

ANTI RAGGING COMMITTEE – 2022

Sl. No.	Name	Mobile No.	Email ID
1.	Dr. D.Rajagovindan, Chairman Director	94442 17687 / 0413-2643031	drrajagovindan@yahoo.co.in
2.	Dr. R.N Kagne, Member Deputy Director & Dean	094867 48348 / 0413-2643030	dydirector@smvmch.ac.in
3.	Dr. K. Karthikeyan, Member Dean (Academic)	94432 68208 / 0413-2643000/1022	karthikderm@yahoo.co.in
4.	Dr.S.Girija, Member Deputy Medical Superintendent (Medical)	98949 76919 0413-2643000/1225	girijagops@gmail.com
5.	Dr. M. Jayasree, Member Deputy Medical Superintendent (Surgical)	9443769196/ 0413-2643000/1226	drmjayasree1@yahoo.co.in
6.	Dr.S. Malarkkan, Member Principal, Manakula Vinayagar Institute of Technology	94443 48554 / 0413-2643002	malarkkan_s@yahoo.com principal@mvit.edu.in
7.	Mr.K. Rajasekar , Member Nominee from Police Department S.I. of Police, Thirubhuvanai Police Station	9940807533/ 0413-2640132	tbips.pon@nic.in
8.	Parents Representative Dr. S. Vijayasundaram	8870001920	dr.vijayasundaram@gmail.com
9.	Students Representative Seniors 1.Varshasre R S 2 Saravana Kumar P 3.Kritihasini R Freshers 1. Harish.I 2. Humrutha Varshini. S 3. Arun Kumar.M	6383109623 8870303236 9952855455 6379313012 8524021172 8667464473	varshasrer@gmail.com saravana130104@gmail.com kritihasini09@gmail.com harishilango265@gmail.com drhumrutha.s@gmail.com arundevi1212@gmail.com
10.	Mr.T.Dhatchinamourthy Registrar (Non-Teaching Representative)	94431 58493 / 0413-2643005	ao@smvmch.ac.in
11.	Dr. Karthik Ragupathy , Secretary Professor Department of Dentistry	98410 10308/ 0413-2643000/1210	drsrtkarthik@gmail.com



Dr. KAGNE R.N
DEAN

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKURAM,
PUDUCHERRY-605107

NATIONAL ANTI RAGGING HELP LINE 1800-180-55-22

Phone : 0413-2643000, 2643014 , College : 2643023 | Fax : 0413 - 2641549 | E-mail : principal@smvmch.ac.in

Medical College and Hospital**ANTI RAGGING SQUAD -2022**

Sl. No.	Name	Mobile No.	Email ID
1.	Dr. R.N. Kagne, Member Deputy Director & Dean	094867 48348 / 0413-2643030	dydirector@smvmch.ac.in
2.	Dr. G.V.Manoharan, Member Prof. & HOD – General Surgery	9443112296/ 0413-2643000/1045	gvmfhm@yahoo.co.in
3.	Dr.P. Nallamuthu, Member Prof.& HOD - Ophthalmology	9843890074/ 0413-2643000/1078	drpnallamuthu@gmail.com
4.	Dr. M.Shanthi, Member Prof.& HOD - Pharmacology	9842176821/ 0413-2643000/2091	shanthibabu24@gmail.com
5.	Dr.Shivayogappa.S. Teli, Member Prof.& HOD - Physiology	81225 57996 / 0413-2643000/2034	shivateli222@yahoo.com
6.	Dr. Karthik Ragupathy, Member Professor – Dentistry Chief Warden – Boys Hostel	98410 10308/ 0413-2643000/1210	drsrbharthik@gmail.com
7.	Dr.V.Deepika, Member Associate Professor - Physiology Chief Warden – Girls Hostel	9962279360/ 0413-2643000/2035	deepy843@gmail.com
8.	Mr. Sugumaran.P Officer on Special Duty	9751127493 0413- 2643102	pesugumaran@gmail.com
9.	Mr.K.Sambasivam, Member Deputy Hostel Warden – Boys Hostel	91595 41834/ 0413- 2643046	sambasivamk52@gmail.com
10.	Mr. Mathubalan. M, Member Deputy Resident Hostel Warden – Boys Hostel	9597198768/ 0413-2643046	madhubalan.ms@gmail.com
11.	Miss.K.Malliga, Member Deputy Hostel Warden - Girls Hostel	81110 18593 / 0413-2643044	malligamercy@gmail.com
12.	Mrs. N.Revathy Deputy Hostel Warden cum Mess Supervisor – Girls Hostel	9443787763/ 0413-2643045	revathyn1970@gmail.com
13.	Mrs.Virgin Mary, Member Deputy Resident Hostel Warden – Girls Hostel	9500269249/ 0413-2643042	virginjophi@gmail.com



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DEAN
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Kalitheerthalkuppam, Madagadipet, Puducherry - 605107.

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—————Medical College and Hospital—————
Minutes of the Anti Ragging Committee Meeting

Venue: College Council Hall

Date : 29.12.2022

The meeting for the Anti Ragging Committee and Anti Ragging Squad of our college was held on 29.12.2022 at 3.00 m in the College Council Hall. Dr. D. Rajagovindan, Director chaired the session and welcomed all the existing members of the committee and squad. He discussed briefly with the members towards the reconstitution of anti ragging committee for the academic year 22-23.

Mr. K. Rajasekar will be added as the Nominee from the Police Department replacing Mr. N.Kumaravel. The squad will remain with the previous members except Mr. TR.K. Sriram will be replaced by Mr. Mathubalan. M, Deputy warden – Boys Hostel. With the approval of the existing members and consent of the new members, the new committee and Squad came into effect.

Director suggested names of the following students Mr. Harish.I, Ms. Humrutha Varshini. S, and Mr. Arun Kumar .M who will be representing the Freshers and Ms. Varshasre R S, Mr. Saravana Kumar P, and Ms. Kritihasini R will be representing the seniors by replacing the current senior students in the Anti Ragging Committee.

ANTI RAGGING COMMITTEE – 2022

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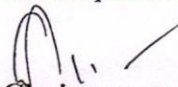
NATIONAL ANTI RAGGING HELP LINE 1800-180-55-22 Toll Free

All the members unanimously accepted the suggestions and the Squad is now reconstituted as per below details.

ANTI RAGGING SQUAD -2022

Sl. No.	Name	Mobile No.	Email ID
1.	Dr. R.N. Kagne, Member Deputy Director & Dean	094867 48348 / 0413-2643030	dydirector@smvmch.ac.in
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The meeting concluded after the new members were oriented to their roles and responsibilities.



Chairperson

Anti Ragging Committee

Copy to:


Chairman & Managing Director, Registrar, Dean, Medical Superintendent, All Members of Anti-ragging Committee and Squad.

No: SMVMCH /DO/ Anti - Ragging / 629 /2022

Date: 07.04.2022

CIRCULAR

A meeting will be held on 12.04.2022 at 10.30 am in the college council hall to discuss about Anti ragging committee and squad for the batch of 2021-22. All members are requested to attend the meeting without fail.


DIRECTOR
Dr. D. RAJAGOVINDAN, M.D.
DIRECTOR
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
MADAGADIPET, PUDUCHERRY-605 107.

Copy To:-

- The Chairman & Managing Director
- The Deputy Director and Dean
- The Dean (Academic)
- The Dean (Research)
- The Medical Superintendent
- The Deputy Medical Superintendent (Medical)
- The Deputy Medical Superintendent (Surgery)
- All Members

Medical College and Hospital**Dr. R. N. KAGNE MD
DEAN**

No. SMVMCH/DO/NMC/Anti Ragging/1634/2022

Date : 18.10.2022

To

The Deputy Secretary,
PGMEB and Member Secretary,
Anti-Ragging Committee,
National Medical Commission (NMC),
Pocket-14, Sector-8, Dwarka Phase-1,
New Delhi – 110 077.

Sir,

Sub : Contact details of convener of Anti Ragging Committee and Dean of Sri Manakula Vinayagar Medical College and Hospital, Puducherry – Reg.

Ref : Letter No. U-15027/7/2022-UGMEB/046168, date 12.10.2022.

With reference to your letter cited on the subject mentioned above, I am herewith furnishing the contact details of convener of Anti Ragging Committee and Dean of Sri Manakula Vinayagar Medical College and Hospital, Puducherry for your kind perusal.

S.No.	Name	Designation	Mobile No.	Email
1	Dr. R. N. KAGNE	Dean	9486748348	dydirector@smvmch.ac.in
2	Dr. K. KARTHIKEYAN	Dean (Academic) / Convener –Anti Ragging Committee	9443268208	deanaccd@smvmch.ac.in

Thanking you,

Yours sincerely,

DEAN


Dr. KAGNE. R.N
DEAN**SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.**

Students Grievance Redressal Committee

Minutes of Meeting

The Student's Grievance Redressal Committee met in the college council hall from 11.00 am – 12.00pm on 22.12.2023

Agenda for the meeting

- To discuss the follow up actions taken in previous meeting
- To discuss grievances received
- To include 2 hostel students from 2022 batch in the committee
- Any other issue

Students Grievances:

- Distraction by MIT students in medical college premises
- Usage of Ipad and other gadget in class room for taking notes & revision
- Permission for a big bus after clerkship posting
- Inadequacy of food due to increase in girls hostel students
- Proper cleaning of mess area where tea & coffee are being served
- Space for dining in girls hostel's being not adequate
- Proper seating arrangement, unlocking of Safety cabinets in girls & boys common room.

Outcomes of the Meeting:

- MIT students issue – Informed to Director sir, discussed with MIT principal and students warned not to sit in medical college premises
- Gadget usage - Director Informed that Ipad & usage of gadgets not permitted in the class room as there may be misuse and it cannot be monitored

- Big bus – To hold one regular bus and allot it for clerkship posting students
- Food issue – Food wastage is to be avoided to meet daily requirements
- Girls hostel dining area – A separate dining hall is being arranged and will be ready in 2-3 months
- Mess cleanliness – Hostel issues should be written in the complaint register and informed to respective wardens
- Boys & Girls common room- It was verified that in the two common rooms for girls the seating capacity is 104 with adequate facility. 38 safety cabinets were locked. In boys common room the seating capacity is 120. 50 safety cabinets were locked. As per Director Sir Instruction students cabinet were informed to unlock the safety cabinets before Pongal, if not they will be opened and replaced with padlocks.
- Two students from 2022 batch, J.K Salvine Alanraj and Pooja.A will be included as student members.

The following members attended the meeting

- **Dr. K. Karthikeyan**, Dean (Academic)
- **Dr. Shanthi M**, Professor & Head, Department of Pharmacology
- **Dr. V Deepika**, Associate Professor, Department of Physiology
- **Student representatives**
 - **Dr. Mira**, PG Dermatology
 - **Miss. Theebaa sharanya**, second year student



Dr. K Karthikeyan

Chairperson-Students Grievance Redressal Committee

Dr. K.KARTHIKEYAN, M.D.
 DEAN (ACADEMIC)
 Sri Manakula Vinayagar Medical College and Hospital
 Kalitheerthalkuppam, Madagadipet.
 Puducherry - 605 107

————— Medical college and Hospital —————

Kalitheerthalkuppam, Puducherry – 605 107.

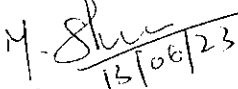
No.: SMVMCH/SGRC/Circular/ /2023

Date: 13.06.2023

The Student's Grievance Redressal Committee meeting will be held on 16.06.2023 at 10.30 a.m. in the College Council Hall (First floor).

AGENDA:

1. To discuss the follow up actions taken in previous meeting
2. To discuss grievances received
3. Any other issues.


13/06/23
Secretary
Student Grievance
Redressal Committee

Copy to:

1. The Chairman and Managing Director
2. The Director/ Dean
3. The Dean (Academic)
4. All Committee Members
5. The Registrar
6. File.

Students Grievance Redressal Committee

Minutes of Meeting

The Student's Grievance Redressal Committee met on 16.06.2023 college council hall from 10.30 am – 12.00pm

Agenda for the meeting

- To discuss follow up actions taken in previous meeting
- To discuss grievance received
- Any other issue

S. No	Student Grievance	Action taken
1	Separate canteen for doctor's & students in hospital	Will be planned either in new block/ adjacent to casualty
2	Better canteen with inclusion of better restaurants	A new food court under construction
3	A/C related issues in Lecture hall 2 & 3	Reported to AC Incharge for rectification
4	Installation of Hot & cold water filter in college	Work completed in 1 st floor of college
5	Request for Saturday holiday by final year UGs	To be discussed with chairman sir
6	Restroom for final year in hospital block	Under process
7	Better restroom cleaning, better mugs & bucket, dustbins to be placed in each rest room	Informed to housekeeping I/C to maintain cleanliness & to place covered dustbin in each toilet
8	Anatomy dissection classes to be taken by faculty instead of students	Discussed with anatomy HOD, faculties will be monitoring and teaching the students
9	Local outing (1 hour) for hostel boys	Warden informed to issue permission slip to boys hostel
10	Bus issues- bus no.1 does not depart in time	Bus driver will be informed to depart by 4.10 pm
11	Proper common room for boys & girls	Common room for boys in community medicine department Mr.Bala is informed to make proper arrangements. Girls can use common room in the biochemistry

Chairperson-Students Grievance Redressal Committee

Dr. K. KARTHIKEYAN, M.F.
 DEAN (ACADEMIC)
 Sri Manakula Vinayagar Medical College and Hospital
 Kalitheerthalkuppam, Madagadipet,
 Puducherry - 605 107

Dr. K Karthikeyan



- The following members attended the meeting
- Dr. R N Kagne, Deputy director
 - Dr. K. Karthikeyan, Dean (Academic)
 - Dr. Shanthi M, Professor & Head, Department of Pharmacology
 - Dr. Erlic, Professor & Head, Department of Pathology
 - Dr. Ramya, Professor, Department of Pathology
 - Dr. V Deepika, Associate Professor, Department of Physiology
 - Dr. Karthick Ragupathy Professor, Dentistry Boys hostel warden
 - Student representatives
 - Dr. Vignesh, PG Orthopedics
 - Dr. Mira, PG Dermatology
 - Mr. Santhosh Final year UG
 - Miss. Theeba sharanya, second year student
 - Mr. V. Abhinandhan, second year student

12	Better chairs in demo & practical classes	To inform the concerned HODs for repair work
13	Laundry issues -delay in pick up & drop (boys & girls hostel)	Mr. Karthikeyan Purchase manager informed to supervise and to have fixed days for pick up & drop warden also to keep a track
14	Proper notification of leave for hostellers	Warden to give yearly list of holidays
15	Permission for a big bus after clerk ship	Concerned driver will be intimated
16	Better playground for practice	Will be sorted out once construction work is over
17	Improvement of gym facility	Student should discuss with physical director and then give a requisition
18	Need of coffee vending machine for duty doctors	Place will be decided after discussion with management
19	Biometry grace time for morning and afternoon classes	To be discussed with EDP

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Kalitheerthalkuppam, Puducherry – 605 107.

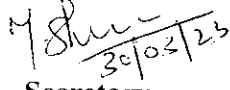
No.: SMVMCH/SGRC/Circular/ /2023

Date: 30.03.2023

The Student's Grievance Redressal Committee meeting will be held on 31.03.2023 at 11.00 a.m. in the College Council Hall (First floor).

AGENDA:

1. To streamline the working process of SGRC
2. To discuss on grievances received
3. To appoint new Secretary for SGRC
4. Any other issues, if any.


30/03/23
Secretary
Student Grievance
Redressal Committee

Copy to:

1. The Chairman and Managing Director
2. The Director/ Dean
3. The Dean (Academic)
4. All Committee Members
5. The Registrar
6. File.

Students Grievance Redressal Committee

MINUTES OF MEETING

The Students Grievance Redressal Committee met on 31.03.2023 at 11:00am

Agenda for the meeting:

- To streamline the working process of SGRC
- To discuss on the grievances received
- To appoint new secretary for SGRC
- Any other Issues, if any

Outcomes of the meeting

- To streamline the working process of SGRC
- ✓ Mentor awareness sessions to be organized during regarding SGRC
- ✓ Student awareness sessions to be organized during mentor mentee meeting regarding the functioning of SGRC
- ✓ SOP to be mailed to all students
- To discuss on the grievances received

S.No	Student Grievance	Action taken	Incharge
1	Hostel WiFi not getting connected properly	The strength and timings of the hostel WiFi were checked	Mr.Murugavel, EDP
2	Hostel Mess- rice over or under cooked and tea not available after 5:30pm	The quality and timings of the food served in the mess to be checked by the Chief cook	Mr. Krishnaraj, Chief master
3	Hostel rooms are not cleaned properly	Countersign to be done by students after cleaning the rooms	Mr. Shankar, Supervisor to take care of the hostel

————— Medical college and Hospital —————

Kalitheerthalkuppam, Puducherry – 605 107.


No.: SMVMCH/SGRC/Circular/ /2023

Date: 02.01.2023

The Student's Grievance Redressal Committee meeting will be held on 03.01.2023 at 10.00 a.m. in the College Council Hall (First floor).

AGENDA:

1. Updating the SOP of SGRC
2. Discussion on the google form prepared for the grievance redressal
3. Discussion of the grievances received
4. Role of the Student System in Student Grievance Redressal Committee
5. Any other issues, if any.
- 6.


Secretary
Student Grievance
Redressal Committee

Copy to:

7. The Chairman and Managing Director
8. 2. The Director/ Dean
9. The Dean (Academic)
10. All Committee Members
11. The Registrar
12. File.

03.01.2023

Students Grievance Redressal Committee

MINUTES OF MEETING

The Students Grievance Redressal Committee met on 03.01.2023 at 9:00 am to 10:00am

Agenda for the meeting:

- Updating the SOP of SGRC
- Discussion on the google form prepared for the grievance redressal
- Discussion of the grievances received
- Role of the Student Support System in Student Grievance Redressal Committee
- Any other Issues, if any

Outcomes of the meeting

- Discussion on SOP of SGRC
 - The SOP and the SGRC google form prepared were discussed and updated.
- Discussion on the google form prepared for the grievance redressal
 - Suggestions given by the committee members were incorporated.
- Role of the Student Support System (SSS) in Student Grievance Redressal Committee
 - The students will be made aware about the working of the SGRC and the redressal mechanisms, by their respective mentors.
 - Intimation to be given to the Phase coordinators of SSS
- Register to be maintained, documenting the grievances received through the Grievance box/google form response. Weekly documentation to be done and signed by the Director/Dean.
- Instructions to be displayed on the grievance box, stating that the box will be opened weekly once, in case of grievances that need immediate redressal should be sent through the google form.

11.09.2022

Students Grievance Redressal Committee

MINUTES OF MEETING

The Students Grievance Redressal Committee met on 11.09.2022 at 10:30 am to 11:30am

Agenda for the meeting:

- Discussion on SOP
- To identify the potential grievance areas and formulating grievance redressal mechanism
- Scheduling the grievance redressal meetings
- Linking the Student Support System with Student Grievance Redressal Committee
- Any other Issues, if any

Outcomes of the meeting

- Discussion on SOP
 - The SOP and the SGRC form were discussed and updated.
- To identify the potential grievance areas and formulating grievance redressal mechanism
 - The potential grievance areas like hostel, academic, interpersonal, hospital, student support system and others were identified and the mechanism for its redressal were finalized and updated in the SOP
- Scheduling the grievance redressal meetings
 - The SGRC will meet quarterly 2nd Friday of every fourth month (March, June, September, December).
- Linking the Student Support System (SSS) with Student Grievance Redressal Committee
 - The grievances from the student support system will be collected by the respective SSS phase coordinators, compiled and forwarded to the SGRC secretary which will be then channelized to the respective administrator/committee
- Any other Issues, if any
 - Students requested to open the own book reading room in the college.

Sri

MANAKULA VINAYAGAR



Medical College and Hospital

Kallitheerthalkuppam, Puducherry

STUDENT GRIEVANCE FORM

Date:

Type of Grievance: Hostel/Academic/Hospital/Interpersonal/Others (Tick your grievance)

Describe your grievance in detail (if required, separate page can be attached):

Any Suggestions:

Details of the student:(Optional)

(Name and Mobile number)

Office Use Only

Received Date:

Discussed on:

Action taken on:

Date when Student was informed about outcome / action taken:

Action taken report:

SGRC Chairperson Signature: