



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

**CIRCULAR**

05.07.2018

This is to inform that on the basis of IQAC meeting held on 04.07.2018, institutional committees are restructured and the new committee list is attached herewith .



Dr. Anil Melath

Principal

Principal

Mahe Institute of Dental Sciences & Hospital  
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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

1. Committee renamed: Complaint and Grievance redressal committee as  
Internal Complaint Committee
2. Additional Charges for committees:  
Academic committee:
  - a) Academic curricular review committee
  - b) Student Academic quality assurance committee
  - c) Additional academic program committeeHostel committee:
  - a) Hostel welfare committee
  - b) Mess committee
3. Committees newly included:
  - a) Committee for staff welfare and development.
  - b) IT and Website committee
  - c) Committee for extension and outreach activities and social responsibility.
  - d) Committee for Alumni Association
  - e) Patient Grievance Redressel Cell
  - f) Committee for admission process

The members of the committee will be decided and the list will be circulated.



  
Principal  
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**Minutes of Meeting**

**Committee: IQAC**

**Date: 10.07.2019**

**Venue of Meeting: Conference Hall**

**Time: 9:30-10.00a.m.**

Members Present			Members Absent		
Sl. No.	Designation	Name	Sl. No.	Designation	Name
1.	Chairperson	Dr.Anil Melath	-	-	-
2.	Convener	Dr.Mohammed Feroz.T.P	-	-	-
3.	Member	Dr. Manojkumar	-	-	-
4.	Member	Dr.George Thomas	-	-	-
5.	Member	Dr. Seby J Gardens	-	-	-
6.	Member	Dr.Bastian.T.S	-	-	-
7.	Member	Dr.Rena Ephraim	-	-	-
8.	Member	Dr. Vasanthkumar	-	-	-
9.	Member	Dr. Deviprasad.S	-	-	-
10.	Member	Dr. Raj.A.C	-	-	-
11.	Member	Dr..Arya Krishnaprasad	-	-	-

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Agenda of the meeting was to assess the overall performance of the institution clinicals and academics, NAAC related activities and to prepare for ISO certification.	-	-	-
2.	Dr.Manoj and Dr.Raj stated that hospital activities and patient handling were good.	To improve the patient care	PRO	-
3.	Dr.Raj proposed to have a committee for ISO certification process.	To constitute members for the committee	Principal	-
4.	Dr.Rena, Dr.George and Dr.Seby stated that the performance of the students	To conduct regular assessments as per academic calendar and	All HODs	-




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**Minutes of Meeting**

	in university exams were satisfactory and good.	improve student quality		
5.	Dr.Vasanthkumar and Dr.Deviprasad stated the infrastructure maintenance of the institution is satisfactory and new banquet area and roofing for institution needs to be considered.	Proposal was accepted	Infrastructure committee	This concerned year
6.	The members reviewed the NAAC activities of institution.	Furthermore improvement in activities was expected.	NAAC committee	This concerned year
7.	The Co-ordinator of the committee thanked the members for attending the meeting.			



  
Chairperson  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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IOAC

Dr Raj AC 




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**CIRCULAR**

04.07.2019

This is to inform that the IQAC meeting for the year 2019 will be conducted on 10.07.2019, at Conference hall from 9.30 a.m. to 10.30 a.m.



  
Dr. Anil Meeth  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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Copy to

- Chairman.
- Vice Principal.
- Concerned members of the committee.



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

**CIRCULAR**

26.06.2019

This is to inform that the following members will constitute the Internal Quality Assurance Cell (IQAC) for the year 2019.

Dr. Anil Melath

Principal  
Mahe Institute of Dental Sciences & Hospital  
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Copy to

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

MEMBERLIST OF IQAC 2019

Chairperson: Principal

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

Members:

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

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

Dr.Bastian - HoD, Department of Oral Pathology

Dr.Rena Ephraim - HoD, Department of Pedodontics

Dr.Raj. A.C - HoD, Department of Oral Medicine and Radiology

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

Mrs.Sasikala.P.K – Asst. Administrative manager

Dr.Roshin C.N- Student member

Mrs. Prashanth.M- management representative



  
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**MEMBERS OF COMMITTEE**

**2018-2019**



## INSTITUTIONAL DISCIPLINARY COUNCIL

**Chairperson:** Dr Anil Melath

**Convenor:** Dr. Mohammed Feroz T.P.

### **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**  
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## 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.



  
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## 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



  
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**ACADEMIC COMMITTEE:**

**ACADEMIC AND CURRICULAR REVIEW COMMITTEE:**

**Chair Person:** Dr Gopi Krishnan

**Convenor:** Dr Seby J Gardens

**Members:**

1. All HOD's
2. Dr. B.V.Muralidhara
3. Dr.Miriam Mathew
4. Dr.Abhinav Mohan
5. Mrs. Anjali.K
6. Mrs. Aiswarya Muraleedhara
7. Mrs. Nisha P.K

**RESPONSIBILITIES**

1. To conduct meeting once in 6 months
2. Committee should evaluate old calendar and assess other university and college calendars.
3. On or before each academic year, this committee should propose calendar commencing academic year.
4. A calendar proposed by the committee shall be well advertised.



  
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## STUDENTS ACADEMIC QUALITY ASSUARANCE COMMITTEE

**Chair Person:** Dr Murali B M

**Convenor:** Dr Madhukiran M K

**Members:**

1. Dr.Anil Melath
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 2-3 meetings in an academic year
  2. Members of each subcommittee to be priorly informed about the meeting
  3. To maintain minutes of meeting, photographs related and circulars of the meeting
  4. Preparation of academic quality assurance and policy procedures
  5. Facilitate the review process to ensure it is proceeding according to the Academic Quality Assurance Policy and Procedures. This includes orienting and advising review personnel, and monitoring and managing the progress of reviews
  6. Evaluate all documents produced for review processes, returning documents when revision is required and approving documents when they are complete
  7. Develop the action plan, which specifies the recommendations emerging from the review that the program or unit is responsible for implementing.
  8. Receive and evaluate reports that describe the progress on implementing recommendations
- Annually review powers and duties and report their findings



  
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## ADDITIONAL ACADEMIC PROGRAM COMMITTEE

**Chair Person:** Dr Anil Melath

**Convenor:** Dr Mohammed Feroz

**Members:**

1. Dr. Seby J Gardens
2. Dr. Murali B M
3. Dr. Selvamani
4. Dr Arya Krishnaprasad
5. Mrs. Sasikala

### RESPONSIBILITIES

1. To conduct meeting once in 2 months.,
2. Members of each subcommittee to be priorly informed about the meeting
3. To maintain minutes of meeting, photographs related, and circulars related
4. To provide leadership in **curriculum** development at the college.
5. To provide oversight of all new **courses** and programs to ensure that **academic** standards are maintained.
6. Oversee the development of new programs, changes within the program, determine how these changes affect other programs, and ensure the resources are available to implement the changes.



  
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## **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.



  
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**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



  
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## **HOSTEL WELFARE COMMITTEE**

**Chairperson** Dr.Nandakishore

**Convenor:** DrShakunthala

**Members:**

1Mrs. Sasikala

2Dr Selvamani

3 Mr. Vijayan G.K

4Boys & Girls Hostel Warden

5Security officer

### **RESPONSIBILITIES:**

1. To conduct meeting once in 6months
2. To overview and supervise the hostel related activities.
3. Maintenance of records.
4. Improvise standard of hostel usage by hostelites and provide care for them.



  
**Principal**  
**The Institute of Dental Sciences & Hospital**  
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## **MESS COMMITTEE**

**Chairperson :** Dr Rena Ephraim

**Convener:** Mrs.Sasikala

Members

- 1.Dr. Selvamani
- 2.Dr. Shakunthala G K
- 3.Mrs Anjali
- 4.Dr Abhirami
- 5.Mr. Vijayan G K
- 6.Mr. Binoy T (Accounts)
- 7.Warden / Asst. Warden
8. In- Charge (Canteen)

## **RESPONSIBILITIES:**

1. To conduct meeting once in 3 months
2. To overview and supervise the mess related activities.
3. Determine the menu for the students.
4. Assure good quality of food provided in mess.
5. Address the issues and grievances arising in mess related activities



  
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**PROGRAMME COMMITTEE:**

**Chairperson:** Dr. Mohammed Feroz .T.P

**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.Abirami
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.



  
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**COMMITTEE FOR EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES  
REDRESSAL:**

**Chair Person:** Dr.Jithesh

**Convener:** Dr.Mohammed Feroz,

**Members:**

- 1.Dr. Gopikrishnan
- 2.Dr. Seby J Gardens
- 3Dr.Vasanthakumar
- 4.Dr. Selvamani
5. Dr.Teenu

**RESPONSIBILITIES**

1. To conduct meeting once in 6 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  
Mahabaleswaram 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 Mathew

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**  
**Mahe Institute of Dental Sciences & Hospital**  
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## **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**  
Mahesh Institute of Dental Sciences & Hospital  
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## 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  
Chalanga Institute of Dental Sciences & Hospital  
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**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
6. Mrs. Limna

**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.



  
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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
11. Dr. Mahesh

## **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**  
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**COMMITTEE FOR PHYSICAL INFRASTRUCTURE, MAINTAINANCE AND UPGRADATION :**

**Chairperson:** Mrs. Sasikala

**Convener:** Mrs. Prashanthi

**Members:**

1.Mr. Dileesh

2.Mr. Vinod

3.Dr Snthosh

4.Mr. Muralidhara

**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.



  
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## COMMITTEE FOR HOSPITAL INFECTION CONTROL:

**Chair Person:** DrManoj Kumar

**Convener:** Mrs. Vijayakumari

### **Members:**

1. Dr..Joy
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  
Maheshwari Institute of Dental Sciences & Hospital  
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## **COMMITTEE FOR WOMEN EMPOWERMENT:**

**Chair Person:** Dr Rena Ephraim

**Convener:** Mrs. Nisha

### **Members:**

1 Mrs. Anjali

2 Mrs. Rajeswari

3 Dr. Jeena

4 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**  
**The 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**  
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**COMMITTEE FOR STUDENT CAREER GUIDANCE, PLACEMENT & STUDENTS  
PROGRESSION TO HIGHER EDUCATION:**

**Chair Person:** Dr Bastian.T.S

**Convener:** Dr Raj.A.C

**Members:**

1.Dr Rajamani

2.Dr Sunil

3Dr 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



  
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**MAHE Institute of Dental Sciences & Hospital**  
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## **MENTORS COMMITTEE:**

**Chairperson:** DrVasanth Kumar

**Convener:** Mr. Doel

### **Members:**

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

## **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.



  
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**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. Dr Jithesh 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.



  
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## **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



  
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## **COMMITTEE FOR ALUMNI ASSOCIATION:**

President: Principal

Secretary: : Vice Principal

**Chairman:** Dr George Thomas

**Convenor:** DrSharath K

Members:

1..DrRoshin C N

2.Dr Mahesh Raj

3.4.Dr Jilu

5.Dr AswinChandran

6.Dr.Anshika chandran

## **RESPONSIBILITIES**

1. To conduct 2-3 meetings in an academic year
2. Enthusiastically communicate the mission and purpose of the college and Alumni Association to the wider alumni population
3. Support a strong relationship between the Alumni Association and the college.
4. Remain constantly informed about the college and the Alumni Association's mission, services, priorities and programs;
5. Recognize fellow alumni who are distinguished by their loyalty, professional achievement and community service;
6. Develop strong working relationships with other Alumni Council members
7. Promote the college within one's sphere of influence, whenever the opportunity arises
8. Support the Alumni Association through payment of alumni dues and encourage fellow alumni to do the same
9. Interaction through college website and social media



  
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MALAPPURAM

## IT AND WEBSITE COMMITTEE

**Chairperson:** Mrs. Sasikala

**Convener:** Mr. Praneesh

Members:

Mr. Stephy

Miss. Jishma

Dr. Jilu


Dr. Roshin

Mr. SudhinLal (Fog Media)

## RESPONSIBILITIES

1. To conduct meeting once in a month
2. To provide recommendations on the content, format and development of the Website
3. To provide recommendations on how the Website is to be utilized by committees, and the general public
4. To ensure the accuracy of the content displayed on the website
5. To ensure the content on the website is maintained and updated on a timely basis
6. To set standards for further website development and monitoring
7. To coordinate the hosting of the website and maintenance of the domain name.



  
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## COMMITTEE FOR STAFF DEVELOPMENT

**Chair Person:** Dr Anil Melath

**Convener:** Mrs.sasikala


Members:

1. All HOD's
- 2.Mr. Vijayan G.K
- 3.Mrs. Prashanthi
- 4.Mrs Sasikala

## RESPONSIBILITIES

1. To conduct meeting once in 6 months
2. Members of each subcommittee to be priorly informed about the meeting
3. To maintain minutes of meeting, photographs related, and circulars related
4. To develop an organizational framework to resolve Grievances of staff (in terms of suggestion box or e-mail)
5. To enlighten the staff on their duties and responsibilities to access benefits due under the policies
6. To establish structured interactions with staff to elicit information on their expectations
7. To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon
8. To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy



  
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**COMMITTEE FOR EXTENTION AND OUTREACH ACTIVITIES & SOCIAL RESPONSIBILITY**

**Chairperson:** DrSeby

**Convener:** Dr.Jeena

Members:

- 1.Dr Selvamani
- 2.Dr Anil Subash
- 3.Dr Sharath
- 4.Dr. Adarsh VJ
5. Dr.Teenu

**RESPONSIBILITIES**

1. To conduct meeting once in a month
2. To help inculcate a sense of social commitment
3. To take the institution closer to social needs
4. To conduct outreach activities and to maintain collaboration with society towards public health and welfare



  
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## **COMMITTEE FOR ADMISSION PROCESS**

**Chair Person:** Dr Anil Melath

**Convenor:** Mr. Padmanabhan K

Members

1. Dr Mohammed Feroz
2. Mr Sreedharan
3. Mrs Sasikala
4. Mrs Prasanthi
5. Mrs. Jisha

## **RESPONSIBILITIES**

1. To conduct meeting once in a month
2. To follow the admission protocol as per DCI and CENTAC
3. To formulate and maintain the selection criteria for different categories for admission process.



  
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## PATIENT GRIEVANCE REDRESSAL CELL

**Chairperson:** Dr. Mohammed Feroz T P

**Convener:** Dr. Arya K

Members

1. Dr. George Thomas

2. Dr. Rena Ephraim

3. Mrs. Sasikala

4. Mrs. Vijayakumari

5. Mrs. Prinsa Praveen

6. Mr. Cibir Chalissery

## RESPONSIBILITIES

1. To conduct meeting once in a week
2. Reviews all grievances that are not resolved to the satisfaction of the patient or patient representative
3. Investigate complaints, make decisions, and provide a written response to grievances.
4. Enforcing the time frames prescribed in the Patient Grievance Procedure.
5. Processes all grievances and complaints on a weekday basis
6. Keep record of all grievances and complaints.
7. Discusses patient rights and the grievance procedure at the time of admission with the patient or patient representative



  
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## **INTERNAL COMPLAINT COMMITTEE**

**Chair Person:** Dr Anil Melath

**Convenor:** Dr Rena Ephraim

**Members:**

1. Dr Shakunthala G.K
2. Mrs. Sasikala
3. Mr.Padmanabhan K
4. Mrs. Anjali
5. Mrs.Nalini Chathu
6. Mr. Vijayan G.K
7. Dr Shabina
8. Dr Baby Sona A T
9. Dr Ramnesh

## **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 convener, 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.)



  
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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: IQAC**

**Date: 09.10.2020**

**Venue of Meeting: Conference Hall**

**Time: 9:30-10.00a.m.**

Members Present			Members Absent		
Sl. No.	Designation	Name	Sl. No.	Designation	Name
1.	Chairperson	Dr. Anil Melath ✓	1.	Member	Dr. Manoj
2.	Convener	Dr. Mohammed Feroz.T.P ✓	2.	Member	Dr. Seby
3.	Member	Dr. George ✗	-	-	-
4.	Member	Dr. Bastian ✗	-	-	-
5.	Member	Dr. Rena	-	-	-
6.	Member	Dr. Vasanthkumar	-	-	-
7.	Member	Dr. Deviprasad	-	-	-
8.	Member	Dr. Raj ✗	-	-	-
9.	Member	Dr. Arya ✗	-	-	-

Sl. No.	Agenda with Points Discussed	Decision Taken	Person Responsible for Implementation	Target Date
1	Agenda of the meeting was to revamp the institutional works after the post COVID pandemic.	-	-	-
2.	The chairperson addressed the committee members.	-	-	-
3.	Dr. George and Dr. Raj stated that hospital infection control procedures needs to be evaluated and all standard COVID control measures should be followed in the institution.	To assign Hospital Infection Committee	Convener of Hospital Infection Committee	-
4.	Dr. Rena and Dr. Deviprasad , stated that the condition of online classes for the	To start the offline classes at the earliest as per Government order	Principal	-



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**Minutes of Meeting**

	students and their preparation for University exams to be considered..			
5.	Dr.Vasanthkumar concerned on the conduct of university exams for the undergraduate student	To communicate with the University	Vice Principal	-
6.	Dr.Raj instructed the continuation of all the NAAC related activities, irrespective of the Offline or Online mode. He stated that all department HoDs and all the committee conveners should continue monitoring their works and constant report and record maintenance was reinforced.	To continue their activities and maintain their documents and records.	All HoDs and Committee conveners.	
7.	The Co-ordinator of the committee thanked the members for attending the meeting.	-	-	-

Dr. Raj AC 



  
Principal  
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MAHE  
Chairperson  
IQAC



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**CIRCULAR**

05.10.2020

This is to inform that the IQAC meeting for the year 2020 will be conducted on 08.10.2020, at Conference hall from 9.30 a.m. to 10.30 a.m.



  
Dr. Anil Melath  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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Copy to

- Chairman.
- Vice Principal.
- Concerned members of the committee.




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**CIRCULAR**

05.10.2020

This is to inform that the following members will constitute the Internal Quality Assurance Cell (IQAC) for the year 2020.



  
Dr. Anil Melath  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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Copy to

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

MEMBERLIST OF IQAC FOR THE YEAR 2020

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

Dr.Rena Ephraim - HoD, Department of Pedodontics

Dr.Raj.A.C - HoD, Department of Oral Medicine and Radiology

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

Dr.Arya Krishnaprasad - Administrative manager

Dr.Roshin C.N – Senior Lecturer, Department of Oral Pathology

Dr.Genoy George- Student Representative.

Mrs. Prashanthi.M - Management representative



  
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**CIRCULAR**

01.10.2019

This is to inform that the members of the NAAC team are reframed and the following new members will constitute this team with effect from 04.10.2019.


Chief Co-ordinator:

Dr.Raj, HoD , Dept of Oral Medicine and Radiology

Members:

1. Dr.Jeena, Reader, Dept of Oral Medicine and Radiology
2. Dr. Dhanya, Senior Lecturer, Dept of Pedodontics.
3. Dr. Jilu, Senior Lecturer, Department of Periodontics.
4. Dr. Roshin, Senior Lecturer , Dept of Oral Pathology



  
Dr. Anil Math  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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Copy to

- Chairman.
- Vice Principal.
- All HoDs.



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**CIRCULAR**

15.07.2019

As per the IQAC meeting decision, it is proposed to have a group of members for ISO certification process procedures.

The following members will constitute the member group for ISO certification process.

1. Vice PrincipaL- Dr. Mohammed Feroz. T.P
2. Dr.Arya Krishnaprasad.
3. Mrs.Prashanthi.M.

Dr. Anil Melath  
Principal

Copy to

- Chairman.
- Concerned Members of the group

**MEMBERS OF COMMITTEE**

**2019-2020**



## INSTITUTIONAL DISCIPLINARY COUNCIL

**Chairperson:** Dr Anil Melath

**Convenor:** Dr. Mohammed Feroz T.P.

### **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.



  
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## INSTITUTIONAL ETHICAL COMMITTEE

**Chairperson:** Dr Babu Ravindran

**Convenor:** Dr Anil Melath

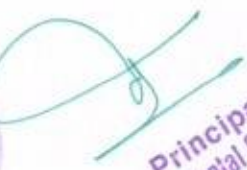
### **Members:**

1. Mrs. Civi Ramesh
2. Dr Antony Fernandaz
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.



  
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## 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



  
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**ACADEMIC COMMITTEE:**

**ACADEMIC AND CURRICULAR REVIEW COMMITTEE:**

**Chair Person:** Dr Gopi Krishnan

**Convenor:** Dr Seby J Gardens

**Members:**

1. All HOD's
2. Dr. B.V.Muralidhara
3. Dr.Miriam Mathew
4. Dr.Abhinav Mohan
5. Mrs. Anjali.K
6. Mrs. Aiswarya Muraleedhara
7. Mrs. Nisha P.K

**RESPONSIBILITIES**

1. To conduct meeting once in 6 months
2. Committee should evaluate old calendar and assess other university and college calendars.
3. On or before each academic year, this committee should propose calendar commencing academic year.
4. A calendar proposed by the committee shall be well advertised.



  
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## STUDENTS ACADEMIC QUALITY ASSUARANCE COMMITTEE

**Chair Person:** Dr Murali B M

**Convenor:** Dr Madhukiran M K

**Members:**

1. Dr.Anil Melath
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 2-3 meetings in an academic year
  2. Members of each subcommittee to be priorly informed about the meeting
  3. To maintain minutes of meeting, photographs related and circulars of the meeting
  4. Preparation of academic quality assurance and policy procedures
  5. Facilitate the review process to ensure it is proceeding according to the Academic Quality Assurance Policy and Procedures. This includes orienting and advising review personnel, and monitoring and managing the progress of reviews
  6. Evaluate all documents produced for review processes, returning documents when revision is required and approving documents when they are complete
  7. Develop the action plan, which specifies the recommendations emerging from the review that the program or unit is responsible for implementing.
  8. Receive and evaluate reports that describe the progress on implementing recommendations
- Annually review powers and duties and report their findings



  
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## ADDITIONAL ACADEMIC PROGRAM COMMITTEE

**Chair Person:** Dr Anil Melath

**Convenor:** Dr Mohammed Feroz


**Members:**

1. Dr. Seby J Gardens
2. Dr. Murali B M
3. Dr. Selvamani
4. Dr Arya Krishnaprasad
5. Mrs. Sasikala

### RESPONSIBILITIES

1. To conduct meeting once in 2 months.,
2. Members of each subcommittee to be priorly informed about the meeting
3. To maintain minutes of meeting, photographs related, and circulars related
4. To provide leadership in **curriculum** development at the college.
5. To provide oversight of all new **courses** and programs to ensure that **academic** standards are maintained.
6. Oversee the development of new programs, changes within the program, determine how these changes affect other programs, and ensure the resources are available to implement the changes.



  
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**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
- 7.Dr.Teenu
- 8.Mr.Doel Fernandez

**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.



  
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**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
7. Mrs. Prashanthi.M
8. Ms. Krishnapriya

**RESPONSIBILITIES:**

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



  
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## **HOSTEL WELFARE COMMITTEE**

**Chairperson** Dr.Nandakishore

**Convenor:** DrShakunthala

Members:

1Mrs. Sasikala

2Dr Selvamani

3 Mr. Vijayan G.K

4Boys & Girls Hostel Warden

5Security officer

### **RESPONSIBILITIES:**

1. To conduct meeting once in 6months
2. To overview and supervise the hostel related activities.
3. Maintenance of records.
4. Improvise standard of hostel usage by hostelites and provide care for them.



  
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## MESS COMMITTEE

**Chairperson :** Dr Rena Ephraim

**Convener:** Mrs.Sasikala


Members

- 1.Dr. Selvamani
- 2.Dr. Shakunthala G K
- 3.Mrs Anjali
- 4.Dr Abhirami
- 5.Mr. Vijayan G K
- 6.Mr. Binoy T (Accounts)
- 7.Warden / Asst. Warden
8. In- Charge (Canteen)

## RESPONSIBILITIES:

1. To conduct meeting once in 3 months
2. To overview and supervise the mess related activities.
3. Determine the menu for the students.
4. Assure good quality of food provided in mess.
5. Address the issues and grievances arising in mess related activities



  
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**PROGRAMME COMMITTEE:**

**Chairperson:** Dr. Mohammed Feroz .T.P

**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.Abirami
6. 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.



  
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**COMMITTEE FOR EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES  
REDRESSAL:**

**Chair Person:** Dr.Jithesh

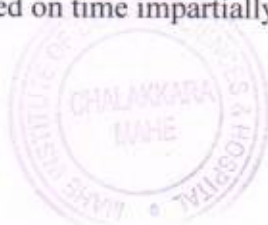
**Convener:** Dr.Mohammed Feroz.T.P

**Members:**

- 1.All HODs
- 2.Dr. Seby J Gardens
- 3Dr.Vasanthakumar
- 4.Dr. Selvamani
5. Dr.Teenu

**RESPONSIBILITIES**

1. To conduct meeting once in 6 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



  
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**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. Selvamani M

Dr. Roshin.C.N

**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



  
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**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**

## 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. Warden, Girls Hostel
7. Warden, Boys Hostel
8. Dr. Saicharan.G, PG
9. Dr. Arungiri, PG
10. Dr.Arulvizhi, 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



  
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**PURCHASE COMMITTEE:**

**Chairperson:** Mr. K.P Ramesh Kumar

**Convenor:** Dr Anil Melath

**Members:**

1. All HOD's
2. Mrs. Sasikala
3. Mr. Padmanaban
4. Mr. Binoy
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.



  
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## **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 Dr.Roshin C N
9. Mr. Vijayan G.K
10. Mrs. Anjali K
- 11.Dr.Mahesh

### **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



  
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**COMMITTEE FOR PHYSICAL INFRASTRUCTURE, MAINTAINANCE AND UPGRADATION :**

**Chairperson:** Mrs. Sasikala

**Convener:** Mrs. Prashanthi

**Members:**

- 1.Mr. Dileesh
- 2.Mr. Vinod
- 3.Dr Snthosh
- 4.Mr. Muralidhara

**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.



  
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## COMMITTEE FOR HOSPITAL INFECTION CONTROL:

**Chair Person:** DrManoj Kumar

**Convener:** Mrs. Vijayakumari

### **Members:**

1. Dr..Joy
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



  
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## **COMMITTEE FOR WOMEN EMPOWERMENT:**

**Chair Person:** Dr Rena Ephraim

**Convener:** Mrs. Nisha

### **Members:**

1Mrs. Anjali

2Mrs. Rajeswari

3Dr.Jeena

4 Dr. Miriam

5 Mrs.Prinsa

### **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.



  
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## COMMITTEE FOR PARENT TEACHERS INTERACTION:

**Chair Person:** Dr Rena Ephraim

**Convener:** DrShakunthala

### **Members:**

1. Mr. Gireesh
2. Mrs. Aiswaraya
3. Mrs. Anjali
4. Dr.Dhanya
4. Parent

### 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



A handwritten signature in green ink, appearing to be "Rena Ephraim".

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

**Chair Person:** Dr Bastian.T.S

**Convener:** Dr Raj.A.C


**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



  
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## MENTORS COMMITTEE:

**Chairperson:** DrVasanth Kumar

**Convener:** Mr. Doel

### **Members:**

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

## 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.



  
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**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. Dr Jithesh 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.



  
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## **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 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



  
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## **COMMITTEE FOR ALUMNI ASSOCIATION:**

President: Principal

Secretary: Vice Principal

**Chairman:** Dr George Thomas

**Convenor:** DrSharath K

Members:

1..DrRoshin C N

2.Dr Mahesh Raj

3.Dr Jilu

4.Dr AswinChandran

5.Dr.Anshika chandran

## **RESPONSIBILITIES**

1. To conduct 2-3 meetings in an academic year
2. Enthusiastically communicate the mission and purpose of the college and Alumni Association to the wider alumni population
3. Support a strong relationship between the Alumni Association and the college.
4. Remain constantly informed about the college and the Alumni Association's mission, services, priorities and programs;
5. Recognize fellow alumni who are distinguished by their loyalty, professional achievement and community service;
6. Develop strong working relationships with other Alumni Council members
7. Promote the college within one's sphere of influence, whenever the opportunity arises
8. Support the Alumni Association through payment of alumni dues and encourage fellow alumni to do the same
9. Interaction through college website and social media



  
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## IT AND WEBSITE COMMITTEE

**Chairperson:** Mrs. Sasikala

**Convener:** Mr. Praneesh

Members:

1. Dr. Roshin C N
2. DrJiluJessy Abraham
- 3Mrs. Sasikala
4. Mr. Binoy T
5. Mr.Stephy
- 6Ms Krishnapriya
7. Mr. SudhinLal (Fog Media)

## RESPONSIBILITIES

1. To conduct meeting once in a month
2. To provide recommendations on the content, format and development of the Website
3. To provide recommendations on how the Website is to be utilized by committees, and the general public
4. To ensure the accuracy of the content displayed on the website
5. To ensure the content on the website is maintained and updated on a timely basis
6. To set standards for further website development and monitoring
7. To coordinate the hosting of the website and maintenance of the domain name.



  
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## COMMITTEE FOR STAFF DEVELOPMENT

**Chair Person:** Dr Anil Melath

**Convener:** Dr.Selvamani

Members:

1. All HOD's
- 2.Mr. Vijayan G.K
- 3.Mrs. Prashanthi
- 4.Mrs Sasikala
- 5.Dr.Arya Krishnaprasad
6. Ms Krishnapriya
- 7.Mrs. Vijayakumari

## RESPONSIBILITIES

1. To conduct meeting once in 6 months
2. Members of each subcommittee to be priorly informed about the meeting
3. To maintain minutes of meeting, photographs related, and circulars related
4. To develop an organizational framework to resolve Grievances of staff (in terms of suggestion box or e-mail)
5. To enlighten the staff on their duties and responsibilities to access benefits due under the policies
6. To establish structured interactions with staff to elicit information on their expectations
7. To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon
8. To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy



  
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## COMMITTEE FOR EXTENTION AND OUTREACH ACTIVITIES & SOCIAL RESPONSIBILITY

**Chairperson:** DrSeby

**Convener:** Dr.Teenu

Members:

1. Dr Selvamani
2. Dr Anil Subash
3. Dr Sharath
4. Dr. Adarsh VJ
5. Dr. Jeena

### RESPONSIBILITIES

1. To conduct meeting once in a month
2. To help inculcate a sense of social commitment
3. To take the institution closer to social needs
4. To conduct outreach activities and to maintain collaboration with society towards public health and welfare



  
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## **COMMITTEE FOR ADMISSION PROCESS**

**Chair Person:** Dr Anil Melath

**Convenor:** MrsPrasanthi M

Members

1. Dr M Selvamani
2. DrRoshin C N
3. Mr. Binoy T
4. MrsSasikala
5. Mrs. Jisha
6. Mrs.Nisha

### **RESPONSIBILITIES**

1. To conduct meeting once in a month
2. To follow the admission protocol as per DCI and CENTAC
3. To formulate and maintain the selection criteria for different categories for admission process.



  
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## PATIENT GRIEVANCE REDRESSAL CELL

**Chairperson:** Dr. Mohammed Feroz T P

**Convener:** Dr. Arya K

Members

1 Dr. George Thomas

2. Dr. Rena Ephraim

3. Mrs. Sasikala

4. Mrs. Vijayakumari

5. Mrs. Prinsa Praveen

6. Mr. Cibin Chalissery

## RESPONSIBILITIES

1. To conduct meeting once in a week
2. Reviews all grievances that are not resolved to the satisfaction of the patient or patient representative
3. Investigate complaints, make decisions, and provide a written response to grievances.
4. Enforcing the time frames prescribed in the Patient Grievance Procedure.
5. Processes all grievances and complaints on a weekday basis
6. Keep record of all grievances and complaints.
7. Discusses patient rights and the grievance procedure at the time of admission with the patient or patient representative



  
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## **INTERNAL COMPLAINT COMMITTEE**

**Chair Person:** Dr Anil Melath

**Convenor:** Dr Rena Ephraim

**Members:**

1. Dr Shakunthala G.K
2. Mrs. Sasikala
3. Mr.Padmanabhan K
4. Mrs. Anjali
5. Mrs.Nalini Chathu
6. Mr. Vijayan G.K
7. Dr Arulvizhi
8. Dr Nanditha Chandran
9. Dr Ramnesh

## **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 convener, 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.)



  
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