



# Sri Venkateshwaraa Dental College

(Recognized by Dental Council of India ; Affiliated to Pondicherry University)

( A Unit of Ramachandra Educational Trust )

Ariyur, Puducherry - 605 102.



## COLLEGE COMMITTEES

S.NO	NAME OF THE COMMITTEE	INCHARGES
1.	Internal quality assurance cell (IQAC)	Dr. Shabana Fathima. S
2.	Curricular and academic committee	Dr. Sudhakar. R
3.	Dental Educational Unit (DEU)	Dr. Gayathri. H
4.	Dental Communication Unit (DCU)	Dr. Varsha Murthy. J
5.	Hospital Administration	Dr. Yuvaraj. V
6.	Research/IIC/IPR/Committee	Dr. Bindu Meera John
7.	Library Committee	Dr. Gowtham. K
8.	Placement and Career Guidance Committee	Dr. Lakshman.V.L
9.	Anti Ragging Committee	Dr. Ahila.E
10.	Internal Complaints Committee	Dr.Devameena. S
11.	Grievance Redressal Committee	Dr. Gayathri .H
12.	Maintenance Committee	Dr. Dinesh .D.S Ms.Magavari.S-AO
13.	Alumni Committee	Dr. Rajab Ali. R
14.	SC & ST Cell	Dr. Lakshmi Devi. M
15.	Students Council	Dr. Rajab Ali. R Dr. Gayathri .H
16.	Minority Cell	Dr. Yuvaraj.V
17.	International Student Cell Committee	Dr. Sudhakar .R
18.	Examination Grievance Committee	Dr. Sudhakar .R

PRINCIPAL

Sri Venkateshwaraa Dental College,  
Ariyur, Puducherry - 605 102.



CO-ORDINATOR  
IQAC



# sri venkateshwaraa Dental College

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<b>CURRICULAR AND ACADEMIC COMMITTEE</b>	Last reviewed: 4/11/21 Issue: 1 Pages: 3
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<b>POLICY</b>	The Curricular and Academic committee (CAC) of Sri Venkateshwaraa Dental College will be the sole decision-making body for all academic matters of the institution such as framing of the academic calendar, scheduling of time table, planning teaching schedules, conduct of internal examinations and all other decisions pertaining to curricular and co-curricular activities of the institution.
<b>PURPOSE</b>	This document outlines the principles and considerations that guide the functions, working mechanism and curricular activities that come under the purview of the committee.
<b>COMPOSITION OF THE CURRICULAR AND ACADEMIC COMMITTEE</b>	<p>The constitution of the CAC committee shall be as follows</p> <ol style="list-style-type: none"><li>1. Chairperson – Principal of the institution</li><li>2. Member Secretary – Faculty nominated by the Principal</li><li>3. Members<ul style="list-style-type: none"><li>Vice Principals of the institution</li><li>Heads and Head (I/C) of the Departments of the college</li><li>IQAC Coordinator</li><li>Student Representative</li></ul></li></ol> <p>The chairperson may, at his discretion, co-opt members, persons having special knowledge or experience in the subject matter of any particular business which may come before the council for consideration</p> <p>The term of the curricular committee is two years</p>

Principal  
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Pondicherry-605 102

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<b>MEMBERS OF THE COMMITTEE</b>	<b>Chairperson:</b> Principal. <b>Members:</b> Vice-Principal(Academics) Vice-Principal (Clinics) Vice-Principal (PG studies & Research) HoD's and HoD (I/C) of all Departments. IQAC Co-ordinator Student Representative (Final Year)
<b>FUNCTIONS AND DUTIES OF THE CURRICULAR COMMITTEE</b>	<ul style="list-style-type: none"><li>• To advise the college management on academic matters</li><li>• The CAC shall be responsible for the maintenance of the standards of teaching and examinations within the campus</li><li>• To consider matters of academic interest either on its own or at the instance of a proposal brought about by the management / departments / faculty / students.</li><li>• To scrutinize and approve the academic calendar for every academic year</li><li>• To frame rules covering the academic functioning of SVDC examinations, attendance, discipline.</li><li>• To exercise general supervision over the academic work of the institution and to give directions regarding methods of instruction, evaluation and improvements in academic standards</li><li>• To maintain proper standards of the examinations</li><li>• To propose panel of examiners to the University</li><li>• To suggest measures for inter department co-ordination.</li><li>• To promote research and related activities amongst faculties and students</li><li>• To make representations to the Board of Studies about any recommendations or decisions passed by the council with regard to curriculum, examinations.</li></ul>

  
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<p><b>MEETINGS OF THE COMMITTEE</b></p>	<ul style="list-style-type: none"> <li>The CAC shall meet as and when necessary, but <u>at least twice in a year</u> as per UGC norms.</li> <li>The members of the council shall be informed about the meeting well in advance (at least a week before)</li> <li>One third of the total number of members of the CAC shall constitute the quorum for the meeting of the council</li> <li>Any business which may be necessary for the council to perform, except such business as may be placed before its meeting, may be carried out by circulation of a resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the curricular committee.</li> <li>Any proposal brought before the council that does not pass through by a simple majority and results in a tie, the chairperson shall have the final decision.</li> </ul>	
<p><b>Prepared by</b></p>	<p><b>Verified by</b></p>	<p><b>Approved by</b></p>
<p><i>K. Chellappan</i> 4/11/21 Member Secretary</p> <p>COMMITTEE MEMBER SECRETARY</p>	<p><i>Shahana</i> IQAC Coordinator</p>	<p><i>[Signature]</i> 4/11/21 Principal Prof. Dr. S. S. Prakashan, MDS. SRI VENKATESHWARARA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.</p>



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<b>Dental Education Unit Policy</b>	Last reviewed: 08.12.2020 Issue:1 Pages :1-5
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Policy	The DEU Policy is designed with the focus on continual improvement and standardization of the institution through a combination of self and performance evaluation, promotion and sustenance initiatives.
Purpose	Institutionalization of procedure and System. Hence the main purpose of having an Dental Education Unit is to build up a system for consistent and catalytic action in order to improve the teaching and learning methods and improving academic performance of the institution
Scope	This policy applies to all the academic departments and educational activities at SVDC
Procedure	<b>MEMBERS OF THE DENTAL EDUCATION UNIT (DEU)</b> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Three senior faculty members as advisors</li><li>3. One of the trained faculty as the Coordinator of the DEU</li><li>4. Faculty to represent all cadre (Three to eight members)</li></ol> <ul style="list-style-type: none"><li>• The membership of such nominated members shall be for a period of two years.</li><li>• The quorum for the meeting shall be two-thirds of the total number of members.</li><li>• The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.</li></ul>

  
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#### Objectives of DEU

- The Dental Education Unit of Sri Venkateshwara Dental College, focuses on conducting a Training workshop for the internal faculty members of our institutions.
- The unit plays a key role in conducting continuing dental education as the development programs for both the faculties and students.
- To conduct First BDS, Interns orientation program, and Student Clinician Orientation Programme for third BDS students.
- To conduct Postgraduate Orientation Program like Pedagogy training for postgraduates, Research methodology and training on dissertation writing and reference management.
- And implementing lesson plan system for all departments of dental college.

  
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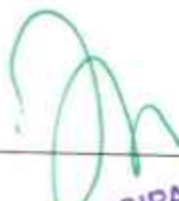


## WORKING MECHANISM OF DEU

### POLICY FOR TEACHING METHODOLOGIES POLICY STATEMENT:

SVDC has adopted a variety of standard teaching methodologies for delivery of the curriculum, aligning these to achieve the defined learning outcomes of the courses and program.

1. Faculty members are responsible for utilizing contemporary and innovative teaching methods based on an integrated curriculum, which enables their thorough preparation for teaching and preparing students for their future profession.
2. Faculty and staff are expected to meet students' diverse learning styles and expectations by ensuring the availability of contemporary resources and an appropriate learning environment to achieve the defined learning outcomes.
3. Course descriptions must be distributed to students at the beginning of each academic year.
4. Teaching methodologies should enable the transfer of foundation knowledge to the student to facilitate achieving learning outcomes.
5. All teaching methodologies should be integrated to allow progressive reinforcement of foundation knowledge in the curriculum, while minimizing unnecessary redundancy.
6. Teaching methodologies should work collaboratively so that information is structured in a way that demonstrates relationships between key concepts.
7. Teaching methodologies used for each course should incorporate a horizontal integration to facilitate achievement of the learning outcomes.
8. Teaching methodologies used for each course should incorporate a vertical integration by linking to other types of learning experiences in the curriculum e.g. small group discussions, clinical demonstrations, etc.

  
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### TEACHING METHODOLOGIES:

1. Interactive Lectures: Interactive lectures during which the instructor delivers information by asking questions and providing feedback on their responses.
2. Small Group Discussions: The students are divided into small groups (5-7 students), with each group assigned a certain task to be completed in a predetermined amount of time. This may include a clinical scenario, a research paper, or other exercise.
3. Laboratory Demonstrations: The instructor demonstrates procedures to the students in step-by-step fashion, and students are subsequently expected to duplicate the procedure at the acceptable level of performance.
4. Clinical Demonstrations: The instructor discusses and demonstrates the management of clinical scenarios, beginning with simple cases and progressing to cases that are more complicated.
5. Assignment-Based Learning: Assignments that are predetermined in the course syllabus are distributed among the students either individually or in groups. The instructor explains and discusses the outline of each assignment with each group of students, who are expected to complete the assignment within a predetermined period of time. After evaluating the completed assignments, the instructor gives feedback to each individual or each student group.
6. E-Learning: Selected courses are delivered online as e-courses. Each e-course includes the syllabus, the power point presentations for the lectures, the assignments, suggested questions and answers.

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Reconstitution of committee	Once in 2 years
Related/Supportive Documents	Circulars, brochures, lesson plan, photographs
Custodian	DEU co-ordinator

Prepared by	Verified	Approved by
 Dr. Marie Asha Ambroise <b>COMMITTEE CO-ORDINATOR</b>	 Dr. Shabana Fathima <b>CO-ORDINATOR IQAC</b>	 Principal Dr. S. Senthilnathan <b>PRINCIPAL</b> SRI VENKATESHWARAAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.





DENTAL COMMUNICATION UNIT	LAST REVIEWED: 02.11.21 ISSUE:3 PAGES:3
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<b>POLICY</b>	DCU policy is devised with the intention to be an educational resource center that moulds dental health care worker into a competent Doctor who can treat patients in a holistic manner.
<b>PURPOSE</b>	<p>The Dental communication skills unit, is an initiative created to develop better patient care by training dental health care workers in doctor patient communication. This is a distinctiveness of our Institution.</p> <p><b>Its objectives are to-</b></p> <ul style="list-style-type: none"><li>Ensure continuous quality improvement in patient care</li><li>Plan, implement and evaluate Communication skills development and faculty development in the institution</li><li>Facilitate educational research through projects, research publications</li><li>Faculty updated of the current trends in doctor patient interaction by conducting workshops and conferences.</li><li>To coordinate with patient grievance cell and contribute towards policy development, feedback system, assessment, communication skills and humanities</li><li>Develop and implement instructional design for doctor patient interaction in undergraduate and post graduate courses</li><li>Emphasize</li></ul>
<b>SCOPE</b>	Dental communication skills unit of SVGI is committed to enhance the communication skills of the dental health care workers at various levels of patient care to foster the development of overall communication skills amongst all dental health care workers.

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<b>PROCEDURE</b>	All the members and the in charges are responsible individually for their respective roles and overall functioning of the DCU.		
	<b>WORKING MECHANISM</b> Need assessment of the requirement for the target audience after mutual discussion with the program incharge ↓ Customization of the topics for the modules (as enlisted below) to cater to their needs ↓ Participatory learning of the audience by involving them in the sessions by using problem based learning, role play etc		
<b>ROLES &amp; RESPONSIBILITIES - COMMITTEE MEMBERS</b>	<b>S.No</b>	<b>Member designation</b>	<b>Roles &amp; Responsibilities</b>
	1	Chairperson	Monitoring the functioning of the unit and related policy implementation
	2	Advisor	Monitoring the functioning of the unit and related policy implementation
	3	Member Secretary/Course Coordinator	To plan and coordinate the overall functioning of the unit
	4	Associate Course Coordinator	To assist in planning and coordination of the overall functioning of the unit
	5	Coordinator-External Consultancy	To coordinate for external programs conducted by the unit
	6	Coordinator-Internal Consultancy	To coordinate for internal programs conducted by the unit
	7	Documentation Incharge	To document minutes of meetings and compile Reports of the activities of the unit
	8	Treasurer	To manage the financial transactions of the unit
	9	Feedback Incharge	To collect feedback for the programs conducted by the unit
	10	Undergraduate representative	To coordinate with undergraduate students regarding the events planned by the unit
11	Postgraduate representative	To coordinate with postgraduate students regarding the events planned by the unit	






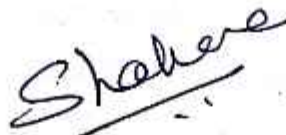

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Reconstitution of committee	Once in two years
Related /supportive documents	Brochure, Event Report
Custodian	Dr. Varsha Murthy, Member Secretary, DCU

PREPARED BY	VERIFIED BY	APPROVED BY
Dr. Varsha Murthy, Member Secretary, DCU 	IQAC Coordinator 	Dr. S. Senthilnathan, MDS Principal 
<b>COMMITTEE MEMBER SECRETARY</b>	<b>CO-ORDINATOR IQAC</b>	<b>PRINCIPAL SRI VENKATESHWARAAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.</b>



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## Hospital Administration Policy

Last reviewed:

Issue:

Pages :1-4

Policy	Hospital Administration Policy is designed with the focus on the smooth functioning of the hospital and to improve the efficiency of patient Care.
Purpose	The main purpose of having a Hospital Administration committee is to provide clear and detailed description of the steps to be taken by the faculties to provide best possible patient care
Scope	This policy applies to all the clinical departments rendering patient care
Procedure	<p><b>MEMBERS OF THE HOSPITAL ADMINISTRATION COMMITTEE</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Dr. S. Senthilnathan (Principal)</li><li>2. Committee members: Dr. Yuvaraj (Vice Principal- Admin) Dr. Jeelani, Reader Dr. Satheesh, G Reader Dr. Akila, Sr. Lec Mr. Inbaraj, Nursing Incharge</li></ol> <p>The membership of such nominated members shall be for a period of three years.</p> <p>The quorum for the meeting shall be two-thirds of the total number of members.</p> <p>The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.</p>

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<p><b>Objectives</b></p> <ul style="list-style-type: none"><li>• The Hospital Administration committee of Sri Venkateshwaraa Dental College, focuses on dealing with general administration of hospital.</li><li>• To provide best possible patient care</li><li>• To provide standard operating procedures</li><li>• To conduct periodic inspection and addressing the issues related to patient care</li></ul> <p><b>WORKING MECHANISM OF HOSPITAL ADMINISTRATION</b></p> <p>SVDC has adopted a standard operating procedure for the smooth functioning of the hospital and to provide best patient care</p> <p><b>General instruction for patients</b></p> <ul style="list-style-type: none"><li>• Direction to Dental hospital is displayed from the access road</li><li>• Facility lay out with direction to different departments are displayed</li><li>• Facility name is prominently displayed at front of building</li><li>• Important phone numbers (Principal, Vice principals) are displayed</li></ul> <p><b>Infrastructure</b></p> <ul style="list-style-type: none"><li>• Periodic maintenance of building</li><li>• Periodic check of electricity installation, non-structural components are properly secured</li></ul> <p><b>Patient registration</b></p> <ul style="list-style-type: none"><li>• Patient Registration book is maintained</li></ul> <p><b>Grievance</b></p> <ul style="list-style-type: none"><li>• No discrimination to patients on any ground</li><li>• Courteous behavior of staffs to patients &amp; visitors</li><li>• Grievances' redressed Process displayed with contact details of grievance redressal authority. Complain box available to patients to drop their grievances. Grievance are collected fort nightly/daily/weekly/monthly.</li><li>• Records of grievance maintained</li><li>• Periodic review of grievances received for taking action &amp; evidence maintained in records on action taken.</li></ul>
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### SAFETY:

- Restricted access to electrical panels, danger signs displayed at high voltage electrical installation
- Display of fire exit signs
- Periodic refilling of fire extinguisher & fire extinguisher with expiry date
- Training on use of fire extinguisher, periodic mock drill for fire safety at facility
- Drugs & consumables provided at point of use

### Medication

- Provision of local purchase during emergency situations
- Drugs stored in pharmacy in specified place
- Management of expiry & near expiry drugs

### Disinfection & Sterilization

- Cleaning and Mopping of the floors
- Wiping of the registration desk and furniture
- Disinfecting and Cleaning the dental chairs, spittoons, side tables and trolleys
- Sterilization of the instruments should be done on daily basis and records are maintained

### Bio Medical Waste management (BMW)

- Arrangement for Disposal of waste is established
- Generation, handling, disposal of BMW as per guideline

### COVID

- COVID norms are followed strictly
- First contact clinic established and patients are directed accordingly

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Reconstitution of Committee	Once in three years
Related/Supportive Documents	Circulars
Custodian	Dr. Yuvaraj, V - Member Secretary

Prepared by	Verified	Approved by
 Dr. Yuvaraj Dr. Jeelani	 IQAC Coordinator CO-ORDINATOR IQAC	 Dr. S. Senthilnathan PRINCIPAL SRI VENKATESHWARAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.



## INCUBATION CENTER-NAVAMARGH

Last reviewed:3/11/21  
Issue: 01  
Pages : 3

Policy	Navamargh is a platform for bringing new innovations, inventions and research in Sri Venkateshwaraa Dental College. This platform wishes to facilitate the creation of ideas and inventions that benefits the society. This helps in promoting and supports technology-based entrepreneurship and startup spirit among students and faculties.
Purpose	Incubation center is a space to transform innovative ideas into viable propositions. Sri Venkateshwaraa Dental College has registered in the Institute Innovation Council(IIC) , which is collaborating with MOE cell .
Scope	<ul style="list-style-type: none"><li>• Giving opportunity to prospective students to bring out innovative ideas through competitions and brainstorming.</li><li>• Exploring innovative ideas or concepts from students, research scholars, and faculty members from various specialties.</li><li>• Platform for aspirants where their innovative ideas will be incubated and realized /made into reality.</li><li>• Platform support from technical as well as creative experts of the concerned specialties.</li><li>• Educating students and faculty members regarding various aspects of entrepreneurship like new business prospects or government schemes.</li><li>• Nurturing ideas and it is a shape of sustainable venture. Acting as a support system providing all sorts of assistance like infrastructure, legal advice, technical expertise, market linkage, networking.</li><li>• Facilitating national and international collaborations for innovative ideas.</li></ul>





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## Procedure

1. Identify team
2. Arrange for resources.
  - Space.
  - Data center.
  - Services and furnishing.
  - IT infra and support.
  - Other board rooms and meeting rooms.
3. Establish industry linkages.
4. Draw out a calendar of activities.
5. Attract, select, retain and manage startups.

To prepare annual report

PROJECTS	PROJECT /IDEAS RESEARCH	RESEARCH	PATENT COPYRIGHTS	PUBLICATIONS
Provide information regarding the feasibilitywhom to approach such as <ul style="list-style-type: none"><li>• Labs</li><li>• industries</li></ul>	Financial support from institution / government schemes.	IRB/IEC	IPR	Provide information regarding journals indexing . <ul style="list-style-type: none"><li>• plagiarism.</li><li>• Language editing.</li><li>• Statistical support.</li></ul>

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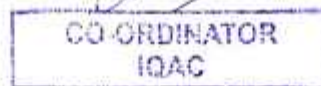
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Reconstitution of committee	Every two years
Related/Supportive Documents	1 member list attached
Custodian	IIC CONVENER

Prepared by	Verified	Approved by
Dr. Kuldeep S Singh  	IQAC Coordinator  	Dr. S. Senthinathan, MDS Principal  



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## INSTITUTE REVIEW BOARD (IRB)

Last reviewed: 4/11/21

Issue: 01

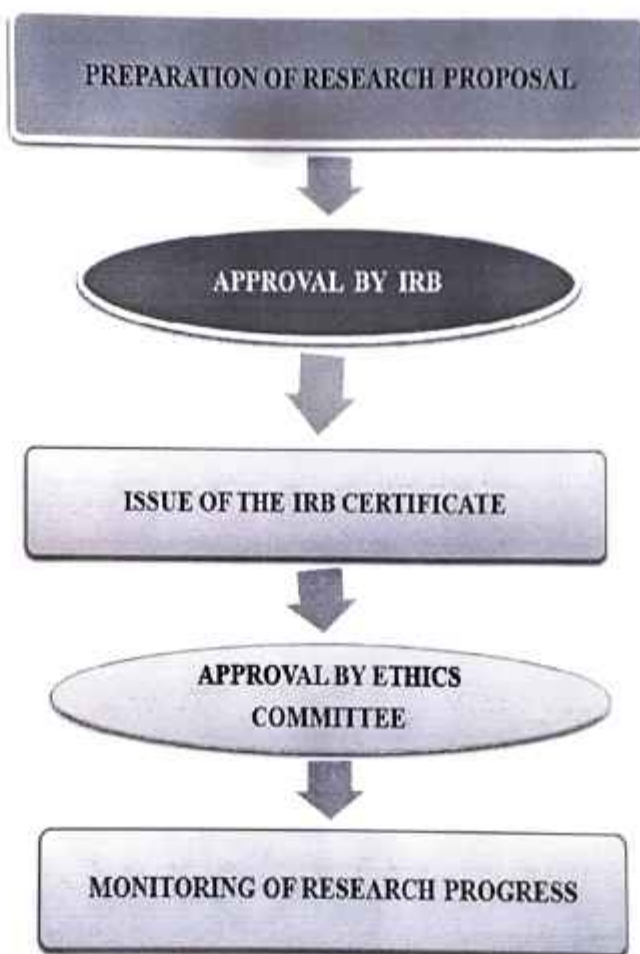
Pages :3

Policy	The research protocols are reviewed by IRB members and consultants with sufficient expertise. IRB members should have experience in the field of research methodology and provide sufficient information so that each member can provide an opinion on whether the regulatory criteria for approval are met.
Purpose	The purpose of <b>INSTITUTIONAL REVIEW BOARD</b> is excellent execution of ethical and relevant research work in relation to biomedical research that involves human or non human subjects.
Scope	<ul style="list-style-type: none"><li>• To guide IRB committee and investigators in the process of evaluating and deciding on the feasibility and preliminary ethical merits of research protocol by providing procedures to be followed during the submission.</li><li>• IRB committee will provide advice to the researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research.</li></ul>
Procedure	<p><b><u>The members constituted are:</u></b> The HOD'S of all the departments. At least one or two IRB members have been selected as the external consultant, who should be specialized in research methodology and statistics for the approval of the research proposals.</p> <p><b><u>Procedure:</u></b></p> <ul style="list-style-type: none"><li>• All the HODs of the departments are communicated to ensure the researcher can submit their research proposal to the IRB committee.</li><li>• The study proposals are to be presented to the IRB committee for acceptance or rejection of the study proposal</li><li>• IRB meetings should be conducted once in six months.</li><li>• The studies should go through Institutional ethical clearance after the IRB clearance</li><li>• After the IRB approval and IEC approval the title of the study should be submitted to the Head of the Institute, which will help in the monitoring of the ongoing studies.</li><li>• The progress of the study should be evaluated by the IRB committee once in six months.</li><li>• If the progress is not satisfactory as assessed by the committee, then the committee (in consensus) can take the issue to the Head of the Institute for further action.</li><li>• If there are studies which require emergency IRB approval the committee can decide with the Head of the Institute to conduct the IRB meeting.</li></ul>





**MECHANISM OF ACTION**





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Reconstitution of committee	Once In 2 years
Related/Supportive Documents	IRB member list attached
Custodian	IRB secretary

Prepared by	Verified by	Approved by
Dr. Bindu Meera John  <b>COMMITTEE MEMBER SECRETARY</b>	IQAC Coordinator  <b>CO-ORDINATOR IQAC</b>	Dr. S. Senthilnathan, MDS.,  <b>PRINCIPAL</b>

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<b>RESEARCH PROMOTION POLICY</b>	<b>Last reviewed:-04/11/21</b> <b>Issue: 01</b> <b>Pages : 5</b>
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<b>Policy</b>	Sri Venkateshwaraa Dental College is dedicated to the pursuit of knowledge, its preservation, propagation and intellectual development of Faculty and Students in Research. The research policy is focused to stimulate, nurture and motivate both young and experienced researchers towards institution building.
<b>Purpose</b>	SVDC is committed to achieve excellence in Research & Development which is well represented in Dentistry and Management. To provide contemporary knowledge and also to become a hub of higher-level teaching & learning for obtaining international recognition through interdisciplinary, inter- institutional research program.
<b>Scope</b>	<ul style="list-style-type: none"><li>• To conduct programs and workshop that will help the students to get exposure to Research, Ethics, Copyrights and Patents.</li><li>• To motivate the students and Faculties to conduct and do collaborative research.</li></ul>





<p><b>Procedure</b></p>	<p><b>MEMBERS OF RESEARCH COMMITTEE</b> The Research Board takes all strategic decisions, corrective actions, preparing, updating policies as per the Institution norms. Creation of Research Board with Principal as the Chair person and faculties representatives from all levels of designation.</p> <p><b>Composition of</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Faculty that represents at the level of HOD, Professor, Reader.</li><li>3. One faculty is nominated as the member secretary of the Institute Review Board.</li></ol> <p>The membership of such nominated members shall be for a period of two years.</p>
	<p><b>The main task of Research Committee</b> Main objective of the Research Board is focused towards establishing a competitive research culture towards excellence.</p> <ul style="list-style-type: none"><li>• To Conduct workshops on Research methodology and Systematic reviews</li><li>• To motivate and provide a platform for budding dentist to excel in Research and its innovation</li><li>• To create innovative ecosystem for research.</li><li>• Academic and Industrial research collaborations to be promoted.</li><li>• To ensure and verify the quality of research outputs through research advisory council.</li><li>• Incentives and awards for research excellence. To encourage filing patents and copyrights based on research findings.</li><li>• SVDC identifies the advanced learners and helps them to participate in higher level advanced research, by guiding them to use high end research center or facilities.</li><li>• Motivate the students and faculty for publications</li><li>• Monetary benefits for the faculty and students research projects will be provided by the management.</li></ul>



	<p><b>Objectives of Research Committee</b></p> <ul style="list-style-type: none"><li>• Main Objective of the research policy is focused towards establishing a competitive research culture towards excellence in our institution.</li><li>• Identification of the required manpower for carrying out scientific research.</li><li>• Formulating sponsored and internal research guidelines. Facilitating inter disciplinary research and to promote research by publishing papers through high impact journals.</li></ul>
	<p><b>Working Mechanism of Research Committee</b></p> <ul style="list-style-type: none"><li>• To inculcate the research spirit among the students.</li><li>• To promote and create awareness about Research and its Opportunities.</li><li>• To guide the students for preparation of Research Proposal</li><li>• Communication with Funding Agencies (Government and Non Government)</li><li>• The Institute also supports faculties and Students by allocating funds for Research (for Both Institutional and Collaborative).</li><li>• To motivate students for government funded research agency like ICMR (STS) research and AYUSH.</li><li>• The committee recognizes the publications which has been done in high impact factor journal.</li></ul>
	<p><b>Outcomes</b></p> <ul style="list-style-type: none"><li>• Awareness among the students about research, ethics and intellectual property rights and their importance.</li><li>• More publications to the institutions in high impact journals</li></ul>
	<p><b>Research culture and innovation</b></p> <ul style="list-style-type: none"><li>• Promoting participation of students in various scientific meet to develop and involve themselves in research</li><li>• Instilling interest and motivating students in research and innovation</li></ul>





	<b>Institution Ambience</b> <ul style="list-style-type: none"><li>• Research committee</li><li>• Institutional Review Board</li></ul>
	<b>Student performance and interest</b> <p>Based on student interest and competency in Research they will be awarded by the Institution which follows the policy of the Institution.</p>
	<b>Institute Funding Policy</b> <p>Sri Venkateshwararaa Dental College, encourage the faculty to participate in State, National and International conference, for which the Institute will pay <b>25%</b> of conference registration for the faculty who present at state and national level. Around <b>50%</b> of the conference registration fees for those faculty who present at International conference level.</p> <p><b>Faculty who wins best paper award in any conferences, there will be reimbursement of the entire conference registration.</b></p> <p>Recognition of any one faculty in High impact factor <b>IF&gt;1</b>, in their journal publication will be awarded as <b>5000 INR</b></p> <p>Publication charges – <b>25%</b> of the journal publication charges will be provided by the institute, if the research is conducted in SVDC. The publication to be done in the journals which are indexed in Pubmed, Scopus and Web Of Science.</p> <p><b>25% to 50%</b> of Seed money will be provided to the faculty depending on the scope or quality of the project.</p> <p><b>20% to 30%</b> of Seed money will be provided to the students(UG &amp; PG) depending on the scope or quality of the project.</p>
<b>Reconstitution of Committee</b>	Once in 2 years
<b>Related/Supportive Documents</b>	-
<b>Custodian</b>	Members Secretary.





# sri venkateshwararaa Dental College

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Prepared By	Verified By	Approved By
Dr. Bindu Meera John, Member Secretary  4/11/21	IQAC Coordinator  4/11/21	Dr. S. Senthilnathan, MDS Principal  4/11/21

COMMITTEE  
MEMBER SECRETARY

CO-ORDINATOR  
IQAC

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SRI VENKATESHWARAAA DENTAL COLLEGE  
ARIYUR, PUDUCHERRY - 605 102.



<b>LIBRARY COMMITTEE POLICY DOCUMENT</b>	Last reviewed:29.10.2021 Issue:01 Pages :1-5
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Policy	Library Policy is devised with the prime focus on continual improvement and standardization of SVDC LIBRARY through a combination of self and performance evaluation, promotion and sustenance initiatives.
Purpose	To provide access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to a wide range of resources to improve the knowledge and thought process of the academic fraternity and students.
Scope	Advises and reviews library policies for instruction, resources, services and the facility. Advises regarding library services, especially innovation, for the campus community
Procedure	<p><b>MEMBERS OF LIBRARY COMMITTEE</b></p> <p>The committee is constituted with Principal as its chairperson, librarian as Secretary, assistant librarian, a member secretary, staff members and two student members as per the guidelines of NAAC.</p> <ul style="list-style-type: none"><li>- Library committee oversees the functioning of the library. A new library committee is formed two year once after dissolving the older committee.</li><li>- Library committee holds its meeting for the members every six months chaired by the college principal and decisions are taken for the further improvement of the college library.</li><li>- Any change in the existing curriculum of BDS/MDS will be adopted and necessary implementation of the same in the library will be done based on the recommendation of the library committee.</li></ul> <p><b>Composition of Library Committee</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Secretary: Librarian</li><li>3. Member Secretary: one teaching staff at Reader/Professor level</li><li>4. Members: Teaching staffs at Reader/ Senior lecturer level</li><li>5. Library member: Assistant librarian</li><li>6. Student members: two student from final year BDS</li></ol> <p>The membership of such nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.</p>

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### Objectives of Library Committee

1. To provide access to an extensive range of informative resources.
2. To lay down procedures for the procurement of the resources needed for the library, their circulation, accounting and disposal.
3. To oversee the functioning of the library.
4. Any change in the existing curriculum of BDS/MDS will be adopted and necessary implementation of the same in the library will be done based on the recommendation of the library committee.

**Library hours:** 8am to 5pm on all working days.

### Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum by the library committee.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and after obtaining the approval from the Principal it is submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register and updated in the KOHA library management system software.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

### Membership of Library:

- For becoming a member of the library the faculty and students have to fill in the library form with the details and get it signed by the Librarian.
- All the students of the college become members in the library after their enrolment into the course offered by the college.
- After the signing of the library form, library cards are issued to the students.
- Biometric registration of all the new members will be done for entry and exit into the library.

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### Roles and Responsibilities of the Librarian:

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library.
- Purchasing books and journals for every year.
- Maintaining the Accession Register by updating the newly purchased Books.
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the faculty and students if they are not returning within or on the due date.
- To see to that the issued books will be returned in proper condition otherwise action will be taken.
- To conduct learner sessions yearly once for the newly joined faculties, undergraduate and post-graduate students.

### Processing Of the Books:

- Books are stamped with library stamp for identification as library property.
- The books are placed in their respective departmental shelves in the Library.

**e-library:** With respect to the e-resources received from the supplier, they are uploaded on the Website and ensured that they are accessible to the users anywhere anytime.

**Question bank:** Previous 10 year university question papers for both BDS and MDS of all dental speciality are available in the library and are updated every 6months.

### Procedure for borrowing of Books:

- Books will be issued for a period of seven (7) days at a time to the students and faculty.
- Renewal of the books for both faculty and students are permitted for another one week (7days) without fine.
- Faculty or students can at best hold only Two (2) books in his/her account at any point of time.
- For re-issue after the last date for return of the book, the book has to be physically brought to the Librarian counter and due fine has to be paid before getting it re-issued as a fresh issue.

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Tel : 0413-2644405 | Telefax : 0413-2644406 | E-mail : principal@svmcpondy.ac.in | Website : www.svdcpondy.ac.in



Students withdrawing from admission are required to take "No Due Certificate" from the Library committee. Controllers of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Librarian.

- Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students' notice board and also upload on the website. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR).

- Before final year written examination each final year student shall get "No Dues Certificate" from the Librarian for the books issued in his/ her name.

#### Accounting of fine:

Rate of fine will be as follows:

- Students – Rs 5/- per day.
- Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is calculated student/faculty/staff member on the screen before accepting the fine payment.
- If a book is misplaced/lost by a student/faculty/staff member, it will be immediately informed by the librarian to the Principal and the Accounts section, after which a fine according to the rate of the book lost will be paid by the person to the accounts section, and the lost book will be procured and transferred to the Library.
- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed.

#### Annual Stock Verification:

- Annual Stock Verification will be ordered by the Principal in the last week of March every year.
- Due to the large volume of books held in the Library, 100% physical check of books will be done at the beginning of the academic year i.e August. This cycle will be repeated every year. Books added every year will be taken into account.
- After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal.

- Missing/Lost books
- Repairable books
- Unserviceable books for auction
- Books not issued for over three years

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The Stock verification board will also check the details of fine collected and deposited during the academic year, books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year.

**Dealing with Losses:**

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

**Pest control in library:**

Based on the agreement signed with PCI(Pest control of India, Puducherry), pest control for the library will be done by PCI three months once.

Reconstitution of committee	Once in 2years
Custodian	LIBRARIAN

Prepared by	Verified by	Approved by
 DR.G.SATHEESH, READER DEPT. OF OMFS- LIBRARY MEMBER SECRETARY <b>COMMITTEE</b> <b>MEMBER SECRETARY</b>	 IQAC Coordinator <b>CO-ORDINATOR</b> <b>IQAC</b>	 DR. SENTHILNATHAN.S PRINCIPAL, SVDC <b>PRINCIPAL</b> <b>SRI VENKATESHWARRA DENTAL COLLEGE</b> ARIYUR, PUDUCHERRY - 605 102.

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**CAREER GUIDANCE AND PLACEMENT  
CELL POLICY**

Last reviewed: 01.03.2022

Issue: 1

Pages : 4

<b>Policy</b>	Career guidance and Placement cell Policy is devised with the focus to promote and create awareness about Career advancement and Placement options available to students
<b>Purpose</b>	Career guidance and Placement cell organizes Career guidance programs and monitors the employment potentials and arranges for Campus interviews
<b>Scope</b>	Conduct programs that will help the students to get exposure to Career related options and serves to bridge the gap between a Job applicant and the Potential employer
<b>Procedure</b>	<p><b>MEMBERS OF CAREER GUIDANCE AND PLACEMENT CELL</b> Creation of Career guidance and Placement cell with Principal as the Chair person and faculties representatives from all levels of designation</p> <p><b>Composition of Career guidance and Placement cell</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Teachers to represent all level (HOD, Professor, Reader, Senior lecturer, Tutor)</li><li>3. One member from the Management</li><li>4. One student representative</li></ol> <p>The membership of such nominated members shall be for a period of two years.</p> <p><b>The 4 main task of Career Guidance and Placement Cell</b></p> <ul style="list-style-type: none"><li>• To organize Career related Guidance Programs</li><li>• To arrange for the Placement of the students through Campus interviews</li><li>• To inform and involve Alumni as part of Career guidance programs and Campus interviews</li></ul> <p>To motivate and provide a platform for budding dentist to excel nationally and internationally</p>

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### Objectives of Career Guidance and Placement Cell

- Organizing and conducting Career guidance Programs to facilitate the Career Planning process
- To motivate students aspire for higher studies and guiding them to take competitive exams such as NEET
- To motivate students to develop interest in various Career options

To help and support the student community for getting placement in dental clinics/hospitals/organizations/institutions according to their skill and knowledge

### Working Mechanism of Career Guidance and Placement Cell

- To assist students to develop/clarify their Academic and Career interests.
- To promote and create awareness about Career options and conduct various Career guidance programs
- To guide the students for preparation of various competitive exams like NEET
- Communication with Potential employer belonging to Dental Clinics/ Hospitals/Organizations/Institutions regarding Placement
- The Institute helps in exploring Placement opportunities by inviting various organizations for Campus recruitment
- To inform CRI's about the available Job opportunities
- Alumni students are informed about Campus interviews regarding Placement
- To have close liaison with the Placement organizations
- Organizing MOU with various Placement organizations

Overall with relentless support from Management, Principal and Faculties serves as a pivotal platform in student support and progression related to Career Guidance and Placement

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### Learning outcomes

- Awareness about various Career related options through Career guidance programs

Awareness about Potential Job opportunities in Placement

### Teacher quality

- Integrated involvement of dedicated and efficient faculties in the planning of Career Guidance Programs

Experienced and intellectual contribution of student centric faculties in exploring and organizing Placement interviews

### Research culture and innovation

- Promoting participation of students in various scientific meet to develop Career interest and involvement in research
- Instilling interest and motivating students in research and innovation

### Institutional Ambience

- Career Guidance and Placement Cell
- Imparting various Career related Guidance Programs

Organizing Placement Campus interviews

### Student performance and interest

Based on student interest and competency in knowledge and skills enabling them to grow and excel in Career

### Career development

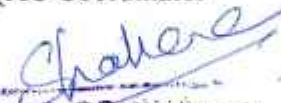

To enhance Career planning by facilitating Career guidance programs

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Reconstitution of committee	Once in 2years
Related/Supportive Documents	Career Guidance programs Details Placement Details
Custodian	Member Secretary

Prepared by	Verified	Approved by
<p>Dr.S.Jeelani,MDS., Member Secretary</p>  <b>COMMITTEE MEMBER SECRETARY</b>	<p>IQAC Coordinator</p>  <b>CO-ORDINATOR IQAC</b>	<p>Dr.S.Senthilnathan Principal</p>  <b>PRINCIPAL SRI VENKATESHWARAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.</b>



<b>Anti ragging policy</b>	<b>Last reviewed: 2022</b> <b>Issue: 5</b> <b>Pages : 1-5</b>
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Policy	Anti ragging Policy is devised with the focus To prohibit, prevent and eliminate the scourge of ragging, to provide for the healthy development, physically and psychologically, of all students and to maintain an harmonius educational atmosphere in the institute
Purpose	1. Creation, development and nurturing a conducive, socio-academic environment within the student population. 2. To eliminate ragging in all its forms preventing its occurrence and punishing those who indulge in ragging. To compile and upload report to DCI and UGC website periodically
Scope	To prohibit, prevent and eliminate the scourge of ragging.
Procedure	<b>Ragging means the following</b> Any conduct whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness any other student indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect if causing or generating a sense of shame or embarrassment so as to embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. <b>Punishable ingredient or ragging</b> <ul style="list-style-type: none"><li>• Abetment to ragging</li><li>• Criminal conspiracy to rag.</li><li>• Unlawful assembly and rioting while ragging.</li><li>• Public nuisance created during ragging.</li><li>• Violation of decency and morals through ragging.</li><li>• Injury to body causing hurt or grievous hurt.</li><li>• Wrongful confinement.</li><li>• Use of criminal force.</li><li>• Assault as well as sexual offences or unnatural offences.</li><li>• Extortion.</li><li>• Criminal trespass.</li><li>• Offences against property.</li><li>• Criminal intimidation.</li><li>• Attempts to commit any or all the above mentioned offences against the victims.</li><li>• Physical psychological humiliation.</li><li>• All other offences following from the definition of Ragging.</li></ul>

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### Measures to prevent ragging at the institution level

- The institution shall strictly observe the provision of act of the central government and the state governments.
- Ragging in all forms shall be totally banned in the entire institution including its department, constituent units, all its premises (academic, residential, sports, canteen, etc)
- The institution shall take strict action against those found of ragging and or of abetting ragging.

### Measures for prevention of ragging at the institution level

#### Before admission

- The advertisement for admission shall clearly mention that ragging is totally banned in the institution and anyone found guilty of ragging and abetting ragging is liable to be punished.
- The brochure of admissions/ instructions booklet for candidates shall print in block letters the regulations in full.
- The prospectus and other admission related documents shall incorporate all directions of the supreme court and or the central or state government as applicable, so that the candidates and the parents/ guardians are sensitized in respect to the prohibition and consequences of ragging.
- The application form for Admission/enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant signed by the candidate to the effect that he or she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect he/she has not expelled and or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and or abetting ragging is liable to be punished appropriately.
- The head of institution shall submit weekly report during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures.

#### Setting up committees

The anti ragging committee shall be headed by the head of the institution and shall consist of representative of faculty members, parents, students belonging to the freshers category as well as seniors and non teaching staff. It shall monitor the anti ragging activities in the institution, consider appropriate decisions including spelling out suitable punishments to those found guilty.

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### Implementation of Anti-ragging by the college and Function.

- An anti-ragging undertaking is taken from the students at the time of admission. The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a Parent/Guardian (Both these Affidavits downloaded from the Web).
- Anti-Ragging Committee functions round the clock and shall remain mobile, alert and active at all times.
- To make the community at large and the students in particular aware of the dehumanizing effect of ragging and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provision of law, punishments, etc) shall be prominently displayed on all notice boards of all departments, hostels and other buildings as well at vulnerable places. Some of the posters shall be of permanent natures in certain vulnerable places.
- A smaller body known as the Anti-Ragging Squad make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places
- Surprise raids will be conducted within the campus and hostel (boys and girls) by the anti ragging squad for first three months of the academic session to ward off any unpleasant occurrence.
- This information will be communicated to the Anti-Ragging Committee, in order to take preventive actions, if necessary.
- Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging.
- Ensure that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
- A constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.) Hostel/ accommodations, where students are accommodated. These areas are needed to be careful guarded if required by posting security personnel.
- Conduct workshops against ragging menace and orient the students.
- Freshers welcome parties shall be organized by the senior students soon after admissions, preferably within first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought properly in the presence of faculty thus helping them to remove their inhibitions.

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## ACTION TO BE TAKEN ON RECEIVING A COMPLAINT OF RAGGING

1. Anti ragging complaints, in whatever form or from whatever source these may arise, shall be dealt with immediately and appropriately. The action will also be conveyed to the anti ragging committee.
2. The identity of the complainant (whether senior or fresher) will be kept confidential.
3. Verifies the fact through enquiry
4. Awards disciplinary action against culprit

### How to approach the cell

- Telephone numbers of various important functionaries are provided to all new students to enable them to report any attempt of ragging.
- Suggestions/Complaint boxes are positioned at all Important places to enable students to inform management of any case of ragging, in case any individual does not want to disclose his/her identity.

## Antiragging Committee Members

1	Chairperson – Principal
2	Member secretary
3	Faculty members (5)
4	Non Teaching – Male Warden
5	Non Teaching – Female Warden
6	Revenue Dept. Notary Public, Puducherry
7	Revenue Dept. Deputy Thasildar, Puducherry
8	Freshers parents male & female parent
9	Freshers male student & female student

Reconstitution of the committee is done every year.

### Antiragging Squad Members

The squad members comprises principal, member secretary, faculty members (4), Boys Hostel Warden, female hostel Warden.


The membership of such nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

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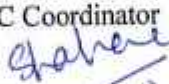

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Reconstitution of committee	Once a year.
Related/Supportive Documents	Minutes of the Meeting, Photographs
Custodian	 <b>PRINCIPAL</b>

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Prepared by	Verified	Approved by
Dr. Ahila, MDS Member Secretary 	IQAC Coordinator 	Dr. S. Senthilnathan Principal 
<b>COMMITTEE MEMBER SECRETARY</b>	<b>CO-ORDINATOR IQAC</b>	<b>PRINCIPAL</b> <b>SRI VENKATESHWARAA DENTAL COLLEGE</b> ARIYUR, PUDUCHERRY - 605 102.







## Anti-Ragging Committee

Date :06/04/2022

This is to inform that Antiragging Committee of Sri Venkateshwararaa Dental College, Puducherry is reconstituted with the following members listed below with effect from 06.04.2022. Requesting all the members to give their support and contribute to the casue. This will be valid for a period of 1 year (2022-2023).

### Anti-ragging Committee Members

S. No	Name	Designation	Mobile Number
1	Prof.Dr.S.Senthilnathan., MDS, Principal	Chairperson	9443133088
2	Dr.R.Sudhakar., MDS Professor & HOD	Member	9894360512
3	Dr.Varshamurthy., MDS Professor & HOD	Member	7708364959
4	Dr.Shabana Fathima., MDS Professor	Member	9442628376
5	Dr.Rajab Ali., MDS Reader	Member	9894125980
6	Dr.Megalaa., MDS Reader	Member	9944492277
7	Dr.Ahila., MDS Reader	Member Secretary	9894181600
7	Mr.Krishnamoorthy Male Warden	Member	6385365326
8	Mrs.Sivaskthi Female Warden	Member	6382095278
9	Mr.U.Gnanasegaran Advocate, Notary Public,Puducherry	Member	9443659851
10	Mr.K.Ayyanar Deputy Thasildar, Puducherry	Member	9943913993
11	Mr.Kumarasan Advocate	Member	9944935703
12	Mrs. S.Tamilselvi Lecturer	Member	7639323708
13	Mr.JeevanRaj.P.K 1 <sup>st</sup> year Student	Member	9787636496
14	Ms.Rupikka.S 1 <sup>st</sup> year Student	Member	7598142800

*K. bhala*  
Member Secretary

COMMITTEE  
MEMBER SECRETARY



*[Signature]*  
Principal  
PRINCIPAL

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ARIYUR, PUDUCHERRY - 605 102.

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 102.



Date :06/04/2022

## Anti-Ragging Squad

This is to inform that Antiragging Squad of Sri Venkateshwaraa Dental College, Puducherry is reconstituted with the following members listed below with effect from 06.04.2022. Requesting all the members to give their support and contribute to the casue. This will be valid for a period of 1 year (2022-2023).

### Anti-ragging Squad

S. No	Name	Designation	Mobile Number	E Mail ID
1	Prof.Dr.S.Senthilnathan., Principal	Chairperson	9443133088	<a href="mailto:principal@svdcpondy.ac.in">principal@svdcpondy.ac.in</a>
2	Dr.Sudhakar.R Professor & HOD	Member	9894360512	<a href="mailto:sudhakar@svdcpondy.ac.in">sudhakar@svdcpondy.ac.in</a>
3	Dr.VarshaMuthy Professor & HOD	Member	7708364959	<a href="mailto:varshamurthy@svdcpondy.ac.in">varshamurthy@svdcpondy.ac.in</a>
4	Dr.Shabana Fathima Professor	Member	9442628376	<a href="mailto:shabanafathima@svdcpondy.ac.in">shabanafathima@svdcpondy.ac.in</a>
5	Dr.Rajab Ali Reader	Member	9894125980	<a href="mailto:rajabali@svdcpondy.ac.in">rajabali@svdcpondy.ac.in</a>
5	Dr.N.Megalaa Reader	Member	9944492277	<a href="mailto:megalaa@svdcpondy.ac.in">megalaa@svdcpondy.ac.in</a>
6	Dr.E.Ahila Reader	Member Secretary	9894181600	<a href="mailto:ahila@svdcpondy.ac.in">ahila@svdcpondy.ac.in</a>
7	Mrs. P. Kala	Member	96268 66087	
8	Mr.S.Krishnamoorthy Boys Hostel Warden	Member	6385365326	
9	Mrs. Sivasakthi Girls Hostel Warden	Member	6382095278	

*F. Shukla*  
Member Secretary

COMMITTEE  
MEMBER SECRETARY



*[Signature]*  
Principal

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04.01.2022

### INTERNAL COMPLAINTS COMMITTEE

This is to inform that as per the directives of University Grants Commission (UGC), Internal Complaints Committee - Women's Cell/Anti Gender Harassment committee for the academic year 2022-24 of Sri Venkateshwaraa Dental College, Pondicherry is re-constituted with the following members listed below. Requesting all the members to give their support and contribute to the cause.

S.NO	Name of the Faculty	Dept/Designation	Member Designation
1	Dr.S.Senthilnathan	Principal Sri Venkateshwaraa Dental College	Chairperson
2	Dr.Vidhya R	Chief Operating Officer Sri Venkateshwaraa Group of Institution	Member
3	Dr. Megalaa.N	Reader, Dept. Of Pedodontics & Preventive Dentistry, SVDC	Member Secretary
4	Dr.Varsha Murthy.J	Prof & HOD, Dept of Prosthodontics, SVDC	Member
5	Dr. Bindu Meera John	Reader, Dept. of Conservative and Endodontics, SVDC	Member
6	Dr. Gayathri.H	Reader, Dept of Periodontics, SVDC	Member
7	Dr. Amirtha	Senior Lecturer, Dept. Of Oral Pathology, SVDC	Member
8	Dr. Marie Asha Ambrose	Senior Lecturer, Dept. Of Orthodontics & Dentofacial Orthopedics, SVDC	Member
9	Dr.Shobana.G	Senior Lecturer, Dept of Public Health dentistry, SVDC	Member
10	Mrs.Suganthi P	Library assistant, SVDC	Member

Member Secretary

COMMITTEE  
MEMBER SECRETARY



Principal

PRINCIPAL

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## INTERNAL COMPLAINTS COMMITTEE POLICY

Last reviewed : 03.11.2021  
Issue: 3  
Page: 1-8

<b>Policy</b>	<p>With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view Sri Venkateshwaraa Dental College has constituted a Committee against Sexual Harassment.</p>
<b>Purpose</b>	<p>Sri Venkateshwaraa Dental College has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.</p>
<b>Scope</b>	<p>To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.</p>

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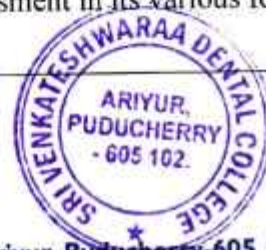






<p><b>Members Of The Committee</b></p>	<p><b>MEMBERS OF THE INTERNAL COMPLAINTS COMMITTEE</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Member secretary</li><li>3. Members (9) – 6 Teaching faculties &amp; 1 Non teaching staffs.</li></ol> <ul style="list-style-type: none"><li>• The membership of such nominated members shall be for a period of two years.</li><li>• The quorum for the meeting shall be two-thirds of the total number of members.</li><li>• The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.</li></ul>
<p><b>Objectives of Internal Complaints Committee</b></p> 	<ol style="list-style-type: none"><li>1. To fulfill the directive of the Supreme Court, as per UGC directives and the Pondicherry University in respect of implementing a policy against sexual harassment in the institution.</li><li>2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.</li><li>3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.</li><li>4. To provide an environment free of gender-based discrimination.</li><li>5. To ensure equal access of all facilities and participation in activities of the college</li><li>6. To create a secure physical and social environment which will deter acts of sexual harassment</li><li>7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.</li></ol>

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## Working Mechanism Of Internal Complaints Committee

### ROLE AND RESPONSIBILITY OF INTERNAL COMPLAINTS COMMITTEE:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).

2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.

3. Obtain high level support from the Management & College for implementing a comprehensive strategy:

- Providing information to all students, Faculties & Non teaching staffs about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students.
- Providing information and training to faculties, managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

4. Develop a written policy which prohibits sexual harassment. The Institution shall have an Internal Complaints Committee Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.



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5. Regularly distribute and promote the policy at all levels of the organization;

Ensure that the committee members discuss and reinforce the policy at faculties & students meetings. Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness rising sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes

- are clearly documented
- are explained to all the Faculties, PG & UG students & non teaching staffs
- offer both informal and formal options for resolution
- address complaints in a manner which is fair, timely and confidential
- are based on the principles of natural justice
- provide clear guidance on internal investigation procedures and record keeping
- Give an undertaking that no faculties, PG & UG students & non teaching staffs will be victimized or disadvantaged for making a complaint.

#### Internal Complaints Committee (ICC)

Selection of the Internal Complaint Committee members is extremely important as in most cases the committee members, if in sub-ordinate position of power at workplace to that of accused, find it very difficult to diligently carry out the responsibilities bestowed on them as heads or members of the Committee, against the superiors.



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**The Internal Complaints Committee must remember:**

- It needs extensive orientation for effective functioning.
- It cannot function like a criminal court.
- The complainant, when she complains, has at stake her personal life and career.
- The impact sexual harassment has on a woman.
- It is difficult for a woman to talk about anything sexual. Hence there can be long time interval between the harassment and the actual complaint.
- It needs to handle complaints in a confidential manner and within a time-bound framework
- It needs to submit an annual report on sexual harassment to the appropriate government authority.

**FUNCTIONS OF THE COMMITTEE**

**PREVENTIVE STEPS.**

It will be the endeavor of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that creates an atmosphere that ensures gender equality and equal opportunities.

**REMEDIAL STEPS.**

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.



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5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires

### **PROCEDURE TO BE FOLLOWED BY THE COMMITTEE**

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place



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in the presence of both parties.

10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

11. The Committee shall make all Endeavour to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

13. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re - admission
8. Stopping of increments / promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal
12. Any other relevant mechanism

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	<p>If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.</p> <p>If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.</p>
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Reconstitution of committee	Once in 2 years
Related/Supportive Documents	Circulars, brochures, Minutes of the meeting, photographs
Custodian	Member Secretary

Prepared by	Verified	Approved by
 Dr. Megalaa.N, Reader <b>COMMITTEE MEMBER SECRETARY</b>	 IQAC Co-ordinator <b>CO-ORDINATOR IQAC</b>	 Dr. S. Senthilnathan Principal <b>PRINCIPAL</b> SRI VENKATESHWARAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.





# sri venkateshwaraa Dental College



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## Students Grievance Redressal Committee


First reviewed:09.09.2021

Issue:01

Pages :1-3

<b>Policy</b>	The policy of the Students Grievance Redressal Committee is to look into the complaints lodged by any student, and judge its merit related to academic and administrative matters. The Grievance Redressal Committee is also empowered to look into matters of harassment.
<b>Purpose</b>	The Students Grievance Redressal Committee is constituted for addressing the problems reported by the Students of the College and to uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Faculty relationship etc.
<b>Scope</b>	This policy applies to grievances addressed by the students related to academic, administrative and personal issues.
<b>Procedure</b>	<b>Objectives:</b> The Students Grievance Redressal Committee is constituted for addressing the problems reported by the Students of the College with the following objectives: <ul style="list-style-type: none"><li>• Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Faculty relationship etc.</li><li>• Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.</li><li>• Suggestion / complaint Box is installed in front of the common room in which the Students, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.</li><li>• Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.</li><li>• Advising All the Students to refrain from inciting Students against other Students, teachers and College administration</li><li>• Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.</li></ul>



  
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#### Jurisdiction of the Committee:

The cell will deal with Grievances received in writing from the students about any of the following matters:-

- Academic Matters: Related to the conduct of theory classes or practicals, timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Accommodation Matters: Related to hostel issues.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers or fellow students etc.

#### Composition:

The composition of the Grievance Redressal committee is as under:

- Principal – Chairperson
- Chief Operating Officer – Member
- Vice Principal – Member
- Faculties of concerned committee – Member Secretary/ Member

The Committee is reconstituted once in two years.

The committee deals with all grievances related to academics and administration.

#### How to approach the cell:

- Anyone with a genuine grievance may approach the committee members in person, or in consultation with the officer in-charge Students' Grievance Cell.
- In case the student is unwilling to appear in self, grievances may be dropped in writing with their names at the letterbox/ suggestion box. The entire procedure will be kept highly confidential.
- Grievances may also be sent through e-mail to the officer in-charge, Students' Grievance Redressal Committee: [sgrc@svdepondy.ac.in](mailto:sgrc@svdepondy.ac.in)

#### Functions :

- The cases will be attended promptly on receipt of written grievances from the students
- The cell formally will review all cases and will act accordingly as per the Management policy
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Periodic meetings will be conducted. Minutes will be submitted to the higher officials.





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Reconstitution of committee	Once in two years
Custodian	SGRC - Member Secretary

Prepared by	Verified by	Approved by
 MEMBER SECRETARY	 IQAC COORDINATOR	 PRINCIPAL
		



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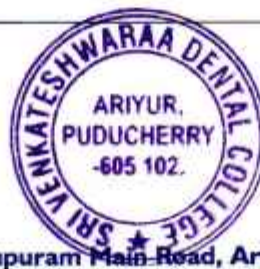



## MAINTENANCE POLICY

Last reviewed:  
Issue:1  
Pages :1-4

Policy	Maintenance policy for proper maintenance and periodical supervision of all maintenance work, utilizing physical, and support facilities etc.
Purpose	Up keeping the maintenance and to maintain hygiene, cleanliness and infrastructure in the College campus.
Scope	The College Management is responsible for all the maintenance activities in the campus with adequate support from our group of institutions.
Procedure	<p><b>MEMBERS OF MAINTENANCE COMMITTEE</b></p> <p>To establish regular maintenance of the building, surrounding areas and the equipments etc. The objective of the committee has responsibility for the maintenance and monitor the quality of the work</p> <p><b>Composition of Maintenance committee</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Member secretary – 1 non-teaching</li><li>3. Members – 1 teaching faculty</li><li>4. One nominee each from Maintenance Supervisor, Project Engineer (Electrical), Environmental Engineer, Transport Manager, Chair Technician, Electrician, Fire Officer.</li></ol> <p>The membership of such nominated members shall be for a period of two years.</p>

  
COMMITTEE  
MEMBER SECRETARY



  
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	<p>The quorum for the meeting shall be two third of the total number of members.</p> <p>The agenda, minutes and action taken reports are to be documented with official signatures and maintain electronically in a retrievable format.</p>
	<p><b>The main tasks of Maintenance Policy</b></p> <ul style="list-style-type: none"><li>• To supervise periodic preventive maintenance and breakdown maintenance</li><li>• To maintain stock verification of all labs, compliance register, clinical records and log books.</li></ul>
	<p><b>Objectives of Maintenance Policy:</b></p> <ul style="list-style-type: none"><li>• To maintain Periodical registration, Personal Hygiene</li><li>• To provide ASEPSIS and Protection of Radiation</li><li>• To dispose Bio-waste, solid-state waste etc.</li></ul>
	<p><b>Working Mechanism of Maintenance Policy</b></p> <ul style="list-style-type: none"><li>• Keeping classrooms, meeting rooms, laboratories, library clean and tidy and maintaining discipline.</li><li>• Periodical maintenance of clinical establishment, Pest control, RO water, biomedical waste and sanitary.</li><li>• Personal hygiene – clean aprons and personal clothing, trimmer of finger nails, regular clipping of hair (girls), regular hair cut shot (Boys)</li><li>• Clean mask, head cap and autoclaved gloves must be worn along with protective eye wear</li></ul>

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	<ul style="list-style-type: none"><li>• Followed protocol of disposal of waste in clinic</li><li>• Maintaining biodegradable waste is disposed by way of manure pits and liquid waste used for irrigation purpose</li><li>• Black bags – Paper, wrapper and kitchen waste etc.</li><li>• Red bags – Gloves, suction tips, syringe without needle</li><li>• Yellow bags – Cotton, gauze, head cap, mouth mask</li><li>• Green Bags – Biodegradable waste</li><li>• All protection measures and devices used</li></ul>
Annual Maintenance Contract Service (AMCS)	<ul style="list-style-type: none"><li>• Maintaining AMCS for all major equipments.</li><li>• Periodical service of instruments and equipments</li><li>• Maintaining ICT smart classrooms, CCTV Cameras, water purifiers, generators and air conditioners.</li></ul>

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# sri venkateshwararaa Dental College

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Reconstitution of committee	Once in 2 years
Related/Supportive Documents	LOG BOOKS AND MAINTENANCE REGISTERS
Custodian	MEMBER SECRETARY

Prepared by	Verified	Approved by
 Dr.D.S.Dinesh	 Dr.Shabana Fathima <b>CO-ORDINATOR IQAC</b>	 Principal

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<b>ALUMNI ASSOCIATION POLICY</b>	<b>Last reviewed:29.07.2020</b> <b>Issue:2</b> <b>Pages :5</b>
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Policy	Alumni association is devised with the focus to promote and create awareness about Career advancement and Placement options available to alumni students
Purpose	Alumni association programs and monitors the employment potentials and arranges for Campus interviews
Scope	Conduct programs that will help the students to get exposure to Career related options and serves to bridge the gap between a Job applicant and the Potential employer
Procedure	<b>MEMBERS OF ALUMNI ASSOCIATION</b> Creation of Alumni cell with Principal as the Chair person and faculties representatives from all levels of designation Name of the Society shall be Alumni Association - SVDC <b>Composition of Career guidance and Placement cell</b> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. President ,vice president, secretary, treasurer,</li><li>3. EC Member</li></ol> The membership of such nominated members shall be for a period of two years.
	<b>The 6 main task of alumni association</b> <ul style="list-style-type: none"><li>• To develop funding for the benefit of associations</li><li>• To encourage and contribute articles works to the college</li><li>• To organize Career related Guidance Programs</li><li>• To arrange for the Placement of the students through Campus interviews</li><li>• To inform and involve Alumni as part of Career guidance programs and Campus interviews</li></ul> To motivate and provide a platform for budding dentist to excel nationally and internationally

  
PRINCIPAL



### Objectives of alumni association Cell

- To bring all the past, present and future medical students of SVDC under a single forum
  - To contribute in academic advancement, student support and mobilization of resources for student welfare.
  - To motivate students aspire for higher studies and guiding them to take competitive exams such as NEET
  - To motivate students to develop interest in various Career options
- To help and support the student community for getting placement in dental clinics/hospitals/organizations/institutions according to their skill and knowledge

### Working Mechanism of Alumni Association

- To identify the alma matter and help in whatever way possible.
- To assist students to develop/clarify their Academic and Career interests.
- To promote and create awareness about Career options and conduct various Career guidance programs
- To guide the students for preparation of various competitive exams like NEET
- Communication with Potential employer belonging to Dental Clinics/ Hospitals/Organizations/Institutions regarding Placement
- The Institute helps in exploring Placement opportunities by inviting various organizations for Campus recruitment
- To inform CRI's about the available Job opportunities
- Alumni students are informed about Campus interviews regarding Placement

Overall with relentless support from Management, Principal and Faculties serves as a pivotal platform in student support and progression related to Career Guidance and Placement

PRINCIPAL





	<p><b>Governing body/Executive Committee</b></p> <ul style="list-style-type: none"><li>• The entire governance of the association shall be vested on the executive committee which shall be its governing body.</li><li>• Chairperson-1</li><li>• President -1</li><li>• Vicepresident-1</li><li>• General Secretary-1</li><li>• Joint Secretary-1</li><li>• Treasurer-1</li><li>• EM-7</li></ul>
	<p><b>Selection and functioning of Executive committee</b></p> <ul style="list-style-type: none"><li>• The committee should be elected by the members by a process of vote as per Representation of the People Act 1951</li><li>• the committee will normally remain in office for 3 years</li></ul>
	<p><b>Executive committee responsibilities:</b></p> <ul style="list-style-type: none"><li>• Maintaining and updating directory of members</li><li>• Organizing alumni get-together</li></ul>
	<p><b>Membership:</b></p> <p>Membership fee of life member: Rs:1000</p>
	<p><b>Termination of membership:</b></p> <ul style="list-style-type: none"><li>• Any member shall be free to resign from the primary membership</li><li>• The resignation shall not be take effect until it has been duly accepted on behalf of the association by EC.</li></ul>
	<p><b>Communication:</b></p> <p>Members can communicate with the association through the members</p>



	<b>Right and Duties of the Members:</b> <ul style="list-style-type: none"><li>• To receive the notice, participate and vote in the annual general meeting</li><li>• To participate in the functions, meetings, cultural and other lawful gatherings</li></ul>
	<b>Annual General Body Meeting</b> <ul style="list-style-type: none"><li>• The meeting will be chaired by the president</li><li>• Welcome address by the president</li><li>• General secretary annual report on the activities of the association</li><li>• Treasurer statements of accounts</li><li>• Introduction of official resolution</li><li>• Introduction of non -official resolution</li><li>• Budget for the ensuing financial year</li></ul>
	<b>Special General Body Meeting</b> <ul style="list-style-type: none"><li>• Convened by the president to discuss a certain specified agenda of special nature</li></ul>
	<b>Registers</b> <ul style="list-style-type: none"><li>• Admission Register</li><li>• Members Register</li><li>• Circular Register</li><li>• Minutes Register</li><li>• Accounts Register</li><li>• Dispatch Register</li></ul>
	<b>Bank Account Management</b> <p>The treasurer shall arrange to open a account with bank whose branch is conveniently situated.</p>
	<b>Amalgamation and dissolution</b> <p>Amalgamation and dissolution of the association , as and when the need arises, shall be accordance with the relevant provisions of the societies</p>
	<b>Legal Jurisdiction</b> <p>Any dispute with or litigation against the association shall be subject to within Puducherry</p>

PRINCIPAL





Reconstitution of committee	Once in 2years
Related/Supportive Documents	Alumni Association Details
Custodian	--

Preparedby	Verified	Approved by
 Dr. Rajab Ali – Reader <b>COMMITTEE MEMBER SECRETARY</b>	 IQAC Coordinator <b>CO-ORDINATOR IQAC</b>	 Dr. S. Senthilnathan, MDS., Principal <b>PRINCIPAL</b> SRI VENKATESHWARA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102





# sri venkateshwaraa Dental College

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SC/ST Policy	Last reviewed: 4.11.21 Issue: 1 Pages : 1-7
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Policy	SC/ST Policy is devised with the focus to protect the dignity, equality, social justice and human rights for all, with special emphasis on marginalized and vulnerable groups.
Purpose	To Guide the SC/ST students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC; Assist the staff of the SC/ST Cell and the Standing Committee in carrying out their functions; and to Sensitize all the sectors of SVDC towards the Constitutional mandate, UGC Guidelines for the Cell and its functioning at SVDC.
Scope	This policy applies to all the academic and administrative departments at SVDC

  
**COMMITTEE  
MEMBER SECRETARY**



  
**PRINCIPAL  
SRI VENKATESHWARA DENTAL COLLEGE  
ARIYUR, PUDUCHERRY - 605 102.**

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Procedure	<p>▪ <b>MEMBERS OF SC/ST CELL</b></p> <p>Creation of SC/ST Cell with Principal as the chair person, with senior members representing the college and administration as per the guidelines of NAAC.</p> <p><b>Composition of SC/ST CELL</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Principal of the institution,</li><li>2. Management representative ; General manager of the institution</li><li>3. Member secretary ; Faculty nominated by the principal</li><li>4. Members ; Staffs nominated by the principal</li></ol> <p>The membership of such nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.</p>
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MEMBER SECRETARY**



  
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**The 4 Main Task Of SC/ST Cell**

1. Setting a documentation process for SC/ST cell
2. To Analyze information on admissions
3. Preparing the schedule for Meeting and consensus for the cell
4. Awareness on SC/ST cell.

• **OBJECTIVES OF SC/ST CELL**

- To Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of Scheduled Caste and Scheduled Tribe communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.
- To Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission.
- To analyze information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.

  
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MEMBER SECRETARY**


  
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- To Deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.
- To Monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
- To Maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST community for various posts in the university/ colleges and
- Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

  
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MEMBER SECRETARY



  
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- **SC/ST STANDING COMMITTEE.**

The SC/ST Standing Committee ensures the effective implementation of the policies and programs of the Government of India, UGC and State Governments with regard to SC/ST

It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Principal SVDC .

- **SPECIAL ACTIVITIES OF CELL**

- **Pre-Admission Coaching**

The pre-admission coaching is organized by the SC/ST Cell for all SC/ST candidates who have qualified for appearing the National Entrance Test of the Institute. The orientation is scheduled for about 2-3 days in phases in the month of November, every year.

The objective of this programme is to orient them about the whole process of the entrance test, positive and negative aspects of written test, group discussion and personal interview. Besides, another important point which is touched upon is about the common mistakes that the candidates make in the admission test and how to overcome those. The candidates are also told about the facilities available for the eligible candidates. It is also meant to help them feel confident. This is followed by clarification of doubts from the candidates.

  
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### ➤ Post-Admission Orientation

The students admitted in various programs are provided post-admission orientation. The main focus is on the course curriculum, subjects, the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.

### ➤ Grievance Redressal

The SC/ST students can approach the member secretary of the Cell for redressal of any grievance(s) regarding academic, administrative or social problems. The member secretary will meet the concerned students, understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.

### ▪ DUTIES OF MEMBER SECRETARY

The honorary position of the member secretary is occupied by **Dr.E.Karunajothi** dept of Oral surgery, a senior faculty member. The Member secretary, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty belonging to these communities.

However, the responsibilities of the Member secretary are briefly stated below:-

### ▪ Students:

The Member secretary on behalf of the Cell organizes meeting every 4 months and enquires any caste base discrimination they faced and maintains register for the same.

Organizes meeting and explains to all the students about all the available national and others scholarships.

  
**COMMITTEE  
MEMBER SECRETARY**



  
**PRINCIPAL**

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### Faculty and Staff:

The Member secretary ensures due compliance of the orders of reservation issued from time to time in favor of SC/ST/OBC and PWDs. He also looks after the prompt disposal of the grievances of the employees of these categories.

Some of the duties of the Member secretary are:-

1. To ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SC/ST
2. To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministries/Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.

Reconstitution of committee	Once in 2 years
Related/Supportive Documents	Notifications from government, minutes of the meeting, committee formation circular
Custodian	SC/ST Member secretary

Prepared by  Dr. E. Karunajothi COMMITTEE MEMBER SECRETARY	Verified  Dr. Shabana Fathima CO-ORDINATOR IQAC	Approved by  Principal PRINCIPAL SRI VENKATESHWARAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.
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# sri venkateshwaraa Dental College

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(Recognized by Dental Council of India - Affiliated to Pondicherry University)

STUDENT COUNCIL POLICY	Last reviewed:21.02.2022 Issue:1 Pages :6
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Policy	<ul style="list-style-type: none"><li>The Student Council shall continuously work to identify student – related issues and help to resolve them, thus building a healthy environment and all round development of the students in the College.</li><li>The council is committed to the rights of the student and gives them an opportunity to exercise those rights.</li><li>The student representatives of the council gives the voice to every student by passing on others' views in meetings so that every students is included in this college community.</li></ul>
Purpose	<ul style="list-style-type: none"><li>The purpose of the student council is to serve as a channel through which the student community can put forward their opinions and concerns.</li><li>To make a positive contribution to the college environment and ethos.</li><li>To communicate their preferences and develop their sense of belonging to the college community.</li><li>For students to be elected to represent the view of pupils in their forms and year groups.</li></ul>
Scope	<ul style="list-style-type: none"><li>Assist in planning and development of various cultural, sports, recreational and other educational interests of students in the institution.</li><li>Student council will strive to develop and improve communication between the students, the faculty, the administration and the community.</li><li>Student council will share in the development and promotion of all general activities and encourage leadership throughout the college campus. This will work towards the improvement of college spirit, pride and tone.</li></ul>

  
COMMITTEE  
MEMBER SECRETARY



  
PRINCIPAL  
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# sri venkateshwarraa Dental College

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Procedure

The student council and the various central committees constituted in College shall regularly review the activities of their domains and make suggestions to improve their functioning, as and when necessary.

**MEMBERS OF THE STUDENT COUNCIL CELL:**

**CHIEF PATRON** – Mr.B.Ramachandran, Chairman SVGI  
**CHIEF PATRON** – Dr.B.Vidya, Chief Operating officer SVGI  
**PATRON** – Prof.Dr.S.Senthilnathan M.D.S, Principal SVDC

**ADVISORY COMMITTEE:**

**CHIEF ADVISOR** – Dr.R.Sudhakar M.D.S  
**STUDENT ADVISOR** – Dr. Yuvaraj M.D.S  
**CULTURAL ADVISOR** – Dr. H.Gayathri M.D.S  
Dr. Marie Asha Ambroise M.D.S  
**SPORTS ADVISOR** – Dr.R.Rajab Ali M.D.S  
**EDITORIAL ADVISOR** – Dr.Abdul Khader M.D.S

**COMPOSITION OF STUDENT COUNCIL CELL:**

SL.NO	COUNCIL MEMBER	NAME
1.	President	V.Vishnukumar
2.	Vice President	R.Yogeshwaran
3.	General secretary	S.Sambeniel
4.	Joint secretary	M.Rubini, S.Suruthi
5.	Editorial secretary	A.R.Abirami
6.	Joint editorial secretary	A.MerlinMaria, R.Thejaswini
7.	Cultural secretary	S.Shanmugapriyan
8.	Joint cultural secretary	B.Anitha
9.	Sports secretary	R.Sangeetha
10.	Joint sports secretary	S.Sabarish
11.	Hospitality and food secretary	K.R.Shanmugapriyan
12.	Treasurer	V.Vishwath
13.	Joint Treasurer	R.Thrisha

PRINCIPAL

SRI VENKATESHWARAA DENTAL COLLEGE  
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# sri venkateshwarraa Dental College



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	<p><b>Roles and Responsibilities :</b></p> <ul style="list-style-type: none"><li>• To promote the interest of students among the College administrations, staffs and parents.</li><li>• To inform students about any subject that concerns them.</li><li>• To identify and help solve problems encountered by the students in the College.</li><li>• To consult students on any issue of importance.</li><li>• To organize educational and recreational activities for students.</li><li>• To participate in developing the College's educational projects and to promote the same amongst the students.</li><li>• To organize an activity to recognize the efforts of students in organizing College activities.</li></ul> <p>To maintain good relations, out of mutual respect, with the College staff (teaching and non-teaching personnel) and parents.</p>
	<p><b><u>Objectives of Students Council Cell:</u></b></p> <ul style="list-style-type: none"><li>• To officially represent all the students in the College.</li><li>• To identify and help solve problems encountered by the students in the College</li><li>• To communicate its opinion to the College administration on any matter that concerns students and on which the council wishes to be consulted.</li></ul> <p>To promote and encourage the involvement of students in organizing College activities.</p>
	<p><b><u>Working guidelines of student council cell:</u></b></p> <ul style="list-style-type: none"><li>• Views of all members of student council, faculty, and student alike –are to be respected and equal importance is to be given to all views.</li><li>• The student council shall meet at least twice during a semester .The President shall call the meetings of the student council.</li><li>• The quorum for students council meetings shall be 50% of total strength. It is expected that all members of the student council must be present in the meeting. It is also advised that such issues are not discussed in the absence of any member of the student council.</li><li>• The Students council shall take decisions by consensus.</li><li>• The minutes of all meetings shall be recorded by the President and circulated to all the members of the committee.</li><li>• Student Representatives participate and contribute in various administrative bodies of SRI VENKATESHWARAA DENTAL COLLEGE and various committees which are formed from time to time for organizing events.</li></ul>

PRINCIPAL

SRI VENKATESHWARAA DENTAL COLLEGE  
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# sri venkateshwarraa

## Dental College



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	<p><b>Criteria for selection of student council cell</b></p> <ul style="list-style-type: none"><li>• It would be based on their academic background, regular presence in the classroom, student faculty interaction in the classroom and their interest in extra- curricular activities.</li></ul>
	<p><b>Tenure</b></p> <ul style="list-style-type: none"><li>• The student representatives on the student council shall hold office from 9<sup>th</sup> March of the ensuing year, for a period of one year.</li></ul>
	<p><b>Research culture and innovation</b></p> <ul style="list-style-type: none"><li>• Promoting participation of students in various scientific meet to develop Career interest and involvement in research.</li><li>• Instilling interest and motivating students in research and innovation</li></ul>
	<p><b>BADGE:</b> Student Council members are entitled to wear the student council badge. This badge is loaned to the representative under certain conditions and must be returned at the end of the representative's term of office.</p>
	<p><b>Under student council we have the following student council clubs.</b></p> <ol style="list-style-type: none"><li>1. <b>MEDIA CLUB:</b> to celebrate and boost expressions of young minds through dance.</li><li>2. <b>MUSIC CLUB:</b> to identify and develop passion over music among students.</li><li>3. <b>LITERARY CLUB:</b> to engage students in field of debating, elocution and creative writing.</li><li>4. <b>SPORTS CLUB:</b> to engage in physical activities and to improve physical health.</li><li>5. <b>FINE ARTS CLUB:</b> inculcating the aesthetic and artistic touch among students.</li><li>6. <b>ECO CLUB:</b> Creates awareness and motivate students to participate in environmental issues.</li><li>7. <b>HIGHER STUDIES CLUB:</b> Serves as an epicenter of information and encourages students for progressive career.</li><li>8. <b>SWACHH BARATH CLUB:</b> Highlights cleanliness, sanitation hygiene in a holistic manner.</li><li>9. <b>NSS CLUB:</b> Focusing towards community development, team spirit and dignity of labor.</li><li>10. <b>SCIENCE CLUB:</b> Unravel the scientific skills and quest among students.</li><li>11. <b>YOGA AND WELLNESS CLUB:</b> highlights the importance of yoga and emphasizes the essence of mental health.</li></ol>

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# sri venkateshwarara Dental College



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## COMPOSITION OF STUDENT COUNCIL CLUB

Sl. no	Name of the club	Staff coordinator	Student Secretary	Club members
1.	Media club	1.Dr.J.Balaji 2.Dr.R.Piradhiba	Harshitha.VM	S.Swetha P.L.Saraswathi S.Affrin K.Ragavi S.P.Vishwanachiyar
2.	Music club	1.Dr.Gayathri 2. Dr.Marie Asha Ambroise	Selvaganapathi Thirunavukarasu	B.Anitha M.Aswini N.DhivyaDharshini L.Vishnupriya J.Krithika
3.	Literary club	1.Dr.Bindhu meera john 2.Dr.Sangamithra	M.Rubini	P.Vishwaja Reshma S Riya Nivetha K.Sushmaa kumar
4.	Sports Club	1.Dr.Sudhakar 2.Dr.Rajab ali	U.Karthikeyan	B.Sarikka G.Harini V.Damodharan
5.	Fine arts club	1.Dr.N Megalaa 2.Dr.Marie Asha Ambroise	V.Kowshika	K.Vaishnaavi M.Kalaimathi S Kirubavathi
6.	Eco club	1.Dr.Shabana Fathima 2.Dr.Duraimurugan 3.Dr.Shobana gunasekaran	Fazila Parveen H	M.Padmapriya J.Dhivya K.Giridharan M.Gayathire A.Asheedha
7.	Higher studies club	1.Jeelani 2.Hariharasudhan	S.Akshay Kumar	A.Manasi kumari N.Mahalakshmi D.Shalini R.Akila
8.	Swachh Bharath	1.Dr.Kuldeep singh 2.Dr.Karthikeyan	K.Saradha devi	M.Sandeep murugesan V.Lavanya G.Krishnapriya

PRINCIPAL

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 007

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SRI VENKATESHWARARA DENTAL COLLEGE

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# sri venkateshwaraa Dental College

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9.	NSS Club	1.Dr.Abdul Khader 2.Dr.Prasanth	A.Chandramouli	Deepthika radja.R B.Manojkumar D.Rohini C.Harshini S.Sarumathi
10.	Science club	Dr.Varsha murthy Dr.Srilekha DR.Hema	B.Sharmila janaki	V.Durgadevi JM.Jeevadarshana GC.Madhumitha
11.	Yoga and wellness club	1.Dr.Yuvaraj 2.Dr.Ahila E	M.Harivarthini	R.Janani M Shifa N.Hemavadhani A Ruthrapriya M Sevanthi

Reconstitution of Committee	Once in a year
Custodian	Dr.Rajab Ali.R, MDS., Student Council Advisor

Prepared by	Verified by	Approved by
 Dr.Rajab Ali.R	 IQAC Coordinator	Dr.S.Senthilnathan,MDS.,

**COMMITTEE  
MEMBER SECRETARY**

**CO-ORDINATOR  
IQAC**

**PRINCIPAL**  
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## Minority cell

Last Reviewed : 10.01.2022

Issue: 01

Pages: 2

POLICY	Minority cell of the college with the purpose of empowering the telugu minority community in the college. The Minority Cell basically helps Telugu minority students for their academic development and 50 seats in management quota is allocated to the students with Telugu Minority Certificate.
Purpose	<b>Objectives</b> <ul style="list-style-type: none"><li>• To enhance the opportunities for education of telugu minorities by allocating 50 seats in management quota.</li><li>• To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.</li><li>• To ensure protection and reservation as provided in the constitution of India.</li></ul>
SCOPE	<ul style="list-style-type: none"><li>• To communicate with the students and motivate them for better future planning.</li><li>• The Cell is committed to provide assistance to the minority students through counseling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.</li><li>• The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures with a view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the society.</li></ul>
PROCEDURE	<ul style="list-style-type: none"><li>• All the members and the in-charges are responsible individually for their respective roles and overall functioning of Telugu Minority Cell.</li><li>• The committee shall scrutinize the application of candidates admitted under the Minority Quota. One member of committee shall represent the Institution during counseling process of CENTAC for admission of Minority candidates.</li><li>• Shall look after the welfare of the minority students admitted to UG and PG courses.</li><li>• Shall address all grievances of minority students brought before the committee.</li><li>• Shall monitor the academic performance of students admitted under the minority quota.</li></ul>



# sri venkateshwaraa Dental College


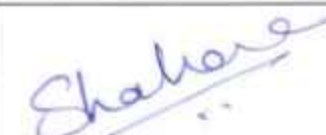



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Minority Cell Committee	1.	Dr.S.Senthilnathan	Principal,
	2.	Dr.Yuvaraj.V,	Member Secretary
	3.	Dr.VarshaMurthy.J, VP PG study's	Member
	4.	Dr.Piradhiba.R, Reader	Member
	5.	Shri.S.Soundarajan, General Manager	Member
	6.	Mrs.Mahalashmi, Admission Incharge	Member
	7.	Mrs.Kala, Academic Assistant	Member
	8.	Mrs.Kowsalya, Store Incharge	Member
	9.	Dr.Navya, PG Student	Member

Reconstitution of Committee	Once in three years
Related/Supportive Documents	Circular for appointing Mrs.Kala as a Representative of Telugu Minority cell to help the minority students.
Custodian	Dr.Yuvaraj.V - Member Secretary

PREPARED BY	VERIFIED BY	APPROVED BY
 Dr. Yuvaraj.V - Member Secretary <b>COMMITTEE MEMBER SECRETARY</b>	 IQAC Co-ordinator <b>CO-ORDINATOR IQAC</b>	 Dr.S.Senthilnathan MDS, Principal <b>PRINCIPAL SRI VENKATESHWARA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.</b>

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<b>INTERNATIONAL STUDENT CELL POLICY</b>	<b>Last reviewed : 19.07.22</b> <b>Issue: 1</b> <b>Pages: 2</b>
<b>Policy</b>	To provide adequate support system for the international students to adapt to the knowledge environment as well as the change in the culture.
<b>Purpose</b>	This policy is intended to provide faculty members, course coordinators and International students with the information regarding the facilities and resources that are available to students to support them with academic, cultural, language and social requirements.
<b>Scope</b>	To achieve their educational goals by providing affordable and quality education.
<b>Procedure</b>	<ul style="list-style-type: none"><li>• The core committee shall comprise of chairperson, management representative and five other nominated members from faculty.</li><li>• The membership of such nominated members shall be for a period of two years.</li><li>• The committee shall formulate the guidelines for conducting meeting.</li><li>• The guidelines shall specify the requirements for conducting a meeting, periodicity, maintaining the minutes of meeting, follow up process etc.</li></ul>



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- The cell is entrusted with the task of assimilating all kinds of requirements and grievances that an International student may have.
- The cell shall put in place a system of collecting feedback from students – both formally and informally for the purpose to gather the grievance of students.
- Designing modes of communication, including brochure preparation and enabling wider circulation to attract International students to the campus.

Prepared by	Verified	Approved by
 Dr. PRASHANTH. P	 IQAC Coordinator <b>CO-ORDINATOR</b> IQAC	 PRINCIPAL PRINCIPAL SRI VENKATESHWARAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.





<b>EXAMINATION GRIEVANCE REDRESSAL COMMITTEE POLICY</b>	Last reviewed:2021 Issue:02 Pages :1-5
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Policy	<ul style="list-style-type: none"><li>➤ Examination Grievance Redressal Committee (EGRC) Policy is designed to address the grievances related to examinations in a transparent, time-bound, and efficient way</li></ul>
Purpose	<ul style="list-style-type: none"><li>➤ The purpose of the Committee in SVDC is to maintain the standard of examination by addressing the grievances related to both the Internal assessment tests and the University examinations in a transparent, time-bound and efficient way</li></ul>
Scope	<ul style="list-style-type: none"><li>➤ To address the grievances related to the Internal assessment tests and the University examinations</li></ul>
Objectives	<ul style="list-style-type: none"><li>➤ The Examination Grievances Redressal Committee of Sri Venkateshwaraa Dental College, focuses on dealing with grievances related to examinations.</li><li>➤ To provide transparent, time-bound and efficient action against any grievance related to examinations</li><li>➤ To address grievances related to evaluation, out of syllabus, absentees of Internal Assessment and Pondicherry University examination.</li></ul>

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Procedure

**Members of the Examination Grievance Redressal Committee**

S.NO	Name of the Faculty	Member Designation
1	Dr. Senthilnathan.S	Chair person
2	Dr. Vidhya. B	Member
3	Dr. R.Sudhakar	Member Secretary
4	Dr. Yuvaraj.V	Member
5	Dr. Dinesh	Member
6	Dr. Varsha	Member
7	Dr. Roshan Elias	Member
8	Dr. Jeelani	Member
9	Dr. Shanmugavadivel. G.	Member
10	Dr. Gayathri	Member
11	Dr. Kuldeep	Member

- The membership of such nominated members shall be for a period of two years.
- The meeting is conducted following the declaration of examinations results, both Internal Assessment test and University Exams.

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- The quorum for the meeting shall be two-thirds of the total number of members.
- The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

### Working Mechanism

Examination Grievance Redressal Committee follows the Pre-framed Standard Operating Procedure for the effective functioning.

- Various activities related to examinations such as noting students' grievances and dealing with them effectively, guiding students in various exams related issues are performed systematically and efficiently.

### Procedure

- The students may feel free to put up a grievance in writing format.
- The EGRC will act upon those grievances which have been forwarded along with the necessary documents.
- The EGRC will assure that the grievance has been properly solved in a stipulated time limit provided by the committee.

  
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Grievances Related to Internal Assessment Test		
Grievances related to evaluation	Grievances related to syllabus	Grievances related to absentees
<ul style="list-style-type: none"><li>➤ Grievance will be taken to the heads of the department</li><li>➤ Analyzing the grievance with the committee members</li><li>➤ Action taken report will be wetted and forwarded by committee chair - person</li><li>➤ HOD- forwarding to the subject handling faculty</li><li>➤ Report will be conveyed to the student in a transparent manner</li></ul>	<ul style="list-style-type: none"><li>➤ Out of syllabus, repeated questions, etc. will be dealt by the committee</li><li>➤ Review the toughness of question paper</li><li>➤ Resolved grievances will be intimated immediately to the concerned department through principal</li></ul>	<ul style="list-style-type: none"><li>➤ Grievances reported to the respective head of the department</li><li>➤ Analyzing the reason &amp; based on the student's previous academic performances and attendance percentage with the committee members</li><li>➤ Report will be submitted to the principal (chairperson)</li><li>➤ Final decision will be made by principal and the circular will be forwarded to the department</li></ul>

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Grievances Related to University Examination	
Grievances related to evaluation	Grievances related to syllabus
<ul style="list-style-type: none"><li>➤ Student addressing the grievance to the principal</li><li>➤ The Examination Grievance Redressal committee will direct the student</li><li>➤ To fill application for the revaluation and re-totaling</li><li>➤ filled application will be sent within a week to the university exam board through principal office</li><li>➤ Report received from the university will be informed to the student</li></ul>	<ul style="list-style-type: none"><li>➤ Out of syllabus, repeated questions, etc. will be forwarded to the university exam board by the committee</li><li>➤ University board will review the toughness of question paper</li><li>➤ Resolved grievances by the university board will be intimated to students through principal</li></ul>

Reconstitution of Committee	Once in two years
Related/supportive documents	Circulars, brochures, Minutes of the Meeting, Photos
Custodian	Member Secretary

Prepared by	Verified	Approved by
 Dr.R.Sudhakar Member Secretary <b>COMMITTEE MEMBER SECRETARY</b>	 IQAC Co-ordinator <b>CO-ORDINATOR IQAC</b>	 Dr. S. Senthilnathan Principal <b>PRINCIPAL</b> SRI VENKATESHWARAA DENTAL COLL. ARIYUR, PUDUCHERRY - 605 102