





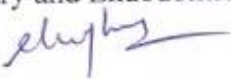
MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Internal Quality Assurance Committee

Date: 05.08.2016

Members present:

- Dr. Anil Melath - Principal 
Dr. Mohammed Feroz - Vice Principal 
Dr. Manoj - HoD, Department of Oral and Maxillofacial Surgery
Dr. George - HoD, Department of Conservative Dentistry and Endodontics
Dr. Seby - HoD, Department of Community Dentistry 
Dr. Bastian - HoD, Department of Oral Pathology
Dr. Rena - HoD, Department of Pedodontics
Dr. Vasanthkumar - HoD, Department of Pharmacology
Dr. Deviprasad - HoD, Department of Physiology

Members absent:

- Dr. Mohankumar - HoD, Department of Prosthodontics
Dr. Gopikrishnan - HoD, Department of Orthodontics

The chairperson welcomed the members for the IQAC meeting for the year 2016-2017, held on 04.08.2016 at Conference hall from 9.30 am to 10 am.

Dr. George and Dr. Manoj addressed the members, and discussed on the quality of hospital maintenance and sterilization protocols handled in the institution.

Dr. Rena and Dr. Seby addressed on the patient handling measures and the quality of treatment provided for the patients.

Dr. Vasanthkumar and Dr. Deviprasad discussed on the quality of academics in the institution. Regular assessments and the performance of students were considered.

The vice principal mentioned on the performance of committees. Staff Management and their appraisal were addressed in the meeting.

The convener thanked the members for attending the meeting.




Signature of Chairperson
Principal
Mahe Institute of Dental Sciences & Hospital
MAHE



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

CIRCULAR

01.08.2016

This is to inform that the IQAC meeting for the year 2016 will be conducted on 04.08.2016 at Conference Hall (9:30a.m.-10.00 a.m.)




Principal
Mahe Institute of Dental Sciences & Hospital
Chalakkara, Mahe

Copy to

- Chairman.
- Vice Principal.
- Dr. Manoj - HoD, Department of Oral and Maxillofacial Surgery
- Dr. George - HoD, Department of Conservative Dentistry and Endodontics
- Dr. Seby - HoD, Department of Community Dentistry
- Dr. Bastian - HoD, Department of Oral Pathology
- Dr. Rena - HoD, Department of Pedodontics
- Dr. Vasanthkumar - HoD, Department of Pharmacology
- Dr. Deviprasad - HoD, Department of Physiology
- Dr. Mohankumar - HoD, Department of Prosthodontics
- Dr. Gopikrishnan - HoD, Department of Orthodontics



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

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

U.T. of Puducherry. Ph: 0490 2337765

CIRCULAR

21.07.2016

This is to inform that the following members will constitute the Internal Quality Assurance Cell (IQAC) for the year 2016.

Dr. Anil Mathan
Principal
Mahe Institute of Dental Sciences & Hospital
MAHE



Copy to

- Chairman.
- Vice Principal.
- Members of the committee.

MEMBERLIST OF IQAC 2016

Chairperson: Principal

Co-Ordinator: Dr. Mohammed Feroz T.P, Vice-Principal.

Members:

- Dr. Manojkumar - HoD, Department of Oral and Maxillofacial Surgery
- Dr. George Thomas- HoD, Department of Conservative Dentistry and Endodontics
- Dr. Seby J Gardens - HoD, Department of Community Dentistry
- Dr. Bastian T.S - HoD, Department of Oral Pathology
- Dr. Rena Ephraim- HoD, Department of Pedodontics
- Dr. Vasanthkumar- HoD, Department of Pharmacology
- Dr. Deviprasad - HoD, Department of Physiology
- Dr. Mohankumar - HoD, Department of Prosthodontics
- Dr. Gopikrishnan - HoD, Department of Orthodontics




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE






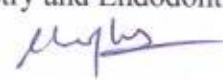

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765

Minutes of Meeting

Internal Quality Assurance Committee

Date: 14.07.2017

Members present:

Dr. Anil Melath – Principal 
Dr. Raj.A.C- Vice Principal 
Dr. Manoj - HoD, Department of Oral and Maxillofacial Surgery
Dr. George - HoD, Department of Conservative Dentistry and Endodontics 
Dr. Seby - HoD, Department of Community Dentistry 
Dr. Bastian - HoD, Department of Oral Pathology
Dr. Rena - HoD, Department of Pedodontics
Dr. Vasanthkumar- HoD, Department of Pharmacology
Dr. Deviprasad - HoD, Department of Physiology
Dr. Anupriya- Administrative manager. 

Members absent:

Dr. Mohankumar - HoD, Department of Prosthodontics
Dr. Gopikrishnan - HoD, Department of Orthodontics

The chairperson welcomed the members for the IQAC meeting for the year 2017-2018, held on 13.07.2017 at Conference hall from 9.30 am to 10 am.

Dr. George and Dr. Manoj addressed the members, and discussed on the quality of hospital maintenance and sterilization protocols handled in the institution.

Dr. Rena and Dr. Seby addressed on the patient handling measures and the quality of treatment provided for the patients.

Dr. Vasanthkumar and Dr. Deviprasad discussed on the quality of academics in the institution. Regular assessments and the performance of students were considered.

The Administrative manager addressed the meeting on the constant support from the management on the requirements of the institution. Staff Management and their appraisal were addressed in the meeting based on regular assessments of the staff.

The vice principal mentioned on the performance of all committees. The convener thanked the members for attending the meeting.



Chairperson,
IQAC

Principal
Mahe Institute of Dental Sciences & Hospital
MAHE



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

CIRCULAR

10.07.2017

This is to inform that the IQAC meeting for the year 2017 will be conducted on 13.07.2017 at Conference Hall (9:30a.m.-10.00 a.m.)



Principal
MAHE Institute of Dental Sciences & Hospital
Dr. Anil Melath
Principal

Copy to

- Chairman.
- Vice Principal.
- Dr. Manoj - HoD, Department of Oral and Maxillofacial Surgery
- Dr. George - HoD, Department of Conservative Dentistry and Endodontics
- Dr. Seby - HoD, Department of Community Dentistry
- Dr. Bastian - HoD, Department of Oral Pathology
- Dr. Rena - HoD, Department of Pedodontics
- Dr. Vasanthkumar - HoD, Department of Pharmacology
- Dr. Deviprasad - HoD, Department of Physiology
- Mrs. Anupriya - Administrative Manager



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

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

U.T. of Puducherry. Ph: 0490 2337765

CIRCULAR

03.07.2017

This is to inform that the following members will constitute the Internal Quality Assurance Cell (IQAC) for the year 2017.



Dr. Anil Melath
Principal

**MAHE Institute of Dental Sciences & Hospital
MAHE**

Copy to

- Chairman.
- Vice Principal.
- Members of the committee

MEMBERS CONSTITUTING IQAC FOR THE YEAR 2017

Chairperson: Principal

Co-Ordinator: Dr.Raj A.C., Vice-Principal

Members:

Dr.Manojkumar- HoD, Department of Oral and Maxillofacial Surgery

Dr. George Thomas - HoD, Department of Conservative Dentistry and Endodontics

Dr. Seby J Gardens- HoD, Department of Community Dentistry

Dr.Bastian.T.S - HoD, Department of Oral Pathology

Dr.Rena Ephraim - HoD, Department of Pedodontics

Mrs.Anupriya Saseendran- Administrative manager




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

MEMBERS OF COMMITTEE

2016-2017

INSTITUTIONAL DISCIPLINARY COUNCIL

Chairperson: Dr Anil Melath

Convenor: Dr. M Selvamani

Members:

1. Sri. ArayakkandySanthosh (Patron)
2. All HODs

RESPONSIBILITIES:

1. To conduct meeting once on commencement of year and as and when required.
2. Monitoring the rules and regulation of the college and to take necessary actions in violating the rules.
3. To detect and examine any behavioral problems among students
4. Meeting with misbehaving students and clarifying the negative effects of bad behavior on their life.
5. Promoting good behavior among students and rewarding those with good conduct.
6. Taking suitable action towards student's misconduct.




Principal
MAHE Institute of Dental Sciences & Hospital
MAHE

INSTITUTIONAL ETHICAL COMMITTEE

Chairperson: Dr Babu Ravindran

Convenor: Dr Anil Melath

Members:

1. Mrs. Civi Ramesh
2. Dr Antony Fernandez
3. Mr. Ramesh Parambath
4. Adv. O.G Premajan
5. Mr. Santhosh Arayakandi
6. Dr. Bastian T.S
7. Dr Vasanth Kumar
8. Dr Seby J Gardens
9. Dr. Selvamani

RESPONSIBILITIES:

1. To conduct meeting once in a year.
2. To protect research participants by applying the principles of research ethics and any relevant guidelines and regulations
3. To review the protocol
4. To represent the interests of research participants
5. To advise the researchers on the protocol
6. To review the informed consent and other materials intended for research participants
7. To provide input into the informed consent process; to review support materials for linguistic and cultural relevance
8. To approve the study
9. To conduct presentations of each study for ethical clearance.




Principal
Maho Institute of Dental Sciences & Hospital
MAHE

INSTITUTIONAL RESEARCH REVIEW BOARD

Chairperson: Dr. Vasanth Kumar

Convenor: Dr. Selvamani.M

Members:

1. Dr. M. Jonathan Daniel – Prof & Head – OMR, MGPGI
2. Dr. Anil Melath
3. Dr. Manoj Kumar.V
4. Dr. Bastian.T.S
5. Dr. Rena Ephraim
6. All the HOD's Dental & Medical Departments

RESPONSIBILITIES

1. To conduct meeting once in a year
2. Encourage, promote and coordinate research into areas of local concern
3. Develop a list of potential researchers for projects.
4. Manage research projects and submit results
5. To initiate research of interest




Principal
MAHE Institute of Dental Sciences & Hospital
MAHE

ACADEMIC COMMITTEE:

Chair Person: Dr.Anil Melath

Convenor: Dr Madhukiran M K

Members:

1. Dr Murali B M
2. Dr.Mohammed Feroz.T.P
3. Dr. B.V.Muralidhara
4. Dr. Seby J Gardens
5. Dr.Miriam Mathew
6. Dr.Abhinav Mohan
7. Mrs. Anjali.K
8. Mrs. Aiswarya Muraleedharan

RESPONSIBILITIES

1. To conduct meeting once in 6 months and as per required.
2. To check the quality of the academics provided in institution.
3. To assess the methods and modes of teaching in institution.




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

LIBRARY ADVISORY COMMITTEE:

Chairperson: DrVasanth Kumar

Convenor: Librarian

Members:

1. Dr. M Selvamani
2. Dr Murali B.M
3. Dr George Thomas
4. Dr. Manoj Kumar
5. Dr. Muralidhara B.V
6. Dr Sunil Jose

RESPONSIBILITIES:

1. To conduct meeting once in a year.
2. Facilitate coordination between Students & Faculty and the library. That is to obtain the advice and views of Students & Faculty on library needs in their area and report these views to library.
3. Participating in regular meetings with Librarian, concerning library related problems & suggestions.
4. Help in getting recommendations for New Books, New Journals & Magazines.
5. To make recommendations to Library concerning library needs. These issues may include policy matters, collections, services, and facilities.




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

HOSTEL ADVISORY BOARD:

Chairperson: Vice principal

Convener: Dr. Shakunthala G.K

Members:

1. Sri. Radhakrishnan – Executive Director
2. Smt. Civi Ramesh - Executive Director
3. Smt. Kala Santhosh
4. Mr Binoy .T
5. Dr. Rena Ephraim
6. Administrative Manager

RESPONSIBILITIES:

1. To conduct meeting once in a year
2. To overview and supervise the hostel related activities.
3. Maintenance of records




Principal
Maheshwari Institute of Dental Sciences & Hospital
MAHE

PROGRAMME COMMITTEE:

Chairperson: Dr. Mohammed Feroz

Convenor: Mr. Gireesh Kumar K.M

Members

1. Dr. Roshin C N
2. Dr. Mahesh raj
3. Mrs. Anjali K
- 4 Dr.Selvamani
5. Dr.Jilu
6. Dr.Moosa
7. Dr. Sharath Chandrasekhar

RESPONSIBILITIES

1. To conduct meeting when it is required (prior to the programme)
2. To organize, arrange and conduct the programs conducted in institution.
3. Can form sub groups according to the program and prepare for the event.




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMMITTEE FOR EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES

REDRESSAL:

Chair Person: DrJithesh

Convener: Dr.Mohammed Feroz,

Members:

1.Dr. Gopikrishnan

2.Dr. Seby

3Dr.Vasanthakumar

4.Dr. Selvamani

RESPONSIBILITIES

1. To conduct meeting once in 3 months
2. Prepares relevant exam time tables of the Institute based on the Examination Time Table
3. Prepares and display an overall Supervision Duty List
4. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities
5. A report of same shall be submitted to the Principal.
6. Committee collects list of examiners for assessment and moderation of each subject from respective HODs.
7. Ensures that the evaluation and moderation process is completed on time
8. Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
9. Ensures that the entire exam related documents reach the university in time.
10. Conducts Internal Assessment examination as per academic calendar.
11. Distributes marks lists to the students after the results of various examinations received from the University.
12. Processes all Circulars, Guidelines, Office Orders, Notifications received by the University
13. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
14. Committee tries to settle the issues amicably in a time bound manner.
15. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
16. Ensures that the grievances are resolved on time impartially and confidentially




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

JOURNAL COMMITTEE:

Patron : Mr. K.P Ramesh Kumar (Chairman, MINDS)

Editor-in-Chief: Dr. Anil Melath

Chief Editor:

Dr. Seby J Gardens

Co-editors:

Dr.Melwin


Dr. Selvamani M

Dr. Anil K Subash

RESPONSIBILITIES:

1. To conduct meeting once in 6 months.
2. Providing guidelines to authors for preparing and submitting manuscripts
3. Providing a clear statement of the Journal's policies on authorship criteria
4. Establishing a system for effective and rapid peer review
5. Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
6. Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts
7. To obtain indexing for the journal




Principal
Chalarkara Institute of Dental Sciences & Hospital
MAHE

ANTI RAGGING COMMITTEE:

Chairperson: Dr Anil Melath

Convener: Viceprincipal

Members:

1. Supdt.OfPolice, Mahe
1. Dr Manoj Kumar
2. Dr George Thomas
3. Dr Rena Ephraim
4. Mr Binoy
5. Mr. Gireesh Kumar
7. Mrs. Anjali
8. Mr. Muralidharan
9. Dr Shakunthala G K
10. Warden, Boys Hostel
11. Warden Girls Hostel

RESPONSIBILITIES:

1. To conduct meeting once in a year and mostly during the beginning of each academic year and as and when needed.
2. To ensure compliance with the provisions of dental Council of India (Prevention and Prohibition of Ragging in dental Colleges/ Institutions) Regulations
3. To monitor the anti ragging activities in the institution.
4. To consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
5. Safety measures , counseling if needed , awareness classes
6. Help line number
7. Complaint registration methods




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

ANTI RAGGING SQUAD

Chairperson: Dr. Mohammed Feroz T P

Convener: Dr. Shakunthala G.K

Members:

1. Mr. Noufal K P
2. Dr. Krishnendhu
3. Mrs. Aiswarya M
4. Mrs. Anjali.K
5. Mr. Muralidharan K, Security Officer
6. Mrs. Saroja Devi (Warden, Girls Hostel)
7. Mr. Sathyan (Warden, Boys Hostel)
8. Dr. Mahesh, PG
9. Dr. Varun M, PG
10. Dr. Shruthi, PG

RESPONSIBILITIES:

1. To conduct meeting once in a month and more frequently during the beginning of each academic year as needed.
2. It shall work under the overall guidance of the Anti-Ragging Committee(ARC)
3. The Squad shall have vigil and patrolling functions.
4. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots.
5. It will conduct regular and surprise checking at various places, hostels and classrooms from time to time, and will appraise the ARC.
6. It shall carry out on-the-spot investigation into any incident of ragging and make recommendations to the ARC.
7. It shall conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging.
8. It shall ensure that anti-ragging posters are displayed in designated places.
9. It shall occasionally interact with the newcomers in the hostels to instill confidence among them.
10. It shall provide a report to the Anti-Ragging Committee every day for the first month and thereafter as directed by the Principal




Principal
MAHE Institute of Dental Sciences & Hospital
MAHE

PURCHASE COMMITTEE:

Chairperson: Mr. K.P Ramesh Kumar

Convenor: Dr Anil Melath

Members:

1. All HOD's
2. Mrs. Anupriya
3. Mr. padmanaban
4. Mr. Benoy
5. Mrs Jisha

RESPONSIBILITIES

1. To conduct meeting once in 6 months
2. To analyze quotations provided
3. Provide recommendation for approval by the in-charge person
4. To ensure all documentation is accurately completed.
5. Seek clarification from suppliers/service providers where necessary.




Principal
MAHE Institute of Dental Sciences & Hospital
MAHE

SPORTS COMMITTEE:

Chair Person: DrManoj Kumar

Convenor: Mr. Chackochan

Members:

1. Dr.Gopikrishnan
2. Dr Selvamani
3. DrJithesh Kumar
- 4 DrAdarsh V.J
5. Dr Nikhil Raj
6. DrShakunthala
- 8 DrRoshin C N
9. Mr. Vijayan G.K
10. Mrs. Anjali K

RESPONSIBILITIES

1. To conduct meeting once in 6 months
2. Pursuance and maintenance of all physical sporting matters including competitive activities
3. Maintain the safety of members
4. Maintaining good communication with students
5. Maintenance of sports ground and equipments
6. Communicate with questions/concerns to the executive liaison
7. Forming rules and regulations for all the sports events
8. Conducting annual sports events and indoor games




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMMITTEE FOR PHYSICAL INFRASTRUCTURE, MAINTAINANCE AND UPGRADATION :

Chairperson: Mr. Vijayan G.K

Convener: Mr. Santhosh

Members:

1.Mr. Muralidharan

2.Mr. Vinod

3.Dr M Selvamani

4.Dr. George

5 Dr Raj A.C

RESPONSIBILITIES

1. To conduct meeting once in 6 months
2. To ensure the annual maintenance contract of equipment and machineries and renewal on time.
3. To ensure the availability and functioning of equipments.
4. To maintain the standard of quality of physical infrastructure and use environment friendly measures in institutional energy conservation.




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMMITTEE FOR HOSPITAL INFECTION CONTROL:

Chair Person: DrManoj Kumar

Convener: Mrs. Josy

Members:

1. Dr..Rakesh
2. DrPrem
3. DrJilu
4. DrNikhilraj
- 4.OMFS CSAs

RESPONSIBILITIES

1. To conduct meeting once in a month
2. To advise the management on all aspects of infection prevention and control.
3. To provide assurance that the environment within the institution is safe for patients, visitors and staff in terms of infection prevention and control.
4. To provide assurance that all appropriate measures are being taken to assist the institution with achievement of national and local infection prevention and control targets.
5. To ensure corrective action has been initiated and managed where gaps are identified in relation to risks




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMMITTEE FOR WOMEN EMPOWERMENT:

Chair Person: Dr Rena Ephraim

Convener: Mrs. Priyanka

Members:

1Mrs. Anjali

2Mrs. Rajeswari

3Mrs. Nisha P.K

4. Mrs.Sandhya

5 Dr. Miriam

RESPONSIBILITIES

1. To conduct meeting once in a year
2. To receive complaints from staffs and students on:
 - Eve teasing incidents in the campus and the college buses.
 - Inappropriate behavior towards women staff.
 - Improper treatment of girl students
 - Passing of unaesthetic and provocative comments and messages.
3. Equips the female students, faculty and staff members with the knowledge of other legal rights.
4. Safeguards the rights of female students, faculty and staff members.




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMMITTEE FOR PARENT TEACHERS INTERACTION:

Chair Person: Dr Rena Ephraim

Convener: DrShakunthala

Members:

1. Mr. Gireesh
2. Mrs. Aiswaraya
3. Mrs. Anjali
4. Parents

RESPONSIBILITIES

1. To conduct meeting once in 3 months
2. Provide leadership.
3. Set the Agenda for Meetings and run the meeting.
4. Welcome and involve new Members.
5. To discuss the unauthorized absence of the students
6. To discuss and decide the eligibility to write University Examination with regard to attendance




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

**COMMITTEE FOR STUDENT CAREER GUIDANCE, PLACEMENT & STUDENTS
PROGRESSION TO HIGHER EDUCATION:**

Chair Person: Dr Bastian

Convener: Dr Raj

Members:

1. Dr Rajamani

2. Dr Sunil

3. Dr Deviprasad

4. Mr. Vijayan G.K

RESPONSIBILITIES

1. To conduct meeting once in 6 months.
2. To conduct programmes in relation to career, overseas opportunities, Army Dental Corps etc.
3. To guide the students for placement




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

MENTORS COMMITTEE:

Chairperson: DrVasanth Kumar

Convener: Mr. Doel


Members:

1. DrMariya Bobby
2. DrSubair
- 3Dr Selvamani
4. Mr. Noufal
5. Mrs.Anjali
6. Dr.Sajith

RESPONSIBILITIES

1. To conduct meeting once in 4 months
2. Formation of subcommittees for execution of mentoring
3. To monitor the student's regularity & discipline
4. To enable the parents to know about the performance & regularity of their wards.
5. Improvement of teacher-student relationship
6. Counselling students for solving their problems and provide confidence to improve their quality of life.
7. Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMMITTEE FOR LINKAGES, COLLABORATIONS &CONSULTANCY (MOU'S):

Chair Person: Dr George Thomas

Convener: Dr. Seby J Gardens

Members:

1. Dr. B M Murali
2. Dr Panchami M
- 3..Dr Bastian T S
4. Mrs. Anjali
5. Dr. Raj A C
6. DrJithesh Kumar
7. Dr. Deviprasad
8. Dr B V Muralidhara

RESPONSIBILITIES

1. To conduct meeting once in 6 months.,
2. To plan exchange programmes for students and staffs
3. To facilitate ongoing relationship with those related institutes to help achieve better patient management.




Principal
Institute of Dental Sciences & Hosp...
MAHE

CDE COMMITTEE:

Chair Person: Dr Madhukiran

Convener: Dr Selvamani

Members:

1. Dr. Mohammed Feroz

2. Dr Ajoy

3. Dr Miriam Mathew

4. Dr. Suresh Babu

5. Dr Joy

6. Dr Al Thanzeer Usman

7. Dr Sharath

RESPONSIBILITIES:

1. To conduct meeting once in 3 months.
2. Identify and promote new educational programs.
3. Monitor the quality of courses presented under the auspices of the committee.
4. Lists of conducted events, brochures, photos, certificates, mementos, credit points and their Report
5. Maintain the list of CDE Programmes to be conducted by each department for each academic year




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE

COMPLAINTS AND GRIEVANCE REDRESSAL CELL:

Chair Person: Dr Anil Melath

Convenor: Dr Rena Ephraim


Members:

1. Dr Shakunthala G.K
2. Mrs. Nisha
3. Mr.Padmanabhan K
4. Mrs. Anjali
5. Mr. Vijayan G.K
6. Dr Agee
7. Dr Thomas kutty
8. Dr Dhanya Namboodri

RESPONSIBILITIES

1. To conduct meeting once in 3 months and as and when required.
2. To receive and redress complaints.
3. To consider and issue rulings on complaints that has been investigated by concerned authority.
4. To make procedural decisions about the handling of complaints where necessary.
5. Any complaint received by the members should be immediately forwarded to the chairperson or convenor, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
6. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint and recommend to the Institute.
7. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)




Principal
Mahe Institute of Dental Sciences & Hospital
MAHE