head.

3. All dental institutions should issue advertisements against ragging through signboards, pamphlets etc. before the commencement of academic year as well as during the midst of the session. You are also requested to issue booklets to all the students of your Institutions containing the details about what constitutes ragging, punishable ingredients of ragging, punishments and penalty for ragging, names and mobile numbers of the members of the Anti Ragging Squad, Anti Ragging Committee (Anti Ragging Helpline), Wardens, Deputy Wardens of Men's and Women's hostel.

4. All dental Institutions shall designate any of their faculty member(s) as "Counsellor" for fresher and senior students to co-ordinate the batches of students (Counselees) regularly about day-to-day problems and also to sensitize their role in curbing the menace of ragging.

5. You are further requested to obtain and file undertaking, on anti ragging, from all parents/guardians and students (1<sup>st</sup> year to final year) studying in BDS/MDS/PG Diploma/Para Dental Courses or any other course approved/recognised by DCI, online through [www.antiragging.in](http://www.antiragging.in) / [www.amanmovement.org](http://www.amanmovement.org).

6. Besides above, it is also pertinent to mentioned here that, as per section 12.1 of subject regulations, each and every institution shall submit its reports in prescribed format (Annexure-II) to the Secretary, Dental Council of India, Aiwan-E-Ghalib Marg, Kotla Road, New Delhi-110002, by 31<sup>st</sup> October of every year in respect of the previous academic session, indicating the requisite information against each column thereof, failing which the Dental Council of India, as per section 11.4 of Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009, shall impose any one or any combination of the following penalties on it:-

11.4.1 To initiate the derecognition process against the institution under section 16A of the Dentists Act, 1948.

11.4.2 To reduce the admission capacity of the institution to the extent to which the Council deem fit.

Cont'd...2

ऐवान-ए-गालिब मार्ग, कोटला रोड, नई दिल्ली - 110 002 - Aiwan-E-Ghalib Marg, Kotla Road, New Delhi - 110 002  
दूरभाष/Phones : 011-23238542, 23236740 ई-मेल/E-mail : [secy-dci@nic.in](mailto:secy-dci@nic.in), वेबसाइट/Website : [www.dciindia.gov.in](http://www.dciindia.gov.in)



**Dr. Anil Melath, MDS**  
Principal  
Mahesh Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

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# भारतीय दन्त परिषद

## DENTAL COUNCIL OF INDIA

(A STATUTORY BODY CONSTITUTED UNDER THE DENTISTS ACT, 1948)

:: 2 ::

- 11.4.3 To stop further admission in the institution till further orders.  
11.4.4 To stop renewal of permission in respect of UG/PG Dental Courses.  
11.4.6 To post the information regarding penalties so imposed on the concerned institution on the website of DCI for information of all concerned.


7. Further, it is also to inform you that the DCI has developed an online module to upload the requisite information / documents on DCI website to reduce the paper work and to scrutiny the above data efficiently, accordingly, the Executive Committee of the DCI in its meeting held on 13.10.2018 at New Delhi has decided that the all the requisite information / documents required as per DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009, shall be uploaded on DCI website and any hard copy of information /documents received by Post or sent by E-mail shall not be considered by DCI.

8. In view of the above, I am directed to request you that the requisite information in the prescribed format (Annexure-II as prescribed in DCI Regulations) for the academic session 2020-2021 may kindly be uploaded on DCI website by 31.10.2020, positively, as the said information is required to be uploaded as per request of the Monitoring Committee appointed by the Hon'ble Supreme Court of India. In case the information is not uploaded by 31.10.2020 on DCI website, the name of defaulting institution will be forwarded to the said Monitoring Committee for such appropriate action as may be deemed fit and proper by the said Hon'ble Monitoring Committee, and their names will also be uploaded on DCI Website.

9. This may kindly be treated as 'Most Urgent'.

10. The Dental Council of India ensures Zero Tolerance against ragging of any sort.

Yours faithfully,

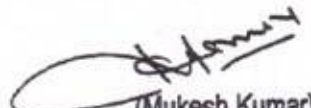
  
(Mukesh Kumar)  
Deputy Secretary  
Dental Council of India

Copy for information:-

1. The Secretary to the Govt. of India, Ministry of Health & Family Welfare, (Deptt. of Health – DE Section), Nirman Bhawan, Maulana Azad Road, New Delhi – 110 011.
2. The Deputy Secretary (HE) Ministry of Human Resource Development, Room No. 506 'B' Wing Shastri Bhawan, New Delhi 110001.
3. Dr. Pankaj Mittal, Additional Secretary, UGC, Bahadur Shah Zafar Marg, New Delhi – 110 002.
4. Dr. Archana Thakur, Joint Secretary, UGC, Bahadur Shah Zafar Marg, New Delhi – 110 002.
5. Ms. Chander Kanta Bhalla, Under Secretary, UGC, Ministry of Human Resource Development, Govt. of India, 35, Feroz Shah Road, New delhi – 110 001.
6. Prof. S. K. Katharia, Prof. & Head, Deptt. of Dental Surgery, S. N. Medical College, Agra- 282 003 (Uttar Pradesh).

CC:

The President, Dental Council of India, New Delhi.

  
(Mukesh Kumar)  
Deputy Secretary  
Dental Council of India

DE-157-Ragging Circular - 2020iv

ऐवान-ए-गालिब मार्ग, कोटला रोड, नई दिल्ली - 110 002 • Aiwān-E-Ghalib Marg, Kotla Road, New Delhi - 110 002  
दूरभाष/Phones : 011-23238542, 23236740 ई-मेल/E-mail : [secy-dci@nic.in](mailto:secy-dci@nic.in), वेबसाइट/Website : [www.dciindia.gov.in](http://www.dciindia.gov.in)



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Principal  
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UT of Puducherry



M I N D S

# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

NO.MINDS/CA/55/2020

24.10.2020

The Secretary,  
Dental Council of India,  
Aiwan E-Galib Marg,  
Kotla Road,  
New Delhi-110002.

Sir,

Sub:-Measures for Curbing the Menace of Ragging in Educational Institutions-  
reg.

Ref:-Your Letter No.DE-167 (Anti Ragging Cell)-2020/2462 dated 08.10.2020.

I am forwarding herewith the duly filled annexure II for the academic year 2020-21 for  
favour of necessary action.

Thanking you,

Yours faithfully,

Dr. Anil Melath  
PRINCIPAL

Principal

Mahe Institute of  
Dental Sciences & Hospital  
MAHE

Dr. Anil Melath, MDS

Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry

Encl: a.a



Chalakkara, Palloor P. O., Mahe-673 310, U.T. of Puducherry

Tel: 0490 233 7765 / 2337485 / 2337406

E-mail: mahedentalcollege@gmail.com, www.mahedentalcollege.org.

A Unit of Mahe Educational & Charitable NRI Trust

## Annexure-II

### Proforma for monitoring the directions of Hon'ble Supreme Court of India on measures against Ragging in educational Institutions.

College Name :-Mahe Institute of Dental Sciences and Hospital  
Address :-Chalakkara, P.O.Palloor, Mahe-673310  
Telephone No. :-0490 2337765, 0490-2334406  
Name of the Principal/Dean :-Dr.Anil Melath.  
Contact Number :-9895855312  
E-mail :-mahedentalcollege@gmail.com.

1. Whether Anti Ragging squads were constituted :-Yes.  
2. Whether Anti Ragging Committee were constituted :-Yes.  
3. Whether Prospectus mention possible action against Ragging. :-Yes.  
As per orders of Hon.Supreme Court, Government of India and Dental Council of India Ragging and other illicit activities in the campus, College or hostels have been very strictly banned.  
4. Whether names, telephone no's of authorities to contacted have been publicized/made available to freshers. :-Yes  
5. Whether students are allowed free access to Phone (cell& Land Line) in hostel? :-Yes  
6. Whether seniors counseled? :-Yes.  
7. Whether Fresher's counseled ? :-Yes.  
8. Whether orientation Courses for freshers Conducted? :-Yes.  
9. Anti Ragging Squads :-17.09.2020.  
(a) Date of Formation  
(b) Name of member and their contact numbers :-Name Contact No

|                    |            |
|--------------------|------------|
| Dr.Raj A C         | 8762925925 |
| Dr.Shakunthala G K | 8343780766 |
| Dr.Abhinav Mohan   | 7259754373 |
| Mr.Gireesh Kumar   | 9895315268 |
| Mrs.Anjali         | 9476975661 |
| Mrs.Saroja Devi    | 9562442939 |
| Mr.Binoy           | 9495418575 |
| Mr.Muraleedharan   | 9400210650 |



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UT of Puduchery

©.No.of Raids

: -10

(d)Frequency of raids

: -Once in a week.

(e) Other measures taken by the squad

: -Counselling, Monitoring, Poster, Notices.

(f) No.of cases detected

: -Nil.

(g) Action taken by follow up

: -NA

10.Anti Ragging Committee

: -17.09.2020

(a)Date of Formation

(b) Name of members and their contact Nos.

: -Name

Contact No

Dr.Anil Melath

9895855312

Dr.George Thomas

9496090255

Dr.Mohammed Feroz T P

9745603906

Sri.Rajasekharan

0490 2332513

Dr.Manoj Kumar V

8610857232

Mr.Vijayan G K

7012309712.

©No.of raids

: -15

(e)Frequency of raids

: -Daily

(F) other measures taken by the squad

: -Discussed with squad and acted accordingly.

(g)No.of cases detected

: -Nil

(h)Action taken by follow up

: NA

11.Enquiry(ies) conducted

: -

12.Punishment meted out

: -Nil

13.No.of F.I R(S) lodged by Institution by details

: Yes

14. Whether undertaking received from all the

Student before the admission?

(as per Annexure I,Part I)

15. Whether undertaking received from all the parent

: -Yes

(Guardian before the admission?

(as pser Annexure,I,Part I)

Principal

Mahe Institute of Dental Sciences and Hospital.



Dr. Anil Melath, MDS

Principal

Mahe Institute of Dental Sciences & Hosp

Chalakkara, P.O.Palloor, Mahe -673310

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Chalakkara, P.O. Palloor, Mahe-673310  
U.T. of Puducherry. Ph:0490 2337765

Date: 22.10.2019

**CIRCULAR**

This is to inform that **Anti-Ragging Committee Meeting** is scheduled on 25.10.2019 at 9.30am All committee members are requested to attend the meeting without fail.

**Venue :** Conference Hall



**DR ANIL . M**

Dr Anil Melath  
Principal

**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
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# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

Chalakkara, P.O. Pallor, Mahe-673 310

U.T. of Puducherry. Ph : 0490 2337765

## MINUTES OF MEETING

Committee: Anti Ragging Committee


Date: 25-10-2019

Venue of Meeting: Conference Hall

Time: 9.30AM

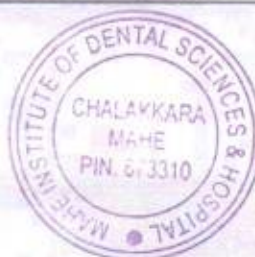
| Members Present |             |                        | Members Absent |             |               |
|-----------------|-------------|------------------------|----------------|-------------|---------------|
| Sl. No.         | Designation | Name                   | Sl. No.        | Designation | Name          |
| 1.              | Chairperson | Dr. Anil Melath        |                | Member      | Mrs. Anjali K |
| 2.              | Convenor    | Mr. Gireesh Kumar      |                | Member      | Mr. Doel      |
| 3.              | Member      | Dr. Md. Feroz          |                |             |               |
| 4.              | Member      | Dr. George Thomas      |                |             |               |
| 5.              | Member      | Dr. Seby J Gardens     |                |             |               |
| 6.              | Member      | Dr. Manoj Kumar        |                |             |               |
| 7.              | Member      | Dr. Rena Ephraim       |                |             |               |
| 8.              | Member      | Dr. Bastian TS         |                |             |               |
| 9.              | Member      | Dr. Shankunthala       |                |             |               |
| 10.             | Member      | Chandran               |                |             |               |
| 11.             | Member      | Saroja                 |                |             |               |
| 12.             | Member      | Mr. Paventhan Jolie    |                |             |               |
| 13.             | Member      | Ms. Sara Thalath       |                |             |               |
| 14.             | Member      | Mr. Vishak M Kumar     |                |             |               |
| 15.             | Member      | Ms. Ria James          |                |             |               |
| 16.             | Member      | Ms. Arathi Mithran     |                |             |               |
| 17.             | Member      | Ms. Joohina BP         |                |             |               |
| 18.             | Member      | Ms. Sangeetha Saniayan |                |             |               |
| 19.             | Member      | Mr. Jagatheesh         |                |             |               |



  
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**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673 310**

| Sl. No. | Agenda with Points Discussed  | Decision Taken  | Person Responsible for Implementation   | Target Date               |
|---------|---|---|---|---------------------------|
| 1.      | <p>I BDS students:</p> <ul style="list-style-type: none"> <li>- Dr. Anil Melath Principal welcomed the new Batch of 2019-20</li> <li>- Informed the members that our Institution is free from Ragging and it should continue, No student should involve them self in this activity.</li> <li>- All class representative are asked to instruct the students regarding ragging and its criminal consequences</li> </ul> | <ul style="list-style-type: none"> <li>- Class representative to monitor the students</li> <li>- Not to interact with newly joined students without any valid reasons.</li> </ul>                                       | <ul style="list-style-type: none"> <li>- Class representative – All Years</li> </ul>  | Till Further instructions |
| 2       | <ul style="list-style-type: none"> <li>- Mr. Gireesh Kumar Lecturer Dept. of Biochemistry discussed about .</li> <li>- Rules &amp; Regulation Given by the UGC regarding the Ragging</li> <li>- Discussed about the Indian Penal Code dealing about Ragging</li> </ul>  | <ul style="list-style-type: none"> <li>- Rules &amp; Regulation regarding the Anti Ragging.</li> <li>- All students have to register themselves on online Anti Ragging Portal</li> </ul>                                | <ul style="list-style-type: none"> <li>- Anti Ragging Squad</li> <li>- Hostel Warden both Boys &amp; Girls</li> <li>- All Students</li> </ul> |                           |
| 3       | <ul style="list-style-type: none"> <li>- Sri. Vamseedhara Redy spoke to students about how ragging is a crime and is punishable.</li> <li>- There was an interactive session between him and students; he cleared various queries of the students.</li> </ul>   | <ul style="list-style-type: none"> <li>- Seniors strictly shouldn't be ragging the juniors under any circumstances.</li> <li>- If in case of ragging, juniors can approach the anti- ragging squad for help.</li> </ul> |   |                           |
| 3       | <p>CCTV camera</p> <p>Dr. Anil Melath Sir informed the members about the new cameras installed in the campus for continuous monitoring.</p>   | <ul style="list-style-type: none"> <li>- CCTV Monitoring</li> </ul>   | <ul style="list-style-type: none"> <li>- Security officer will be in-charge for the Camera</li> </ul>   |                           |

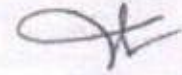


  
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 Chalakkara, P.O. Palloor, Mahe -673310  
 UT of Puducherry

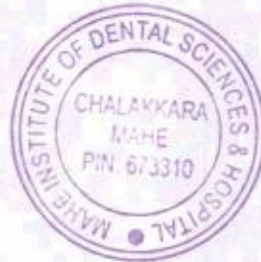


**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673 310**

|    |  |  |  |   |
|----|--|--|--|---|
|    | Security Officers are instructed to watch on any unwanted incident in the campus.  |  |  |   |
| 4. | Discussed about the Anti Ragging Committee & Squad Members   | - Given Instruction to all the members | - Vice Principal<br>- Mr. Geerish Kumar<br>- Wardens | - |
| 5. | Hostels<br>- All the wardens are instructed to take regular attendance of the hostel students.<br>- Wardens are also instructed to interact with the students and discuss if they feel any difficulties in the hostel. | - Regular Hostel attendance            | - Wardens  | - |



**Dr. Anil Melath**  
**Principal**



**Dr. Anil Melath, MDS**  
**Principal**

Mahe Institute of Dental Sciences & Hospital  
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U.T. of Puducherry. Ph : 0490 2337765

**SRI. VAMSEEDHARA REDY (SUPERINTENDENT OF POLICE) HAVING AN INTERACTIVE SESSION WITH THE STUDENTS.**



**STUDENTS CLARIFYING THE QUERIES WITH THE GUEST.**



**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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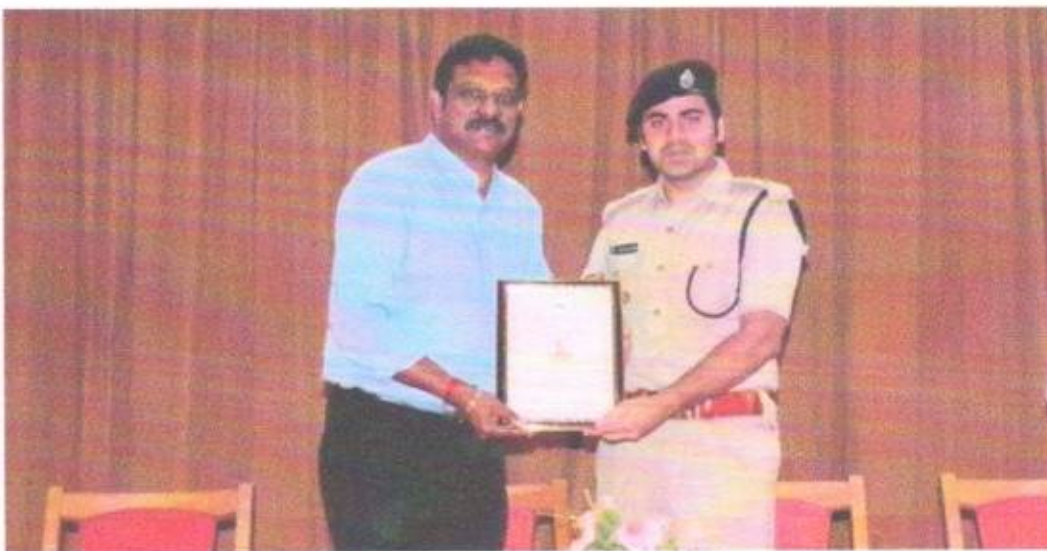


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THE PRINCIPAL, DR ANIL MELATH ADDRESSING THE GATHERING



THE PRINCIPAL, DR ANIL MELATH FELICITATING THE GUEST SRI. VAMSEEDHARA REDY



  
**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe - 673310  
UT of Puducherry



M I N D S

# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

No.MINDS/CA/010/2019

28.01.2019

The Secretary,  
Dental Council of India,  
Aiwan E Galib Marg,  
Kotla Road,  
New Delhi-110002.

Sir,

Sub:-Conduct of Anti Ragging Workshop/Seminar/Conferences for the academic session-  
2018-19-reg.

Ref:-Letter No.DE-167(Anti Ragging Cell)-2018/8432 dated 28.12.2018.

With reference to the letter cited, I am to inform that Dr.Shivasharan Shetty (Dental Council of India Member) have conducted a class in the subject of "Legal Implications of Ragging in the Institution" on 16.01.2019. The photos and the list of students attended in connection with the same are attached herewith.

Thanking you,

Yours faithfully,

Dr. Anil Melath  
PRINCIPAL

Principal  
Mahe Institute of  
Dental Sciences & Hospital  
MAHE

Dr. Anil Melath, MDS  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry

Encl:a.a



## LIGHTING THE LAMP CEREMONY BEFORE STARTING THE EVENT



## STUDENTS ATTENTIVELY LISTENING TO THE SPEAKERS



Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

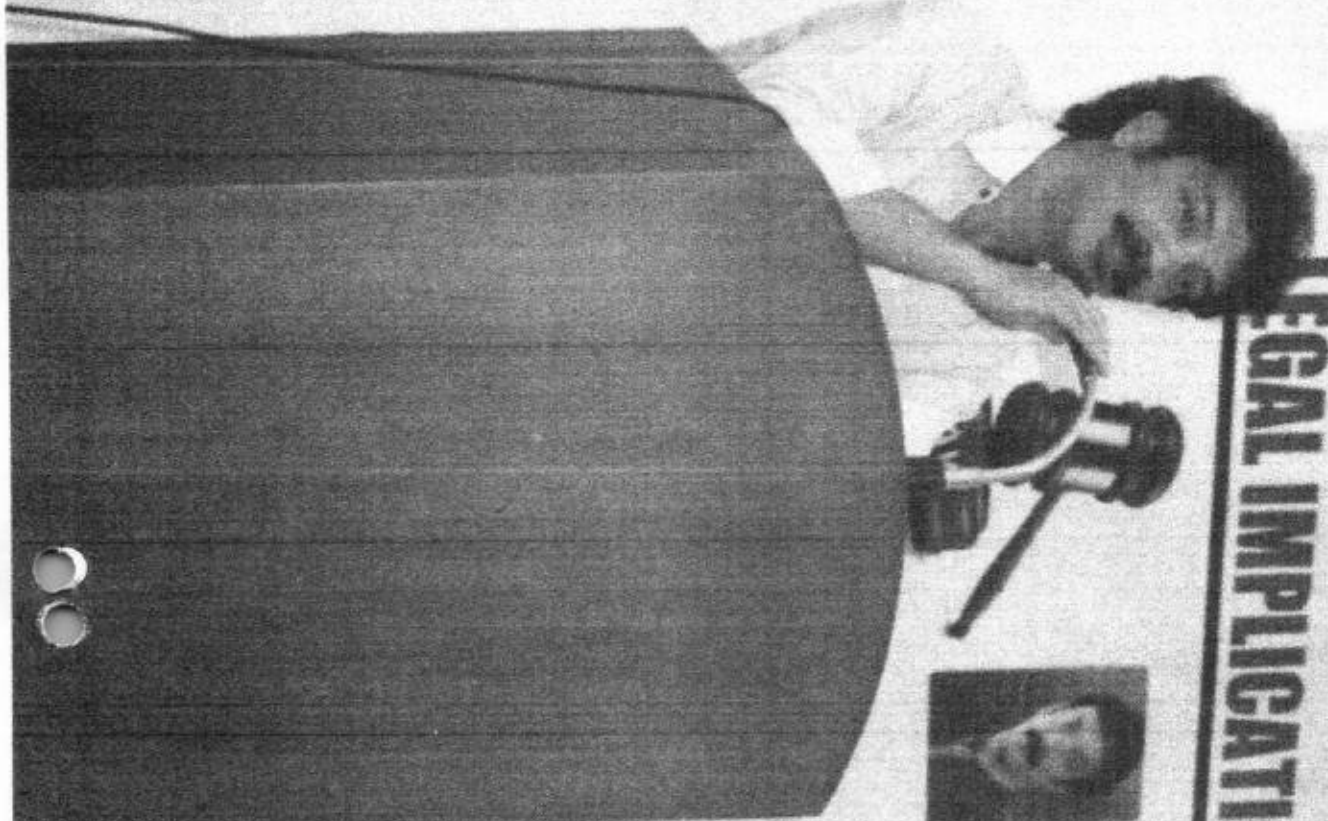


MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

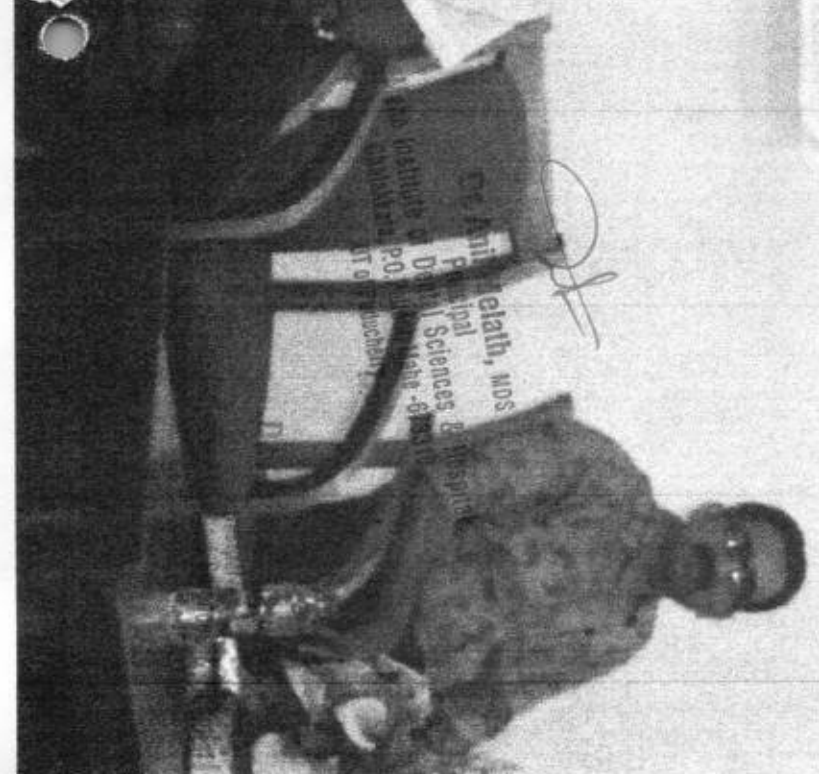
# LEGAL IMPLICATION OF RAGGING



Faculty:  
**DR. SHIVA SARAN**  
(Member, DCA)



Dr. Anil K. Math, MDS  
Principal  
Mahe Institute of  
Dental Sciences & Hospital  
P.O. Mahe - 683101  
Kannur District  
Kerala





**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

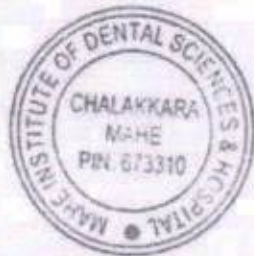
**U.T. of Puducherry. Ph:0490 2337765**

Date: 24.10.2018

**CIRCULAR**

This is to inform that **Anti- Ragging Committee Meeting** is scheduled on 26.10.2018 at 9.00am. . All committee members are requested to attend the meeting without fail.

**Venue : Conference Hall**



**Dr Anil Melath  
Principal**

**Dr. Anil Melath, mds  
Principal**

Mahe Institute of Dental Sciences & Hospital  
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UT of Puducherry

**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell



**Dr. Anil Melath, mds  
Principal**

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UT of Puducherry

# ANTI-RAGGING COMMITTEE

2018-19

MINUTES OF MEETING.



# Minutes of Meeting

Anti-ragging committee meeting held on 26<sup>th</sup> October 2018.

## Members Present:

1. Dr. Anil Melath.
2. Dr. Mohammed Feroz
3. Dr. George Thomas
4. Dr. Seby J Gardens
5. Dr. Rena Ephraim.
6. Dr. Bastian IS
7. Dr. Shakunthala.
8. Mr. Givresh Kumar
9. Mrs. Anjali
10. ~~Mr. Sri~~ Sri. CH Radhakrishnan (SP, Mahe)
11. Dr. Muralaadhara
12. Mr. Sathyan. Warden Boys
13. Mrs. Saroja Devi Warden Girls.

## Students Present:

1. Athul J.P
2. Abhijith P.P
3. Anjana Sacheendran
4. Shalakra Dhananjay
5. Vyshnavi Ramachandran
6. Hena Francis.
7. Theertha K

• Dr Anil Melath welcome the first year students and briefed about their BDS program and institutional values. He assured them that the college campus is ragging free and the class representative selected.

• Helpline and emergency contact members to

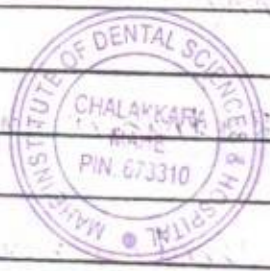


Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

complaints on ragging. If any, were given to first year students.

- The vice principal that CCTV cameras have been upgraded in all lecture halls, canteen, corridors etc for continuous monitoring.
- Mr. Kishoreesh kumar, member of anti ragging committee briefed on UGC regulations on ragging.
- All the anti ragging committee members were introduced to students.

Mr. Gireesh Kumar  
Convener.



Br. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallur, Mahe - 673310  
UJ of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673310**  
**U.T. of Puducherry. Ph:0490 2337765**

Date: 25.09.2017

**CIRCULAR**

This is to inform that **Anti- Ragging Committee Meeting** is scheduled on 27.09.2017 at 12 Pm. All committee members are requested to attend the meeting without fail.

**Venue : Conference Hall**



**DR. ANIL . M**

**Dr Anil Melath**  
**Principal**  
**Dr. Anil Melath, MDS**  
**Principal**

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Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry

**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell



**Dr. Anil Melath, MDS**  
**Principal**

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UT of Puducherry

● ANTI RAGGING COMMITTEE

2017-18

MINUTES OF MEETING

## Minutes of Meeting

Anti-Ragging Committee meeting held on 27<sup>th</sup> Sep 2017

### Members Present.

1. Dr. Anil Melath, Principal
2. Shri. R. Shanmugam, CI of police Mahe
3. Mrs. Raghuraman, Manager Administration
4. Dr. George Thomas, HOD of Concesses
5. Mr. Mohamed Feroz
6. Dr. Ajoy Vijayan
7. Dr. Prem Sasikumar
8. Dr. Shankuntala
9. Mrs. Gireesh Kumar
10. Mrs. Anjali K.
11. Mrs. Sandhya
12. Mrs. Noufal K.P.
13. Dr. Neenu Chacko
14. Mrs. Manal edhain
15. Mrs. Harish
16. Mrs. Sathyan Warden
17. Mrs. Sajeja Devi, G. Warden

### Students Present.

1. Paventhan Jolie Coeus
2. Saan Thilath
3. Vishak M Kumar
4. Rra James
5. Shabhan SP
6. Aarthi Mithun
7. Toohina BP
8. Sangeetha Anjayan
9. Jagatheesh Ramakrishna



Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

Dr Anil Melath, Principal chaired the meeting. Dr Anil Melath informed the members, that the security system is strong in the campus with the help of 232 cameras and an authority in charge for continuous monitoring. He informed that the most important factor to avoid ragging is student's co-operation. He also informed that any incidents of ragging will be directly handed over to police department.

Dr Anil Melath welcomed CI of Police, Shri R Shammugam to address the committee members. Shri R Shammugam, CI of Police told ragging is Phenomena, where there is no separate law but it comes under various sections of IPC depends on the act. Ragging includes any intentional acts with a senior-junior mentality even outside the college such as shopping malls, Cafe shops etc. Any act with a superior complex such as staring is considered as ragging. Police department can apply a combined law which leads to arrest of the accused without warrant. Concealing evidence is also a crime under IPC sections 201. Action can be taken against false complaint under IPC section 182. The police officers assured they will not disclose the identity of the informer.

Dr George Thomas (Professor & HOD) Dept of ~~Community dentistry~~ advised the students not to indulge in any kind of ragging which can spoil the future of their own.

Mr. Muralidharan, Security in charge to detail about the security system in the college.

Mr Muralidharan told that there are two sets of cameras, one set is for 24 hours surveillance



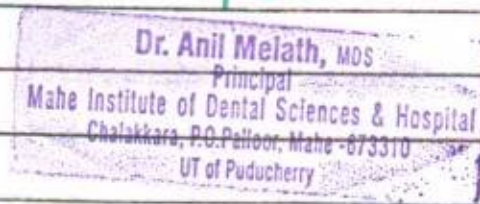
Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

other time functions for 12 hours from 6 AM to 6 PM.  
The 24 hours cameras are situated in the ground and  
1st floor from 1 & 1 where more student's movements  
occur.

• Ms. Raghavan delivered vote of thanks.



Mrs. Gireesh Kumar  
Convener.





M I N D S

# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

No.MINDS/CA/5/2017

15.11.2017

The Secretary,  
Dental Council of India,  
Aiwan E-Galib Marg,  
Kotla Road,  
New Delhi-110002

Sir,

Sub:-Measures for curbing the menace of Ragging in educational Institutions-reg.

Ref:-Letter No.DE-167(Anti -Ragging Cell) 2017/11809 & D E -167(Anti Ragging Cell)-  
2017/11815 dt.12.10.2017.

With reference to the letters cited above, I am to inform as follows:-

Anti -Ragging Committee, Anti-ragging squad and mentoring cell were formed in this institution on 08.09.2017(copy enclosed).

Informations regarding ragging and its consequences were informed as well as included in the Prospectus. Notices were issued and anti-ragging posters displayed in all prominent places and CCTV cameras installed. Surprise inspections carried out at regular intervals.

Affidavits obtained from all students and parents at the time of admission.

Anti-Ragging Committee Meeting was held on 27.09.2017 in which Sri R.Shanmugam C I of Police, Mahe special invitee, attended and conducted class describing the law applicable to cases coming under ragging. Dr.Shivasharan K, DCI member has conducted an orientation class about the "Importance of preventing Ragging in the Institution" on 04.10.2017.

The security system in the campus is strong with the help of 232 Camera and an authority is in charge for continuous monitoring.

Inviting attention to the 1<sup>st</sup> letter cited, I may inform that the required information have already been submitted.

Thanking you,

Yours faithfully,

Dr.Anil Melath  
PRINCIPAL  
Principal

Mahe Institute of  
Dental Sciences & Hospital

A Unit of Mahe Educational & Charitable Trust

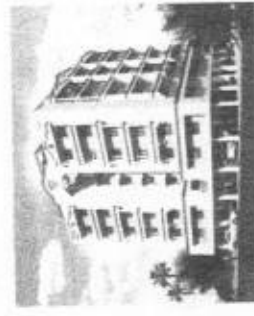
Chalakkara, Palloor P.O. Mahe - 673 310, U.T. Puducherry  
Tel: 0490 2337765/2337485/2337406  
E-mail: mahedentalcollege@gmail.com www.mahedentalcollege.org



Dr. Anil Melath, MDS  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry





Proposed Staff Quarters For  
Maha Institute Of Dental Sciences & Hospital



Dr. Anil Waleth, MDS  
Principal  
Maha Institute of Dental Sciences & Hospital  
Chauli, P.O. Palloor, Maha - 423310  
UT of P. D. Chaudhari  
2017

Staff meeting held in the presence of CI of Police, Shannmugham



# • ANTI RAGGING COMMITTEE

2016-17

MINUTES OF MEETING



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673310**  
**U.T. of Puducherry. Ph:0490 2337765**

Date: 18.10.2016

**CIRCULAR**

This is to inform that **Anti- Ragging Committee Meeting** is scheduled on 20.10.2016 at 11am. All committee members are requested to attend the meeting without fail.

**Venue : Conference Hall**



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell



**Dr Anil Melath**  
**Principal**

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

## Minutes of Meeting

Askragging committee meeting held on 20th October 2016

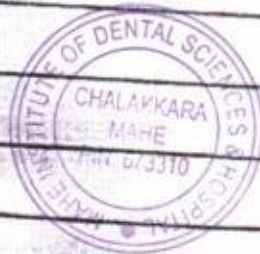
Chairperson: Dr Anil Melath

Convener: Dr Mohammed Farooq

- Members:
- 1) Sri. CH Radhakrishnama (Suptd. of Police, Mahe)
  - 2) Dr. Manoj Kumar
  - 3) Dr. George Thomas
  - 4) Dr. Shakunthala
  - 5) Mr. Noufal
  - 6) Mr. Gireesh Kumar
  - 7) Mrs. Anjali
  - 8) Mr. Muralidharan
  - 9) Mr. Sathyan
  - 10) Mrs. Saroja.

Students Present:

- 1) Riya Ramdas
- 2) Riya Rajesh
- 3) Shredha Madhu
- 4) Sheda Majeed
- 5) Muhammed Vajid
- 6) Sreehari
- 7) Prakash
- 8) Malini
- 9) Mansoor.



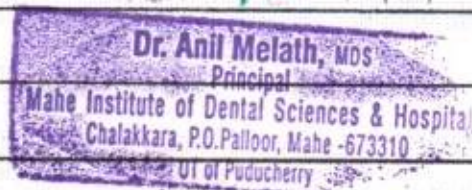
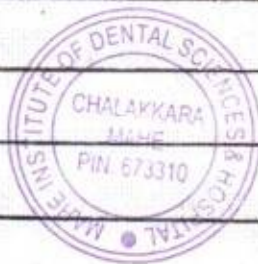
Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

Dr. Anil Melath welcomed the 1<sup>st</sup> year students and briefed them about their BDS Programme and Institute Values. He assured them that the college campus is student friendly & ragging of any sort is strictly prohibited.

All the students were advised to be friendly. The Vice Principal conveyed that a senior junior interaction in any form of ragging is prohibited. Students can feel free to contact the Anti-Ragging Committee or Squad if in case of any ragging issues.

*[Signature]*

Dr. Mohammed Feroz  
Convener





**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673310**  
**U.T. of Puducherry. Ph:0490 2337765**

Date: 02.10.2017

**CIRCULAR**

This is to inform that there will be an informative session taken on the topic “ **THE IMPORTANCE OF PREVENTING RAGGING IN THE INSTITUTION**” on 04.10.2017. All the students are requested to attend the session without fail.

**Speaker:** DR. SHIVASHARAN SHETTY

**Venue :** MINDS CONVENTION CENTRE

**Time :** 9.30 TO 11.00 A.M

**DR. ANIL . M**

**Dr Anil Melath**  
**Principal**

**Dr. Anil Melath, MDS**  
**Principal**  
**Maha Institute of Dental Sciences & Hospital**  
**Chalakkara, P.O.Palloor, Mahe -673310**  
**UT of Puducherry**

**Copy to:**

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2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell



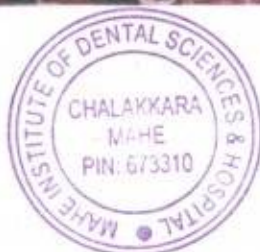


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U.T. of Puducherry.Ph : 0490 2337765

**DR SHIVA SHARAN INFORMING THE STUDENTS ABOUT IMPORTANCE IN PREVENTING RAGGING IN THE INSTITUTION**



**THE DIGNITARIES SITTING ON THE STAGE**



*Dr. Anil Melath, MDS*  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry



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DR GOPIKRISHNAN SPEAKING A FEW WORDS ON THE EVENT



STUDENTS EAGERLY LISTENING TO THE SPEECH



**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry



**COMPLAINT AND GRIEVANCE REDRESSAL COMMITTEE**



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

MINDS.P.O/05042021/1

Date: 05.04.2021

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 07.04.2021 at 9am.

**Venue:** Conference Hall

Dr. Anil Melath

Principal

Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**Copy to:**

1. The Chairman.
2. The Vice Principal.
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5. NAAC cell
6. Student cell



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Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Affiliated to Pondicherry Central University, Recognized by Dental Council of India  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

**Minutes of Meeting**

**Committee:** Internal Complaint committee


**Date:** 07.04. 2021

**Venue of Meeting:** Conference Hall

**Time:** 9- 10.00am

| Members Present |              |                          | Members Absent |             |      |
|-----------------|--------------|--------------------------|----------------|-------------|------|
| Sl. No.         | Designation  | Name                     | Sl. No.        | Designation | Name |
| 1               | Chair person | Dr Anil Melath           | 1              |             |      |
| 2               | convener     | Dr Rena Ephraim          |                |             |      |
| 3               | Member       | Dr Sakunthala G K        |                |             |      |
| 4               | Member       | Dr Nandhitha Chandran    |                |             |      |
| 5               | Member       | Mrs Anjali K             |                |             |      |
| 6               | Member       | Mrs Rajeswari V          |                |             |      |
| 7               | Member       | Mr Vijayan GK            |                |             |      |
| 8               | Member       | Mrs Sasikala             |                |             |      |
| 9               | Member       | Dr Arulvizhi             |                |             |      |
| 10              | Member       | CR First Year Selvakani  |                |             |      |
| 11              | Member       | CR First Year Geethika   |                |             |      |
| 12              | Member       | CR Second Year Sreya     |                |             |      |
| 14              | Member       | CR Third Year Nahla      |                |             |      |
| 15              | Member       | CR Third Year Sooraj     |                |             |      |
| 16              | Member       | CR Third year Anusree    |                |             |      |
| 17              | Member       | CR Fourth Year Jagadeesh |                |             |      |
| 18              | Member       | CR Final Year Rhea       |                |             |      |



  
**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
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U.T. of Puducherry. Ph : 0490 2337765

**Minutes of Meeting**

| Sl. No. | Agenda with Points Discussed   | Decision Taken  | Person Responsible for Implementation | Target Date |
|---------|--|---|---------------------------------------|-------------|
| 1       | Complaint about difficulty in opening the locker from 2 <sup>nd</sup> year student.<br>Locker allotment not done for some 1 <sup>st</sup> year students. | Arrange for repair.<br><br>Informed Mr Muralidharan K, security officer for necessary action            | Mr Vijayan GK                         | 08.04.2021  |
| 2       | Gent's bathroom in ground floor<br>Since it is common for everyone including patients hence getting dirty very soon.                                     | House Keeping staffs advised to do frequent cleaning.   | Mr Vijayan GK                         | 08.04.2021  |
| 3       | Computer system in library not working   | Arrange for repair.   | Mrs Sasikala                          | 08.04.2021  |
| 4       | Very hot in lecture hall during summer season.   | Arrange for urgent repair of A/C  | Mrs Sasikala                          | 08.04.2021  |
| 5       | Students are finding difficulty in completing clinical quota due to covid 19 pandemic  | All the department staff members are advice to look into matter after discussing with clinical incharge | Dr Rena Ephraim                       | 08.04.2021  |

*Rena Ephraim*

Name & Signature  
Designation



*Dr. Anil Melath*

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 06.02.2020

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 10.02.2020 at 9am.

**Venue:** Conference Hall



**Dr. Anil Melath**

**Principal**

**Dr. Anil Melath, MDS**

Principal

Mahe Institute of Dental Sciences & Hospital,  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell



**Dr. Anil Melath, MDS**

Principal

Mahe Institute of Dental Sciences & Hospital,  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

### Minutes Of Meeting

**Committee:** Institutional Disciplinary Council (Complaint and Grievance Redressal Committee)

**Venue of Meeting :** Conference hall

**Time:** 9.00 to 10.00am

**Date:** 10.02.2020

| Members Present |              |                          | Members Absent |             |           |
|-----------------|--------------|--------------------------|----------------|-------------|-----------|
| Sl. No.         | Designation  | Name                     | Sl. No.        | Designation | Name      |
| 1               | Chair person | Dr Anil Melath           | 1              | Member      | Sangeetha |
| 2               | convener     | Dr Rena Ephraim          |                |             |           |
| 3               | Member       | Dr Sakunthala G K        |                |             |           |
| 4               | Member       | Dr Nandhitha Chandran    |                |             |           |
| 5               | Member       | Mrs Anjali K             |                |             |           |
| 6               | Member       | Mrs Rajeswari V          |                |             |           |
| 7               | Member       | Mr Vijayan GK            |                |             |           |
| 8               | Member       | Mrs Sasikala             |                |             |           |
| 9               | Member       | Dr Arulvizhi             |                |             |           |
| 10              | Member       | CR First Year-Shreya     |                |             |           |
| 11              | Member       | CR First Year- Nehala    |                |             |           |
| 12              | Member       | CR Second Year-Soorn     |                |             |           |
| 13              | Member       | CR Second Year- Anusree  |                |             |           |
| 14              | Member       | CR Third Year- Jagath    |                |             |           |
| 15              | Member       | CR Third Year- Sangeetha |                |             |           |
| 16              | Member       | CR Fourth Year- Derek    |                |             |           |
| 17              | Member       | CR Fourth Year- Rhea     |                |             |           |
| 18              | Member       | CR Final Year - Mansoor  |                |             |           |



**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe - 673310  
UT of Puducherry



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**Chalakkara, P.O. Pallor, Mahe-673 310**  
**U.T. of Puducherry. Ph : 0490 2337765**

| Sl. No. | Agenda with Points Discussed  | Decision Taken   | Person Responsible for Implementation | Target Date |
|---------|---|--|---------------------------------------|-------------|
| 1       | Due to the lockdown students didn't get enough time to complete their cases. Thereby there was a request to reduce the quota. | Quota was reduced                                      | Mrs Anjali K                          | 12.02.2020  |
| 2       | Students who played badminton in the evening complain of dim light in the court.  | Lights in the court were replaced for brighter vision. | Dr Nandhitha Chandran                 | 12.02.2020  |

*Rene Gheaini*  
Name & Signature  
Designation



*[Signature]*  
**Dr. Anil Melath, was**  
Principal  
Mahe Institute of Dental Sciences & Hosp.  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 4.11.2019

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 7.11.2019 at 9am.

**Venue:** Conference Hall



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell

**Dr. Anil Melath**

**Dr. Anil Melath, MDS**  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**Dr. Anil Melath, MDS**  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry





**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

### Minutes Of Meeting

**Committee:** Institutional Disciplinary Council (Complaint and Grievance Redressal Committee)


**Venue of Meeting :** Conference hall

**Time:** 9.00 to 10.00am

**Date:** 07.11.2019

| Members Present |              |                           | Members Absent |             |      |
|-----------------|--------------|---------------------------|----------------|-------------|------|
| SL No.          | Designation  | Name                      | SL No.         | Designation | Name |
| 1               | Chair person | Dr Anil Melath            |                |             |      |
| 2               | Convener     | Dr Rena Ephraim           |                |             |      |
| 3               | Member       | Dr Shakunthala G K        |                |             |      |
| 4               | Member       | Dr Nandhitha Chandran     |                |             |      |
| 5               | Member       | Mrs Anjali K              |                |             |      |
| 6               | Member       | Mrs Rajeswari V           |                |             |      |
| 7               | Member       | Mr Vijayan GK             |                |             |      |
| 8               | Member       | Mrs Sasikala              |                |             |      |
| 9               | Member       | Dr Arulvizhi              |                |             |      |
| 10              | Member       | CR First Year-Shreya      |                |             |      |
| 11              | Member       | CR First Year- Nehala     |                |             |      |
| 12              | Member       | CR Second Year- Soraia    |                |             |      |
| 13              | Member       | CR Second Year- Anusree   |                |             |      |
| 14              | Member       | CR Third Year- Jagatheesh |                |             |      |
| 15              | Member       | CR Third Year- Sangeetha  |                |             |      |
| 16              | Member       | CR Fourth Year- Derek     |                |             |      |
| 17              | Member       | CR Fourth Year- Rhea      |                |             |      |
| 18              | Member       | CR Final Year - Mansoor   |                |             |      |



  
**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe - 673310  
UT of Puducherry



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**Chalakkara, P.O. Pallor, Mahe-673 310**  
**U.T. of Puducherry. Ph : 0490 2337765**

| Sl. No. | Agenda with Points Discussed   | Decision Taken   | Person Responsible for Implementation | Target Date |
|---------|--|--|---------------------------------------|-------------|
| 1       | Boys hostel cooler not working.<br><br>Curing machine has not working since 2 days   | Arrange for repair.<br><br>It is advised to repair the machine as fast as possible<br><br>Informed MrMuralidharan K, security officer for necessary action | Mr Vijayan GK                         | 09.11.2019  |
| 2       | Prayer room is not cleaning regularly  | House keeping staffs advised to do frequent cleaning.  | Mr Vijayan GK                         | 09.11.2019  |
| 3       | Students talk too loud outside library and cause trouble for students who are studying inside                                    | It is informed not to make noise outside the library   | Dr Shakunthala G K                    | 09.11.2019  |
| 4       | Lecture hall projector not working.  | Arrange for urgent repair of projector   | Mr Vijayan GK                         | 09.11.2019  |
| 5       | Students are not able to attend pre clinicals regularly and are lagging behind in their works as few of them are tested positive | All the department staff members are advice to look into matter after discussing with clinical incharge  | Dr Rena Ephraim                       | 9.11.2019   |

*Rena Ephraim*  
Name & Signature  
Designation



*Anil Mefath*  
Dr. Anil Mefath, MSc  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry

INSTITUTIONAL DISCIPLINARY  
COUNCIL COMPLAINT &  
GRIEVANCE REDRESSAL

2018-2019

MINUTES OF MEETING



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
**Chalakkara, P.O. Palloor, Mahe-673310**  
**U.T. of Puducherry. Ph:0490 2337765**

Date: 04.03.2019

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 06.03.2019 at 9am.

**Venue:** Conference Hall

**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell



Dr. Anil Melath

**Principal**  
**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

## Minutes of Meeting

INSTITUTIONAL DISCIPLINARY COUNCIL (COMPLAINT  
AND GRIEVANCE REDRESSAL COMMITTEE)  
HELD ON 06.03.19.

## MEMBERS PRESENT:

Chair person: Dr. Anil Melath.

Convener: Dr. Rene Ephraim.

Members: Dr. Sakunthala.

Dr. Nandithe Chandran

Ms. Anjali K.

Mrs. Rajeswari

Mr. Vijayan Gk.

Mrs. Sasikala

Adithya Narayan

Sanaa.

Jagatheesh.

Sangeeth

Derick

Rhea.

Mansoor

Malini

fabem.

• The dayschoolers complained of not having a place to have lunch. Dr. Rene Ephraim spoke to one the authorities for making a food court so as to provide place for people to have lunch.

• Some students find it difficult to write notes during power point presentation with fast paced. Mrs. Rajeswari called a



Dr. Anil Melath, MDS  
Principal

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Meeting with required staffs to let them know about students concern & how to correct it.

Dr. Renu Ephraim, Convener

Renu Ephraim

Dr. Anil Melath, nos  
Principal

Mahe Institute of Dental Sciences & Hospital,  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry





**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 31.10.2018

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 02.11.2018 at 9am.

**Venue:** Conference Hall



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell

**Dr. Anil Melath**

**Principal**

**Dr. Anil Melath, MDS**

**Principal**

**Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry**



**Dr. Anil Melath, MDS**

**Principal**

**Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry**

Minutes of meeting.

INSTITUTIONAL DISCIPLINARY COUNCIL (COMPLAINT AND GRIEVANCE REDRESSAL COMMITTEE) - HELD ON 02-11-18.

Members Present:-

Chairperson - Dr. Anil Melath

Convener - Dr. Rena Ephraim

Members :- Dr. Shalekuthala Gk.

Dr. Nandhitha Chandran

Mrs Anjali K

Mrs. Rajeswari V

Mrs. Vijayan Gk.

Mrs Sasikala

Adithya Narayan

Sana

Jagatheesh

Sangeeth

Debek

Rhea.

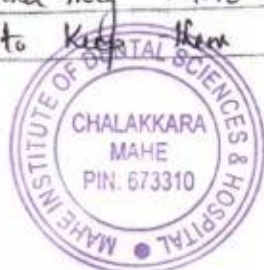
Manoor

Mahmud

Faheem.

• Students Complaint of difficulty in having same food from canteen. Dr. Nandhitha Chandran along with Mr. Muralidharan came to a decision to change the canteen menu once in a month.

• The girls bathroom in hostel gets very unhygienic as all of them are using it. Mrs. Anjali K called a meeting with the cleaning staff and the complaint was put forth and they were advised to clean these bathrooms frequently to keep them hygienic.



Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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UT of Puducherry



- Students going at the library Complaint of some tube light not working. Mrs. Sankar took various meeting to change the tube light for repairing them.
- Students Complaints of A/c not working in lecture hall. Dr. Shaktankhale Gk arranged for a Meeting to take measures for repair of A/c.
- Students working at certain department Complaints of dental chair not working. Mr. Vijayan Gk called a meeting with the department staffs to take the necessary action & do the needfull.

Dr. Renu Ephraim, Convener

Renu Ephraim

Dr. Anil Melath, MDS  
Principal

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UT of Puducherry



INSTITUTIONAL DISCIPLINARY COUNCIL  
COMPLAINT & GRIEVANCE REDRESSAL

2017-2018

MINUTES OF MEETING.



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 30.04.2018

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 02.05.2018 at 9am.

**Venue:** Conference Hall



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell

Dr. Anil Melath

Principal

**Dr. Anil Melath, MDS**

Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**Dr. Anil Melath, MDS**

Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

## Minutes of Meeting

Institutional Disciplinary Council (Complaint and Grievance Redressal Committee) Held on 02.05.18

Members present

Chairperson :- Dr. Anil Melath

Convenor :- Dr. Renu Ephraim

Members :- Dr. Sakunthala.

Mrs. Anjali

Mrs. Rajeswari

Mr. Vijayan C.K.

Mrs. Sankala

Jagatheesh

Shangeetha

Sunny

Rheem

Mansoor

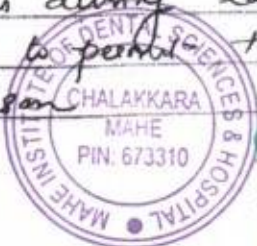
Malini

Faheem

Samiya

Bala.

- Students Complaints of not getting enough find to proceed with their patient Cases after attending Internal examinations. Mrs. Sankala did the needful to help with the students concern & changed the timing of the Internal exam from 9.00 - 12.00 pm to 8.00 - 11.00 am
- Students Complaint of difficulty in wearing shoes during rainy season. Decision was taken to provide them to wear slippers during the season



Dr. Renu Ephraim, Convenor  
 Dr. Anil Melath, MDS  
 Principal  
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 UT of Puducherry



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**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 02.10.2017

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 05.10.2017 at 9am.

**Venue:** Conference Hall

**Dr. Anil Melath**

**Principal**



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell

**Dr. Anil Melath, MDS**  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

**Dr. Anil Melath, MDS**  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



## Minutes of meeting

Institutional Disciplinary Council (Complaint and Grievance Redressal Committee) Held on 05.10.17

Members present:

Chairperson : Dr. Anil Melath

Convener : Dr. Rena Ephraim.

Members:

Dr. Shakunthala Gk

Mrs. Anjali K

Mr. Rajeswar V.

Mr. Vijayan Gk

Mrs. Sasikala

Jagathesh

Rangath

Sunny

Rhea

Manson

Malini

Faheem

Samiya

Bala.

- Students Complained of untidy locker rooms. The cleaning staffs were called for a meeting by Dr. Rena to convey them about the locker rooms getting dirty & then they were asked to clean it- regularly.
- Students Complained of the library being Very hot and uncomfortable during summer season. Dr. Shakunthala Gk arranged a meeting with the maintenance department & decision was taken to do the necessary.



Students Complained of few desks rocking in Lecture hall

Dr. Anil Melath, MDS  
Principal

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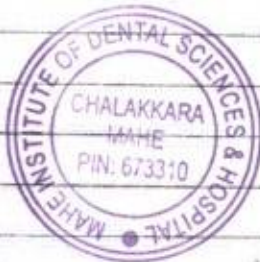
Mr. Vijayan GK called a Meeting with the maintenance department to clear the inconvenience

- Student Complaint of Very limited time to complete their patient cases. Mrs. Rajeswari arranged a meeting with the staffs of that particular department to discuss on the matter and make some changes accordingly.

Dr. Rona Ephraim, Commr

Dr. Anil Melath, MDS  
Principal

Mahe Institute of Dental Sciences & Hospital  
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UT of Puducherry



INSTITUTIONAL DISCIPLINARY COUNCIL

COMPLAINT & GRIEVANCE REDRESSAL

2016-17

MINUTES OF MEETING





**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 28.2.2017

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 03.03.2017 at 2pm.

**Venue:** Conference Hall



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell

**Dr. Anil Melath**

**Principal  
Dr. Anil Melath, MDS**

Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

**Dr. Anil Melath, MDS**  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



## minutes of meeting

INSTITUTIONAL DISCIPLINARY COUNCIL (COMPLAINT AND GRIEVANCE REDRESSAL) HELD ON 3<sup>rd</sup> MARCH 2017.

### Members Present

Chairperson : Dr. Anil Melath.

Convener : Dr. Rena Ephraim.

Members : Dr. Shakunthala GK

Mrs. Anjali K.

Mr. Vijayar GK

Mrs. Sasikala

Mrs. Lalini Chathu.

Sunny

Ashya

Rishi

Klanditha

Samija

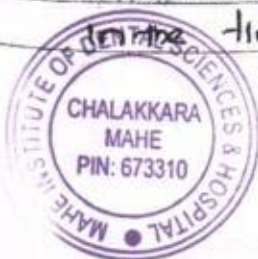
Bala

Rafa

Sreenath

Sricha Manoj.

- Final year students complained of very limited time to complete their Patient Case, they need extra time to complete their work. Dr. Rena suggested that students can work extra time beyond class hours.
- First year students complained of not getting time to have break in between theory and practicals. Dr. Shakunthala was included 15 min break timetable after the theory class and before

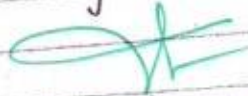


Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

the clinical parting

Dr. Rena Ephraim, Coroner

Rena Ephraim



Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**

**Chalakkara, P.O. Palloor, Mahe-673310**

**U.T. of Puducherry. Ph:0490 2337765**

Date: 29.11.2016

**CIRCULAR**

This is to inform that all the members of **Complaint and Grievance Redressal Committee** should attend the meeting scheduled on 01.12.2016 at 9am.

**Venue:** Conference Hall



**Copy to:**

1. The Chairman.
2. The Vice Principal.
3. All the HODs
4. The Admin Manager
5. NAAC cell
6. Student cell

**Dr. Anil Melath**  
Principal

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

## MINUTES OF MEETING.

INSTITUTIONAL DISCIPLINARY COUNCIL (COMPLAINT AND GRIEVANCE REDRESSAL) HELD ON 1<sup>ST</sup> DECEMBER 2016.

Members:

Chairperson:- Dr. Anil Melath.

Convener :- Dr. Renan Ephsaim.

Members :-

Dr. Shakunthala Gk.

Mrs. Anjali k

Mrs. Rajeswari V

Mr. Vijayan Gk.

Mrs. Sasikala

Mrs. Malini Chathu

Sunny

Ashya

Rishi

Nanditha

Faheem

Samiya

Bala

Raja

Sreenath.

- Nanditha 2<sup>nd</sup> year class rep Complained about difficulty in opening the locker for some of the 2<sup>nd</sup> year students. Sunny 1<sup>st</sup> year class rep Complained about Locker allotment was not done for some of 1<sup>st</sup> year students. Dr. Shakunthala Gk was made incharge for the correction of this Complaints.
- Sunny 1<sup>st</sup> year class rep Complained About in hostel students were playing loud Music at



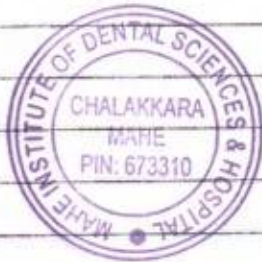
Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

night. Mr. Vijayan GK was made incharge to inform Hostel Warden to take necessary action.

- Samiya 3<sup>rd</sup> year class rep complained about WiFi was not working in library, Mrs. Sasikala arranged for its Maintenance.
- 2<sup>nd</sup> year students want revision for few topics. Mrs. Anjali scheduled the revision class.

Dr. Rera Ephraim, Convenor

Rera Ephraim



Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Maha - 673310  
UT of Puducherry



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
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U.T. of Puducherry.Ph : 0490 2337765

**Dr.ANIL MELATH, MDS.,**  
**PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

Complaints and grievances from the institutional staff/students from the academic year 2016-2017 till March 2021, were addressed to Institutional Discipline Council and the grievances were redressed.



**Dr Anil Melath**  
**Principal**

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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UT of Puducherry



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**Dr.ANIL MELATH, MDS.,  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that in our institution no case/complaint on sexual harassment has been filed during the Academic Year 2020-21.**



**Dr Anil Melath  
Principal**

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry





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U.T. of Puducherry. Ph : 0490 2337765

**Dr. ANIL MELATH, MDS.,  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that in our institution no case/complaint on sexual harassment has been filed during the Academic Year 2019-20.**

**Dr Anil Melath  
Principal**

**Dr. Anil Melath, MDS**  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry





**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Affiliated to Pondicherry Central University, Recognized by Dental Council of India  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

**Dr. ANIL MELATH, MDS.,  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that in our institution no case/complaint on sexual harassment has been filed during the Academic Year 2018-19.



**Dr Anil Melath**

**Dr. Principal, MDS**

Principal

Mahe Institute of Dental Sciences & Hospital  
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**Dr.ANIL MELATH, MDS.,  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that in our institution no case/complaint on sexual harassment has been filed during the Academic Year 2017-18.**



**Dr Anil Melath  
Principal**

**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
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**Dr.ANIL MELATH, MDS.,**  
**PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that in our institution no case/complaint on sexual harassment has been filed during the Academic Year 2016-17.



**Dr Anil Melath**

**Dr. Anil Melath** MDS  
Principal

Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry