

**Sarada Krishna  
Homoeopathic Medical College  
Kulasekharam, Kanyakumari Dist., Tamil Nadu**

**ADMINISTRATATION MANUAL**



**ADMINISTRATIVE MANUAL  
INDEX**

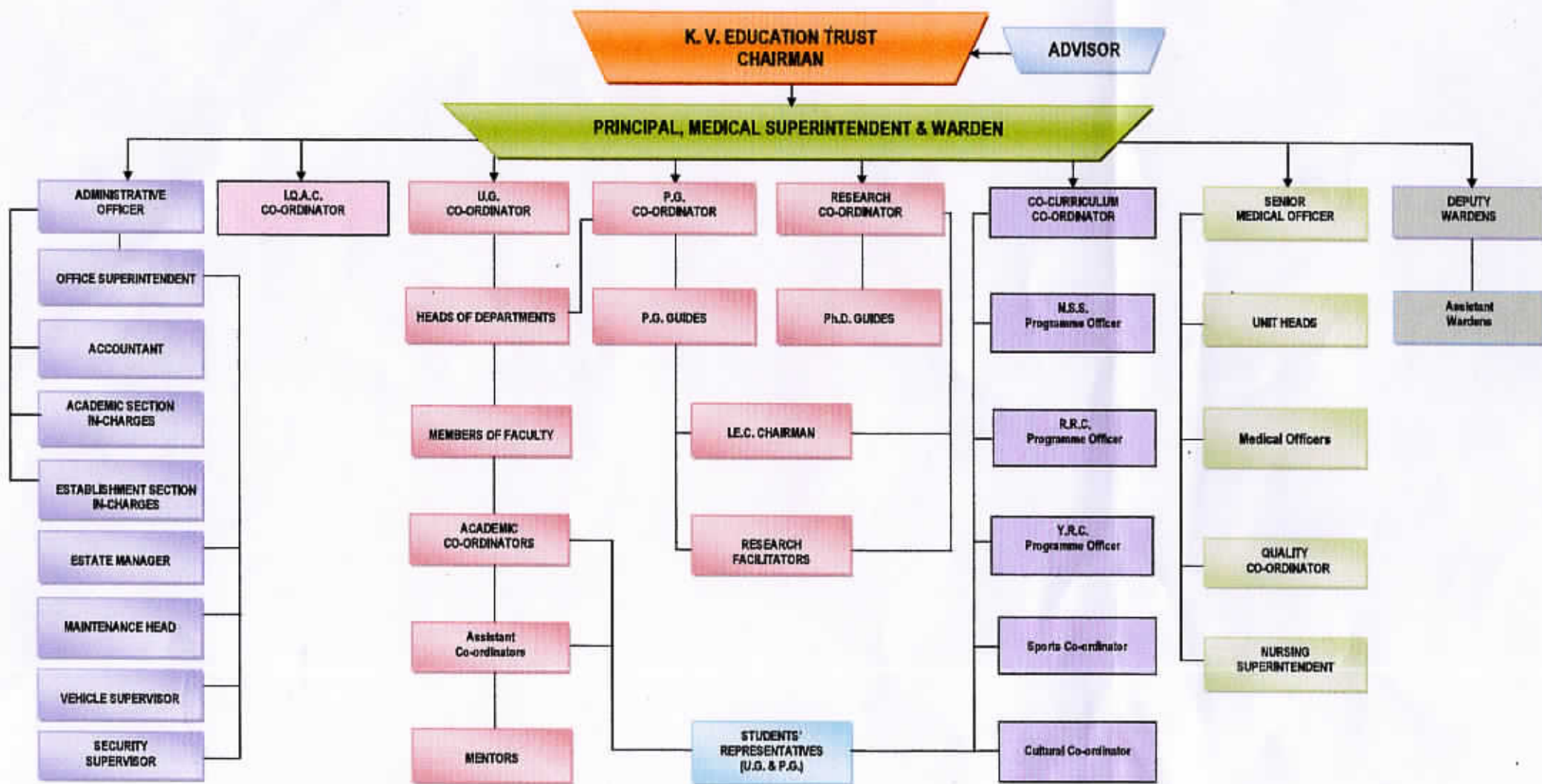
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# ORGANOGRAM

## SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE,

KULASEKHARAM, KANNIYAKUMARI (DIST), TAMIL NADU -629161

ESTD.2000 AD





## **QUALITY POLICY**

Our institution aspires for global recognition through systematic and Meticulous transformation of our students into highly motivated Homoeopathy graduates, post graduates and researchers enriched with professional competence, managerial skills, built-in dynamism and humanism.

### **Vision of the Institution:**

It is to provide value based, research oriented medical education in Homoeopathy aimed at moulding Homoeopaths capable of proficient and competent in patient care dedicated to the needy and the poor, and to propagate Homoeopathy - a safe, simple, scientific, economic and effective medicine for all.

### **Mission of the Institution:**

1. To establish an Institute of Excellence in education and research in Homoeopathy.
2. To set up a full fledged tertiary care hospital in Homoeopathy doing service to the needy and the down trodden section of the society.
3. To conduct community oriented health activities purported to propagate the salient features of Homoeopathy and to render its benefits to the people at large.
4. To mould skilled Personnel required in patient care, education and research in Homoeopathy
5. To set up a publication division for printing text books, publishing journals / periodicals and IEC materials.



## **CODE OF CONDUCT FOR THE PRINCIPAL**

The Principal should

- monitor day-to-day activities of the institution;
- mediate between Management and other stake holders; upholds the mission and vision of the institution;
- impartial by maintain good rapport with the members of the staff;
- convene the meeting of various committees for the development and activities t of the institution;
- be sincere, punctual; disciplinarian and democratic;
- concern and empathy in redressal of grievances of the students and the staffs;
- take efforts to uphold the core values of the institution in all its endeavors;
- encourage and motivate the innovative practices in the institution both in curricular, co-curricular activities; and patient care.
- represent the suggestions of the faculty to the apex bodies like BOS and other academic bodies of the affiliating University, CCH and CCRH Ministry of AYUSH.
- ensure good relationship with the public and able to organise health related extension activities for the benefits of the community.

## **DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY**

1. Duties and responsibilities assigned by the Head of the Departments from time to time must be carried out.
2. Freedom to the individual faculty to plan and schedule teaching and learning activity.
3. Prepare Lecture Plan/ Learning materials.
4. Assigned works must be completed within the time schedule.
5. Encourage the students to participate curricular, co-curricular and extension activities of the Department/Institution.
6. Monitor the achievements of the students with respect to the instructional objectives and course objectives.
7. Monitor and supervise the performance of the students in practical session and skill oriented classes. Proper instructions and assistance should be provided for the completion of projects.
8. Members of the faculty should update their knowledge and skills by attending seminars, symposia and workshop.
9. Members of the faculty should publish articles in Journals, book publication and other knowledge dissemination process like editorial, reviews, chapter contributions and articles in health related magazines.
10. Should be actively involved in research activities in the campus.
11. Members of the faculty must apply for funded projects in their area of specialisation.
12. ICT enabled teaching-learning method must be adopted in the class room.
13. Members of the faculty must ensure the participation and involvement of every student in teaching-learning process.
14. Assignments submitted by the students should be evaluated in time and feedback is to be provided to the students.
15. Group activity and student centred teaching approaches are to be followed in the class room. Seminars, discussion and case analysis should be common practice.



16. Individual care to the students are to be provided in the class room, individual strength and weakness of the students are to be identified and corrective measures are to be undertaken in consultation with other members of the staff wherever necessary.
17. Having contact with parents.
18. Transparency in evaluation is to be maintained.
19. Employment and higher educational opportunities to graduate students are to be informed.
20. Importance must be provided for skill and personality development of the students.
21. Responsibilities like programme co-ordinator, teacher-in-charge, mentor and other leadership roles are to be accepted voluntarily either from the head of the institution or Head of the Department.
22. Duties assigned by the evaluation cell of the institution must be adhered.
23. Effectively co-ordinates and implements the activities assigned by the head of departments and other heads for the welfare of the student and for the achievements of institutional goals.

### **ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

1. Head of the Department must be aware of latest amendments of CCH and changes made in the University curriculum from time to time.
2. Departmental meeting must convened at least once in a month and the minutes for the same should be maintained.
3. Revision of curriculum and changes in the examination pattern must be discussed in their departmental meeting and the positive recommendations if any should be represented to the appropriate forum.
4. Allocation of subjects/units to the individual faculty well in advance before the commencement of the academic programme without any partiality.
5. Departmental vision and mission must be stated and exhibited in the department in such a way to motivate the faculty and others.
6. Departmental time table should be prepared as per the guidelines received from the Principal in consultation with U.G Co-ordinator and the Academic Co-ordinator concerned.
7. Teaching plan for the individual faculty must be collected periodically and it should be properly maintained, the ICT enabled classes and its resources must be maintained in the register.
8. Motivation and encouragement to the faculty for acquiring latest trends and skills in their respective areas and professional development.
9. Research culture must be established in the department and basic requirements for conducting research must be provided.
10. All the communications and requirements from the department must be through proper channel (individual faculty to Head, Head to appropriate forum).
11. Motivate and encourage the faculty for achieving course objectives, departmental goals and institutional mission and vision.
12. Interact with the students periodically to know their difficulties and adopts remedial measures.



13. Monitoring the progress of the departmental activities continuously.
14. Preparing a mechanism for continuous and comprehensive evaluation approach for the assessment of student progress.
15. Registers maintained by the respective class teachers are monitored and submit before the concerned in time.
16. Effectively coordinate and organise extension activities at department level and institutional level.
17. Observe the dress code prescribed for the students, staff and other non-teaching professionals.
18. Collects students feedback on curriculum, individual teachers of the department and details of institutional facilities must be collected in a standard format and it must be analysed objectively with the help of IQAC. The feedbacks are to be discussed, and individual laxity if any must be informed positively to the individual concerned in the presence of senior faculty/Principal.
19. Encourage to conduct peer evaluation of teachers.
20. Attendance of the students and their academic achievements should be informed to the parents periodically with the help of Academic-Co-ordinators. Proper counselling is to be provided for those who are irregular in class.
21. The practice of documentation of all departmental activities both curricular and co-curricular activities are to be monitored.
22. Motivate the faculty to participate seminar/ symposia/workshop, publish papers in refereed journals, publication of books, and undertake projects from CCRH, M/o. AYUSH, ICMR or similar funding agencies and other similar activities.
23. Arrange special classes and remedial classes on need basis in consultation with other faculty.
24. Effectively coordinate with the other members of the faculty on one side and with Academic co-ordinator, U.G co-ordinator, Head of the department of other department and head of the institution for achieving institutional vision and mission.

### **U.G. CO-ORDINATOR**

The UG. Co-ordinator is a faculty appointed by the Principal to effectively implement academic activities and to co-ordinate various departmental activities for the specific course in a planned systematic manner. The curricular and co-curricular activities of the course are designed by the co-ordinator by keeping the instructional and institutional goals. The U.G.Co-ordinator is a key leader. He / She is expected to show initiative, be a visible presence, and be an exemplary communicator between the faculty and students. He / She is responsible for effective curriculum implementation.

#### **Duties of the U.G. Co-ordinator**

1. Monitoring the academic progress of the teaching departments.
2. Conducting regular meetings with HODs for preparation and effective implementation of curriculum.
3. Developing and attaining program outcomes, program specific outcomes and course outcomes



4. Identifying infrastructure and learning resources for effective implementation of programmes and representing the same to the head of the institution
5. Monitoring the functions of academic in charges & Evaluation cell.
6. Implementing student centric methods in teaching learning process, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences
7. Being an active member of Academic Committee
8. Assisting in the preparation of academic calendar
9. Approving the Internal Assessment marks for the students in all classes
10. Monitoring the students' feedback.
11. Monitoring the faculty performance
12. Maintaining student discipline in the campus
13. Having an active role in preparation of timetables, schedule for mentoring, tutorials and seminars as per requirements of curriculum in co-operation with respective HODs/ Academic co-ordinators / Committees
14. Displaying the session plan and portion for Session Exam / Class Test on the respective Notice Boards / College Website.
15. To guide the students about rules of attendance (general), study tours, sports, field trips, medical leave etc.
16. Ensuring students record maintenance
17. Addressing students' queries.
18. Meeting the parents of students, especially defaulters.
19. Informing the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.
20. Coordinating with the College Committees for effective implementation of programmes.
21. Assessing learning level of students after admission
22. Collecting information regarding weaker students (Weaker student in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.

23. Identifying advanced learners and motivating them to excel. Updating data regarding student achievements in academics, sports, extracurricular activities etc. in the college data base
24. Any other matter connected with students' activities
25. Reporting regularly to the Head of the institution and complying with the duties/arrangements given by the Principal.

### **P.G. CO-ORDINATOR**

Post Graduate Co-ordinator is a faculty appointed by the Principal for effective implementation of academic activities and co-ordinate various departmental activities for the PG programme in a planned systematic manner. The curricular and co-curricular activities of the programme are designed by the co-ordinator with respect to the programme objectives and institutional goals. P.G Co-ordinator is a key leader, he/she is expected to show initiative, be a visible presence, and be exemplary communicator between faculty and students. He/she is responsible for effective curriculum implementation.

1. Preparation of P.G academic calendar.
2. Active role in preparation of Timetable, for House Job training, Dissertation, Seminars, Journal discussions, U.G.teaching, Case discussion and other training schedule as per requirements of curriculum in co-operation with respective HOD's/committees.
3. Implementing student centric methods in teaching learning process, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
4. Developing and attainment of Program Out comes, Program Specific Outcomes and Course Outcomes.
5. Guidance and motivation for students to undertake projects and publish research works.
6. Conduct of Continuous and Comprehensive Internal Evaluation.
7. Maintaining students profile & student's records.
8. To guide the students about rules of attendance (general), study tours, sports, field trips, medical leave etc.



9. Assess learning level of students after admission. Identify advanced learners and motivate them to excel. Update data regarding student's achievements in academics, sports, extracurricular activities etc. in college data base.
10. Collect information regarding weaker students (Weaker student in terms of academic and personal problems) from the teachers and undertake corrective measures in consultation with the HOD.
11. Meeting the parents of students, especially defaulters.
12. Address students queries.
13. Maintenance of students discipline in the campus.
14. Monitoring the students feedback.
15. Allocation of guides for P.G. dissertation.
16. To be an active member of Academic Committee.
17. To coordinate with the College Committees for effective implementation of programme.
18. Regular meetings with P.G HODs for preparation and effective implementation of curriculum.
19. Monitoring the academic progress of the departments.
20. Integrate issues relevant to gender, environment and sustainability, human values, health determinants, Rights to health and emerging demographic issues and professional ethics into the curriculum.
21. Facilitation for innate talent/ aptitude of individual students -extramural activities / beyond the classroom activities such as student clubs, cultural societies, etc.
22. Identifying infrastructure and learning resources for effective implementation of programme and representing the same to the head of the institution.
23. Any other matter concerned with students activities.
24. Reporting regularly to the Head of the institution and complying with the duties/arrangements given by the Principal.

#### **DUTIES AND RESPONSIBILITIES OF ACADEMIC CO-ORDINATOR**

UG students are under the purview of Academic Co-ordinator class wise. The duties of the Academic Co-ordinators are to design and co-ordinate all academic activities including progress of academics, mentoring, remedial support, tour programmes, etc. in co-ordination with the Principal, UG co-ordinator and HoDs. He interacts with Parents in such matters as are related to student support and progression, Academic progress, leave and observance of rules and discipline.



The Duties include:

**Academic advisement to students:**

- Provide academic advisement according to academic plan and programme requirements, and monitors the implementation of teaching Learning and assessment activities as per the stated learning outcomes, academic progress and provides remedial assistance.
- Provides mentoring, assigns mentors and supervises mentor- mentee system.
- Helps in obtaining tutorial assistance, additional instructional and other resource materials.
- Co-ordinates study tours
- Assess the learning level of students after admission and performs special programmes for advanced and slow learners.

**Support in Co-curricular activities:**

- Promotes Co-curricular activities of the students in coordination with co-curricular Co-ordinator and Co-ordinators of various committees.
- Facilitates innate talent, aptitude of individual students including extra mural activities, beyond class room activities such as student clubs, cultural societies, etc.
- Encourages students to participate in State/National level qualifying examinations.
- Promotes students to participate in capability enhancement and development schemes employed by the institution.
- Encourages students to pursue certificate programmes on value added courses imparting transferable life skills including online courses.
- Arranges and motivates students to take up field visits/ internships/research projects/ industrial visits and community activities.

**Promotion of extracurricular activities of students**

- Promotes students to participate in sports &cultural activities/ competitions organised at institution level and regional/state/national/international levels.

**Students support and progression:**

- Advise students regarding loan/scholarships and other financial aid / support procedures and encourages them to avail the same.

5) Assists Principal and UG co-ordinator in maintaining the file and registers related to duties and responsibilities of Academic Co-ordinator and performs administrative tasks related to activities of Academic Co-ordinator.

### **Details of files to be maintained by Academic Co-ordinator:**

- Profile
- Complaints/ Grievance/ Incidents file
- Leave sanction status
- Academic file (Academic calendar, PO, CO, PSO,CCIE, Details of academic programmes)
- Remedial file
- Mentoring file
- Study tour file
- Parents meeting file
- Loan/ Scholarship/ support details
- Co-curricular file
- Extra-curricular file

### **CO-CURRICULAR -CO-ORDINATOR**

Job description of Co-curricular -Co-ordinator.

The Co-curricular-Co-ordinator shall work closely with the Principal to shape and co-ordinate a meaningful co-curricular Programme that provides students with opportunities to live out the SKHMC values and for meaningful personal development.

He shall have responsibilities in the following areas of activity where he shall also act as the co-ordinator.

- a. Computer Training
- b. YOGA
- c. Soft Skill Development

He shall also have the responsibility to oversee the following co-curricular activities / programmes and policies of the college.

- a. Cultural Activities
- b. Sports, Games and Yoga
- c. TNSF
- d. SKETCH
- e. Publications
- f. Tours
- g. Alumni Association
- h. ECO CLUB
- i. Student Support and Progression
- j. Students Club
- k. Spiritual Activities
- l. NPTEL

He will also work both collaboratively and guide the programmes Officers who are designated by the University for conducting the following function.

- a. NSS
- b. YRC
- c. RRC



## **FACULTY RELATED RULES & REGULATIONS**

### **CODE OF ETHICS FOR TEACHERS:**

**In fulfillment of their obligations to the teaching profession, teachers will strive to follow the standard of conduct & discipline:**

- 1) All Employees of the Institution have to maintain high standard of conduct and shall always behave in a sober manner, tempered with kindness, friendliness and understanding with all fellow Employees. They are to refrain from gossiping, loud talking or any other behaviour that could be disturbing the patients or co-workers.
- 2) Employees should always be neatly dressed in clean clothes while on duty. Employees, who have been provided with uniforms and equipments according to the nature of their work, must wear them or use them only while on duty.
- 3) All Employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time. Insubordination and / or wilful disobedience of instructions or directions of superiors shall be considered as serious misconduct.
- 4) Employees shall observe the instructions put up on the notice boards or communicated to them from time to time by their Superiors or HOD. Such orders shall be deemed to have been served on the employees for whom they are intended to and hence, every employee shall make himself familiar with the day to day communications displayed on the notice boards of the Institution.
- 5) Employees are required to accept any work, normally falling under the category of employment assigned to them by the Employer / Administrator / Principal or the HOD concerned / Superior, besides the main routine work allotted to the particular post held by them, keeping in mind that the Institution is service-oriented, established to serve the suffering humanity and needs the dedicated work of all Employees to realize its goals. Such work within working hours will not entitle them for any extra remuneration.
- 6) Every incident out of the ordinary or any emergency arising in the Institution shall be immediately reported to their respective superiors.
- 7) All Employees using instruments, equipments and other appliances shall replace them in their proper places, and every breakage and / or damage caused shall be reported immediately to their immediate superior in the Institution.



- 8) Every employee is expected to take sufficient care of the property, stock of medicines and materials, instruments, equipments, furniture, fittings etc., of the Institution. Where damage or loss is caused to him due to the negligence of/ or misuse by the employee he is liable to make good such loss or damage to the Institution, besides being liable to be penalized, according to the nature of damage or loss.
- 9) No article, except personal belongings, shall be brought in or taken out by an employee from the premises of the Institution without the permission of the employer. Any pilferage will be considered as misconduct.
- 10) All employees are required to wear their identity card while on duty and produce them when called for.

#### **DRESS CODE: FACULTY:**

Following is the dress code for the faculty of SKHMC

Employees should always be neatly dressed in clean clothes while on duty. Employees, who have been provided with uniforms and equipments according to the nature of their work, must wear them or use them only while on duty.

#### **ID CARD:**

- It is mandatory for staff to wear ID cards at all times when they are in the campus

#### **COMMUNICATING WITH PARENTS:**

As part of monitoring and evaluation and to get necessary feed back from students and parents a system is in place to communicate with parents (**Annexure 1**)

#### **ACADEMIC PLAN TO MANAGE HOLIDAYS / LEAVE**

- Staff members are allowed to avail leave / holidays by making suitable alternate arrangements.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

## **ACADEMIC WORK OF TEACHER AND COURSE FILE**

A teacher should prepare his / her lesson plan and notes 15 days prior to the commencement of class work; otherwise HODs should not assign him to the class work.

### **Course File**

- Syllabus
- Academic Calendar
- Lecture Plan
- Lecture notes for each period
- Date and time of preparation
- Date and time of delivery

### **Academic work**

- Class Room Lectures.
- Laboratory Guidance / Instruction.
- Curriculum Development.
- Development of Learning Resource Material / Course Files.
- Development of Laboratories, Manuals, etc.
- Student Evaluation and Assessment including examination duties of University / Assessment agencies supported by the institution.
- Participation in Co-curricular and Extracurricular work.
- Students Counselling.
- Continuing Education, Symposia – conducting and participation.
- Clinical duties / OPD / IPD / Peripheral Health Centres etc.
- Books, Publications, Seminars.
- Self-up-gradation by acquiring higher qualifications, keeping abreast of developments in his / her own field.

### **Allocation of duties and responsibilities to Administrative staff**

The administration of the college office is under the supervision of an Administrative Officer and Office Superintendent.

The entire office administration is dealt with 4 different sections such as Establishment, Academic, Accounts and Miscellaneous. There is a Head Accountant to look into accounts.

Duties and Responsibilities are Governed by the Office orders issued from time to time. Copies of the office orders allocating works among the sections are attached as **Annexure - II**.

### **PROCEDURE ON RESIGNATION:**

1. Any Employee desirous of leaving the service of the Institution shall give three months notice in writing to the Employer of his intention to resign or shall pay three months salary in lieu of notice period, unless he has a specific agreement providing for a longer or shorter notice and compensation.
2. Any leave to the credit of the Employee cannot be adjusted towards the period of notice of resignation unless permitted by the Employer.
3. No resignation shall be complete unless and until accepted in writing by the Employer.



## **LEAVE RULES:**

1. All Regular Employees, subject to the following conditions, are eligible for the following leave benefits:
  - i) Casual leave for 12 days in a calendar year.
  - ii) 3 restricted holidays in a calendar year.
  - iii) Special Casual leave for fifteen days in a calendar year.
  - iv) Privilege / Earned leave of thirty days with full pay for a year of duty.
  - v) Twenty days of Half Pay Leave commutable to Ten days on full pay during a calendar year in case of sickness.
  - vi) Maternity Leave
  - vii) Terminal Leave
  - viii) Special Leave
  - ix) Leave Without Pay.
2. Leave benefits for categories of Employees other than regular ones shall be as mentioned below:

### **a. Casual Leave:**

- a) All Regular Employees are entitled to 12 days casual leave with full pay in a calendar year to be availed of for full day and its multiples. Casual leave could be availed for a maximum of six days at a time.
- b) Employees who are confirmed / have joined the service during the calendar year shall be eligible for casual leave proportionate to the remaining period of the year.
- c) The Casual leave may be combined with Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed ten days. But in calculating the total leave, the holidays and Sundays will not be taken into account. When applying for Casual leave combined with Sundays or other authorized holidays, mention must be made of the holidays and permission to avail the same must be sought if the Employee is required to be on call duty on such holiday.
- d) Casual leave cannot be combined with any other kind of leave of whatever nature except special casual leave and compensatory leave / Off.
- e) Casual leave shall not be accumulated beyond the calendar year and all unavailed Casual leave shall lapse at the end of the respective calendar year.

### **b. Restricted Holidays :**

An employee can avail not more than three restricted holidays in a calendar year out of the following:

1. Maundy Thursday, 2. Vishu 3. Chithra Pournami 4. 1<sup>st</sup> day of Ramsan
5. Adi Amavasi 6. Karthigai Deepam 7. Vaikunda Ekadasi, 8. Chirtmas Eve.



**c. Special Casual Leave:**

- a) An Employee may be permitted to avail Special Casual leave to attend conference, workshops, CME programmes, paper presentation in the respective field of their study of specialization for which he is appointed in the Institution or to go as an examiner to any university for the period required to conduct the necessary examinations. Special Casual leave will be granted for and shall be inclusive of both for the journey and attending the programmes mentioned above.
- b) Absence of Employees from the Institution for the purpose mentioned below shall be treated as 'on duty' provided they produce attendance certificate from the concerned.
  - i) Employees when appointed as Examiners by the Tamil Nadu Dr. M.G.R. Medical University.
  - ii) Employees when appointed as Inspectors by the Statutory Bodies and the Government for the purpose of inspection.
  - iii) Employees who are members of different Statutory Bodies / Government Committees when required to attend meetings shall be treated as 'on duty'.
  - iv) When an employee is summoned to serve as an assessor or to give evidence before a Court in Indian Union as a witness in Civil or Criminal cases in which his private interests are not involved.
  - v) Employee summoned to give evidence in medico legal cases pertaining to the Institution.
  - vi) Employee summoned to give expert evidence before any Court of law. Absence from duty as examiners in all other cases shall be treated as on Special Casual leave to the extent permissible under the leave rules of the Institution.
- c) Whenever an Employee is offered an examinership in any University, he shall first obtain permission from the Employer before accepting it.
- d) Special Casual leave may be combined with Casual leave only in cases where the Employee applying for such combined leave is proceeding for examination duty or for attending All India or State Medical Conferences. In all other cases Special Casual leave can be combined with Casual leave only with prior permission of the Employer.
- e) The Special Casual Leave that can be granted to an Employee for the above purpose is restricted to 15 days in a calendar year. The maximum period one can be absent from duty on Special Casual Leave and casual leave combined together is fixed at twenty days without holidays are not taken into account in computing the total period of absence.
- f) Whenever an Employee avails Special Casual Leave for any of the purposes mentioned under these Rules, it shall be supported by appropriate attendance certificate for processing his leave.

**d. Privilege / Earned Leave:**

- a) All Regular Employees are eligible for Thirty days of Privilege or Earned Leave in a calendar year. Privilege leave will accrue at the rate of two and a half days for every completed month of service provided the Employee concerned has worked for a minimum of twenty five days in that month including the period of sanctioned leave with pay . The period under Leave Without Pay will not be considered as service period for calculation of privilege / Earned leave.
- b) Employee confirmed / Joined during the calendar year shall be eligible for privilege leave proportionate to the remaining period of the calendar year from the date of his confirmation / employment.
- c) Privilege leave cannot be availed of for a period of less than four days at a stretch. Whenever any Employee desires to avail privilege leave, an application should be submitted at least seven days before the date on which the leave applied for is to commence.
- d) Privilege leave can be accumulated for a maximum period of 180 days. All leave beyond this period shall automatically lapse.
- e) Employees are advised to avail privilege leave in proper time, according to the convenience of their Departmental routine and they are expected to co-operate with the Departmental Heads in the preparation of the Departmental leave rosters at the beginning of every calendar year.
- f) Privilege leave admissible shall be inclusive of all holidays occurring during the period. But if holidays precede or succeed, the sanctioned privilege leave, they shall not be considered as days of leave.
- g) Privilege leave shall not be combined with any other types of leave, except when an Employee has to attend a conference / seminar outside India as mentioned under ii (d).
- h) Encashment of Privilege leave is not allowed.

**e. Commuted Leave:**

- a) All Regular employees are eligible for twenty days of leave on half pay, commutable to ten days on full pay during a calendar year to be availed in case of sickness upon authentic medical certificate.
- b) An Employee confirmed in service joining service during the calendar year shall be eligible for half pay leave proportionate to the remaining period of the year.



- c) Accumulation of Half pay leave including the leave of current year is permissible to a maximum of 180 days.
- d) Any Employee suffering from any communicable, contagious, infectious diseases or mental disorders, on the advice of Medical Officer may be sent on compulsory leave. If any privilege or commuted leave is due to him it shall be adjusted in accordance with the leave rules of the Institution. If no leave is due, it shall be treated as Leave Without Pay.

**f. Maternity Leave:**

- a) Female employees are eligible for maternity leave and benefits as per the provisions of the Maternity Benefit Act, 1961, provided that such benefit shall be restricted to first two deliveries only.
- b) Maternity leave cannot be combined with any other type of leave.
- c) No Casual Leave or Privilege leave shall accrue during the period of Maternity Leave.

**g. Terminal Leave:**

- a) The general rule that leave cannot be claimed as a matter of right, applies particularly in cases where an Employee resigns, and has Earned Leave to his credit at that time. Such Earned Leave could be converted as Terminal leave at the discretion of the Employer subject to the following conditions:
  - i) The Employee must have completed at least five years of service in the Institution.
  - ii) His service has been found to be satisfactory.
  - iii) He has been given due notice of termination of service, according to the terms and conditions of his employment.
  - iv) Terminal leave, when sanctioned will count towards the prescribed period of notice of termination of service.
  - v) No Employee may accept paid employment during this leave. The Terminal leave granted shall therefore be subjected to further condition that the Employee does not accept any paid employment elsewhere during the period of such Terminal leave. If, however, he accepts paid employment elsewhere during the period of such Terminal leave, the leave shall terminate from the date of joining duty for employment elsewhere. Salary for the Terminal leave shall be disbursed only on production of a declaration stating that no paid employment has been accepted from the date of its acceptance.
- b) The salary of Terminal leave shall be paid in the usual course at the end of each month, but always subject to the other provisions of these leave.
- c) Privilege /Earned leave alone shall be considered or counted for Terminal leave.

**h. Special Leave:**

If the Employer deposes any Employee for any study programme or outstation assignments, such an Employee may be granted 'Special Study Leave' or 'Duty Leave' on full/part/non-payment of his salary as per the circumstances and at the discretion of the Employer.

**i. Leave Without Pay:**

a) When no other kind of leave is at the credit of an Employee, 'Leave without Pay' may be granted to him, if the Employer or any other person authorized by the Employer to grant such leave is satisfied of the necessity for the grant of it.

b) An Employee, remaining absent for ten days without permission beyond the period for which Leave without pay was granted to him shall be deemed to have abandoned his service and his appointment shall automatically cease on the 11<sup>th</sup> day .

**j. Leave Rules:**

- 1) Leave of any kind cannot be claimed as a matter of right but may be availed of only after due sanction by the Employer/Sanctioning Authority or the person authorized in this behalf.
- 2) Normally not more than 1/3<sup>rd</sup> of Employees can avail any leave in any Department at a time.
- 3) Grant of leave will be governed by exigencies of service and the arrangement that can be made by the Department/ Section Head concerned for efficient discharge of the duties of the absentee, during the period of his leave.
- 4) Leave of any kind shall be applied for in the prescribed form made available through their HOD.
- 5) Every leave application should be forwarded to the leave Sanctioning Authority through proper channel.
- 6) Application for leave for three days or less shall be made at least twenty four hours prior to the time from which the leave is required, except in cases of exceptional circumstances beyond the control of the Employee. Application for such leave shall be cleared as early as possible, but not later than twelve hours from its submission.
- 7) Application for leave for any period beyond three days shall be made at least seven days prior to the day from which leave is to commence. Application for such leave shall be cleared within two days of its submission. Exceptions may be made for unusual circumstances at the discretion of the Sanctioning Authority.



- 8) No leave shall be considered as granted unless sanctioned in writing by the Employer.
- 9) In case of unforeseen emergency, such as sudden illness or death of a near relative, leave may be availed of in anticipation of sanction, provided concurrent information is given through the Principal/HOD as the case may be stating the reason thereof. It shall be the duty of the Employee concerned to apply for leave at the earliest opportunity and substantiate his absence through valid reasons, If the reasons and circumstances stated are found to be frivolous or false, such an act shall be considered as misconduct and, in addition, the period may be treated as absence.
- 10) No Employee on leave shall take up service of any kind anywhere during his period of leave without obtaining due sanction in writing from the Employer.
- 11) Extension of leave already granted is ordinarily not allowed. If, however, extension of leave is needed, application for extension of leave must be submitted and got approved by the sanctioning authority before the expiry of leave already sanctioned.
- 12) All Employees must specify their address during leave period in the leave application form so as to enable the Sanctioning Authority to communicate with him in case of need or emergency. Any subsequent change in such address shall also be intimated to the Sanctioning Authority. After availing any leave, which exceeds more than ten days, the Employees shall have to give a joining report in writing in the prescribed form while rejoining duty.
- 13) Repeated absence from duty without prior sanction may lead to break in continuity of service and / or termination.

### **T.A. RULES:**

#### **Within the District**

The Staff members visiting places within the district will be paid as per the following.

- Actual bus fare or train fare or auto fare
- Actual auto fare if some luggage has to be carried which cannot be taken in a bus
- If own vehicle is used actual fuel expenses will be paid.

#### **Outside the District**

- For Travel outside the district, i.e., outside the station T.A. will be paid for the actual charges including boarding and lodging.
- Any other mode of transport-actual expenses limited to the maximum of eligible rail fare.
- The accounts will be sanctioned on producing actual bills (It is Mandatory)

## SALARY STRUCTURE

- Pay structure of all employees are revised once in 3 years. The last revision was made w.e.f. 01.01.2018. Details of revised scale of pay of different categories under Teaching Staff, Hospital Staff, Administrative Staff & others enclosed as (Annexure III).
- Salaries for the employee will be paid on the last working day every month.

### **INCENTIVES TO STAFF (orders as per Annexure IV (a) (b) (c))**

College and Hospital teaching staffs and Medical Officers

SL.No.	Name of the Allowance	Designation	Amount of special duty allowance
1.	P.G. Degree Allowance	All staffs with M.D.(Hom.)	Rs. 1600 per month
2.	Night Duty Allowance	Professor	Rs. 500 per duty
		Reader	Rs. 400 per duty
		Lecturer	Rs. 300 per duty
		Medical Officer / RMO	Rs. 200 per duty
3.	Incentive to Medical Officers (Peripheral Health Centres)	Professor	Rs. 500 per duty
		Reader	Rs. 400 per duty
		Lecturer	Rs. 300 per duty
		Medical Officer / RMO	Rs. 200 per duty
4.	Special Camp Allowance	Medical Officer	Rs. 500 per duty

### **Non – Teaching Staffs**

SL.No.	Name of the Allowance	Designation	Amount of special duty allowance
1.	Special Duty Allowance	Electrician	Rs. 2000 per month
2.	Special Duty Allowance	ICT Technician	Rs. 1500 per month
3.	Clothing Allowance	Hospital Staffs	Rs. 500 per year
4.	Clothing Allowance	Sweepers	Rs. 500 per year
5.	Bata Allowance	Drivers	Rs. 100 per duty day

### **Service Incentive**

	Name of the Department	Incentives	
		Physiotherapy	Rate of Incentives
1.	Physiotherapy	Upto Rs. 50,000/-	7%
		Upto Rs. 60,000/-	10%
		Upto Rs. 70,000/-	12%
		Upto Rs. 80,000/-	14%

### **Annual increment:**

- Annual increment on the basis of scale of pay is given to all Employees.



## **FINANCIAL ASSISTANCE TO FACULTY**

Financial assistance to faculty to attend Seminar / Conference etc. is governed as per the policy of SKHMC. (details in **Annexure. V**)

## **FACILITY FOR HIGHER STUDIES:**

### **FACULTY PURSUING M.D.(Hom):**

- Faculty pursuing M.D.(Hom.) is eligible to avail study leave with full salary and 50% Fee concession, as per the Institution's policy. (**Annexure VI**).

## **SCHOLARSHIPS / INCENTIVES TO STUDENTS**

Various Scholarships / Incentives are awarded every year to students for performance. Details are given as here under

### **a. Endowment for award of Scholarship / Awards / Incentives to students**

The following endowment have been instituted to students in this college. The annual income from these amounts will be presented as endowment prizes on their names to meritorious students every year at the College day function according to the wishes of the donors.

Sl.No	Name of Endowment	Instituted by	Institute d Year	Amount	Awarded to
1	Schwabe Merit Award- Gold Medal	Dr. Willmer Schwabe India Pvt.Ltd	2016-17	Medicine worth Rs 11,000	The First Top scorer in BHMS
2	Schwabe Merit Award- Silver Medal	Dr. Willmer Schwabe India Pvt. Ltd	2016-17	Medicine worth Rs 8,000	The Second Top scorer in BHMS
3	Schwabe Merit Award- Bronze Medal	Dr. Willmer Schwabe India Pvt. Ltd	2016-17	Medicine worth Rs 7,000	The Third Top scorer in BHMS
4	Shri. A.Narayanan Pillai Endowment, Great aternal Grandfather of Chairman, K.V.Education Trust	Dr. C.K. Mohan, Chairman, K.V. Education Trust	2017-18	Rs.10,000	The First Top scorer in BHMS every year
5	Shri. A. Chandrasekharan Nair, Endowment, Father of Director Mrs.Chandralekha Mohan, K.V. Education Trust	Mrs. Chandralekha Mohan, Wife of Chairman, K.V. Education Trust	2017-18	7,000/-	The Second Top scorer in BHMS every year

6	Dr.B.Krishna Prasad, Best Library user Award.	Dr. B. Krishna Prasad, Principal, S.T Hindu College of Education, Nagercoil.	2016-17	1,000/-	The best library user, every year. Endowment of Rs.10,000. Interest to be utilized for giving a cash award for best library user.
7	Dr. Abhijith C. Nair, Endowment for Top scorer in Surgery Subject.	Mrs. Krishnamma Nair, Mother of Dr. Abhijith C. Nair	2017-18	2001/-	The Top scorer in Surgery Subject.
8.	K. Madhavan Pillai Memorial Award Endowment amount of Rs. 75000	Awards instituted by Dr. Ravi M. Nair in memory of his father for the Research Toppers from 2019 – 2020 onwards.	2019 - 2020	Annual interest accrued on the endowment	The first topper among the students who participated in the STSH programmes of the previous year and whose project based on drug related research in Homoeopathy got finally approved by the CCRH.
9.	T. Ammukutty Amma Memorial Award Endowment amount of Rs.75000.	Awards instituted by Dr. Ravi M. Nair in memory of his mother for the Research Toppers from 2019 – 2020 onwards..	2019- 2020	Annual interest accrued on the endowment	PG students who underwent Materia Medica specially and passed Part - I and II Uty. Exam in their first chance with activities in patient care, journal, seminar, clinical presentation.

**b. Other Awards & Prizes**

University Exam Rank Holders

- I - BHMS
- II - BHMS
- III - BHMS
- IV - BHMS



- c. **U.G. course** - Scholarship of Rs. 1,000 per month to a deserving student in the memory of Father of Dr. Winston Vargheese, Late S. Vargheese, is already in place, since 2018 onwards.

**d. Research Awards :**

Short-term studentship in Homoeopathy programme of the CCRH.

**e. Sports Meet Awards every year**

Overall Championships

Men's Champion

Women's Champion

**f. Arts Festival Awards**

Best Actor

Best Actress

Best Male Singer

Best Female Singer

Velayudhan Pillai Memorial Ever-rolling Trophy.

**RETENTION OF SENIOR FACULTY**

Structure of staff is governed as per the statutory norms fixed by the CCH, New Delhi

**(A) TEACHING STAFF (Details are given in Annexure VII)**

**(B) NON-TEACHING STAFF Annexure VIII (a), (b) (c)**

i. Administrative Staff

ii. Supportive Staff

iii. Hospital Staff

**REGULATIONS FOR NON-TEACHING STAFF**

**All the Non Teaching staff must reach the college by 8.30 am and leave the college by 5pm daily. Attendance of all staff is bio-matically managed.**

- Lab Assistants / Technicians should be punctual to the college and should sign the attendance register in the morning and evening.
- Lab Assistants / Technicians should be present 10 minutes before the commencement of the Lab.
- Lab Assistants / Technicians are responsible for the lab equipment and should ensure that the equipment is not damaged / lost.
- Lab Assistants / Technicians will have to periodically maintain / repair the lab equipment. Equipment not in working condition should be immediately brought to the notice of concerned lab faculty member / HOD.

- Lab Assistants / Technicians have to ensure the cleanliness and neatness of the lab.
- If applying for leave, besides obtaining the approval of the HOD, the concerned lab faculty member should be informed, so that he is aware of the alternate lab assistant arrangement.
- The leave should be applied keeping in view the timetable of the labs.
- The Lab Assistants / Technicians should keep the HOD informed, if they are summoned for work to be done in other departments of the college.
- A pleasing behavior and good conduct is to be maintained in the college. The Lab Assistants / Technicians should be sincere and responsible.
- Any unexpected breakdowns of Lab Machines / Equipments must be reported immediately to the teaching staff in-charge of the particular Lab.
- Damages caused to the Lab Equipment by students due to mishandling must be reported to the concerned staff member for further action.
- It is the responsibility of Lab Assistant to identify the requirements of Lab consumables etc. preferably before the beginning of the semester and give the same in writing to the Lab -In-charge.
- All maintenance works must be carried out & recorded as per the schedules given by the Lab-In-Charge, without affecting the regular Lab class work.
- Issue register for tools issued to the students must be maintained for each and every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of “first aid facilities & fire fighting equipments”.
- Avoid other activities during Lab hours unless assigned by the senior Management.
- Adjust Lab work to a technician, who is familiar with that Lab, in case of your absence.



- Ensure that the Machine is in proper working condition & then allow the students to do the Job.
- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by Technician in the proper manner.
- Lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.

#### **OTHER ACEDMIC ACTIVITIES:**

HODs have to conduct the following activities for their students :

- Guest Lecture Programmes
- Interaction with subject teachers
- Scientific Seminars
- Medical Quiz / General Quiz
- Student Chapters, activities of Professional bodies.
- Library & Internet Centre
- Personality Development Programmes.

### **CODE OF ETHICS FOR STUDENTS**

#### **DRESS CODE: STUDENTS:**

##### **i) Dress Code**

##### **a. Common to both Gent & Lady Students**

- All students should observe cleanliness in dress.
- White aprons with sleeves upto elbow and full sleeves should be worn by the UGs and PGs respectively.
- Each student should have an identity card of the lapel of the apron.
- No bracelets should be worn in the wrist.
- As rings can injure patients, they are not permitted.

##### **b. Gent Students**

- Should wear ordinary pants with light coloured shirt of full or half sleeves
- Should not use jeans, baggies or T-shirts.
- Even the first button of the shirt should not be left open.
- Executive shoes should be used. Chappals, slippers, sports shoes etc., are banned.
- Should keep their faces neatly shaved and hair on scalp should be trimmed and combed.

**c. Lady Students**

- i. Should wear light coloured saree and matching blouse / light coloured salwar & kameez.
- ii. Figure hugging tops and legging wears should be discarded.
- iii. Half shoes should be used. High-heeled foot wears are forbidden.
- iv. Bangles should be sparsely worn.
- v Anklets with bells should not be worn.
- vi. Mehendis and long nails with polish should be avoided.
- vii. Hair should be put up without any flowers.

***Under any circumstances the above dress code should not be violated***

**ii) ID CARD:**

- It is mandatory for students to wear ID cards at all times when they are In the campus

**LEAVE RULES FOR STUDENTS:**

**UG STUDENTS**

- i. For absence exceeding a day, Principal's permission should be obtained. Leave application should be submitted through Academic Co-ordinator one day prior to availing the leave.
- ii. Every application for leave should be made in the prescribed form. When & where leave is required for "urgent business" or for the performance of religious ceremony, the nature of the urgency and the ceremony should be indicated. If the grounds of application for leave are not clear or satisfactory, the student may be called upon to explain. If the leave applied for is on medical grounds, supporting medical certificate should be attached.
- iii. Leave for staying away from class shall be granted by the Academic-Co-ordinator concerned.
- iv. Students who are obliged to leave a class owing to sudden indisposition must obtain the permission of the teacher in-charge of the class.
- v. Students who fall ill and require leave should report immediately to the Academic-Co-ordinator and the leave applications should be submitted to the Principal with the medical certificate.
- vi. If in unavoidable circumstances, leave could not be obtained in advance, the reasons for it should be explained at the earliest possible opportunity to the Academic-Co-ordinator
- vii. In the absence of the Academic Co-ordinator concerned, the student should get permission from the concerned Asst. Academic Co-ordinator.
- viii. Absence without leave will entail not only loss of attendance but also initiation of further disciplinary action.
- ix. A student absenting himself from the college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the rolls.



### **ATTENDANCE POLICY:**

- Staff members must take attendance within first 5 minutes of starting the class.
- Latecomers need not be given attendance.
- Teachers are advised to refrain from awarding punishments like :
  - Dismissal from the class rooms,
  - Making them stand in the class rooms,
  - Summoning their parents to campus
- Trouble makers in the class rooms must be reported to the HOD/Principal /Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories and Library. Faculty members must report such cases to the HOD for cancellation of attendance for that day.
- For every hour attendance is monitored to ensure 85% attendance per subject.
- If any student is irregular then HOD/Class mentor should take responsibility to intimate parents and students through Academic Co-ordinator.
- If any student is found irregular and having more backlogs, the institution has the right to take remedial measures.
- The HoD should identify the list of such students for proper follow up.

### **ACTION AGAINST LATE COMING STUDENTS:**

- i. Students should be punctual in attending classes - Theory / Practical / Clinical / Seminar/ Tutorial / Journal Club etc.
- ii. 85% attendance in a subject is compulsory.
- iii. No certificate of attendance shall be granted to any student unless he / she has shown satisfactory progress to the authorities responsible for granting the no-due certificates and until he/she has paid all dues standing against him / her.

### **DISCIPLINE – PUNISHMENT:**

There is a Disciplinary Committee under the Chairmanship of the Principal with the Medical Superintendent of Hospital, P.G. Co-ordinator, U.G. Co-ordinator, Co-curricular Co-ordinator, Academic Co-ordinators, Staff Wardens of Hostels, Asst. Warden of the Men's Hostel, Office Manager of the College office, to ensure strict discipline as per rules in all the establishments of the College (College Campus, Library, Hospital, Hostels etc.) It is up to the Chairman of the Management to co-opt any official of the College in the Committee according as necessity arises. This Committee reserves the sole right for conducting enquiries or initiating disciplinary action against the delinquent student / staff and to impose deserving punishment as is deemed fit. Any relaxation or modification of the decision of the Committee is subject to the discretion of the Management.

In addition to the Anti Ragging Committee an Anti Ragging squad has been constituted in pursuances of guidelines issued by the Supreme Court. **(Annxure IX (a) (b))**



## EVALUATION SECTION

**Evaluation** shall be made, based on the following process:

- i. By conducting a test paper at the end of each month on topics covered during that month.
- ii. A minimum of 3 Term Tests and two practical examinations for the I, II, III & IV - BHMS in each subject shall be conducted during the said courses.
- iii. Each student should have secured at least 50% marks separately in theory and practicals including viva-voce exams to secure a pass.
- iv. In addition to the above, general performance, attendance in practicals, clinicals, seminars, tutorials and performance in group discussions, assignments, class tests etc. during the respective assessment session will also be accounted for internal evaluation.

### **Rules and Discipline to be observed in the College Examination Hall**

- i. Candidates should be on their seats 15 minutes before the prescribed time.
- ii. Before entering the examination hall, books, notes and paper should be left outside.
- iii. Candidates must provide themselves with Answer Bookss purchased from the college book store, pens, pencils & drawing materials.
- iv. Any candidate detected helping another or attempting to obtain unfair assistance will be expelled. No communications whatever between candidates are permitted. Possession of any incriminating written / printed / xerox material, scribbling on any part of the body or dress, calculator, cell phones, pager, digital diaries is totally prohibited. Malpractice of any nature is punishable as per College rules.
- v. Any candidate found guilty of making any objectionable or improper remarks on his/her answer papers will be referred to the Principal for such action as may deem fit.
- vi. Candidates should not leave the answer books on the desk but should hand them over to the invigilator at the slated time before leaving the hall.
- vii. No candidate shall be allowed to re-enter the examination hall during the hours of examination after quitting it once or to leave the hall without finally handing over the answer papers. In case of urgent necessity, a candidate may, with the special permission of the invigilator, temporarily leave the examination hall, but during his / her stay outside he / she must be under the thorough surveillance of a trustworthy person authorised and deputed by the invigilator for the purpose.
- viii. Any candidate, wishing to ask a question, shall rise from the seat and remain standing until the invigilator comes to him/her, but he / she shall on no account leave the seat or make any noise to call the attention of the invigilator.
- ix. Students who absent themselves from the semester examination without leave shall be considered to have sat for the examination and obtained zero marks. However, they will be given a chance to attend the same on payment of a prescribed fee(s) per subject with the permission of concerned Academic-Co-ordinator and Principal.



As per the New Regulations, there shall be a regular examination on every 15<sup>th</sup> October (in case it being a holiday, the next succeeding working day) and a 'SAY' (Save a year) examination shall be conducted within 2 months of declaration of results in 1<sup>st</sup> BHMS. The Practical / Oral examinations shall be conducted immediately after the theory examinations.

#### **Criteria for Pass and Redemption of the Failed**

- i. For a pass in a subject, a separate minimum of 50% of marks in each of the Theory and Practical Exams. is essential.
- ii. Candidates who have passed in one or more subjects need not appear in that or those subject(s) again in the subsequent examination if the candidate passes the whole examination within 4 consecutive chances including the first one which follows immediately after the completion of each course.
- iii. Facility to 'keep term' : Notwithstanding the foregoing Regulations, the students shall be allowed the facility to keep term on the following conditions from II year onwards:-
  - a. No candidates shall be given more than 4 chances as mentioned above to appear in BHMS examination in the same subject.
  - b. The candidate must have passed the II-BHMS examination earlier atleast by one term (6 months) before he is allowed to appear in the III-BHMS examination.
  - c. The candidates must have passed the III-BHMS examination earlier atleast by one term (6 months) before he is allowed to appear in the IV-BHMS examination.
- iv. A candidate, who appears for II or III-BHMS examinations but fails to pass in one or more subjects, may be admitted to the next examination in the subject or subjects. However, candidates shall be allowed to keep term subject to the above condition.
- vi. Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be compulsory.
- vii. If a candidate fails to pass in all subjects within four chances as mentioned above in examinations, he / she shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the Head of the College and appearing for examinations in all the subjects.
- vii. Provided that if a student appearing for the IV- BHMS examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.
- viii. The University may under exceptional circumstances partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting the re-examination in those subject(s) within the period of 30 days from the date of such cancellation.
- ix. Grace marks may be awarded to the students at the discretion of the University / examining body on exceptional circumstances.



**Rules and Discipline to be observed in the University Exam. Hall (for both UG & PG)**

- i. Candidates should leave the electronic devices such as calculators, digital diary, mobile phone, pager of any other communication devices before entering the examination hall.
- ii. Candidates have to produce the hall ticket on demand by the Invigilator / Observer / Squad member.
- iii. Candidates have to handover the answer booklets before leaving the examination hall.
- iv. Candidate is not allowed to scribble anything on the Hall Ticket.
- v. No candidates should enter the examination hall after the expiry of thirty minutes from the commencement of examination and leave the examination hall before the expiry of one hour from the commencement of the examination.
- vi. Candidates should not wear overcoat and full sleeve dresses.
- vii. Girls should not let their hair loose, should tie up their hair.
- viii. Wooden scales are not allowed.
- ix. No candidate should wear shoes and socks.
- x. Over and above, every candidate shall be bound by the instructions laid down in the Hall tickets / Answer books by the University or those given by the Invigilators then and there.

**M.D. (Hom.) Part - I**, is held six months after the completion of house job.

Paper	Subject	Theory	Pract. & Viva	Total	Total
i	Speciality concerned	100	50	150	75
ii	Research Methodology and biostatistics	100	-	100	50
iii	Advanced Teaching of Fundamentals of Homoeopathy	100	50	150	75

**CENTRAL LIBRARY**

Library is the virtual treasure house of knowledge. Within a span of 18 years the library has acquired more than 12,200 books on various subjects. Moreover it subscribes to a large number of contemporary periodicals and journals including foreign ones to keep abreast with the development in medicine and homoeopathy through out the world. It has an additional Research section equipped with reference books on medical subjects, Research books, CCRH publications, Research Journals, Back Journals, PG Dissertations, UG Assignments, Dictionaries, Encyclopaedias, Softwares. It also has a collection of necessary CDs & DVDs. The library provides reference, lending and copying facilities.

There is a Librarian and an Asst. Librarian to look after the day to day affairs of the Library. There is also a faculty in-charge of library for its overall supervision. A Library Committee consisting of staff and students has also been constituted for the library.



All the departments are provided with separate Department Libraries. The members of Faculty and P.G. students are allowed to borrow books for reference from Department Libraries in addition to the facility provided in the Central Library.

The library has already provided necessary facility for giving access to all the incumbents to enlighten themselves on the details of treasures (including E-calibre book) in the library by means of any computer in the college.

All the members of faculty and students are given provision to register in the National Digital Library through their e-mail address. They can access the vast e-learning resources by registering to the NDL portal (National Digital Library Server-<http://ndl.iitkgp.ac.in>.)

### **Rules & regulations for Central Library**

1. Every member of Faculty, student & staff of the College are eligible for getting library membership.
2. Library can be utilized by the members from 8.00 a.m. to 6.00 p.m. on all working days. It will also function every Sunday from 9.00 a.m. to 1.00 p.m.
3. All Faculties are allowed to borrow three books at a time. All PG students, Internees and Final years are allowed to borrow two books at a time. I, II, III years and staff are allowed to borrow one book. The books borrowed should be returned within seven days by PG & UG Students. Faculties & staff should return within 21 days.
4. Library Card is Not Transferable. Unless otherwise proved, any fine from the misuse of borrower's Card will squarely fall upon the card holder.
5. Members should bring their library cards while borrowing books from the library.
6. Books are to be handled very carefully. If any book is damaged or lost while in possession, it should either be replaced, or its cost be paid, 75% in excess well within the time limit.
7. All personal markings on the books are strictly forbidden.
8. A member who has lost his ticket shall make a written report in time to the librarian.
9. Members shall be required to renew the Library card annually.
10. Every member should scan their barcode I.Ds at the Barcode Scanner of the library before entering.
11. Borrowers must satisfy themselves with the physical condition of the book at the time of borrowing. They shall be held responsible for damage or mutilation, if any, detected at the time of return, irrespective of whether it was there earlier.
12. Reference books, current periodicals and dissertations are issued to the students for reference inside the library.
13. Perfect silence should be observed in and around the library.
14. Only the writing materials are permitted to be brought inside the library.
15. Cleanliness has to be maintained inside the library.

## **Guest User Policy of SKHMC**

Sarada Krishna Homoeopathic Medical College Central Library extends its accessibility and services to the research scholars and Homoeopathic Practitioners other than the users of SKHMC under guest user category. They are permitted to access the resources available in the library (both print & non-print) with prior permission from the competent authority by paying a nominal fee Rs. 50/- per week. They have to submit the institutional ID's along with the request. However, delegates participating in workshops, seminars and training programmes conducted by the college are allowed to access the library resources free of cost.

## **WATCH & WARD**

A fool proof 24x7 watch and ward security management system is in place in the campus to avoid any possible security threat.

## **MENTORING**

### **Duties and Responsibilities of Mentors**

#### **Introduction**

Mentoring is very important in the success of a medical student. The Mentoring system should be an interactive and target oriented one, involving a rapport between the student (mentee), Faculty (Mentor) and parents (if necessary) to resolve the problems (mental, physical, environmental) faced by a medical student **during the entire course of his study in the institute**. Mentoring helps the students to successfully complete their course and training. They may also help medical graduates in their placements and remain attached to their mentees throughout their career.

#### **Philosophy of Mentoring System**

The purpose of mentoring is aimed at overall development of the student. By virtue of transparency, understanding and trust we can create synergy between mentor-mentee by setting goals, decision-making, problem-solving and achieving goals. As both mentor and mentee grow with experience it's about learning and not teaching. Thus, this activity is enriching and satisfying for both.

As per the vision and mission statement of the institute, it will work to ensure that students who complete its programs are well-trained and possess the foundation skills and values that will enable them to attain professional competency. Thus SKHMC has responsibilities to both the student and the faculty advisor to maintain and promote an environment that supports quality education and training.



### **Responsibilities of a Mentor**

1. During initial meeting with mentee, the mentor should explain how the mentor-mentee symbiotic relationship will be beneficial to both by way of participation in curricular and co-curricular activities.
2. Mentor should describe his / her desire to a mentee that he/she (mentee) should prosper his interest through innovative thoughts. This will help the mentees to learn in-depth knowledge, develop skill sets and build a network that will aid them in their chosen career path.
3. Mentor should also address their background and attempt to identify their strengths and weaknesses. This information will help to set the goal for the mentee for his/her academic activity and career.
4. After analysis of the information/feedback given by the mentee, the mentor shall guide the mentee.
5. In case a mentee is disappointed due to negative results in examinations or projects, it is the mentor's responsibility to motivate and offer proper guidance in light of their weakness.
6. Most students do not excel in all of the areas. It is the goal of the mentor, to identify the areas where the students struggle and help them to develop those skill sets. Mentees struggle with unique problems at times and it is very important that mentors make themselves available.
7. Mentor should hold a meeting with the mentee at least once in a month for update of activity. The mentor should have access to the mentee through email and instant messenger, if they happen to be away from the office.
8. The mentor should regularly maintain this document of the activity from time to time and submit to the office as and when required to review the development of the students.

### **Benefits of Mentoring System**

- Enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels.
- Individual recognition and encouragement.
- Psychosocial support at the time of need.
- Routine advice on balancing of academic and professional responsibilities.
- Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments.
- Students get access to a support system (Mentors) during the crucial stages of their academic, professional and intellectual development.
- Students get an insider's perspective on navigating their career in the right channel.
- Students get an exposure to diverse academic and professional perspectives, and experiences in various fields.
- The student gets a direct access to powerful resources within the profession.
- The mentors lay the foundation for the students to reach greater heights in their professional lives thereby contributing to lasting personal and professional relationship.



## **GUIDELINES FOR COLLEGE COMMITTEES**

Committees are constituted for the efficient functioning of the college administration facilitating decentralization and participatory maintenance for achieving the College Mission. The College Mission will act as the yardstick for setting and evaluating the objectives, goals and targets of the Committees.

College Committees Includes

- (a) Committees are those mandatorily constituted as per the provisions of CCH & The Tamil Nadu Dr. M.G.R. Medical University, Chennai. and as per the guidelines issued by the statutory authorities from time to time. The tenure and constitution of these committees will be determined by the College Council.
- (b) Other committees are those appointed by the Principal in order to facilitate college administration.
- (c) Ad-hoc committees are those that are appointed purely on temporary basis for performing contingency duties.

The Committee Co-ordinator, in consultation with the Principal, will finalize names of members of committees.

### **GUIDELINES**

Primary and key actions of the committees are aimed at achieving the College Mission, especially the attainment of Excellence in teaching, learning and research.

If there be a need for appointing additional committees, the Principal shall appoint such committees in consultation with the Chairman, College Council and IQAC.

### **CONSTITUTION**

Each committee shall have a Convener / Co-ordinator. All of them must be permanent Faculty. This is required in order to ensure continuity in administrative work.

If otherwise not specified, members of committees shall be appointed on "rotation". The members shall serve the term as prescribed in the Policy/ Guidelines of the Committees concerned.

If a casual vacancy arises in a committee due to a member voluntarily vacating the seat or due to any other reason, a new member could be appointed to fill the vacancy. This member shall serve for a period equivalent to the balance of the term of the person whom he/she has replaced.

The Principal of the college, in consultation with the IQAC, can replace any member if a member is found to be unfit to hold such an assignment.

### **MEETINGS**

All decisions of the committees should be taken by consensus. If consensus could not be reached, Policy decisions will be by voting on two-third majority-present and voting. Two-third of the members shall form the quorum for the meeting. In the absence of quorum for two consecutive meeting the ½ of the members shall take decisions in the second meeting.

The committee is free to frame its own rules and procedures for its functioning. The rules can be enforced only with the written assent of the principal.

The minutes of the committee meeting should be properly recorded and all members of the committee present at the meeting should put their signature on the document.



The committees should have an action plan and schedule for achieving its goal and for the effective functioning of the committee throughout the year. The committees should meet at specific intervals.

The committees will have complete freedom within their scope of performance of their respective functions. In order to improve the work efficiency of the various committees, the Principal shall provide the required support facilities.

The Principal shall make financial/budgetary allocation to meet the expenses towards maintenance and financial requirements for conducting programmes.

### **REPORTING AND FOLLOW UP**

Every committee shall present its annual report to the Principal preferably by the end of each academic year.

The report should contain a brief note on the objectives set for the year, information as to its achievement, what were the obstacles if not achieved and how to overcome, and action plan for the next year.

### **COMMITTEE IN THE COLLEGE CONTEXT**

The committees will have autonomy in making decisions for the attainment of its objectives but will always remain accountable to the Principal.

The recommendation of a Committee shall not ordinarily be ignored in the ordinary unless its recommendations are congruent with the college mission, and in such an eventuality, the Principal may ask the committee to review its recommendation.

All recommendations are to be implemented through the Principal.

The committees should review their own performance periodically. If the targets are not achieved within the timeline or if the performance is not up to the mark, corrective and preventive actions should be taken.

If the target cannot be attained due to reasons beyond its control, they must be revised.

### **DISSOLUTION**

Any committee with no task to perform may get itself dissolved by making a representation to the Principal to that effect. A two-third majority in favor of dissolution will be required to make such a course of action.

### **SEPARATION**

A committee with overload of work may make a formal representation to the Principal to split the committee from the main committee. The final decision rests on the Principal.

## **PROCEDURES FOR AMENDING THIS MANUAL**

This Manual can be amended for the purpose of setting up additional committees by incorporating a statement as to why the committee is appointed, its tenure, its size and composition, its objectives and its functions.

This Manual can be amended for the purpose of dissolution of a particular committee by incorporating a statement from the Principal dissolving the said committee, after having observed the formalities.

In case two-thirds of all committees find that the procedure laid down in this Manual are too onerous and impair their efficient functioning, these committees can make a representation to the Principal for replacing this manual by a new one. For making the representation two-third majority vote in each of Committees is needed. The Principal will then take necessary steps for such a course of action.

## **COLLEGE COUNCIL SCOPE, POLICY & PROCEDURES**

### **Purpose:**

Sarada Krishna Homoeopathic Medical College has constituted College Council as per the guidelines prescribed by the regulatory authority viz, Central Council of Homoeopathy, New Delhi. College council is to help and assist principal in all the academic & administrative matters. The role of the college council is to establish & monitor systems & processes to set strategic direction, establish the purpose, values, goals & objectives of the college. It is the prime duty of the College Council to enforce the Vision & Mission of the institution, to foster excellence in curricular, co-curricular, extracurricular & research activities.. The council shall also regularly organise inter-departmental meetings like grand rounds, statistical meetings and clinical meetings including periodical research review in the institution.

### **Scope:**

The College Council ensures that the college is well placed to adapt to the changing educational forces. The Council is responsible for preparing strategic directions & policies from time to time for the college in planning its resources. It prepares plan to give future frameworks for the physical developments of the institution. Important decisions in the campus like enforcing discipline, promoting quality initiatives, submission of the funding proposals, Organising cultural & Sports meets, Intercollegiate, Celebration of Nationally important days are taken & monitored by the College Council.

### **Responsibilities:**

The College Council comprises of Principal as Chairperson, Senior faculty among the members as Coordinator, Head of departments as members. The council shall also have permanent invitees like Chairman, Advisor, UG & PG Co-ordinators, Co-curricular Co-ordinator, research coordinator & IQAC coordinator of the institution.



**Meetings & Reporting:**

The Council meets at least four times in a year to draw up the details of curriculum and training programme, enforcement of discipline & academic matters. The Principal prepares & keeps the proceedings of the meetings.

**Procedure:**

The College Council is the chief decision making and advisory body in all affairs of academic, administrative, research and other activities of the institution. The principal is the authorised person to recommend policies and procedures to be implemented regarding various activities of the institution.

**ACADEMIC COMMITTEE**

The College Academic Committee is constituted to execute and monitor the academic activities of the institution in terms of curricular and co-curricular activities including clinical teaching at collegiate hospital.

**SCOPE**

The scope of the Academic Committee is limited to curricular and co-curricular activities of the institution. The Committee implements the resolutions passed by the College Council related to academic activities only.

**POLICY**

The college Academic Committee is functioning under the chairmanship of the Principal. The other members of the Committee are: Head of the Departments, one senior faculty, PG and UG Co-ordinator, Academic Co-ordinators and Assistant Academic Co-ordinators. The Co-ordinator of the college Academic Committee convenes its meeting every month and passes resolutions related to teaching, learning, training and evaluation. Planning of lesson plan, methods of teaching, methods of evaluation, learning atmosphere, assessment system and methods, rewards, time-table, organization of seminars, faculty development programmes, extension activities, clinical teaching and training, value added courses, medical and professional ethics, industry visits and collaborations, mechanism for collection and analysis of feedback from the stake holders, discipline, cultural, sports activities and similar issues are usually taken for discussion. The quorum of the Committee shall be 50% of the total members of the Committee. Functions of the Committee are as follows:

1. To monitor academic and other related activities of the college.
2. To implement the innovative practices related to academic growth of the institution.
3. To evaluate the communications received from the regulatory authorities and Government, from time to time and implement the same in the institution effectively.
4. To organize integrated seminars as per the syllabus specifications, faculty development programmes and other seminars at inter university and national level.
5. To organize the extension activities of the institution by including all the stakeholders for the benefit of the socially disadvantaged sections of the society.
6. To organize awareness programmes and medical camps to promote homoeopathy system of medicines at grass root level.
7. To assess the progression and placement activities of students and the college.



The resolutions passed in the college Academic Committee are communicated to all the members of the faculty and respective Co-ordinators to directly monitor the progress and take appropriate actions.

## **PROCEDURE**

An academic calendar is prepared by the UG- Coordinator before each academic year by considering holidays, college programmes and examinations. This is presented before the college council and reviewed. Then it is approved by the principal. Time Table is revised every year .

According to the syllabus and academic calendar the unit plan and lesson plan are prepared by HODs of concerned departments.

Teaching and learning processes are followed through group/ clinical discussions, seminars, assignments, workshops, brainstorming sessions, remedial teaching, research colloquiums using smart board, charts, models, OHP, ICT, skill development techniques (manne-quins) etc. PGs are provided with scheduled UG classes for improving their teaching skill. Periodical assessment of students is done by monthly test papers, term test, and other curricular and co-curricular activities. Students are given feedback forms to assess the performance of the teachers.

College is facilitated with smart classrooms, discussion rooms, central and department library, e-learning resources (NDL), well equipped 100 bedded hospital, skill lab. College is blessed with a serene and nurturing environment to help students for achieving their academic and professional goals.

The college has instituted scholarships, endowments, awards and trophies for encouraging students in both curricular and co-curricular activities. The college is conducting CME programmes for faculties and various guest lecture programmes for both UGs and PGs.

Various extension activities like Community Activities, Peripheral Health Centres, Padiatric Health Centres, Treatment for Mentally Challenged, School Health Programmes, Health Surveys, Anganawadi Health programmes, Preventive and Medical Camps are conducted by the college. Value added courses like NPTEL and Yoga are also practiced here.

As a part of enhancing professional capability the college conducts awareness classes on professional conduct and ethics.

Educational tours are conducted for I<sup>st</sup>, IV<sup>th</sup> BHMS and PG students as per university regulations. The college is having tie-up facilities with Kanyakumari Government Medical College, Asaripallam for witnessing post-mortem, Sub-court Padmanabhapuram for attending court proceedings, Benzam Hospital, Nagercoil and Government Headquarters Hospital, Thuckalay for observer ship for surgery, OBG posting, Gerdi Gupterle Agastyar Muni Child care, Vellamadom for paediatrics PG students.

Discipline is strictly maintained in the campus under disciplinary committee.



Every year, the college is celebrating Republic Day, Independence Day, Foundation Day and other festivals. The college hosts sports meet and arts festival for developing talents in students.

The Academic Committee, under the chairmanship of Principal, monitors the smooth goings of the academic activities or trainings as per the plan and programmes laid down by the college council.

### **EQUAL OPPORTUNITY / ANTI DISCRIMINATION CELL**

**1. Purpose:** Prevention of Discrimination in SaradaKrishna Homoeopathic Medical College.

**2. Scope:** Promote Equality among students of all sections of the College.

**3. Policy statement:** Sarada Krishna Homoeopathic Medical College has constituted the Anti Discrimination Cell in compliance to the UGC Regulations, 2012 of Promotion of Equity in Higher Educational Institutions with Principal and Chairman of the college as the Chairman of the committee. A faculty nominated by the Principal was the secretary of the committee, with the members from different sections of the college. A student representative was also included from the UG course.

The College provides every individual in the campus with equal opportunity irrespective of caste, creed, religion, language, based on gender, ethnicity and disability.

The cell provides measures to compact discrimination by protecting the students from all forms of discrimination and in any other ways promote equal rights and opportunities thereby providing a suitable and educational environment in the campus.

Any such issues shall be brought into notice to the Anti- Discrimination Officer.

#### **4. Responsibilities:**

a) The cell would safe guard the interest of the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.

b) The cell would eliminate discrimination against or harassment of any individual in all forms by prohibiting and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination, harassment or victimizing any student.

c) The cell would promote equality among students of all sections of society.

d) The cell would ensure strict implementation of all constitutional provisions & protective measures in respect of students belonging to SC / ST categories.

e) The cell would take steps to educate the educational fraternity and to raise awareness on the importance of equality and overcoming any form of caste based discrimination and harassment against students belonging to the marginalized sections.

f) The cell would take steps against those who commit any act of discrimination or harassment as specified in the regulations against any student or sections of students shall be dealt through proper inquiry on receipt of a written complaint in accordance with the provision of the Ordinances or Regulations of the Higher Educational Institution.

g) Information about the complaint may be made in writing by a student or a parent of a student irrespective of whether the discrimination or harassment is alleged to have taken place within or outside the campus.

h) On receipt of a written complaint the Anti- Discrimination Officer will initiate follow-up action including preliminary fact finding inquiry and then report to the Higher Educational Institution for follow-up action.

The committee would be reviewed to evaluate its continuing effectiveness. The Committee would keep appropriate records, monitor and report on discrimination issues

#### **Tenure:**

The committee will meet as once in two months to discuss the various activities. At least three members of the committee must be present in the meeting.

#### **Procedure:**

a) The committee would conduct awareness programme to prevent any kind of discrimination to the marginalized sessions of the society.

i) In case of any harassment or victimization, the complaint have to be made in writing by a student or a parent of a student irrespective of whether the discrimination or harassment is alleged to have taken place within or outside the campus.



- ii) On receipt of a written complaint the Anti- Discrimination Officer will initiate follow-up action including preliminary fact finding inquiry and then report to the Higher Educational Institution for follow-up action.
- iii) The cell would take steps against those who commit any act of discrimination or harassment as specified in accordance with the provision of the Ordinances or Regulations of the Higher Educational Institution.

## 5. Definitions:

1. **“Higher Educational Institution”** means a University within the meaning of clause (f) of section 2, a College within the meaning of clause (b) of subsection (1) of section 12 A and an institution deemed to be a University declared under section 3 of the University Grants Commission Act , 1956.
2. **“Discrimination”** means any distinction, exclusion, limitation or preference which has the purpose or effect of nullifying or impairing equality of treatment in education.
3. **“Harassment”** means unwanted conduct which is persistent and humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences.

**6. Related Legislations and Documents:** UGC Regulations, 2012 (Promotion of Equity in Higher Educational Institutions) No.14-3/2012(CPP-II)-In exercise of the powers conferred by sub-sections (1)of sections 26 of the *University Grants Commission Act ,1956 (3of1956)*, published in The Gazette of India , January19 - 25, 2013. (PAUSA, 29, 1934).

**7. Approval and Review details:** The approval authority would be the Principal of the college. The committee should meet once in four months to review various actions taken by the committee to prevent any form of discriminations in the campus.

- 8. Appendix :** 1.PART III of the Indian Constitution from article 12 to 32 contains Fundamental Rights - Right To Equality (article 14-18.) Article 15 (prohibition of discrimination on the grounds of religion, race, caste, sex, or place of birth)
2. The Gazette of India, January19 - 25, 2013. (PAUSA, 29, 1934)

## CULTURAL COMMITTEE POLICY & PROCEDURE

### PURPOSE

To organize cultural programme and competitions in the institution and motivate the students to participate in the cultural competition at inter-collegiate level.

### SCOPE

The main aim of the cultural committee is to foster the interest of the students in cultural activities, promotes and upholds Indian tradition in younger generation. The scope of the cultural committee is limited to organizing cultural programs on special occasions and to conduct cultural competitions annually.



## **POLICY STATEMENT**

The cultural committee is coordinated by the faculty, who is interested in cultural activities and have the ability to organize cultural programs. The committee includes Principal as Chairperson, Academic coordinators and Assistant academic coordinators of all years, Head of the Departments, representatives from the faculty as well as the Undergraduate and Postgraduate students. The annual cultural committee will be organized in every academic year by dividing the students into various groups, both on stage and off stage programs will be included. Besides, it is the responsibility of the committee to organize cultural events on other special occasion of the institution.

## **RESPONSIBILITIES**

(Compliance, Monitoring and Review, Reporting records management, structure, Composition, Texture, Frequency of meeting)

Cultural committee has been constituted to organize cultural programme and competitions in the institution with the following members.

1. Principal as the Chairperson
2. Faculty nominated as coordinator by the Principal
3. 2-3 faculty members
4. UG & PG student representatives

## **MEETINGS & REPORTING**

The committee will meet as and when it is required to discuss the proper planning and execution of the cultural programs in the college and also for the inter college fest. In the meeting, Convener and Assistant Convener of the cultural program is selected from among the staffs. Various committees are also selected in the meeting. Decisions regarding the proper execution of the program is made in the meeting.

## **CULTURAL COMMITTEE PROCEDURE**

1. Before the commencement of a cultural program a meeting is held under the Chairperson and Coordinator of the cultural committee in which the staffs and students council members participated.
2. In the meeting Convener and Assistant Convener of the program is selected from among the staffs.
3. Different committees such as discipline committee, registration committee, judgement committee, refreshment committee, medical emergency committee are formed in the meeting for the smooth conduction of the program.
4. Various minutes are made in the meeting regarding the proper execution of the cultural programs in the college.

## **DEFINITIONS**

1. **CULTURAL PROGRAM:** An occasion for feasting or celebration, especially a day or time of religious significance that recurs at regular intervals.
2. **COMPETITION:** The activity or condition of striving to gain or win something by defeating or establishing superiority over others.
3. **INTER COLLEGE:** Between colleges.
4. **MINUTE:** Proceedings

## **RECORDS:**

1. Committee Members
2. Meeting Records
3. Summary Report



## ECO CLUB

### PURPOSE

The main objective of the Eco Club is to develop green consciousness, promote awareness and social responsibility among the undergraduate students of Homoeopathy.

### SCOPE

Build attitudes among the students to help individuals and social groups to acquire values and feelings of concern for environment, Teach skills for identify and solve environmental problems and the motivation for actively participating in environmental improvement and protection.

### COMMITTEE STRUCTURE :

Principal as Chairperson  
Faculty as Co-ordinator  
3-4 Faculty as members  
Representatives from students

### FREQUENCY OF MEETING:

Once in 3months regularly.

### FUNCTIONS:

- Organise rallies, marches, at public places with a view to spread environmental awareness on Earth Day (April 22), World Environment DAY or ECO DAY (June 5).
- Run a poster photography competitions on various environmental issues.
- Conducting environmental awareness programmes
- Motivating the students to keep their surroundings green and clean by undertaking plantation of trees.
- Putting Display Boards in campus regarding environment protection
- Environment awareness campaigns within the community.
- Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.
- Educate students to create awareness amongst public and sanitary workers, so as to stop the indiscriminate burning of waste which causes respiratory diseases.

### IMPACT :

To educate, motivate and mobilise students by instilling in them the spirit of scientific inquiry into environmental problems and involving them in the efforts of environmental preservation

## EVALUATION CELL

The institution has established an evaluation cell at the college level for evaluating the achievements and performance of the students both in academic and clinical environment. It conducts the internal assessment and university examinations effectively by strictly adhering to the rules and regulations of the regulatory bodies.

### Scope

The evaluation cell has to conduct the internal assessment periodically, communicate the achievements of the students to their parents, and conducts the university examinations as per schedule of the affiliating university. Preparing the Code of Conduct for the examination, result analysis and annual report about the achievement of the students are also come under the purview of the cell.

### Policy

The college council entrust the duty of conducting the internal assessment and University examination to the Evaluation Cell. The co-ordinator and other members of the cell are trained by the University for conducting the examination.

### Procedure

The committee will meet before every examination and discuss the procedures for the conduct of examination.

### Responsibility

The responsibility of the cell is to prepare the examination schedule for internal assessment, uploading the marks, conducting the examination, documentation of marks, analysis of results, communication to the parents, asks to conduct the remedial measures if needed, duty allotment for invigilation to the members of the faculty and the supporting staff. The confidentiality of the examination is maintained by the cell. It is their duty to prepare the Code of Conduct and implement the same in the examination both for the internal assessment and in University examination. Rectifying the examination related grievances (if any) is also the responsibility of the cell. It ensures the display of internal marks in the notice board by the respective departments.

**Composition:** The Evaluation Cell consists of five members including the co-ordinator. The committee has been constituted with the following members:

1. Principal as Chairperson
2. One of the senior faculty nominated as co-ordinator by Principal
3. 3-4 Faculty as members.

**Tenure:** The tenure of the committee is three years.

**Frequency of meeting:** The meeting will be conducted before every examination.

## EXTENSION ACTIVITIES

As a health science institution, Sarada Krishna Homoeopathic Medical College offers variety of extension activities ranging from free medical camp to health survey with the intention to provide wide exposure on health issues to homoeopathic students at undergraduate and post graduate level. Different extension activities are monitored by the Head of the Department of Community Medicine under the co-ordinatorship of the respective programme officers.



## **Scope**

Scope of the policy is limited to extension activities of Sarada Krishna Homoeopathic Medical College. The policy is applicable to the following activities carried out by the institution. They are:

- National Service Scheme
- Red Ribbon Club
- Youth Red Cross
- Science Forum
- School Health Programme
- Exhibition Programme
- Medical Camp
- Anganwadi Programme
- Health Survey
- Health Awareness Programme
- Epidemic Cell
- Mother and Child Care
- Non Communicable Disease ( NCD)
- Palliative Care
- Learning Disability
- Government policies related to health issues time to time

## **Policy**

The college presently offers 16+ programmes under the label extension activities, each of these extension activities functions based on the framework and guidelines framed by the appropriate apex bodies. Every programme have a co-ordinator from the faculty, assisted by post graduate students, interns and undergraduate students as the case may be. All activities are to be effectively supervised by the Head of the Department of Community Medicine. As a policy, all health related days, national importance days, health survey, medical camps, programmes sponsored by the State and Central Government, affiliating institution, regulatory bodies are to be observed in the institution. The event may be organised separately or jointly with one or more committee. The organising committee has to submit the report to the Community Medicine department. It is the duty of the programme co-ordinator to seek permission from the head of the institution through proper channel. All the communications should be through the Head of the institution. Separate advisory committee may be constituted for each /many programme for the smooth execution of the programme.

## **Procedure :**

For smooth conduct of extension activities the co- ordinators of committee are requested to have a discussion with the extension activity co- ordinator and submit the proposal to the Chairman and Principal for making necessary arrangements. After successful conduction of the programme they are requested to submit the concise report on proper format to the extension activity co- ordinator and principal .



## **FACULTY DEVELOPMENT PROGRAMME COMMITTEE**

### **SCOPE, POLICY AND PROCEDURES**

Recent changes in the modern medical education and its impact reflect in Homoeopathic education and its practices too. To sensitize the faculty about latest developments in medical Science as well as Homoeopathy, a series of programmes are to be arranged. Hence the Institution has established a separate committee to organize faculty development programmes. Faculty development is a capacity building programme for the teachers. Main objective is to equip and empower them for discharging their roles and responsibilities in the Institution as well as in a professional career.

#### **Scope**

Faculty development programme is aimed at enhancing the teaching and research skills of teachers, researchers and trainers and thereby assist faculty members in improving performance in teaching, scholarly activity, and service.

#### **Policy**

SKHMC provides, subject to availability funds, a range of faculty development programmes that may include provisions for travel, teaching improvement activities, support for publication, assistance in conducting research, and other such institutional support as may be reasonably expected to enhance faculty development. Subject to the provisions leave of absence is also granted.

An individual faculty development plan is fundamental to a faculty member's professional growth and successful activity and service.

This plan should respond to the mission's goals and objectives of SKHMC.

#### **Procedures**

The faculty development committee consists of the Principal, Senior faculty as co-ordinator and other faculty as members. The committee identify the major areas and suggest apt resource persons for conducting the faculty development programmes to the college council and the same is approved by the council. Suggestions of the senior faculty members are also taken into consideration while organizing programs. Different types of programs are : Awareness programs, Seminars, workshops, hands-on training, guest lectures, and other CME programs. Besides it is the responsibility of the committee to suggest the members of the faculty for participating in FDP organized by other institutions. They prepare the report event wise and keep the participation list and other relevant documents in custody for future reference. The database of experts in the relevant field is compiled for ready references. The proposals for seeking grant-in-aid for conducting CME programs from funding agencies is also prepared by the committee and submit to council for approval.

## **FINANCIAL COMMITTEE- POLICY AND PROCEDURES**

Financial Policy and procedures shall be implemented at all times consistently with the Sarada Krishna Homoeopathic Medical College rules, policy and regulations.

- The fiscal year of Sarada Krishna Homoeopathic Medical College is April 1st to March 31<sup>st</sup>
- Budget year shall be same as the fiscal year of Sarada Krishna Homoeopathic Medical College



- Sarada Krishna Homoeopathic Medical College shall maintain such bank accounts as authorized by the board of Trustees from time to time
- The following individuals have signatory authority on bank accounts
  1. Chairman on behalf of the management
  2. Principal on behalf of the College
- Sarada Krishna Homoeopathic Medical College management shall create and maintain all financial books and records
- Documents shall be maintained for all debits and credits
- These policies focus on the tasks related to the management and supervision of financial aspects as well as the review and assessment of all financial and accounting policies and systems

### **Scope**

These policies apply to all actions that have a financial effect on SKHMC at all its financial levels, its organisational units including all departments.

### **Responsibilities and Duties**

The Finance Committee is responsible for overseeing the receipt and expenditure programme for Sarada Krishna Homoeopathic Medical College as well as the accounting and internal control systems of SKHMC

The committee shall serve as an advisory capacity to the Sarada Krishna Homoeopathic Medical College Management and recommend policies and practices to be implemented regarding various financial matters of the College.

The Committee is responsible for the following

1. Reviewing Budgets
2. Reviewing the Financial statements
3. Reviewing the Annual Budget
4. Approving the external Auditor for annual audit
5. Reviewing the annual auditor's report and other communications from the external auditor

Preliminary review of strategic finance related decisions and make recommendations to the Sarada Krishna Homoeopathic Medical College management.

The financial Committee functions based on the following policies as attached.

1. Internal Audit / External Audit Policy
2. Resource Mobilization Policy
3. Optimum Utilization Policy.

## **HOSPITAL ADVISORY COMMITTEE**

As a part of the institution, there is a collegiate hospital with all necessary infrastructure facilities as prescribed by the regulatory authority from time to time. For the effective functioning, it has constituted a Hospital Advisory Committee. The committee monitors, supervises, upholds ethical values and guide the personnels involved in the day-to-day functioning of the hospital.

### **Scope**

The scope of the Hospital Advisory Committee is to monitor day-to-day effective functioning of the Collegiate Hospital.



## **Policy**

The composition of the Hospital Advisory Committee consists of Medical Superintendent, Senior Medical officer, Nursing Superintendent, Lab-in-charge, Sonologist, two representatives from Public (preferably from NGOs). The medical superintendent is the chairperson of the Hospital Advisory Committee. The co-ordinator selected from medical officers has to convene the meeting at least once in three months and maintains the minutes. The entire administration of the hospitals such as the functioning of OPDs, IPD, diagnostic facilities, dispensary etc. along with the Peripheral Health Centers is under the control of the Medical Superintendent. The Medical Superintendent is in charge of arranging duties of Hospital Staff, clinical postings of Medical Officers, UG & PG students, Interns in the collegiate hospital, PHCs and Tie-up Hospitals. The co-ordinator is also responsible for arrangements of medical camps, preventive camp, health survey, and similar.

## **Responsibilities**

The committee hold senior and responsible position influencing the decision-making and Implementation of activities .

- Medical superintendent
- Senior Medical officer
- Nursing superintendent
- Lab in charge
- Sonologist
- Public representatives

## **Meetings & Reporting**

The committee meeting is scheduled once in three months or as and when required. The Minutes will be prepared and archived by Senior Medical officer (coordinator of the committee). Proof read will be done by Medical superintendent. The minutes will be circulated by nursing superintendent.

## **Procedure**

- The Hospital Advisory Committee is established to monitor , supervise and uphold ethical values and guide the hospital personnels in day to day functioning.
- Provide suggestions which support the hospital mission of protecting and promoting the public health
- Monitor the operational performance of the hospital
- Evaluates the quality improvement activities
- Reaching the scope of services to lay man
- Create public awareness of health care initiatives by the hospital
- Takes the accountability and responsibility of the task assigned to each member and ensure timely completion as per set target dates.
- Identify and evaluate general areas of potential risk in all aspects of patient care and safety.
- Coordinate health care management Initiatives.
- Ensure monitoring of all the new processes introduced routinely.



## HOSTEL AND MESS COMMITTEE

Hostel is a place given to the students of the college to board and lodge in the premises of the college.

Sarada Krishna Homeopathic Medical College has separate Hostels for ladies and gents within the College Campus.

### I. Infrastructural facilities available in the College Hostels.

- a) Number of Rooms with toilet facilities
  - Ladies Hostel - Total Rooms 122
  - Gents Hostel - Total Rooms 41
- b) Intake Capacity
  - Ladies Hostel - 500
  - Gents Hostel - 100

### II. Other Facilities available in Hostels

- a. Visitors room
- b. Reading rooms in each floor
- c. Reception
- d. Recreation facility including prayer hall with televisions and newspapers both English & vernacular.
- e. Dining Halls with exhaust fans to accommodate 250 persons at a time.
- f. Sick room with doctor and sickbay with 5 beds and required emergency medicines.
- g. Multiple mobile chargers in all floors
- h. Public address system with loud speakers.
- i. Drinking water facility (Hot and cold) through Ozone cooler and R.O. water pipeline and induction Cook Top for boiling drinking water.
- j. Surveillance Camera in dining hall and also at specified vantage points.
- k. Intercom Telephone facility.
- l. Cloth washing and drying facility.
- m. Adjoining play ground for sports activities.
- n. 24×7 watch and ward and security points at vantage points.

### HOSTEL - MESS FACILITY

To ensure healthy and nutritious food to hostellers, a well managed mess is functioning to cater to the food requirements of both the hostels.

Food is prepared at the captive canteen, partially mechanized with modern support facilities.

A sewage water treatment plant and waste management system is established as green practice.

### MANAGEMENT OF THE HOSTELS

Hostel and Hostel mess of the college is managed by the college management. Principal of the college is also the Warden of the college Hostels, who would be overall in charge/disciplinary authority to maintain discipline and harmony among the hostellers and between the hostellers and other staff members of the institution. Senior faculty member is being designated as Deputy Warden (staff) for each Hostels (Ladies and Gents).

Hostellers are managed according to the policy of the college management.

There are required number of Assistant wardens, office staff and other support staff for day to day management.

The Hostel and Mess shall function under the administrative control of the Principal under the overall control of the College management. There will be one Deputy Warden -Faculty for each Hostel. All Assistant wardens and other staff attached to the Hostels will act under the supervision and direction of the warden. The policy framework /decisions regarding hostels shall be decided by the management, Warden, Deputy Wardens (staff), Assistant wardens and student representatives in the Hostel and Mess Committee.

Apart from these rules, the Warden, can issue appropriate directions in the interest of smooth functioning of the hostel affairs after due deliberations in the regular meetings to be chaired by the Warden.

The essential personnel manning the hostels and mess shall be as follows:

1. Deputy Wardens-Faculty
2. Assistant Wardens
3. Office Staff (Hostels)
4. Cleaning Staff
5. Mess Manager (s)
6. Work Assistants for Mess
7. Cooks
8. Security guards

#### **ADMISSION TO HOSTELS**

Only regular students of the college shall be admitted to stay in the Hostels. There shall be separate Hostels for male and female students. If any student wants to reside outside the college Hostel, he/she should seek specific permission of the Principal. Admission to Hostel will be subject to payment of a sum towards the Hostel admission fee, Caution Deposit, Hostel rent and Mess fee as decided by the college management from time to time. A standard procedure is followed for admitting students in Hostels and admit card is issued. Once admitted in the Hostel, stay of the hostellers, movements of the hostellers are strictly monitored by maintaining records of stay / movement etc.

#### **ALLOTMENT OF ROOMS**

Rooms will be allotted by the Warden taking into consideration the specific requirements of students if any. Request for change of rooms within the Hostels are also considered on merit of each case.

Any student withdrawing from the hostel will hand over the possession of the room and pay all dues and seek clearance certificate from the Warden.

#### **HOSTEL AND MESS – RULES TO BE FOLLOWED**

- Every student admitted to the hostel shall give an undertaking in writing swearing himself / herself to abide by the rules of the hostel framed by the authorities.
- hostel facilities will not be provided for those UGs & interns who are married.
- After admission, no student shall vacate the hostel (without the written application of the parent/guardian) without the permission of the Warden.



- In case any student happens to vacate the hostel before completion of the course, the adjustment of the deposit amount collected at the time of admission will be effected only after completion of the course.
- Membership of the hostel will be terminated at the end of each academic year and members who are desirous of availing the hostel facility again shall make fresh application for re-admission at the beginning of every academic year.
- Student seeking re-admission to the hostel should have cleared all the arrears or dues of the previous years.
- Guests shall not be permitted. However, parent/guardian with prior approval of Hostel Warden/Staff Warden may be allowed to visit the student concerned. Visitors who come to the hostel must leave the premises before 6 p.m.
- No member shall be permitted to entertain any ex-student of this institution or student of other institution in the hostel. The penalty for violating this rule will be very high.
- The hostel management shall not own any responsibility for any loss of the property or belongings of the hostellers borne out of their negligence.
- Members are strictly forbidden from using personal gadgets like Hot plate, Electric iron, Table fans etc.
- **Members shall not tap electricity by any means.**
- The cost of damages caused, if any, to the buildings and its annexes such as bathrooms, toilets, wash basins etc. by the boarders shall be recovered at its two fold from the responsible individuals severally or collectively from the inmates concerned.
- Members are not allowed to put up notices, stick bills, scribbling on any part of building or furniture or convene meetings of any sort in the hostel or in its premises.
- Inmates are not allowed to remove any article of furniture, fittings, light etc., belonging to the hostel. Any damages to the hostel property shall be immediately reported to the Warden. The cost of damage will be recovered from the individual concerned. If the person is not identified, the members of the floor concerned will be collectively held responsible. In case of wanton damage, in addition to recovery of cost of repair, the Warden might impose a suitable fine.
- The residents should surrender their rooms in good condition at the end of each academic year failing which they shall be made liable for the loss or damage detected later.

- No member shall absent himself from the hostel without obtaining prior permission of the Warden. If a member finds it necessary to leave the hostel urgently on emergency, he shall report the fact before his departure stating the reasons thereof in writing to the Warden, after getting his permission.
- All Inmates of Ladies & Gents' Hostels are expected to be in their Hostels before 6.00 p.m. and 7.00 p.m. respectively. Prior permission should be obtained if any inmate is unable to comply with the above condition.
- The main gates of the hostels will be closed at 8.00 p.m. It is the onus of the Assistant Warden concerned to ensure that all inmates are present
- All hostellers should avail themselves of the boarding and lodging facilities of the hostels at a time.
- Smoking, consuming liquor or any intoxicating substance, gambling, etc in the hostel or in its premises are strictly forbidden.
- Collection or raising of any funds shall not be entertained.
- Inmates of the hostel are not allowed to lodge any complaint to a body or address any authority collectively. Individual petitions addressed to the warden alone will be entertained.
- No one shall indulge in any politics, violence, rioting and instigate communal hatred in the hostel or in its premises. Such indulgences shall lead to expulsion from the hostel and even institution.
- The principal /any person authorized by the management shall have full powers to impose punishments on the offenders in the form of fine, suspension or expulsion from the hostel.
- **Use of Cell-phones in the Hostel premises is strictly prohibited during the study hours.**
- Inmates should keep the room immaculately clean. Soiled things and clothes should be stowed out of sight. Discarded rags and papers should not be allowed to litter about in the rooms, terrace and premises. The furniture, walls doors, windows etc. should not be disfigured by writing, sticking hand bills & posters, fixing nails etc.
- Every inmate shall ensure that he/she should use only the bed, furniture and room allotted to him/her for study, rest & sleep. None should avail the accommodation facility of the other on any pretext. But, in the event of anyone feeling a genuine necessity for combined study, he/she can do so with the special prior permission of the Warden.
- They should behave with restraint and decorum. Shouting, reading aloud and other acts likely to disturb other inmates during hours of study should be avoided at all times. Music or signing is not permitted in the hostels without the express permission of the warden.



- Inmates are forbidden from ill-treating any of the hostel servants and should not have any dealings with servants.
- Hostels will maintain movement registers for the students class- wise for recording their movements within the college campus and beyond separately under the custody of Assistant warden concerned. Each inmates shall record his/her arrival to and departure from the hostels concerned in its specified columns by noting the date and time with initials. If any inmate fails to comply with the requirements he/she shall be liable for punishment. It is compulsory to obtain advance permission from the competent authority for leaving the college premises, after making necessary notings in the movement register.
- Misconduct for breach of any of these rules of the hostel will render the offender liable to fine, suspension or dismissal. The warden's decision shall be final on the interpretation of rules and on all matters connected with the hostels. He shall, in consultation with the college committee or Management, have the power to add, modify, suspend or cancel any of the rules as exigencies occur.

#### **HOSTEL AND MESS COMMITTEE**

Regular hostel level meetings are to be conducted by the Deputy Warden (staff) in the respective hostel and records of minutes of the meetings to be put up before the Hostel and Mess Committee for periodical review. The Hostel and Mess committee shall meet at least twice in a year. A complete record of agenda and minutes shall be maintained by the Warden.

#### **INFRASTRUCTURE COMMITTEE POLICY**

##### **1. Purpose:**

The purpose of the Infrastructure committee is to broadly oversee the institutional physical assets: its land, buildings and equipment. More specifically, to ensure the adequacy and condition of capital assets, to develop and periodically review policies, to advocate for new structures and rehabilitate or remove older structures, and to ascertain that adequate levels of funding exist for plant maintenance and operation.

##### **2. Scope:**

The Infrastructure committee is responsible to play a key role in the consultation, consideration and development of new facilities and campus infrastructure and determine the adequacy, condition and use of existing facilities. The Committee shall also ensure there are adequate and appropriate funding levels for operations, and maintenance of the physical facilities at an expected and acceptable condition with an understood degree of deferred maintenance.



### 3. Policy Statement:

The Infrastructure committee shall function under the control, guidance and supervision of the head of the institution. The Infrastructure committee shall function as per the policy and procedure laid by the college. The committee ensures its key role in the development of new facilities and campus infrastructure and determine the adequacy, condition and use of existing facilities.

### 4. Responsibilities of Infrastructure Committee:

- Serves as development and maintenance advisory unit of the College, Hospital, Hostels and surrounding Campus .
- Determine the adequacy, condition and use of existing infrastructure and equipments and amenities.
- Regularly evaluate the use of space and appropriateness of space is utilised.
- Work on the cost of acquiring the needed space, infrastructure and suggest means of funding to the Budget and Finance committee.
- Approve selection of architects for projects involving new buildings and major additions
- In conjunction with other committees, develop and maintain a Campus Master Plan for the Institute.
- Communicate with and educate the management trust on the institutions physical assets and their condition
- Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.

**Review of charter:** This charter shall be reviewed and redressed by the Campus Infrastructure Committee at least annually, and any proposed changes shall be submitted to the management trust for approval.

**Membership/structure/quorum:** The Infrastructure Committee shall consist of five members appointed by Chairman. The Chairman of the Infrastructure Committee shall be the Principal. The Principal shall be the ex officio member of the Committee. A quorum of any meeting of the Facilities and Campus Infrastructure committee shall consist of a majority of its voting members.

**Meetings:** Meetings shall be held once in 3 months as deemed necessary by the Chairman of the Committee.

**Agenda, minutes and reports:** The coordinator in collaboration with chairman of the committee shall be responsible for establishing the agendas for meeting of the committee. An agenda, together with relevant materials, shall be sent to the committee members in advance of each meeting. Minutes of all meetings shall be prepared in draft form by the staff designee and reviewed by chairman, and shall be approved by the Committee members at the following meeting. The minutes shall be distributed to the Management trust. The committee shall make regular reports to the Board of Trustees.

### 5. Procedure:

- In view of the need for a new infrastructure facility/equipment/amenities the action will be proceed by the Committee after discussing with the Apex Body.
- This will be accomplished through regular reviews of facility's condition audits, renewal and 2 replacement assessments and benchmarking information. The committee will also evaluate the institute's use of space, and the appropriateness of that space to its mission.



- Review projections of future facility needs and requirements including the development of long term capital plans.
- Ensure there are adequate and appropriate funding levels for operations, and maintenance of the physical facilities at an expected and acceptable condition with an understood degree of deferred maintenance
- Review the proposed annual capital budget, including a breakout of all projects and recommend its approval to the Budget and Finance committee.
- Approve selection of architects for projects involving new buildings and major additions
- In conjunction with other committees, develop and maintain a Campus Master Plan for the Institute
- Communicate with and educate the management trust on the institutions physical assets and their condition
- Conduct an annual self-evaluation of the performance of the Committee, and the effectiveness and compliance with this charter.

#### **6. Definition:**

- **Infrastructure** : The basic physical and organizational structures and facilities (e.g. buildings, roads, power supplies) needed for the operation of a society or enterprise.
- **Budget** : A budget is basically a financial plan for a defined period, normally a year. It greatly enhances the success of any undertaking.

#### **Approval Review Details:**

Date of approval:

#### **Records:**

1. Committee members
2. Meeting Records
3. Summary Report (Academic Year wise)

### **INNOVATION CELL**

The institution has constituted an Innovation Cell in the campus with the intention to create knowledge through research and disseminate same to the target population through collaboration with industry and other viable means.

#### **Scope**

The scope of the Innovation Cell is limited to Health research and clinical practices in Homoeopathy.

#### **Policy**

The innovation cell is responsible for creating an eco system that encourage, inspire and nurture young students by exposing them to new ideas and processes resulting in innovative activities. The promotion materials are prepared and communicated to the target populations. The collaborations with other agencies are made appropriately. The cell has to organise awareness programme periodically by inviting experts in various field. The composition of Innovation Cell includes members of the faculty, research scholars, PG and UG students. The system and practices followed in the innovation cell are well documented by the cell.



## **Procedure**

All students willing to involve in an innovation project shall follow the following procedures:

- ✓ Innovation cell which is a part of innovation eco system in the institute Periodically displays notice of the innovation projects announced by various government and non – government agencies for the information of the students.
- ✓ Students those who want to involve in the project shall forward a proposal to the principal through innovation cell of the institute with details of their project including budget.
- ✓ The application will be processed by the innovation cell of the Institute.
- ✓ A report from the innovation cell will be forwarded to the Principal with 1-2 weeks following a review of the write-up accompanying the application with estimated budget for the project.
- ✓ If the work is recommended by innovation cell of the Institute, the applicant will be requested to move forward with the project and budget will be allocated for the project by the management.
- ✓ Student shall report progress of the project periodically to the innovation cell which will be forwarded to the principal with detailed report.
- ✓ Once the project is completed the student shall contact the innovation cell with detailed report before finally submitting to concerned area of the project.
- ✓ If the project is eligible for IPR filing then it shall be forward to the IPR cell

## **28. IPR CELL**

Intellectual Property Right Cell is constituted in Sarada Krishna Homoeopathic Medical College with the intention to obtain Copy Right and Patent for the new ideas and knowledge created from the institution.

### **Scope**

The IPR Cell is to organise awareness programmes among the students and members of the faculty on Copy Rights Act, method of obtaining copy right protection and procedure for obtaining Patent.

### **Policy**

The cell motivates the faculty to obtain copy right protection for the knowledge created by the members of the faculty and patent for their innovative knowledge creation and mechanism.

- a) To promote creation of intellectual property at the Institute
- b) To provide a portal for all intellectual property rights needs in the college
- c) To provide awareness about intellectual property among the students and teachers through workshop and seminars;
- d) To provide legal support and protect the intellectual property rights obtained by the students or teachers against any unauthorised use.
- e) To protect publications from the institute through intellectual property rights

The procedure for obtaining copy right under copy right act and requirements for patent application are well explained to the members



## PROCEDURES

All students and teachers willing to file a IPR application in connection with a work done by them shall follow the procedures:

- Forward a proposal prepared by the concerned students or teachers to the principal through IPR cell of the institute with details of their subject that requires IPR.
- The application will be processed by the Intellectual Property Rights cell of the Institute.
- A report from the IPR cell will be forwarded to The Principal with 1-2 weeks following a review of the write-up accompanying the application; ii. a presentation by the applicant(s) and ensuing discussions

If the work is recommended for IPR filing by the Institute, the applicant will be requested to have further discussion with the CIPR office Anna university campus chennai for completing formalities for filing the application.

Other forms of intellectual property generated during the course of research and development, such as Copyrights, design registrations, trademarks, etc. will essentially follow the same procedure as above.

## INTERNAL QUALITY ASSURANCE CELL

Internal Quality Assurance Cell (IQAC) was constituted in Sarada Krishna Homoeopathic Medical College on 29th October 2015 with the intention to provide qualitative homoeopathic education in health education sector through the co-operative efforts of all the stake holders and thereby accredited by the NAAC. The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives; it is continuously implementing number of quality initiatives in teaching and practising homoeopathy and monitoring various quality initiatives in the campus.

### Objectives/ Purpose

Objectives of the IQAC of SKHMC are:

1. To promote quality initiatives in teaching, learning and evaluation.
2. To maintain and sustain quality in every endeavours including learning and supporting mechanism.
3. To frame strategies, policies and standard for quality enhancement programmes.
4. To create awareness among the stake holders on various qualitative initiatives through seminar, conferences and symposia.
5. To document best practices followed in the institution and adopt benchmark techniques to follow the best practices of other institutions.
6. To utilise the available resources (Manpower and material) for quality initiatives and ensure the participation of all members of the institution.
7. To prepare format for collection of various feedback and analysis.
8. To conduct academic audit periodically.
9. To prepare annual report to various apex bodies.
10. To automate various house-keeping operations of the library, office, examination admission, finance and hospital.
11. To update the institutional website periodically and make it visible to public.



## Scope

Scope of the IQAC of SKHMC is limited to all curricular and co-curricular activities of Sarada Krishna Homoeopathic Medical College including extension activities.

## Functions of IQAC

1. To collect feedback annually from the stake holders, analyse and suggest remedial measures.
2. To convene the IQAC meeting at least once in every 3 months to adopt quality initiatives for its academic and academic related activities.
3. To conduct various workshops, seminars, symposia in co-ordination with various departments.
4. Documentation of best practices and report to various higher bodies in time.
5. Implementation of innovations in teaching, learning and other supporting mechanisms.
6. To co-ordinate and arrange extension activities and community works.
7. To develop institutional databases particularly on students promotion, admission particulars and arrange them in easily retrievable form.
8. Acting as a nodal agency between head of the institution and other apex bodies.
9. Playing the role as a quality manager in the institution.

## Facilities

The IQAC of SKHMC has a separate office in the main building for rendering its functions. Technical support is provided with Desktop along with internet and LAN connectivity. SPSS software is installed for conducting feedback analysis.

## Responsibilities of the IQAC

1. It is the responsibility of the IQAC to collect feedback annually, analyse and report to the head of the institution for action.
2. Compilation of data of various activities conducted in the institution.
3. Monitoring the quality initiatives and provide guidance.
4. Maintaining the minutes of IQAC
5. Conduct academic and other supporting system audit like environmental audit.
6. Maintaining records of student profile, department profiles, documentation best practices, etc.
7. Preparing Action Plan for the succeeding academic year at the end of every year.

## Committee Structure

The composition of IQAC has the following members:

- |                                  |               |
|----------------------------------|---------------|
| 1. Principal                     | - Chairman    |
| 2. Adviser                       | - Member      |
| 3. Chairman of Ethical Committee | - Member      |
| 4. Teachers Representatives      | - Member      |
| 5. Research Officer              | - Member      |
| 6. Senior Administrative Officer | - Member      |
| 7. External Members              | - Member      |
| 8. Student Representative        | - Member      |
| 9. Nominee from Stake Holders    | - Member      |
| 10. Senior Faculty               | - Coordinator |



**Tenure**

The tenure of the co-ordinator and other members of the committee are two years. Opportunities are provided to all other members of the faculty in rotation.

**Frequency of Meeting**

The committee will meet at least once in every three months with quorum. Full pledged meeting will be conducted atleast once in every year. The approval must be collected from the general meeting. Action plan and Action taken reports are to be presented in the General meeting.

**Related Legislations**

Regulations of NAAC are to be strictly followed.

**Approval and Review Details**

The college council is the approving and reviewing authority.

## NATIONAL SERVICE SCHEME ADVISORY COMMITTEE

### Policy and Procedure

**Advisory Committee**

College has to set up an NSS Advisory Committee to advice on programme / planning and development under the chairmanship of the principal. It will review the NSS activities.

**Composition Of College Advisory Committee :**

a) Principal	Chairperson
b) Two staff members having Social work background	Members
c) One representative of the development department	Members
d) One representative from the adopted village/slum/welfare agency	Members
e) Two NSS Student leaders	Members
f) Programme Officer, NSS	Member Secretary

**Frequency of the meeting:**

College advisory committee should meet at least four time during a year, once every quarter. The aim of holding periodical meetings is to assess the development of NSS programme in the institution and promote a sense of participation among the members of the staff, public, and students for community work.

**Limitations:**

The colleges advisory committee will consider the proposals submitted by the programme officers according to the administrative and policy directives. No administrative and financial changes can be made in the pattern of financial expenditure by the college advisory committee. As far as programme is concerned, the advisory committee is free to select the activities suitable for their area and people from amongst the activities, suggested in NSS manual or added at state level.

## PARENT TEACHERS ASSOCIATION

Sarada Krishna Homoeopathic Medical College has constituted Parent Teachers Association to seek co-operation from the parents for the scholastic development of their wards with the support of teachers. The main intention of the PTA is to work together for the betterment of their wards and towards the objectives of the educational programmes and to involve them as active stake-holders of the institution.

### Scope:

The scope of the PTA is supporting the institution for the initiatives related to the well being of the students in the campus. Mainly, the scope of the PTA is to establish the cordial relationship with the parents.

The aims and objects of the Parents Teachers Associations shall be

- a) To foster and promote good relationship among the members of teaching staff, students parents, guardians and of the students.
- b) To create in its members keen interest for the smooth working and progress of the college and for maintaining good discipline and high academic standards.
- c) To provide some amenities to the student of this college.

### Membership:

- a) The parents of all the students on the rolls of the college during a year shall be eligible to the members of the Association
- b) When a student is removed from the rolls of the college, the parent of the students shall ipso facto cease to be a member of the association.
- b) The Principal and the other teaching staff shall be members of the Association.

The parents of all those students who enrolled for BHMS course and M.D. (Hom.) courses in this institution are the members of the association. It will meet together at least twice in an academic year preferably in the beginning and the middle of the academic year. The representatives are selected among them in the first meeting of the academic year. The patron for the same is the Chairman. Principal, Academic Co-ordinators and four members

selected among the parents as executive members. Chairman for the PTA is selected among the parents and Vice-chairman is from faculty. The resolution passed by the PTA is forwarded to the College Council for further action. The respective academic co-ordinators can convene the PTA meeting besides the general meeting. The institutions welcome the suggestions and contributions from the parents for the development of their wards and institution

### Administration:

- a) The administration of the Association shall vest, in an Executive Committee
- b) The Committee shall consist of:
  - Patron : Chairman of the College
  - Chairman PTA : Elected among the parents
  - Secretary : Senior Faculty
  - Joint Secretary : Parent -Member
  - Member : Principal, Faculty Members
  - Executive Members : 4 in number (Parents)



**Procedure:**

Subject to the consent of the General body of the Association, the executive shall have the following powers:-

- a) To manage all affairs of the Association
- b) To enlist members
- c) To hold the meetings of the committee at least twice in an academic year or deemed often if necessary.
- d) To implement all decisions taken by the General Body.
- e) To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.

### **Public Relation Committee Policies and Procedures**

**Purpose:**

To propagate activities of the institution visioning excellence in Homoeopathic education, research and patient care through brand building and promotion. To serve as institute's window to the outside world. Creating awareness on the Homoeopathic medical system, patient-care activities of the institution, Peripheral Health centers and extension activities through effective Information Education Communication activities and to facilitate extension activities of the institution by effective communication with Stakeholders. The role of Public Relation Committee is to manage relation with external stakeholders through media management. It accomplishes this through engagement with print media, College magazine and by facilitating institute's online presence across various platforms. The main motto of Public Relation committee is enhancing the Public perception of the institution.

**Scope:**

The scope of Public Relation Committee is to regulate the communication between the college and the external world. The Policy is applicable to the entire institution, and members of Faculty, Non-teaching staffs, Students, Physicians, Hospital staffs, Paramedical staffs in maintaining effective communication with stakeholders like Local authority, Government agencies, Health care administrators/ Regulatory bodies, Health/ social care workers, Non-governmental agencies, Parents, Public, Agencies associating through Memorandum of Understanding, Tie-up and linkages, Suppliers, various associations, Licensing agencies.

The Public Relation Committee of the institution has to inform the events to the media with the permission of the head of the institution. The Public Relation Committee consists of Principal as the Chairman and 6-7 faculty as members. The Co-ordinator is one among the faculty nominated by the Principal. The Committee is responsible for preparing the reports by following the ethics in publication. Commonly used media for communication are leading news dailies and All India Radio. The Committee has to maintain the copies of the communication sent to the media for further reference. The advertisement about the institution is also sent to the media through Public Relation Committee.

**Committee Structure:**

- |              |   |   |
|--------------|---|---|
| Chairman     | - | Principal                                       |
| Co-ordinator | - | One from the faculty nominated by The Principal |
| Members      | - | 6-7 from faculty                                |
|              | - | 2-3 Student representatives                     |

**Frequency of Meeting:**

The meetings are conducted monthly and whenever necessary.

**Procedures:**

- Gather and provide information to members and stake holders.
- Maintaining Report with stake holder for governance
- Effective extension of facilities for teaching, learning/research in the institution.
- Patient care activities – through information education committee.
- Coverage of activities in institution on a regular basis.
- Internal communication
- To maintain internal communication reporting events, happenings and achievements to faculty/staff and students.
- To overview the activities of the institutional website.
- Preparing posters, Brouchers.
- Establishing an aesthetic web page, so that every kind of information can be reached early and in an interactive way.
- Making sure that every single event gets covered by the media management, press & visual media to establish communication with people.
- Preparing & putting information& orienting bills records in suitable places.
- An efficient co-operation with administration committee, website committee, Faculty Development Committee.

**Facilities:**

Electronic, print & Television media/ Website

**Impact:**

- Forming an image with a time by means of communication programs.
- Effective crisis communication & crisis management.

**Meeting & Reporting:**

- Prepares agenda and Minutes, Letters, documents and reports needed for Public relation.
- Co-ordinates Staffs regarding events and Exhibits.
- Maintains effective communication with media and stakeholders
- Encourages website committee in its activities.

**Records:**

Minutes of Meeting/ Brouchers / Advertisements.



## SC / ST / MBC / OBC AND MINORITY CELL

Sarada Krishna Homoeopathic Medical College has constituted a cell for creating an environment where all students and staffs feel safe and respected in the campus. Equal opportunities are provided to all irrespective of caste, creed, language, culture and religion. The major objectives of the cell are:

1. To ensure equal educational opportunities among the weaker and deprived section of the society.
2. Helps the students to avail financial support offered by the government through various agencies.
3. To ensure reservation policy and other constitutional provisions meant for the SC/ST/MBC/OBC and minorities.
4. To arrange special programmes for empowerment and career development.
5. To provide the mechanism to redress the grievances of SC, ST, MBC, OBC and minority students.

### Scope

The cell functions as per the constitutional provisions, policy and guidelines prescribed by the commission time to time. The policies and regulations prescribed by the National Commission for Scheduled Caste, Scheduled Tribes, Backward Classes and Minorities and State government are strictly adhered.

### Policy

The SC/ST/MBC/OBC and Minority Cell will provide comprehensive preventive and proactive services to students enrolled in the institution and staff both teaching and non-teaching. They meet periodically and take welfare measures to the target. The composition of SC/ST/MBC/OBC and minority cell consists of representatives from the members of the faculty, supporting staff and students.

### Procedure

1. The SC/ST/MBC/OBC & Minority cell will monitor and endeavour to resolve issues grievances relating to SC/ST/MBC/OBC & Minority Students and Staff at the Student level.
2. The Compliant if any will be forwarded to the SC/ST/MBC/OBC & Minority Cell by the Principal.
3. The SC/ST/MBC/OBC/Minority cell will look into the complaint and call the concerned complainant personally for hearing the grievance.
4. The Coordinator of the Committee/Cell will forward their report in the sealed envelope to the Principal within one week from the date of receipt of complaint.



## SEXUAL HARASSMENT PREVENTION CELL

**Purpose:**To maintain a congenial working environment for the female students and women employees of SKHMC in accordance with the guidelines provided by the Supreme Court of India.

**Scope:**All female students, i.e. an undergraduate, post graduate, research scholar - on the campus/visiting from other colleges or any ex-student permitted to use the facility of library, laboratory, and reading room or skills lab and women employees i.e. Teaching – permanent and temporary, guest lecturer, examiners and research guides; Administrative staff– Permanent and temporary; Supporting Staff – Permanent and temporary; Last grade employees–Permanent and temporary are within the scope of this Cell.

**Policy statement:**Sarada Krishna Homoeopathic Medical College has constituted the Sexual Harassment Prevention Cell in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC Regulations (prevention, prohibition and redressal of Sexual Harassment of Women Employees and students in higher educational Institutions) Regulations, 2015.

It comprises of a co-ordinator (a senior woman faculty) selected by the Principal and two women faculty members. Two female student members – one each from UG and PG are also included.

### Responsibilities

In order to foster a congenial and fearless environment, proactive steps in preventing sexual harassment and resolving disputes of such nature are adopted

1. Undertaking awareness and training programmes at regular intervals, sensitising the students, faculty members and employees regarding the sexual harassment guidelines
2. Providing counselling services to the complainant.
3. Pursuing the complaint and assuring the safety and confidentiality of the complainant

**Minutes of meetings:** The coordinator of the Committee shall be responsible to prepare the minutes of the meeting.

Every resolution passed by the Committee should be recorded at the meeting and read out by the coordinator at the meeting itself.

### Policy for receiving and Redressal of complaints

- a. Any woman employee or girl student will file a complaint concerning any sexual harassment to the committee.
- b. Such a complaint may either be oral or in writing.
- c. Any complaint in writing has to be signed by the person making the complaint.
- d. If the complaint is oral, the same shall be put in writing (in detail) by the member of the committee and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
- e. The complainant shall be afforded full secrecy at each stage.
- f. The co-ordinator will convene a meeting of the Committee with the permission of the Head of the Institution of SKHMC at the earliest but within a period of one week from the date of such complaint.



- g. Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard. The Committee shall, then decide whether the complainant deserves to be proceeded with depending on the evidence and presentation made before it.
- h. In case the Committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he may be warned about his behaviour. The matter shall be treated as concluded and disposed of with a note to that effect made in the complaint register.
- i. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the complainant and accused may be summoned before the Committee.
- j. The matter may be proceeded after observing law of natural justice and full opportunity should be given to present their version, to both the concerned parties.
- k. Based on the inquiry made by the Committee and also the presentation and evidences presented, the Committee will give its final report including the recommendations of the penalty to be imposed to the Principal of SKHMC.

#### **How matters are decided:**

All decisions shall be taken by a simple majority.

In the event of any conflict the matter shall be referred to the Principal whose decision on the matter shall be final

#### **Definitions**

**campus** means the location or the land on which a higher educational institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, bank counters, etc. are situated and also includes extended campus and covers within its scope the places visited by the students of the HEI including transportation provided for the purpose of commuting to and from the institution on field trips, internships, study tours, excursions, short term placements, places used for camps, cultural festivals, sports meet and other such activities where a person is participating in the capacity of an employee or student.

**workplace** is defined as 'any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey'

**Sexual harassment:** unwelcome physical contact and advances, or a demand or request for sexual favours, or making sexually coloured remarks or showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act of sexual harassment may amount to sexual harassment.

- (i) Implied or explicit promise of preferential treatment in her employment; or
- (ii) Implied or explicit threat of detrimental treatment in her employment; or
- (iii) Implied or explicit threat about her present or future employment status; or
- (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) Humiliating treatment likely to affect her health or safety.



## **Related legislations and documents**

### **THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE( PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013(No. 14 OF 2013)**

### **University Grants Commission(Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Educational Institutions,) Regulations 2015**

#### **Appendix ;~**

1. The Gazette of India extraordinary, No 17 New Delhi Monday, May 2, 2016, Vaisakha 12,1938
2. The Gazette of India extraordinary, No 18 New Delhi Tuesday, April 23, 2013, Vaisakha 3,1935 (saka)

## **SPORTS COMMITTEE**

### **POLICY:**

- The Sports Co-ordination Committee of SKHMC bring out the budding professional and make them
- Physically, mentally, emotionally, and intellectually top in their field.
- This can be realized through intensive sporting programmers and excellent sporting facilities.
- The college provides such an environment which facilitates the optimal efficiency and effectiveness for the emerging dynamic students.
- The college provides the best coaching facilities to groom the enormous potential lying hidden among the students.
- The College provides education outside the Classroom which includes Health, Safety and Discipline and Yoga classes.

### **OBJECTIVES:**

- The Sports Co-ordination Committee makes efforts to make the students physically as well as mentally fit by giving proper guidance and training.

### **PROCEDURES:**

#### **ACTIVITIES:**

#### **IDENTIFICATION OF STUDENTS:**

- After the admission, a first year students are indentified asking their area of interest in sports and games.

#### **INTER COLLEGIATE SPORTS EVENTS:**

#### **TRAINING:**

- The students are formed as batches for every event and the training are given under the guidance of Sports Co-ordinator.
- Wherever special practices are required, Specialist in that particular game/event is called to train the students.
- The training / practice are planned, without disturbing the classes. Wherever special training / practice is required, the same is intimated to the concerned Academic Co-ordinator and the permission is obtained to permit the students.



### **SELECTION OF STUDENTS:**

- The candidates are short listed as teams with sufficient number of substitutes, for each event.
- The students are asked to fill the OD forms for taking part in the events. It is approved by Physical Directress and submitted to the concerned Academic Co-ordinator.
- Depending upon the number of students the transport is arranged for the students.

### **REPORT:**

- After returning from the Inter-College Sports Event, the Sports Co-ordinator prepares a detailed Sports event report, which consists of the events (sports & games) in which the students have participated, the number of rounds they won, the prizes won with the list of prize winners.
- The report is given to the Principal within 5 days after completion of the event.

### **INTRAMURAL TOURNAMENT AND SPORTS DAY:**

#### **CONDUCT OF EVENTS:**

- Every year during the month of April / May, Sarada Krishna Homoeopathic Medical College, celebrates the Sports day.
- Participating students are split into batches depending upon their proficiency in the events.
- The Sports Co-ordinator discusses with Principal and Academic in-charge to chart out the dates for each event (Sports & Games) without affecting any of the classes. It is displayed in the College and Department notice board.
- Outside referees (wherever required) are invited to help in the conduct of events.
- The faculty members are also given responsibilities like conducting matches, short listing the candidates for conducting events.
- The students in the Sports Committee are formed in batches and they are given work like marking the courts, making the ground ready for matches and helping to conduct events.
- During the conduct of matches and other events, medical support within the college campus is intimated and made available near the tournament venue, so that in case of any injury it can be treated immediately.
- After making all the necessary arrangements, the matches/events are conducted as per the schedule and the names of the winning team/ candidates are noted down.
- In-case of any natural calamities like flood, the students are informed as to when the particular or group of sports events would be conducted.
- The short listing of running and other events are completed before the Sports Day.

#### **SPORTS DAY:**

- The Sports day is conducted in April / May, which would not affect the completion of syllabus.
- The Chief Guest and other delegates are invited in advance and their participation in the Sports Day is confirmed.
- Sports Day starts with march past by the students. They take affirmation flag oath at end of the march past.
- After March past, the flag hoisting is done by the Chief Guest.
- Few display events (like throwing events, aerobics, yoga etc) are conducted on that day.
- After the matches and events are over, the certificates are prepared and duly signed by the Physical Directors, Principal and Chairman.
- After the conclusion of the events, the certificates along with cups/medals are presented to winners and runners up.
- Function ends with the National Anthem.



**SKHMC STAFF WELFARE TRUST**  
**POLICY & PROCEDURES**

SKHMC provides statutory and non-statutory welfare schemes (facilities) to their employees to keep their motivation levels high. The statutory schemes are those schemes that are compulsory to provide by the institution. Non-statutory schemes are those schemes that are provided to the staff by the management for the comfort and boost staff morale. These are provided in addition to salary and other fringe benefits.

**Statutory Schemes**

1. Employees Provident Fund (EPF)
2. Employees State Insurance Scheme (ESI)

**Non-statutory Scheme**

1. Marriage Assistance – marriage assistance of a sum of Rs. 5000/- for the marriage of the Staff.
2. Conveyance facility at a concessional rate.
3. Subsidised food facility to the staff.
4. Medical facility to the staff at the collegiate hospital including x ray, scan and testing at laboratories.
5. Group Health Insurance and Group Accident Insurance Scheme to Staff.
6. Subsidised accomodation facility to the needy staff.

Staff Welfare Trust, a registered association provides the following staff welfare measures:

1. Gift money for the marriage of the staff.
2. A consolation lump sum amount on the event of death of the staff member
3. Interest free short term loan facility for staff.

**Procedures**

1. The executive committee of the trust will convene once in every 3 months .Executive Committee members are 9 in number. The minutes of the meeting will be given t the Principal.
2. General body meeting will be conducted once in a year .The meeting shall be conducted during the period from April to September. The chairman of the trust shall preside at the Executive Committee and General Body meeting.
3. Decisions will be taken by the Chairman and with 2/3 majority. In case of a tie the Chairman's decision will be final.
4. Bank Account opened in the Federal Bank in the name of Sarada Krishna Homoeopathic Medical College Staff Welfare Trust operated by Secretary and treasurer.
5. Accounts in connection with the Staff Welfare Trust is maintained by the treasurer in consultation with Auditor.
6. The financial year of the Trust shall be from 1st April to 31st of March. The annual accounts and budgets shall be prepared and presented to the General Body of the Trust for approval. The executive shall consolidate and file the reports and returns to the Income Tax and other departments on due dates as per rules of the Country.
7. Post office service-Saving, bank account and other accounts in connection with post office at Kulasekharam of each members are done by the secretary before 10<sup>th</sup> of every months. 8. Attending marriages of the Staff Welfare Trust members with all available faculty members.
9. Award to toppers among 10th and 12th student Children of Staff
10. The Chairman is empowered to initiate disciplinary proceedings against any persons



## STUDENT'S COUNCIL

### INTRODUCTION:

The establishments of student's council plays an integral and important role in the student community. Student's council provides a representative structure through which students can debate issues of concern and undertake initiatives to benefit to the college and wider community. Students have a voice and a contribution to make to their college. It is important that they have been the opportunity to express their views on issues of concern to them in the college .

### OBJECTIVES OF THE STUDENT'S COUNCIL:

- To enhance communication between students , staff and management .
- To promote an environment conducive to educational and personal development .
- To promote friendship and respect among pupils .
- To support the management and staff I the development of the college
- To represent the views of the students on matters of general concern to them.
- To promotes welfare of the students.

A student's council will identify activities that it would like t be involved in organizing while ,the final decision on the activities of a student's council should be agreed with college management. A student's council should not, through its activities , interfere with or detract the activities of college management or the teaching staff of the college . It is therefore not a function of a student's council to discuss or comment on matters relating to the employment or professional affairs of the principal ,teacher and other staff of the college or to become involved in any issues that fall within their professional competence.

### FUNCTIONS OF STUDENT'S COUNCIL

- The functions and activities of a student's council is to support council is to support objectives of the council and to promote the development of the college and the welfare of students and to plan and undertake activities during the course of the academic year

#### **The council should:-**

- Work closely with the, students, teachers and management.
- Regularly consult with students and collect their problems and suggestions.
- Involve as many students as possible in the activities of the council.
- Representing the views of the students to the college management.
- Promoting good communications among students within the college.
- Supporting the educational development and progress of students.
- Assisting with induction and or mentoring for new first year students.
- Contributing to the development of college policy.
- Assisting in college sporting and cultural activities

**The composition of a students' council:-**

- Chairman
- Vice-chairman
- Secretary
- Joint secretary
- Treasurer
- Editorial secretary
- Cultural secretary
- Sports secretary
- Staff secretary
- Principal, chairman, and all the academic co-ordinators.

**GUIDELINES FOR ESTABLISHMENT AND DISSOLUTION OF STUDENT'S COUNCIL:**

The college after consultation with teachers draw up rules for the establishment of a student council , having regard to the following basic principles:

- The student's council shall promotes the interest of the college and the involvement of student's in the affairs of the college, in co-operation with the college and teachers.
- The council should be as far as practicable, be representative of the students community.
- The college shall at all times retain the right to dissolve a council or remove a council member , in accordance with these guidelines.

**TOUR COMMITTEE**

The institution has created a tour committee for organising educational tour in order to expose the students to the significant places or organisation in their field of study as per the guidelines prescribed by the regulatory authority.

**Scope**

The scope of tour committee is limited only to educational tour or field trip of the institution.

**Policy**

Tour committee is constituted by the institution to study the feasibility of conducting educational tour and field trip. Proposal for conducting educational tour and field trip as the case may be, are to be submitted to the tour committee by the hosting department. The tour committee evaluate the proposal and approve the tour programme. The organising department has to submit the tour report to the committee. The composition of the tour committee includes members of the teaching faculty including academic co-ordinators and assistant academic co-ordinators of the respective years and student representatives. The respective academic co-ordinators should collect the consent from the parents for taking their wards to educational tour and field trips.

**Procedure****Policy Statement:**

Functions: To make arrangements for visits to the industries, laboratories, manufacturing units as assigned in the curriculum. The tours are planned in such a way that Study tours are arranged to places of historical importance related to Homoeopathy followed by recreation tour as suggested by the students.



**Facility:** Facilitates the learner to observe the operating system of important procedures of those things they have learnt in theoretical aspect of the Subject. It also facilitates recreation and enjoyment among students through visits to the place of Historical importance.

**Procedure:** After getting permission from the Head of the Institution, the tour shall be planned. The place of visit once confirmed, hiring the bus, and arranging the Hotel for refreshment and Hotel for accommodation are undertaken by the students after getting consent from their Parents.

**Responsibilities:** The responsibility of the Tour Committee is to monitor the study tour. Review of the conduction of tour and suggest for further improvements in tour planning.

**Structure of the Committee:**

It is constituted by the Head of the Institution, Academic Co-ordinators and Head of the Department.

The tenure shall be two years or after the further information from the Head of the Institution.

**Frequency of Meeting:**

The meeting shall be conducted every six months and whenever necessity for immediate action arrives.

**Approval and Review details:**

After discussion with the Tour Committee, the tour shall be approved by the opinion of the majority of the members or the deficit in the planning shall be discussed and suggestions for corrections are taken in to account for changes in planning. The review is done in the consequent meeting after the tour.

## **WEBSITE COMMITTEE POLICY, PROCEDURES, GUIDELINES**

**Purpose**

The purpose of SKHMC website committee is to showcase the institution as a whole and to inform the stake holders and the public about the institution Vision and Mission, type of courses offered, nature of college, details of extension activities organised by the institution, admission particulars, programme objectives, course objectives, visuals and other information under minimum disclosure about the institution. The institutional website is the mirror of the institutional activities to the outsiders.

**Website Registration and Administration**

**Website Domain Name Registration**

The name of the account shall be .org in the name of the SKHMC. The website is technically supported by Algasys Info Solutions.

The website committee is responsible for the day-to-day operation of the website. It manages the content, security, services and accessibility of the website. Its duties include the following:

- a. Communicate and coordinate with all the Departments /Units
- b. Adding new content as approved
- c. Updating content in a timely manner
- d. Proposing new content and features to committee
- e. Editing and administering the website.
- f. Monitoring and maintaining the website and its service to ensure its availability.



## **Committee Structure**

The committee consists of 13 members.

## **Policy**

As a policy, the website committee meets periodically to undertake necessary modifications in the institutional website. The materials uploaded by the institution namely Vision, Mission, programme outcome, course outcomes are under copy right protection except third party information. The latest updation of institutional website is to be mentioned in the website.

## **Website Committee Guidelines**

The college constituted an institutional website committee with the following guidelines.

1. The institutional website is to be updated frequently and includes all information about the institution.
2. The feedback collected from the stake holders for revision of the structure and content of the website.
3. All the events of the institutions are to be uploaded in the website.
4. Regulations of the Regulatory Authority namely affiliating university, CCH, Ministry of AYUSH, etc. are to be uploaded.
5. Admission procedure, online admission procedure, syllabus and curriculum, code of conduct, course outcomes, etc. are to be included.
6. Particulars of University Examinations, details of downloads and contact details, etc

## **Procedures**

### **New Content and Content Removal**

1. If the website committee or person on the committee, or a member of the SKHMC wishes to propose a new content for the website, they must present details to the website committee. This same process is used to remove an item from the list of content .
2. The website committee may make updates to the content of website.
3. Old flyers,files or documents removed from the site are to be archived under direction of the website committee chair.

## **WOMEN'S WELFARE CELL**

Women's welfare committee of Sarada Krishna Homoeopathic Medical College was established on 5th August 2016 with an intention to protect the welfare and wellbeing of the women (including teaching and non-teaching staffs and students). It assists the women to realise their full potential and exercise their active influence on society. It also intended to provide dignified and harass free work environment and learning environment in the campus and off campus.

### **DEFINITION**

Is a social welfare program which seeks to promote the welfare of the women by giving special attention to the prevention, eradication in any forms, as well as promotion of skills of employment and self-actualization.

### **MISSION:**

- To keep healthy working atmosphere among the staff and students to enlighten the women students about their legal rights and to strive towards the empowerment of the women through the promotion of gender amity and programs concerning women's welfare.



- To uphold the dignity of the college by ensuring the free atmosphere in the college by promoting the cordial student to student relationship, student to teacher relationship and staff to staff relations etc. The cell helps staff, students and parents to record their complaints and solve their common problems and personal grievances. Women harassment complaints will be handled as per government guidelines by respective section.

### **SCOPE**

Scope of the Women's welfare policy is applicable to the welfare measures of women working in this institution (both teaching & Non-teaching) and girl students. The issues if any are dealt either by the institutional general grievance redressal policy or and sexual harassment policy as the case may be.

### **POLICY**

- To promote general well-being of female students, teaching and non-teaching women staff.
- To safeguard the rights of female students, and women employees of the institution.
- To create awareness about health and hygiene among girl students and staff.
- To create social awareness about the problems of women in general and gender discrimination.
- To develop skills among the girl students by means of workshops and training programmes for their overall personality development as well as for the encouragement of self-reliance among them.
- To create the legal awareness among women.
- To encourage participation of NGOs working in the area of women's development in the activities of the Cell.

### **PROCEDURE:**

Women employees or female students have the right to lodge a complaint concerning any issues related to them to any member of the committee such a complaint may be either oral or in writing and has to be signed by the person making the complaint. If it is an oral complaint the same shall be put in writing in detail by the member of the committee and will read out to the complainant and will not be acted upon till the same is signed by the complainant. Full secrecy about the complainant must be maintained at each stage. Co-ordinator will inform it to head of the institution and will convene a meeting within a period of one week from the date of such complaint. At first, intimation shall be given to the complainant about the meeting and the complainant shall be heard at the first meeting. The committee shall then decide whether the complainant deserves to be proceeded depending on the evidence and presentations made before it. If the committee decides to proceed with the complaint and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he/she may be warned about his/her behaviour. The matter shall be treated as concluded and disposed off with a note to that effect made in the complaint register. In case the complainant request that the complaint should be proceeded with beyond a mere warning, the enquiry will be made and based on it a report will be submitted to the Head of the institution.



## **COMPOSITION OF WOMEN'S WELFARE COMMITTEE**

The Women's Welfare Committee consists of senior women Faculty, four or five members of the faculty as members, representatives from female non-teaching staff and students. A senior faculty member serves, as its Co-ordinator. The tenure of the committee is three years.

## **FUNCTIONS AND RESPONSIBILITIES OF WOMEN'S WELFARE COMMITTEE**

- To direct women's role in the society. To develop multidisciplinary approach for the overall personality development.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staffs of the institute.
- To create awareness about the problems of women and in particular regarding gender discrimination.
- To organise seminar, workshop relating to women development.
- To guide about women's welfare laws.
- Conducting women's day program.
- Create awareness and motivation of the girl students about their strength.
- Awareness building among girl student about self-protection.
- To highlight the importance of health and hygiene.
- Creating awareness about women's welfare.
- Solving girl students related issues and complaints.
- Protection of the girl students.
- Women empowerment through education.
- To provide counselling for cases if necessary.

## **MEETINGS:**

- The committee meets at least twice a year. The meeting may be chaired by the co-ordinator, and she will be responsible to call the meeting and takes the minutes and circulate them.
- The notice of the meeting may be circulated at least a week in advance. The quorum for the meetings will be presence of 30% members. In emergency situations meetings may be called at a shorter notice and held with a fewer members, after an explanation for doing so.

## **DISQUALIFICATION:**

A Person shall be disqualified from being dominated to the committee if there is a complaint of gender discrimination or sexual harassment against him/her.



## **FINANCIAL POLICY:**

**Chairman:** He is vested with full financial autonomy and enjoys unlimited powers:

- A. To appoint as per the norms and fix the remuneration / salary to the teaching / non-teaching staff of the college and also sanction increments.
- B. To purchase fixed assets within the limit sanctioned in the budget.
- C. To make investment decisions and also arrange for resource mobilization to meet the financial requirements of the college.
- D. To authorise the payment of purchase bills
- E. Delegate financial powers down the line in case of any exigency.
- F. Introduce adequate checks & control systems to enforce financial discipline.
- G. To enter into any contract for any service / work.

### **Budget Plan:**

All the departments including the library, hospital, transport and stationary should critically analyse their requirements taking into account the syllabus, technology, upgradation, quality / quantity, etc. and prepare the budget estimates for next academic year before the beginning of each financial year.

Each department unit should prepare the estimate for recurring and nonrecurring.

## **RESOURCE MOBILIZATION POLICY**

Sarada Krishna Homoeopathic Medical College is a self financing Educational Institution started in the year 2000, Owned and managed by K.V.Education Trust.

**Resource Mobilization Policy of SKHMC is to:-**

1. Have a solid resource base in supporting the achievement of the strategic plans, goals overall growth of this institute.
2. Identify and analyse the resources available for programme priorities, policies and efficient budget allocation.
3. Understand the Institute's current fund resources availability.
4. Make maximum use of internally generated income viz. Hospital user charges etc. so as to expand the relation with stake holders.

### **Sources:**

Being a self financing institution there is no source of grants-in-aid from the Government. Hence major source of institutional receipt is student fees collected as per rules, for meeting the expenses. Deficit is managed by taking advances from the parent trust. Additional source of funding is obtained from the Bank(s) as loans and overdraft facility.

Financial management is closed monitored by the accounts wing of the Institution. A statement of accounts containing details of income and expenditure is prepared periodically.

With the rapid increase of knowledge and unprecedented scientific and technological development, the college is finding it difficult to keep pace with the changing needs of users due to the inadequacy of financial resources. In this situation, college development depends on increased fee structure approved by Government and the institution hopes to get such sources to augment fund resources.



## OPTIMUM UTILIZATION OF RESOURCES POLICY

Sarada Krishna Homoeopathic Medical College is a self financing Educational Institution started in the year 2000 owned and managed by K.V. Education Trust, a Charitable Trust under the Chairmanship of Dr. C.K. Mohan. As there is no source of grant-in-aid from the Government, Sarada Krishna Homoeopathic Medical College generates funds mainly through the fees paid by the students. Deficit is managed by taking advance from the parent Trust. Additional funding is obtained from the Bank(s) as loans and overdraft facility.

The college has a well defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. Every year the Budget Estimate is prepared on real time basis after ascertaining the actual requirements from user departments / units. Detailed proposals are obtained from user departments based on which funds are provided to incur expenditure on case to case basis.

The Institution's budget is prepared by the Principal every year taking into consideration, recurring and non-recurring expenditure requirements of all administrative and academic heads.

All the major financial transactions are analysed and verified by the governing body under different expenditure heads.

The institute addresses to utilization of budget approved for academic and administrative expenses according to the decisions made by the management. After final approval of budget the purchasing and spending process is initiated in an appropriate manner. All transactions have transparency through bills and vouchers. Only authorized persons manage the transactions through bank(s). Respective faculty member, unit heads ensure that suitable equipment / machinery with correct specification is procured. Financial audit is first conducted internally and then externally by Chartered Accountants every financial year to verify the compliance.

The management, administration and finance committee, review the use of resources including audit, budget and accounts.

For the smooth working of our College, various Committees have been constituted, each Committee studies its own field and analyze the requirements and forward it to the Principal for appropriate sanction.

No Institution is recognized by its infrastructure but by the success of students studying in it, therefore major portions of the resources are invested in expenditure on books, apparatus, equipments, Sports, Yoga, Arts & Cultural festivals, besides academic oriented student centric expenses. Annual expenditure and audited statements shall invariably reflect this.

For the effective teaching and learning it is very important that the environment and campus of the institution should be clean and attractive. A sizable amount is spent for the upkeep of the campus.

For maintaining and upgrading the facilities provided by the College from time to time, adequate fiscal provision is ensured for improvement of infrastructure, electricity, water management, internet, wifi and other communication facilities.



## **INTERNAL AUDIT POLICY AND PROCEDURE**

The purpose of the Internal audit policy is to set out the frame work within which Internal audit provides objective and independent assurance and advise the management.

It helps the organisation accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness, control and governance processes.

The aim of the Internal Audit Committee of SKHMC is to provide independent and objective reviews and assessments of activities, operations, financial systems and internal accounting controls of SKHMC.

The Internal Audit mechanism conducts independent reviews and appraisals of SKHMC procedures and operations. The reviews also help to ensure that SKHMC resources are used efficiently and effectively to achieve the stated objectives of the management.

Internal Audit Team of SKHMC is an in house mechanism in which the following persons shall be the members.

1. Chairman	Managing Trust	Chairperson
2. Principal	SKHMC	Member
3. HoD / Senior	Faculty	Member
4. HoD / Senior Faculty		Member
5.Co-ordinator IQAC		Member
6. Office Manager		Member
7. Office Superintendent		Member
8. Head Accountant		Member
9. Senior Accountant		Member

### **Internal Audit Process**

The Audit process begins with the planning the audit. During this phase, the audit team will prepare the following.

1. Distribute Audit notification
2. Conduct pre-audit meeting
3. Prepare a detailed program
4. Select items to be audited.

As a pre audit measure all payments are made based on sanction by the competent authority duly observing the required procedures. Payments are made only after a thorough process of checking and counter checking at various levels viz. Section / Accountant / Head Accountant etc.,

Draft unaudited account statements are prepared at the end of every financial year as a prelude to the external audit made every year.



## **PROMOTION POLICY**

- Promotion is given to all employees (Both Teaching and Non teaching) who qualify for such an advancement based on the policy formulated by Sarada Krishna Homoeopathic Medical College.

This policy presents the guidelines for advancing and promoting Employees from within Sarada Krishna Homoeopathic Medical College.

This policy applies to all SKHMC employees who qualify for promotion.

Promotion is a move to a position of higher rank, responsibility and salary and those advancements may be a career or role to change that helps employees develop and grow.

Employees will be promoted based on their seniority, performance and requirements. No discrimination, favoritism and nepotism is followed while considering names for promotion to higher posts.

Sarada Krishna Homoeopathic Medical College adopts a standard process for promotions

1. Considers all applications equally based on merit and requirements
2. All promotions shall be subject to completion of minimum qualifying period and other requirements as laid down in the statutes prescribed by the CCH, and the affiliating university.
3. It shall be on the basis of seniority cum merit and other criteria as laid down by statutory authorities.

A Promotion Committee comprising of Chairman, Principal, Medical Superintendent, HoD / Unit Head / Senior Faculty as the case may be is in place to finalise each appointment made by SKHMC.

## **POLICY OF ALUMNI ASSOCIATION TRUST**

For the betterment of the institution and to express affinity to the Alma matter, the former students of the institution may constitute an association namely Alumni Association. The association may contribute for the infrastructure development of the institution, financial contributions to the poor students, book donations to the library and may organise seminar for the benefits of young homoeopaths. The former students (Alumnae) can also use the infrastructural facilities and other expertise of the institution for their personal and professional development.

### **Policy**

Alumni association of the institution must be a registered one. All the former students of the institution will be the members of the association. General body meeting will be held at least once in year. Executive members of the association will be selected during the general body meeting to constitute an executive committee. Elected representatives may assume office for three years. All decisions must be taken in the executive committee meeting and passed resolutions are to be noted as minutes and audited statement should be submitted in the general body meeting for final approval. The head of the institution is the patron, senior faculty members forming the advisory committee may be invited as special invitee for the meeting. All contributions made by them are acknowledged by the head of the institution and properly labelled.



## PROCEDURE

### a. Meeting

- **Executive committee meeting:**
    - ❖ At least once in three months and more often if necessary depending on emergencies of the work to transact the business of the trust and for reviewing the progress of the various activities under taken by the trust.
    - ❖ Notification for the same will be issued at least 7 days before meeting with full agenda.
    - ❖ Quorum for the executive committee is 1/3 members and shall be recalled at a further date and time as may be considered expedient.
  - **General body meeting**
    - ❖ Shall be conducted during the period from April to September unless the period is extended by the Executive committee on reasonable grounds.
    - ❖ Notification for the same will be issued at least 15 days before meeting with full agenda.
    - ❖ The quorum for the meeting of the general body of the trust shall be at least two third of the total number of trustees out of which one shall be the president.
    - ❖ If the quorum is not present within thirty minutes of the appointed time the meeting shall be called after 15 days does not require a quorum.
- Meeting of the executive committee and specific council may be convened by the president at convenient place and time as found proper by him.
  - The president of the trust shall preside at the meeting of the executive committee and specific council. In his absence the trustee who is authorized shall have right to preside over all the meeting.
  - Decisions will be taken by the executive committee and specific council after discussing the matter and decision can be taken with 2/3 majority. In case of a tie the decision of the president will be final.
  - All the decision taken in the meetings are properly maintained in minutes.
  - All policy level decisions of the executive committee/ general body of the trust shall have to get approval from the Chairman of Sarada Krishna Homoeopathic Medical College, Kulasekharam.

### b. Executive committee

- The general body at the annual general body meeting shall elect the members of the executive committee.
- It will have not less than 9 members.
- The members could hold office for a maximum period of 3 years. They could be reelected after a break of at least one year.
- Members are president, vice president, general secretary, joint secretary, treasurer, four executive committee members I/C of (CME, sports and cultural activities, Communication/Career guidance cell, Magazine/Bulletin).



**c. Membership**

- All medical students (UG &PG from SKHMC, Kulasekharam) are entitled to become members of the association.
- All members shall be required to pay a life membership fee of Rs.2000/-

**d. Expulsion of members**

- Any member who acts in a manner, which is detrimental to the aims and objectives of the association, may be expelled at a meeting of the general body.
- Such members shall be given a show cause notice by the executive committee and at least 21 days to submit his/ their explanation.
- The executive committee shall review this to reconcentrated appropriate action for placing before the general body.
- The member shall be expelled with two third majorities of the members present at the general body meeting to approve such an action.

**e. Finance**

- Bank account shall be opened in the name of the trust, shall be operated by the general secretary jointly with treasurer of the trust.
- The financial year of the trust shall be from the April 1<sup>st</sup> to the 31<sup>st</sup> March.
- At the annual general body meeting, the treasurer and the general secretary shall submit the audited annual accounts and reports of the association respectively.
- The accounts shall be got audited by the chartered accountant approved by the general body.
- All cheques and payments on behalf of the association shall be signed jointly by two i.e.Treasurer and General Secretary.

**PLACEMENT CELL**

The Placement Coordinator is responsible to organize and approve the field placement. They will provide students with their contact information to act as a liaison between the student, college and the employer.

Placement is a crucial interface between the stages of completion of academic Programme of the students and their entry into suitable employment.

Our placement cell perform the following activities.

1. Inviting various organizations for campus recruitment.
2. Organises programs like mock interviews, group discussions, case studies and seminars on topics like personality development, interpersonal and communication skills, career planning, career mapping and interview techniques.

**Duties and responsibilities**

1. Determine all required placement requirements and assist all participants to exchange information appropriately.
2. Maintain knowledge on all requirements.
3. Manage all student progress and prepare required strategies to complete all programs and ensure compliance to all regulations.
4. Prepare all resumes and conduct interviews with all students and provide assistance to all graduates and post graduates and review all procedures of the placement cell.
5. Promote all placements of graduates to prospective employers through phone, e-mail and fax.

Conduct Orientation programs for all new students and ensure optimum utilization of all resources.



## ADMISSION POLICY

Sarada Krishna Homoeopathic Medical College has been functioning since 01-11-2000 as a Self Financing Professional College in Homoeopathy, approved by the Government of Tamil Nadu, affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai, recognised by the Central Council of Homoeopathy, New Delhi & Ministry of AYUSH, Govt. of India.

The basic objective of the Admission Policy of SKHMC is to identify meritorious candidates for admission to the following courses of study.

1. **BHMS** – 5 $\frac{1}{2}$  Years Duration - 100 seats
2. **MD(Hom.)** – 3 Year Duration - 30 seats in five specialities (6 seats in each of the following specialities viz. *Organon of Medicine; Materia Medica; Practice of Medicine, Paediatrics, and Repertory* ).
3. **Research Programmes leading to Ph.D in Homoeopathy\*** – Full Time & Part –Time.

Being a recognised Linguistic Minority institution, 50 per cent of the total intake capacity shall be filled by the Management. The remaining 50 per cent of the government quota shall be filled by the government through single window system of counselling. Institution follows the policy of the Government from time to time regarding eligibility conditions namely entrance examination or NEET/AIAPGET score or any other qualifying examination.

### **BHMS**

1. Admission under government quota, are made by Tamilnadu State Government, the selection committee, Directorate of Indian Medicine and Homoeopathy, Chennai through single window system of counselling.
2. Admission to BHMS course is done purely based on merit, strictly adhere the rules and regulations of the affiliating University, State Government norms and Central Council of Homoeopathy.
3. Admission under management quota are made through general merit list prepared by the “Tamil Nadu Private Professional Colleges Association – Health Science” (TNPPCA – HS), Chennai as authorised by the State Government.
4. From 2018-19 onwards, admissions for undergraduate course (BHMS) shall be made through NEET/Common Entrance Test conducted by an authority designated by the State Government. Merit for the candidates shall be determined on the basis of marks obtained in the qualifying exam NEET.

5. Candidates seeking admission for BHMS under Government quota may submit the application separately for admission in Tamilnadu Government portal. The details will be available in [www.tnhealth.org](http://www.tnhealth.org).
6. Admissions to the management seat for BHMS course are done as per the directives of the government appointed Admission Monitoring Committee through Tamilnadu Private Professional Colleges Association – Health Science (TNPPCA-HS).
7. Fee structure shall be as approved by the fee fixation committee appointed by the State Government.

#### **MD (Hom.)**

1. Admission under government quota are made (by the State Government) by the Selection Committee, Directorate of Indian Medicine & Homoeopathy, Chennai through single window system of counselling.
2. Admissions under management quota are made through general merit list prepared by the management.
3. From 2017-18 onwards, admission to MD(Hom.) course shall be done through All India Ayush PG Entrance Test (AIAPGET) conducted by an authority designated by the government of India.
4. Candidates seeking admission for M.D(Hom.) under management quota may submit the application either through the online or in physical form. The details of admission notification are available in leading news dailies, and in institutional website ([www.skhmc.org](http://www.skhmc.org)).
5. Candidates from other universities except The Tamilnadu MGR Medical University must obtaine eligibility certificate from the Tamilnadu Dr. MGR Medical University, Tamilnadu while submitting the application form. Moreover, they must produce the evidence as registered homoeopathy medical practitioners in the respective state while submitting the application form.
6. Admission committee constituted by the Management scrutinise the application form, prepare the merit list, and eligible candidates are provisionally admitted in MD (Hom.), the Tamilnadu MGR Medical University is the final authority.
7. Fee structure shall be as approved from time to time by the fee fixation committee appointed by the State Government.



## **Full Time & Part Time - Research Programmes leading to Ph.D in Homoeopathy**

1. Admission to Ph.D in Homoeopathy is based on entrance examination among the qualified candidates similar to AYUSH NET.
2. Candidates seeking admission to Ph.D either in Full Time or Part Time must qualify the post graduate in Homoeopathy in any specialities with not less than 50% marks or in any equivalent grade system from the recognised institution or second class or equivalent in the qualifying post graduate degree. They also registered their MD(Hom.) in respective State Homoeopathic Medical Council.
3. Details of vacancy are based on number of recognised research guides in the institution. A recognised research guide can supervise a maximum of eight candidates at a time and co-guide for four candidates.
4. Research guides are not compulsorily to have maximum number of candidates always.
5. The candidates those who are working as a teaching faculty in any one of the affiliated teaching Institution of The Tamilnadu Dr. MGR Medical University, Chennai are eligible to do their Part-Time Ph. D Research Programme in the university.
6. The Doctors who are working in recognised Research Centres are also eligible to do their Part-Time Ph.D Research Programme.
7. The candidates those who are working as a non-faculty member are eligible to do their Full-Time Ph.D Research Programme.
8. Within one year of the provisional registration, part-time research programme can be converted to Full-Time research programme with prior approval from the Vice-Chancellor.
9. Minimum duration of Full-Time Research and Part-Time research programmes are respectively Three four years and maximum of six years.

## **DISCIPLINE AND VIGILANCE POLICY**

### **Purpose:**

Purpose of discipline and vigilance policy is to maintain discipline in the campus by adhering to rules and regulations of the regulatory bodies for maintaining conducive academic environment for learning and to keep all stake holders to be vigilant to prevent unlawful activities.

### **Scope:**

The scope of the discipline and vigilance policy is limited to academic, curricular, co-curricular and extension activities in the campus including collegiate hospital, hostels and other student support areas .All stakeholders of the institution come under the purview of the policy.

### **Policy:**

The discipline and vigilance committee shall functions under the control , guidance and supervision of the head of the institution. It convenes meeting frequently. Special meeting will be conducted whenever need arises.

**Responsibilities:**

Discipline and vigilance of the college committee consists of following members:

1. The Chairman of the Managing Trust
2. The Principal
3. The co-ordinator
4. P.G Co-ordinator
5. U.G Co-ordinator
6. Co-Curriculum Coordinator
7. Academic Co-ordinators
8. Staff Wardens & Assistant Wardens
9. Programme Officer of NSS
10. Senior most faculty member

Head of the institution shall be the chairman of the committee. One among the members shall serve as a convener of the committee and the tenure of the convener is three years. The chairman can co-opt any official of the college in the committee according to the exigencies. This committee reserves the sole right for conducting enquiries or initiating disciplinary action against delinquent students/staffs and to impose deserving punishment as is deemed fit.

**Procedures:**

Any act of indiscipline by the hostlers shall be reported to the staff warden by the assistant warden, in writing and staff warden in turn shall forward such complaints to the chief warden, ie Principal. Chief warden being the Chairman of the Disciplinary and vigilance committee shall constitute an enquiry committee consisting of Co-ordinator (Disciplinary and vigilance committee), concerned staff warden, concerned academic co-ordinator and one senior faculty for enquiry and reports suitable timeline may also be fixed for the submission of enquiry reports according to the seriousness of the matter. A verbatim report shall be submitted by the enquiry committee.

Students must report any type of indiscipline noticed while in college, to the concerned mentor and such complaints shall be forwarded to the concerned academic co-ordinators for necessary follow up.

In hospital, all acts of indiscipline shall be reported to the medical superintendent through the concerned unit head for appropriate further action.

All other acts of indiscipline in the parts of students/staff, in the premises of the institution shall invariably be brought to the notice of the Principal through the college office, which shall also be brought to the notice of the concerned Academic co-ordinator/unit head so that appropriate follow up action may be taken.



## **FACILITATION COMMITTEE POLICY**

As a health science institution, Sarada Krishna Homoeopathic Medical College has established an event management committee to conduct various events effectively as pre planned. The purpose of the facilitation committee is to execute the events by co-ordinating the sub-committees without giving any chaos and unnecessary delay in the events.

### **Scope**

The committee is fully responsible for all the events held in the campus. The event related to the extension activities of the institution are not under the purview of the event management.

### **Policy**

The facilitation committee is fully responsible for all those activities held at stage from the beginning to end. The co-ordinator of the event management must ensure all necessary infrastructures (power, seat arrangements, sound system, light and similar) needed for the smooth conduct of the programme and effectively co-ordinate the various sub-committees constituted for the purpose. However, the hosting department is responsible for inviting the guest and other dignitaries.

### **Procedure**

The role the facilitator plays during meetings or focus sessions. The facilitator has the role in

1. Receiving Visitors / Guest
2. Arranging the venue for the program / meetings
3. Making necessary arrangements for the conveyance, stay, accommodation and food for the guest / delegates
4. Providing the supporting materials needed for the program (study materials, audio visual facilities)
5. Collection of feedback

### **Facilitators Area of work:**

1. Programs / meetings – In campus and Out campus
2. Selection of venue according to the participant's population (numbers)
3. Type of guest/visitors visiting the college
  - a) Inspection team- AYUSH, CCH, University and others
  - b) Examiners- UG/PG
  - c) Delegates/Participants for various programs such as CME, Seminars (Departmental/General) & Workshops (Departmental/General)
  - d) Guest faculties
  - e) Resource Persons etc.
4. In arranging the proper mode of conveyance, stay and accommodation according to the protocol of the guest. This includes
  - a) Hotel Reservations / Guest house booking
  - b) Conference room / Seminar hall
  - c) Layout break refreshments
  - d) Overnight accommodation towards and away from college
  - e) Travel arrangements such as Airway, Railway, Bus and Cars (rental / institutional)

## **Tools of the Facilitator**

- 1) Record of the Program/meeting to be held in and out of the college (Form1).
- 2) Record of the details of conveyance and stay (Form2).
- 3) Register of Files.
- 4) Record of the Feedback (Form 3) (where ever needed)
  - a) Regarding stay and conveyance
  - b) Regarding the conduct of the program
  - c) General opinion about the institution

## **GRIEVANCE REDRESSAL POLICY**

### **Purpose**

To provide a mechanism to students of the college to air out their grievances to academic and non-academic matters such as assessment, victimization, charging of fees, conducting enquiry, and related issues.

### **Scope**

The grievance redressal committee shall consider only individual grievances of specific nature of students of the college raised individually by aggrieved student, the committee will decide on the merit of the case regarding the scope of the further discussion. Grievance redressal cell of the college is an easily and readily accessible forum for prompt disposal of day-to-day grievances. Scope of the student grievances redressal policy is limited to students, staffs and parents.

### **Policy**

The grievance committee shall function under the control, guidance and supervision of the head of the institution. The grievance redressal committee shall function as per the policy and procedure laid down by the college. Grievance redressal cell is to provide solutions to the grievances of students through fair and impartial approach.

- A grievance redressal committee is constituted to handle the functions of remedying/rectification of grievances. It is guided by the principles of natural justice while hearing and settling grievances.
- Any aggrieved students of the college with a grievance complaint may approach the grievance redressal cell to lodge /file their grievance in writing. They are provided with proper advocacy to express their grievances freely and frankly without any fear of being victimized.
- Grievances to be heard as early as possible depending on the nature of the grievance.
- Meetings are conducted with the staff and students to address every issue that needs attention.
- Suggestion boxes are placed outside the classrooms to help the students to express grievances. Meeting of the student representatives are held at departments to address their issues arising now and then.



## **Responsibilities**

(Compliance, Monitoring and Review, Reporting records management, Committee structure, Composition, Texture, frequency of meeting)

Grievance redressal committee has been constituted to deal with the redressal of the grievances of the students with the following members.

1. Principal as the chairperson
2. Faculty nominated as co-ordinator by the Principal
3. 2-3 faculty as members
4. UG & PG student representatives - Male and Female one each

## **Meetings & Reporting**

The Committee will meet as and when it required to discuss the various grievances received. At least three members of the committee must present in the meeting. The grievance redressal committee shall study the relevant documents, discuss with those concerned and report to the Principal as soon as possible.

## **GRIEVANCE REDRESSAL COMMITTEE PROCEDURE.**

1. An afflicted student who has the Grievance(s) shall make a complaint in writing ,with relevant details to the Grievances Redressal Committee.
2. The Committee would consider the grievance of the student, based on the nature of the complaint and severity of its possible impact will conduct a meeting with the members of the committee within three days.
3. The Committee will discuss the facts among the committee members and formulate the solution .
4. Then the committee will submit the report to the Principal.
5. The Principal in turn, depending on the nature, magnitude and jurisdiction of the issue, will arrange for the appropriate and early measure of redressal of grievance (shall either endorse the decision of the committee or shall pass appropriate order in the best possible manner within a reasonable time)
6. The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
7. All the proceeding of the Grievance mechanism will be suitably documented and recorded
8. While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.

The Grievances may broadly include the following complaints of the aggrieved students

### **a. Academic**

- a) Academic content, quality, Course material
- b) Class scheduling / time table
- c) Issues related to student progress such as internal assessment, attendance norms.
- d) Inadequacy / non-availability of learning resources such as library books & journals, lab equipments, IT facilities, maintenance issues, etc.

- b. Non-Academic - Amenities & Services
- c. Harassment by colleague students or the teachers etc
- d. Grievance related to Victimization

The Committee will give report to the authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**Definitions:**

- **Aggrieved** : Unhappy and angry because of unfair treatment
- **Amenities**: A desirable or useful feature or facility of a building or place.
- **Compliance** : The act of obeying an order, rule, or request
- **Grievance**: A real or imagined cause for complaint, especially unfair treatment.
- **Grievance Redressal** : The mechanisms for receiving, registering and addressing grievances received from any of the aggrieved student.
- **Harassment**: Behavior that annoys or upsets someone
- **Redressal** : Remedy or compensation for a wrong or grievance.
- **Victimization**: The action of singling someone out for cruel or unjust treatment

**Approval Review Details:**

Date of approval -

**Records:**

1. Committee Members
2. Meeting Records
3. Summary Report (Academic year wise)
4. Archives / notice board / complaint box

**LIBRARY COMMITTEE POLICY**

Library advisory committee is constituted for effective functioning of the college Central library. Day-to-day activities of the college library are supervised and co-ordinated by the Faculty-in-charge. Library Advisory committee is functioning under the chairmanship of the Principal, Librarian as the secretary and members of the Faculty as its members. Representations are given to the students also. They serve as a member of the library committee for an academic year only. The committee shall meet atleast two times in an academic year.

The Constitution of the Library Advisory Committee shall consist of the following members:

- Principal as the Chairman of the Committee
- Senior Faculty nominated by the Principal as a Library Staff in-charge
- Deputy Medical Superintendent
- Co-ordinators of UG and PG
- Three representatives from the faculty preferably from the Head of the Departments
- Research Officer
- Librarian and Assistant Librarian, Librarian is the co-ordinator.
- Two student representatives each from PG and Final BHMS
- One student representative each from Internees, III BHMS, II BHMS, & I BHMS.



#### Procedure:

- Library minutes shall be maintained by the Librarian.
- Advisory committee of Library will meet atleast two times in a year.
- Meeting will be conducted on the scheduled day, provided 60% of the members are present.
- New suggestions are collected from the members and possible suggestions are carried-out after consulting with the Principal and Chairman as per need.
- Meeting resolutions are thereafter informed to all the members.

## **PUBLICATION POLICY**

### **Publication Committee Policy**

The Publication Committee co-ordinates all the publication works of the institution. The promotional materials for health issues like notices, pamphlets, brochures; students hand book, practical lab. records, clinical records, work diaries, log books, study materials, institutional journal, souvenir, I.E.C. materials and the like matters required for function & celebrations are published with consent of the Publication Committee.

The Committee is keen to collaborate the faculty and students to bring forth research and professional publications in national and international journals as well as on website.

The College Principal is the Chairperson of the Committee with one Faculty member serving as its co-ordinator along with 3 -4 other members of Faculty and student representatives, one each from UG, PG, PhD courses.

### **Introduction**

The college has a separate Publication Division which deals with the publication of the following:

- College Journal
- Students Hand Book,
- Practical Lab. Records,
- Clinical Records,
- Work Diaries,
- Log Books,
- Study materials,
- Souvenir,
- I.E.C. materials
- Student Profile
  
- Matters required for functions, celebrations, conferences etc.

Its main concern is to scrutinize and edit the publishing materials provided by the Departments / Sections / Committees concerned. All these contributions are finally got verified and signed to that effect by the Principal and sent for printing. Necessary Committees are formed from time to time with a Co-ordinator for the smooth accomplishment of the same.

### **College Journal**

The institute releases a quarterly journal – since 2018. The Journal title is in the process of registration in the Office of the Registrar of Newspapers for India, Government of India.

An Editorial Board consisting of the following members are constituted for the smooth functioning of the same:

Patron: Dr. C. K. Mohan

Honorary Advisors: Dr. Ravi M. Nair, Dr. Eswara Das & Prof. K. Sivasankara Pillai

Chief Editor: Dr. P. R. Sisir

Board of Editors: Dr. N. V. Sugathan, Dr. M. Murugan, Dr. Winston Vargheese,

Dr. C. R. Krishna Kumari Amma, Dr. V. Sathish kumar, Dr. T. Ajayan & Dr. C. V. Chandraja

#### **The Objectives of the Journal are:**

- To provide an opportunity for the members of Faculty, PhD scholars, PGs, Interns and UGs a space for inscribing their talents & experience.
- To share the Clinical experiences with an Evidence Based approach.
- To provide an opportunity for Research Oriented personals to publish their research work abstracts.
- To give updates on the latest developments in the field of Homoeopathy & Medicine
- Book Reviews.
- Puzzles, Quizzes, and the likes.
- It will be distributed to all the Departments, Central Library and a copy to all those who have contributed articles. Necessary arrangements will be made to post the Journal to all Homoeopathic Colleges in India and to the authorities of the CCH, CCRH, University etc.
- Rate of the journal will be fixed depending on printing cost every year

### **Students' Hand Book cum Academic Calendar**

Students' Hand Book is a Booklet published in the beginning of every calendar year containing all the information a student should know about the College including the curriculum and syllabus of the courses.

It provides detail about:

- The Management,
- College and its functioning,
- Courses offered
- Syllabus & Curriculum,
- Campus rules & regulations,
- Working Hours & Time Table



- Examinations
- Scholarships / Endowments and Awards
- Functions & Celebrations
- Details & activities of the collegiate Hospital,
- Information, rules & schedules about the Hostels,
- Academic Calendar of the concerned year with details on Formative Evaluation, Summative Evaluation (Term tests), Continuous & Comprehensive Internal Evaluation, Holidays, Functions and Celebrations.
- Telephone Directory
- Important Health related days

The book is prepared with the complete supervision of the Advisor, Principal, Medical Superintendent, UG, PG, Co-curricular, IQAC, Academic Co-ordinators and HoDs making necessary updations / deletions needed from time to time.

It is distributed among all the students and entire staff during the first half of January every year.

### **Records**

All the Practical / Clinical / Diaries / Log Books / Leave Forms / Pamphlets etc. prepared by the concerned Departments / Sections are verified & scrutinized by the Publication Division and sent for printing after getting approval of the Principal. They are distributed to the students / concerned sections through the college Book store.

## **PURCHASE POLICY**

### **Purpose**

This policy is designed to ensure that the purchase of all goods/services and works required for the College, Hospital and other units of SKHMC. The task is assigned to the purchase committee of the organisation. The mission of the purchase committee is to assist the institution for effective and healthy purchase framework.

The most important activity of material management is the purchase policy of an organisation. The objective of the purchase policy is to purchase the required material in the right quantity from the right source at the right time and price

### **Scope**

The scope of the purchase policy is limited to the purchase of materials, equipments and other accessories necessary for effective teaching, learning and other clinical experiments. Purchase made for the physical infrastructure are not under the purview of this policy.

### **Responsibilities**

The committee has the following members

1. The Chairman
2. Principal as Coordinator
3. Dr. V. Sathish Kumar (Faculty)
4. Maintenance Manager
5. Office Manager
6. Office Superintendent
7. Head Accountant

The purchase committee meet quarterly in a year to prioritise the need and purchase of various equipments and other accessories.

**Procedure:**

1. Purchase request – indent: Receiving indent/request from all user department viz. HoD's/ MS, Unit heads, Hostel wardens
2. Purchase committee scrutinise the purchase request and put up for approval of the competent authority.
3. After ascertaining the value of the proposed purchase, fixing the vendor – local or otherwise.
4. Invite competitive quotation and then finalising the purchase order.
5. Issuing the supply order by the prospective vendors, assist the SKHMC management by providing all purchase.
6. Invoice/Receipt of the stock.
7. Physical verification in the quantity/quality/ warranty etc.
8. Settlement of the cost.

### **Research Facilitation Policy**

Sarada Krishna Homoeopathic Medical College was established in 2000 with the intention to provide good quality homoeopathic education leading to the award of the degree of Bachelor Homoeopathy Medicine and Surgery (BHMS) and consequently the institution is upgraded to Post Graduate College in Homoeopathy in five areas of specialisation during 2010 and from 2018 onwards the college offers research programme leading to the award of Doctorate in Homoeopathy (Ph.D.). Students of BHMS and M.D (Hom.) undertake research projects sponsored by the CCRH, New Delhi and the affiliating university. Ten members of faculty are recognised as research guides for M.D(Hom.) by the CCH and by the affiliating University. Thus, for the promotion of research culture in the campus, the institution has framed research facilitation policy.

**Vision**

To inculcate unbiased inquiry aptitude into the principles and practice of different medical approaches in general and Homeopathy in particular among the students and faculty members and to act as a pivot with various scientific institutions and organizations to explore the possibilities of interdisciplinary research to validate the Homeopathic principles and practice using scientific methods of modern science and technology thereby enhance the confidence of the students in matters of health care needs of the society through advanced evidence oriented research.



**Mission**

- To establish a well equipped Central Research Laboratory consisting of multidisciplinary research facilities for conducting studies using advances in Biochemistry, Microbiology, Biotechnology, Pharmacology, Pharmacognosy, Pharmacokinetics to enhance the quality and transparency of research.
- To conduct workshops, scientific seminars and interactive sessions and thus develop research aptitude among students and staff.
- To carry out/continue systematic clinical and fundamental research such as drug proving and drug development.
- To appraise the number of standard publications of original research and to develop research strategies with ethical contest
- To develop systematic medical protocol in Homeopathy to meet the health and palliative needs of the society.

**Recognised Research Departments**

The following are the recognised research departments for Ph.D in Homoeopathy (both Full-Time and Part-Time) by the Tamilnadu Dr. MGR Medical University, Tamilnadu.

1. Department of Practice of Medicine
2. Department of Materia Medica
3. Department of Organon of Medicine
4. Department of Repertory
5. Department of Paediatrics

Nine faculty members of the above departments are recognised as guides for Ph.D programmes by the Tamilnadu Dr. MGR Medical University, Tamilnadu and Nine students have already enrolled for Ph.D (seven full-time and two part-time) under their guidance. As a research promotion process, the institution has launched a refereed national journal for disseminating research findings under the title '*Homoeostar*'. The institution has central research laboratory, Pharmacognosy lab, research section in the library, and other infrastructure in the departments for promotion of research.

**Code of Ethics and Plagiarism in Research**

Sarada Krishna Homoeopathic Medical College is committed to promote and ensure high standards of honesty in the conduct of AYUSH Medical research in Homoeopathy and basic sciences related to health. As a health science institution, it is the responsibility of the institution to ensure the culture of honesty and transparency in all research endeavours including projects, assignments, research works of students at UG and PG level, projects funded by CCRH (Central Council of Research in Homoeopathy), AYUSH and similar funding agencies. Plagiarism clearance is insisted in all scholarly communications.

To ensure ethics in human research, the institution has constituted an ethical committee as per the guidelines of ICMR and recognised under CDSCO. The vision of the institution is to promote the institution into centre of excellence for undertaking research in Homoeopathy and related area. Hence, the institution has framed research ethics and framed guidelines as follows:

- Clearance from the Ethical Committee is to be obtained before the commencement of the research works/project.
- Research work in the form of papers/projects should go through the process of plagiarism.
- Reports of the funded projects are to be made available in the institutional repository.
- The students are advised to produce the plagiarism report obtained from the recognised genuine software on plagiarism check before submission to the agencies concerned.
- Proper citation and acknowledgements must be provided when original contents or words are copied from other sources.
- All form of research works in the institution is monitored by the team of experts at different stages to ensure originality.
- Code of ethics to check malpractices is implemented from lower to higher level by conducting regular review meeting.
- Monetary benefits from the Institution if any are sanctioned only after submission of Plagiarism reports.

## **RECRUITMENT POLICY**

### **Purpose:**

Sarada Krishna Homoeopathic Medical College recognizes that its staff is fundamental to its success and therefore the institution needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential for this.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff, based upon the principles outlined below, which also meets the Sarada Krishna Homoeopathic Medical College requirements of Equal Opportunities Policy and all other relevant employment regulations.

### **Scope:**

This policy is applicable to recruitment of all staff except casual staff.



### **Core Principles:**

- Sarada Krishna Homoeopathic Medical College has a principle of open competition in its approach to recruitment and will seek to recruit the best candidates for job based on merit.
- Sarada Krishna Homoeopathic Medical College will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment regulation (achieved through regular contact and liaison with our external HR Advisors).
- Sarada Krishna Homoeopathic Medical College will treat all candidates fairly, equitably and efficiently, with respect and courtesy. All documentation relating to applicants will be treated confidentially.

### **Recruitment & selection Procedure:**

The recruitment and selection process should not commence until a full evaluation of the need for the role has taken place.

#### **a. Job Description & person Specification:**

A job description and person specification must be evolved or updated for any vacant post that is to be filled. All job description and person specifications are to be checked by the HRD and the Principal.

#### **b. Advertising:**

Applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role.

### **Selection of candidates:**

Appointments to the post are made under the 2 categories:

- (a) Appointment by promotion (b) Direct appointment

The committee on appointments and promotions is comprised of members as follows

#### **(I) Faculty:**

1. Chairman, The Managing Trust -Chairman
2. The Principal, SKHMC –Member
3. HoD of the concerned Department-Member
4. One senior Faculty- Member

#### **(ii) Hospital Staff**

1. Chairman, The Managing Trust- Chairman
2. Principal, SKHMC –Member
3. Medical Superintendent, SKHMC, Hospital -

#### **Member (iii)Administrative Staff:**

1. Chairman, The Managing Trust - Chairman
2. Principal, SKHMC –Member
3. Section Head –Member

**Short listing:**

All candidates should be assessed objectively according to the selection criteria set out in the Person Specification, and only candidates who meet all the essential criteria should be shortlisted.

**Selection & Interview:**

At the interview, each candidate will be required to prove their identity against photo ID (for example, Aadhar, Passport, Birth certificate or Driving licence) and also produce documents to prove that they are eligible to be appointed to the notified post. Record of the interview and any other details on the candidate taken during the process of recruitment and selection should be retained for review in the office.

**Referees, Employment & other checks:**

The successful candidates will be appointed and subjected to verification of certificates and testimonials.

**Making the Appointment:**

- Appointments will usually be made at the minimum of the advertised salary scale. Offers of employment are normally subject to satisfactory references, medical clearance, checks of qualifications and any other checks as appropriate.
- All staff members are expected to participate in all mandatory trainings for health and safety and safeguarding, as advised by the college.
- All employees must demonstrate positive attitudes and commitment. All employees shall undergo appropriate training to ensure that they are fully versed with all the relevant safe guarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes or areas of responsibility.
- Members of the faculty and non-teaching staff are governed under the rules and regulations of the services of Employees of Sarada Krishna Homoeopathic Medical College, Kulasekharam, 2003 as amended up to 2018.
- All appointments are as per the scale of pay and allowances Rules in force as adopted from to time by SKHMC Kulasekharam.



### **Collegiate Hospital**

The collegiate hospital which started functioning in 2001 now consists of OPD with 11 units and IPD with 100 beds equipped with all necessary basic diagnostic facilities. In addition to the above general OPDs, a Unit each in Community Health Care, Mother & Child Care, Infertility, Dental, Ophthalmology, ENT, Non-Communicable Diseases, Pain and Palliative Care, Learning Disability, Rehabilitation, Occupational & Speech Therapy, Physiotherapy and Paediatric Rehabilitation are also running in this Hospital.

The Collegiate Hospital has since got the NABH accreditation for 3 years with effect from 08-01-2018 from the Quality Council of India.

### **Administration**

The entire administration of the hospital such as the functioning of OPDs, IPD, Diagnostic facilities, Dispensary etc. along with the Peripheral Health Centres (PHCs), is controlled and supervised by the Deputy Medical Superintendent under the Medical Superintendent. He is in charge of arranging duties of Hospital Staff, clinical postings of Medical Officers, UG & PG students, Interns in the Hospital, PHCs and Tie-up Hospitals. It is he who is arranging medical camps, preventive camps etc. as and when required. The administration of the Hospital is also assisted by a Patient Liaison Officer.

### **Diagnostic Facilities**

A Clinical Lab, X-ray Unit, Ultra Sound Scan, ECG, Spirometry, Diabetic Foot Clinic etc. are provided in the Hospital. The Clinical Lab provides almost all pathological and biochemical investigations for which NABH accreditation has already been received.

### **Dispensary**

All the medicines of the out patients are provided through the dispensary as per prescriptions given by the medical officers in the case record. Extra medicines, as are necessary, are provided through the Hospital Pharmacy.

### **Working Hours:**

OP Dept.	- 8.30 a.m. - 1.30 p.m. (Mon. to Sat.)
Casualty	- 24 hours (Day duty 8 am - 5 pm & Night duty 5 pm - 8 am)
Dispensary	- 24 hours
Clinical Lab	- 8.00 a.m. - 5.00 p.m. (All days)
X - Ray	- 8.00 a.m. - 5.00 p.m. (Mon to Sat.)
E.C.G	- 8.00 a.m. - 5.00 p.m. (Mon to Sat.)
Ultra Sound Scan	- 8.30 a.m. - 10.30 a.m. (Saturday, and on call)
Pharmacy	- 8.00 a.m. - 5.00 p.m. (Mon. - Sat.)

### Tie-up Facilities

- i. Kanyakumari Govt. Medical College, Asaripallam for witnessing Post-mortem for II BHMS Students,
- ii. Govt. Head Quarters Hospital, Padmanabhapuram at Thuckalay for clinical training on Surgery and OBG Department.
- iii. Sub Court Padmanabhapuram for attending Court Proceedings
- iv. Kanyakumari Govt. Medical College, Asaripallam for Observership for *Surgery, Obstetrics & Gynaecology*
- v. Bensam Hospital, Nagercoil for *Surgery, Obstetrics & Gynaecology and Medicine*
- vi. Gerdi Gutperle Agasthyar Muni Child Care Centre, Vellamadam for *Paediatric PG students*
- vii. DDRC SRL Diagnostics, Eranakulam
- viii. Marthandam C.T. and MRI Scans, Marthandam
- ix. Christal Lab., Kulasekharam
- x. Aseptic system - Bio Medical Waste Management - Tirunelveli
- xi. Govt. Head Quarters Hospital, Padmanabhapuram, Thuckalay for Observership for *Surgery, Obstetrics & Gynaecology* for III - BHMS students.
- xii. LabX, Kumarapuram, Medical College, Thiruvananthapuram
- xiii. MoU with the CCRH, Govt. of India, New Delhi
- xiv. Global Pest Control, Keezharoor
- xv. SUT Hospital, Thiruvananthapuram
- xvi. NVKS Educational Society, Vettuvenni, Marthandam



  
Principal

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE  
KULASEKHARAM, KANYAKUMARI DISTRICT,  
TAMIL NADU - 629 161



No./A3 /Pd1.62/2015

Date: 19.02.2016

**CIRCULAR**

Sub: Monitoring and Evaluation- students – Performance – based on feed back- communicating with the parents- through SMS follow up regarding.

To update the feedback on students performance and other related informations the sections incharge noted against each of the following subjects are requested to furnish all the related information to A3 Section (Mr. K. Ramesh) before the time noted against in col 4, so that e mail enabled messages could be forwarded to their parents promptly.

There shall be no delay or lapse on the part of the concerned to give the information in time.

A3 Section is put in-charge of collecting and compiling the above information and sending SMS.

In the absence of A3, Section incharge shall do this work.

Sl. No	Name of the subject (Details of information)	Section incharge	Time schedule fixed for furnishing information to A3 Section
1.	Academic Results	A1/A2/A3	Scheduled dates
2.	Closing and opening dates of class	A1/A2	Well in advance
3.	Absent and no report of students after confirmation from Academic i/c and Hostel	E2/M2/A3	Daily before 12' O Clock
4.	Celebration Days	A1/A2/M3	Well in advance
5.	Leave/ Holidays, including Second Saturday	A2	Previous day
6.	Progress Reports	A1/A2/A3	After Examination

  
Principal

To

- All sections incharge (as in col .3) ✓
- Copy to DMS ✓
- Copy to PG Coordinator ✓
- Copy to All HoD's ✓
- Copy to All Academics i/c ✓
- Copy to Member Secretary IQAC ✓
- Copy to Staff Warden/ Asst Warden(s) (Gents & Ladies) ✓
- Copy to OS/OM ✓
- Copy to A3(SF) ✓

**Sarada Krishna**  
**Homoeopathic Medical College**  
**Kulasekharam, Kanyakumari Dist., Tamil Nadu**

A3/Pdl-62/17

Date:14.02.2016

Standard format for sending SMS to be registered with service Provider

1. Your Ward ( ..... ) is absent in class today ( ..... ) – Principal
  
2. Semester Exam Result ( ..... )  
(Name.....) Pharmacy–Theory-(.....)  
Prac-(.....) Oral-(.....)  
Anatomy – Theory-(.....)  
Prac-(.....) Oral-(.....)  
Physiology-Theory-(.....)  
Prac-(.....) Oral-(.....)  
Attendance(.....)  
Principal, SKHMC
  
3. Semester Exam Result ( ..... )  
(Name.....) Pathology–Theory-(.....)  
Prac-(.....) Oral-(.....)  
FM – Theory-(.....)  
Prac-(.....) Oral-(.....)  
Materia Medica-Theory-(.....)  
Prac-(.....)  
Oral-(.....)  
Organon-Theory-(.....)  
Prac-(.....) Oral-(.....)  
Attendance(.....)  
Principal, SKHMC
  
4. Semester Exam Result ( ..... )  
(Name.....) Surgery–Theory-(.....)  
Prac-(.....) Oral-(.....)  
OBG – Theory-(.....)  
Prac-(.....) Oral-(.....)  
Materia Medica-Theory-(.....)  
Prac-(.....) Oral-(.....)  
Organon-Theory-(.....)  
Prac-(.....) Oral-(.....)  
Attendance(.....)  
Principal, SKHMC

*Krishna*  
15/2/17



5. Semester Exam Result (.....)  
 (Name.....) PM–Theory-(.....)  
 Prac-(.....) Oral-(.....)  
 Mat. Medica – Theory-(.....)  
 Prac-(.....) Oral-(.....)  
 Organon-Theory-(.....)  
 Prac-(.....) Oral-(.....)  
 Repertory- Theory-(.....)  
 Prac-(.....) Oral-(.....)  
 CM- Theory-(.....)  
 Prac-(.....) Oral-(.....)  
 Attendance(.....)  
 Principal, SKHMC
6. Your Ward(.....) has not completed Record Works for appearing University Exam.
7. Study Leave for (.....) University Exam, commences from (.....)- Principal
8. College will be closed for (.....) from (.....)- Principal
9. Your Ward (.....) student left the college on request today at (.....)
10. Following Bank Details are sent for remittance of Fees
11. As a mark of respect to the departed (.....), college declared holiday for (...) days from (.....)
12. Study Leave from (.....) for (.....) Students. - Principal
13. Your ward (.....) Completed Internship today (.....) & is allowed to go home – Principal
14. (.....) BHMS classes will be started, after Govt. counselling, which will be informed.- Principal
15. (.....) Celebration in College on (.....). Kindly Participate – Principal
16. Dear Member, please attend Institutional Ethical Committee meeting of Sarada Krishna Homoeopathic Medical College on (.....).
17. (.....)- BHMS Class starts (.....). Parents must attend Parent - Teachers meet at (.....). – Principal
18. College will remain closed for (.....) from (.....). Student to leave the College on (.....).

*[Signature]*  
 15/2/17

**Office Order 2018**

Sub: Office orders – office Administration – Allocation of works/ subjects orders issued

Ref: (1) This office order (No.1/2015)E1.781/2015 dt 14.08.2015 of this office  
(2) E1.781/2015 dated 31.12.2016

In modification and addition to the above of orders, the following revised orders are issued allocating/ reallocating various subjects/ works among the sections/staff of this institution. Details of Subjects/ works thus allotted/ reallocated are as given below.

**Academic Section (A Section)****A1 Section (Mrs. S. Sreelekha Kumari)**

All UG related works (Affiliation, Admission/ Registration, Student Discipline, Examination, Fee Committee, All Scholarships(UG Govt. and others), Study Tours, Inspection, Seminar, Faculty Development Programme,(CME) e-mail Messages, Endowment. A1 Section should assist the A2 Section on need basis and vice versa.

**Registers/ Records**

Scholarships (Govt. others), Original Certificates, Inspection Fee.

**A2 Section (Mrs. Veena Krishnan K.)**

All works related to P.G., Internee (Affiliation, Admission, Registration, Seminars, Workshop, Conference, Students clinical Attendance, Examination, Convocation, Scholarships (PG) Ph.D, IQAC, NAAC, Anti Ragging/Eve Teasing, Inspection, Student discipline, Research, Swachh Bharat, Yoga, NPTEL

All works relates to Hospital Correspondence

(Rural Centers, Incentives, OP Statements, Clinical Attendance, Duty orders for Students & Interns

A2 Section should assist the A1 Section on need basis and vice versa

**Registers/ Records**

Original Certificates, Inspection Fee, Scholarships



**A3- Section (Mr. K. Ramesh)**

Students Attendance, Bonafide Certificate, Income Tax (students) related Certificate, Progress Report, Mark Entry, SMS to Parents/ Students, Stake holders Meeting, College Committees, Student Profile, ICT, Review of various Meetings.

Hari Kumar shall assist to send SMS in the absence of A3 Section.

Registers/ Records: Register of Minutes, Records relating to Scholarships other than Govt. Scholarships

**Establishment (E Section):**

**E1. Section (Mr. K. Sasi Kumaran)**

Establishment (Appointment, Promotion Recruitment Policy, Pay and allowance, EPF, ESI, disciplinary action, Performance appraisal/ Assessment of Faculty and staff, Insurance scheme, office orders, Incentive to staff, Training(Staff) performance appraisal / Assessment.

**Registers & Records**

Service Records, Pay bills of all staff , Sanctioned Posts, EPF, ESI, Original Certificates of Staff,

E1 & E2 and E3 Sections should assist each other on need basis.

**E2 Section (Mrs. V. R. Sridevi)**

Attendance Staff, Dispatch, Leave Sanction, Students Absent Entry (Daily).

Registers/ Records, Bio metric Attendance

Attendance & allied Registers, (Staff ) Leave accounts, Stamp Account, Key handing over.

E1 & E2 and E Section should assist each other on need basis

**E3. Section (Mrs. A.S Lopa Shaji )**

Reception, Visitors, Receipt and Distribution of Tapals. Distribution Registers, Register of Important Tapals. Movement Registers. In charge to coordinate with the Office and furnish details and informations required by IQAC

**Miscellaneous Section:**

**M-2 Section (Mr. K. Sasikumaran Nair)**

Guest Treatment, Bank Duty, Student's Attendance Register He shall assist E2 Section on need basis.

**M3- Section (Mrs. S. A. Subha)**

All Correspondence relates to all miscellaneous subjects including purchase infrastructure, licenses, Celebrations, Functions, Motor Vehicles, Students ID's Hostels etc. to Asst. PG. Coordinator, Assist A2 on P. G. related works. NSS, Red Ribbon Club, Red Cross.



Accounts Section (Finance management):

**Head Accountant (F1) Mr. S. Sajeev Kumar**

Maintenance of Accounts & Audit, scrutiny of bills (Payments & Receipts)  
Budget & Expenditure, Monitoring the Civil and Infrastructure works  
Registers/ Records

All records & Registers relate to the Accounts & Audit.

**Cashier (F2) Mr. S. Satheesh**

Cash, Receipt and expenditure & refunds, Preparation of Statement of Dues and other statements before 15<sup>th</sup> of every month. All statements including Day book should be submitted to the Principal through Head Accountant, O.S., O.M., F2 and F3 Should assist each other on need basis.

Registers/ Records

All relevant registers & records pertaining to Receipt & Payments.

**F3 – Section / Asst Cashier**

**Mrs. T. Indulekha**

Permission to Hostellers, In additional Charge to assist the Cashier  
(on need basis) Filing of account Vouchers

Registers/ Records

Register of events

**Estate Manager (Shri. Kesavan Nair)**

Monitoring the (Stock) Entries of all stock Registers including Motor Vehicles. Physical verification of Stores & Stocks Assist to Place work Orders/Supply orders/ Sanction orders etc. Coordinating with the Head Account & M3 Section.

Registers/ Records to be maintained

Master Dead stock Register, Register of Keys & Duplicate Keys, Register of Motor vehicles, Condemned Articles/ Auction Sales Register.

**Hospital Reception/Liaison Officer : Mr. C. K. Pradeep Kumar**

a). He shall assist the Deputy Medical Superintendent on the works/ jobs assigned and relate to the Hospital. Also to assist A2 Section on hospital related works/ correspondence.

b). Need based liaison works.

c). Verification of Payment list, Payment bills relate to Hospital Units.

Registers/ Records

a). Maintaining Master Stock Registers of Hospital Machinery & Equipments, Hospital Materials.

b). Monitoring the unit stock Register of Pharmacy all stock Registers of Hospital Units.



**Mr. Prem Mohan (Maintenance Head)**

Human Resources, Hostels, Mess, Canteen, Stores, Net Café, Watch & ward (Security), Computer Software, House Keeping, Bio- Metric attendance system.

**(Mr. Hari Kumar B.) ICT i/c (Technician)**

He will be in charge of installation & maintenance of computers & accessories, Telecommunication facilities, Camera, Video Coverage, CCTV, Photo Coverage, Water purifier and Bio metric Attendance systems

He shall assist to sent SMS in the absence of A3 Section

Registers/ Records to be maintained and monitored by the designated person(s).

All sections should properly maintain personal Register & allied Register and Periodical Registers.

**B. Shaji, I.C.T. i/c (Technician)**

He will be in charge of ICT and Biometric attendance management system and its follow up

Registers/ Records to be maintained and monitored by the designated person(s).

All sections should properly maintain personal Register & allied Register and Periodical Registers.

These orders shall takes effect from 01.02.2018

  
**Principal**

To

All Sections/ Staff incharge

Copy to Principals table

Copy to DMS

Copy to Co-ordinator IQAC

Copy to OM/OS

Copy to SF (E1)

## Registers to be maintained in sections

### 1. A1 . Mrs. Sreelekha Kumari

#### A. Scholarship

1. BC/MBC
2. SC/ST
3. First Graduation
4. Govt. Scholarships (others)
5. Inspection Fee, Examination Fee

#### B. Original Certificates (Students- BHMS)

### 2. A2. Mrs. K. Veena Krishnan

- Original Certificates .(Students PG)
- Inspection Fee/ Examination Fee
- Scholarships Govt. (others)

### 3. A3- Mr. K. Ramesh

- Minutes Registers, Meeting Registers

### 4. E1. Mr. K. Sasikumaran

- Service Records
- Pay Bills of all staff
- Sanctioned Posts
- EPF/ESI
- Original Certificates of Staff

### 5. E2. Mr. V. R. Sridevi

- Attendance Registers (Students & Staff)
- Leave accounts, Stamp Accounts
- Despatch Register, Key handing over

### 6. E3. Mrs. A.S.Lopa Shaji

- Distribution Registers
- Register of Important Tapals.
- Movement Registers

### 7. M2- Mr. K. Sasikumaran Nair

- Students Attendance Register

### 8. M3- S.A Subha

- Register of Licenses/Tie up Motor vehicle/Spirit license



**9. Head Accountant Mr. S. Sajeev Kumar**

All records & Registers relate to cash, Accounts and Audit

**10. Cashier (F2) Mr. Satheesh S.**

All registers and Records relate to receipt and Payments.

**11. Asst. Cashier F3- Indulekha T.**

Register of events

**12. Estate Manager Mr. Kesavan Nair P.**

Master Dead Stock Register, Register of Keys & Duplicate Keys, Motor Vehicles, Condemned Articles/ Auction Sale

**13. Hospital Reception/Laison Officer Mr.C.K.Pradeep Kumar**

Master Dead Stock Registers of Hospital Materials, Machinery & Equipments.

**14. Mr. Hari Kumar, Technician**

Computers/ Accessories / Printers/ CCTV Camera etc.

Common Registers to all Sections

Personal Registers

Next Reminder Diary

**Taking Prompt Action/ Timely Action**

All Section (incharge) must maintain Reminder Diary (Next Reminder Diary) Wherein details of files pending/ action to be taken has to be recorded and monitored daily.

If any matter is pending such information has to be passed on to the concerned (Principal/ DMS/etc.)

  
Principal

Sarada Krishna  
Homoeopathic Medical College  
Kulasekharam, Kanyakumari District, Tamil Nadu - 629 161.

Annex: III

Details of Revised Scaled of Pay and Allowances w.e.f. 01.01.2018.

**A. Pay Scales of Teaching Staff**

Sl. No	Designation	Existing Scale of Pay w.e.f. 01.01.2015	HRA	Revised Scales of Pay w.e.f. 01.01.2018	HRA
1.	Resident Medical Officer / Medical Officer	13000 - 350 - 14050 - 400 - 16850	1400	16900 - 400 - 18100 - 500 - 23100	1800
2.	Assistant Professor (Jr.)	14000 - 450 - 15350 - 500 - 18850	1500	18200 - 550 - 19850 - 600 - 25850	1850
3.	Assistant Professor (Sr.)	16000 - 550 - 17650 - 600 - 23650	1800	20600 - 650 - 22750 - 700 - 29750	2250
4.	Associate Professor	20000 - 650 - 21950 - 700 - 28950	2200	26000 - 750 - 28250 - 800 - 36250	2700
5.	Professor	25000 - 750 - 27250 - 800 - 35250	2800	32500 - 850 - 35050 - 900 - 44050	3600
6.	Principal	25000 - 750 - 27250 - 800 - 35250	2800	32500 - 850 - 35050 - 900 - 44050	3600

Grade Pay		Existing	Revised
1.	On completion of 5 yrs. service in the Teaching Faculty	Rs. 1600/-	Rs. 1800/-
2.	On completion of 11 yrs. service Teaching Faculty	Rs. 3600/-	Rs. 4000/-
3.	On completion of 18 years service Teaching Faculty	-	Rs. 6000/-
B. Rate of Allowances p/m			
1.	Dearness Pay 10% of the Basic Pay		
2.	P.G. Teaching Allowance	Rs. 2500/-	Rs. 3250/-
	P.G. Degree Allowance from next month onwards after producing Additional Qualification Regn. certificate	Rs. 1250/-	Rs. 1600/-
Charge Allowance			
1.	Acad. i/c.	Rs. 1200/-	Rs. 1550/-
2.	Staff Warden (Gents / Ladies Hostel)	Rs. 1500/-	Rs. 1700/-
3.	Clinical Unit Head	Rs. 700/-	Rs. 900/-
4.	H.O.D. - P.G. Depts	Rs. 2300/-	Rs. 3000/-
5.	H.O.D. (Non P.G.)	Rs. 1700/-	Rs. 2000/-
6.	Special Allow. To IQAC Co-ordinator	Rs. 2500/-	Rs. 2700/-
7.	P.G. Co-ordinator	Rs. 2800/-	Rs. 3500/-
8.	U.G. co-ordinator	-	Rs. 3500/-
9.	Co-ordinator Co-curricular activities	-	Rs. 3500/-
10.	Dy. Medl. Supdt.	Rs. 2800/-	Rs. 3500/-
11.	Special Allow. to Admn. Co-ordinator	Rs. 2000/-	Rs. 2700/-
12.	Principal	Rs. 5000/-	Rs. 6500/-

6200/-  
6500/-  
Principal

JA.      Teacher      OS,  
om      110



**Sarada Krishna**  
**Homoeopathic Medical College**  
 Kulasekharam, Kanyakumari District, Tamil Nadu - 629 161.

**B. Pay Scales of Hospital Staff**  
**DETAILS OF PAY & ALLOWANCE OF THE HOSPITAL STAFF**

Sl.No.	Designation	Group	Group	Scale of Pay	H.R.A.	Scale of Pay	H.R.A.
1.	Nursing Supdt.	C	C	5500 - 350 - 6550 - 400 - 10150	655	7150 - 450 - 8500 - 500 - 13500	845
2.	Nurse	D	D	4700 - 300 - 5600 - 350 - 8750	560	6100 - 400 - 7300 - 450 - 11800	750
3.	Nursing Assistant	E	E	4000 - 250 - 4750 - 300 - 7450	475	5200 - 300 - 6100 - 350 - 9600	600
4.	Receptionist, Registration Clerk and Cashier	D	F	3250 - 200 - 3850 - 250 - 6100	385	4200 - 250 - 5000 - 300 - 8000	485
5.	Lab Technician, Radiographer	D					
6.	X-ray Asst., Lab Attender	D					
7.	Pharmacist	C					
8.	Dispenser	D					
9.	Hospital Attender	E					
10.	Sweeper	F					
11.	Security	D					

Grade Pay- On completion of 5 yrs. service 2 additional increments  
 On completion of 11 yrs. service 2 more additional increments.  
 On completion of 18 years service 2 more additional increments.

Group	For 5 yrs. service	For 11 yrs. service	For 18 yrs. service
A	1000	2300	3600
B	900	2000	3100
C	800	1800	2800
D	700	1500	2400
E	600	1300	2000
F	500	1100	1700

Principal

AD

Act

OB

OB

111

**Sarada Krishna**  
**Homoeopathic Medical College**  
 Kulasekharam, Kanyakumari District, Tamil Nadu - 629 161.

**C. Pay Scales of Administrative Staff**  
**DETAILS OF PAY & ALLOWANCE OF THE NON - TEACHING STAFF**

Sl.No.	Designation	Group	Group	Scale of Pay	H.R.A.	Scale of Pay	H.R.A.
1.	Superintendent	A	A	8000 - 450 - 9350 - 500 - 13850	935	10400 - 580 - 12140 - 650 - 18640	1200
2.	Head Accountant + Driver Gd. 1	B	B	6250 - 400 - 7450 - 450 - 11500	745	8100 - 500 - 9600 - 580 - 15400	945
3.	C.A. to Principal	B	C	5500 - 350 - 6550 - 400 - 10150	655	7150 - 450 - 8500 - 500 - 13500	845
4.	Accountant	C	D	4700 - 300 - 5600 - 350 - 8750	560	6100 - 400 - 7300 - 450 - 11800	750
5.	Assistant (Gd.1) + Driver Gd.2	C	E	4000 - 250 - 4750 - 300 - 7450	475	5200 - 300 - 6100 - 350 - 9600	600
6.	Asst. Librarian + S.T. Operator	C	F	3250 - 200 - 3850 - 250 - 6100	385	4250 - 250 - 5000 - 300 - 8000	485
7.	Assistant (Gd.2)	D				4250	
8.	Computer Operator + Electrician	D					
9.	Jr. Accountant	D					
10.	Librarian	B					
11.	Library Attender	E					
12.	Attender	E					

Grade Pay- On completion of 5 yrs. service 2 additional increments  
 On completion of 11 yrs. service 2 more additional increments.  
 On completion of 18 years service 2 more additional increments.

Group	For 5 yrs. service	For 11 yrs. service	For 18 yrs. service
A	1000	2300	3600
B	900	2000	3100
C	800	1800	2800
D	700	1500	2400
E	600	1300	2000
F	500	1100	1700

Principal

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Proceedings of the Principal, Sarada Krishna Homoeopathic  
Medical College, Kulasekharam  
Present : Dr. C. K. Mohan

SKHMC.No.A1/2010-03

Dated: 16.04.2010

Sub : SKHMC-Allowances to the staff sanction order issued.

Sanction is accorded for payment of special Allowances to the different categories of staff as detailed below:

I. Clothing Allowance:-

- a) Hospital staff - Rs:500/- per year ✓  
b) Sweepers - Rs: 500/- per year ✓

II. Night Duty Allowance to Medical Officers:-


- a) Professor : Rs 500/- per duty  
b) Reader : Rs 400/- per duty  
c) Lecturer : Rs 300/- per duty  
d) Medical Officers / RMO : Rs 200/- per day

III. Bata Allowance to Drivers:-

Rs 100/- per duty day

IV. Special Camp Allowance ( To the Medical Officer)

Rs 500/- per duty

  
Principal

To,  
DMS,  
All faculty members / Medical Officers  
All Hospital Staff  
All Sanitation Staff  
Vehicle Supervisor / Drivers  
Copy to Head Accountant / Cashier  
Copy to E1 (SF)

Proceedings of the Chairman, Sarada Krishna Homoeopathic Medical College, Kuiasekharam,  
Present : Dr. C. K. Mohan

SKHMC.No/E1/2676/2018

Date: 29.06.2018

**Sub:** Establishment –Sanction of special Duty allowances to staff-  
sanction- orders

Sanction is accorded for the payment of special Duty Allowances for the following Staff  
w.e.f 01.06.2018 as detailed against each.

Sl. No	Name of the Employee	Amount of Special Duty Allowances Rs: (Monthly)
1.	R. Krishnan Nair ( Electrician)	2000/-
2.	B. Hari Kumar Technician (ICT)	1500/-

Principal

To

The above Staff

Copy to Accounts Section

Copy to SF (E1)



Annex: IV (c)

Annex IV

Proceedings of the Chairman, K.V.Education Trust, Kulasekharam  
Present: Dr. C.K.Mohan

21/ 4858/2016

Date: 14.12.2016

**Sub:** SKHMC- Service incentive for Physio-therapy collection –revision orders

**Ref:** Lr. No.E1 4858/2016 (2)dt 28.07.2016 of Chairman K.V.Education Trust.

In the above reference, orders have been issued sanctioning service incentive for Physiotherapy collection charges upto a sum of Rs: 70000/-

Question of giving increased service incentive when physiotherapy collection exceeds Rs: 70000/- has been considered and decided to sanction service incentive as follows:

Sl No	Physiotherapy Collection Amount	Rate of Incentive
1.	Upto Rs: 50,000/-	7%
2.	Upto Rs: 60,000/-	10%
3.	Upto Rs: 70,000/-	12%
4.	Upto Rs: 80,000/-	14%

*Dr. C.K.Mohan*  
Chairman 18/11

To

Mr. S. Anup Chandra, Physiotherapist  
Bhagavathy Nivas,  
Ittakaveli, Cheruppaloor P.o  
Kanyakumari District  
TamilNadu

Copy to

Principal SKHMC, Kulasekharam  
Deputy Medical Superintendent, SKHMC Hospital  
Accounts Section- SKHMC  
Office – Stock File(E1)

**Sarada Krishna  
Homoeopathic Medical College  
Kulasekharam, Kanniyakumari Dist, Tamil Nadu**

**Policy To Give Financial Assistance To Faculty To Attend Seminar / Conferences**

Sarada Krishna Homoeopathic Medical College encourages the Faculty members to attend and participate in Conferences, Symposia, Seminar, Workshops, Training Programmes for sharing and enriching knowledge, academic growth and also for collaborations that would facilitate healthy academic and research ambience.

**Objectives:-**

- a. Provide financial support to Teachers and students for participation in Conferences / Seminars / Symposium / Workshop and Training programmes.
- b. Provide financial support for attending Faculty Development Programme.

**Pattern of Assistance**

All eligible applicants shall apply for assistance to the Principal for consideration.

All the eligible faculty shall be provided financial assistance equal to the actual travel cost, boarding and lodging charges and registration fee if any

If the lodging and boarding charges are included in the registration fee, cost reimbursement shall be regulated accordingly.

The applicant's proven record of academic and research output shall be taken in to account while considering giving assistance.

Granting of financial assistance will depend on the wages and position of the management.

Decision of the management shall be final and funding in all respect

  
Principal

  
Chairman



Annex: VI

**Sarada Krishna  
Homoeopathic Medical College  
Kulasekharam, Kanyakumari Dist., Tamil Nadu - 629 161**

SKHMC/A1/2010 -02

Date: 16.04.2010

**CIRCULAR**

The undersigned takes great pleasure to make it known that the Central Govt. has granted LoP to this college for starting M.D (Hom) course in 4 disciplines viz. Homoeopathic Philosophy, Materia Medica, Practice of Medicine and Paediatrics with an admission capacity of 6 students, in each subject with effect from the academic year 2010 - 2011. It is hoped that with the grant of Provisional Affiliation from the Tamil Nadu Dr. M.G.R. Medical University, the Management will be able to start the admission process in the month of May 2010 itself and the classes will be coming into full swing on or before 31<sup>st</sup> May 2010.

It is with added pleasure that the undersigned likes to inform the faculty of this college that the management has decided to earmark one seat each in each discipline every year for the members of the teaching staff subject to the following terms and conditions.

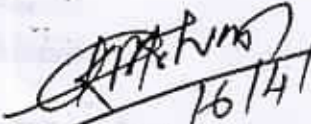
1. The eligibility for admission under the above staff quota is that the applicant must be of a regularised cadre ranking from the post of Lecturer and above.
2. The incumbents working in the Department concerned shall be considered for admission in the same discipline. Only in the event of dearth of applicants in any subject from the same Department, applicants from any other Departments will be considered.
3. For the purpose of admission in a subject under the staff quota from the same Department, Departmental seniority shall be considered whereas general seniority shall be taken into account in respect of applicants belonging to other Departments, whose applications shall be considered only in the absence of departmental candidates.
4. Apart from the seniority, the management shall have to examine the antecedents of the applicant with due stress on character, conduct and performance. The decision taken in the matter by the management shall be final and binding to all the applicants.

O/c. 117

Cont...2...



5. The faculties admitted in the course under the staff quota shall do their duties in the Department where they belonged as they were serving prior to the admission to the course without detriment to their studies. They shall be completely exempted from undertaking all kinds of examination duties such as setting & valuation of papers, invigilation, practicals /clinicals, viva voce etc. in respect of class, semester and University examinations. They shall be continued to be paid the same salary and allowances as per rules as if they were in service during the entire period of the course.
6. The faculties admitted to the course shall be liable to pay the Tuition fees and other fees as per the rates fixed for the students admitted under non – staff quota. But, however, the faculty members who get admission under staff quota shall be eligible to get a concession less by 50% of the total tuition fees.
7. They shall be entitled to get P.G. allowances after taking P.G. degree and all other service benefits from time to time as in the case of their colleagues now working in the college.
8. Each one of the candidates admitted to the course under this quota shall be required to execute a bonded agreement for the value of Rs. 3 lakhs with a vow to serve this institution for a further period of atleast 7 years immediately after taking the P.G degree. Any breach in the observance of the bonded agreement shall be legally met with a demand for Rs. 3 lakhs to be paid to the management towards compensation.
9. The candidates who are willing to comply with the above requirements shall have to submit their applications in writing to the undersigned on or before 30<sup>th</sup> April 2010. Necessary application forms can be had from the college office. The applications will be examined and eligible candidates shall be interviewed and selected for admission. If the formalities relating to the bond are not fulfilled before the date for joining the course, such applicants shall forfeit their chance and such seats shall go to the next candidates in the selection list.

  
16/4/10  
**Dr. C.K. Mohan**  
Principal

To  
E. I. Stock file



**Sarada Krishna**  
**Homoeopathic Medical College**  
 Kulasekharam, Kanniyakumari Dist., Tamil Nadu  
**TEACHING STAFF - U.G. & P.G.**

Annex: VI

Revised as on 01.03.2019

Sl.No.	Name of Teacher	Qualification	Designation	F.T./ G.F.	Department	Regn. No	Experience	Aadhar No.	Remarks
<b>Dept. of Anatomy</b>									
1.	Dr. Zion Natha Raj P.S.	M.D.(Hom.)	Professor	F.T.	Anatomy	432 (TNHMC) 2011-16	Asst. Prof. - 2003-2010 Asso. Prof. - 2010- 2016 Prof. - 2016- till date	586929864324	
2.	Dr. Leena. N	B.H.M.S.	Asso. Prof.	F.T.	Anatomy	1639 (TNHMC)	Asst. Prof. - 2003 - 2010 Asso. Prof.- 2010 - till date	953166926401	
3.	Dr. Berlina Terrance Mary. D	M.D.(Hom.)	Asst.Prof.	F.T.	Anatomy	1959 (TNHMC)	Asst. Prof.- 2016- till date	768823950073	
<b>Dept. of Physiology</b>									
1.	Dr. Mini S.K.	M.D.(Hom.)	Professor	F.T.	Physiology	1625 (TNHMC)	Asst. Prof.-2002-08 Asso. Prof -2009 - 2014 Prof - 2014 - till date	819935136439	
2.	Dr. Reshmy. K.R.	M.D.(Hom.)	Asso. Prof.	F.T.	Physiology	2134 (TNHMC)	Ass. Prof. 2006 - 2016 Asso. Prof.- 2017-till date	677409640297	
3.	Dr. Deepa G.S.	M.D.(Hom.)	Asst. Prof.	F.T.	Physiology	1508 (TNHMC)	Asst. Prof.- 2007 - till date	654605209130	
<b>Dept. of Organon of Medicine</b>									
1.	Dr. Murugan. M	M.D.(Hom.)	Professor	F.T.	Organon	335 (TNHMC)	Asso.Prof. -1998 - 2008 Prof. - 2009 - till date	774649718852	PG
2.	Dr. Manoj Narayan. V	M.D.(Hom.)	Professor	F.T.	Organon	7207 (TCMC)	Asst. Prof. 2007 - 2011 Asso. Prof. - 2011-'14 Prof. - 2014 - till date	660784518142	
3.	Dr. Shinee G.R.	M.D.(Hom.)	Asso.Prof.	F.T.	Organon	2150(TNHMC)	Asst. Prof. 2006 - 2018 Asso. Prof. - 2018 - till date	567043360485	
4.	Dr. Sonny Mon. R	M.D.(Hom.)	Asst. Prof.	F.T.	Organon	2604 (TNHMC)	Asst. Prof. - 2012- till date	600103672949	
5.	Dr. Satheesh M. Nair	M.D.(Hom.)	Asst. Prof.	F.T.	Organon	2895(TNHMC)	Asst. Prof. - 2014 -till date	406970766184	PG
6.	Dr. Subi P.R.	M.D.(Hom.)	Professor	G.F.	Organon	1559 (TNHMC)	Asst. Prof. 2003- 2014 Asso. Prof. - 2014 -2018 Prof.- Dec 2018-till date	782752009741	
7.	Dr. Babu K. Thomas	M.D.(Hom.)	Professor	G.F.	Organon	2352 (TCMC)	Prof. July-2012 till date (Retd. Prof of GHMC, Kerala)	244397235710	

Sl.No.	Name of Teacher	Qualification	Designation	F.T / G.F	Department	Regn. No	Experience	Aadhar No.	Remarks
<b>Dept. of Pharmacy</b>									
1.	Dr. Sreeja. S	M.D.(Hom.)	Professor	F.T	Pharmacy	1862 (TNHMC)	Asst. Prof. 2003 – 2010 Asso. Prof. - 2010 – 2016 Prof. 2016 – till date	462994804453	
2.	Dr. Venugopal K.G.	BHMS	Asso. Prof.	F.T	Pharmacy	2151 (TNHMC)	Asst. - 2006 – 2018 Asso. Prof. - 2018 - till date	408185124240	On study leave pursuing M.D.(Hom) (Organon) (16.12.2016 to Oct.2019)
3.	Dr. Ramya S.S.	M.D.(Hom.)	Asso. Prof	F.T	Pharmacy	3694 (TNHMC)	Asst.Prof- 2017-2018 Asso. Prof. –Jan.2019	813738336458	
4.	Dr.Aathira.V.Nair	M.D.(Hom)	Asst. Prof	F.T	Pharmacy	5195 (TNHMC)	Asst. Pro 2018- till date	301752667706	
<b>Dept. of Materia Medica</b>									
1.	Dr. Krishna Kumari Amma C.R.	M.D.(Hom.)	Professor	F.T	Materia Medica	1193 (TNHMC)	Asst.Prof. - 2000 - 2005 Asso.Pro. - 2005 – 2008 Prof. - 2009- till date	923367049416	
2.	Dr. Winston Vargheese.V	M.D.(Hom.)	Professor	F.T	Materia Medica	510 (TNHMC)	Asst. Prof. - 2000 – 2005 Asso.Prof - 2005 – 2008 Professor - 2009 - till date	571652956877	PG
3.	Dr. Saiji P.R.	M.D.(Hom.)	Asso. Prof.	F.T	Materia Medica	717 (TNHMC)	Asst. Prof. - 2009 -2018 Asso.Prof-Dec-2018-till date	227941306979	
4.	Dr. Surej Bobbin P.G.	M.D.(Hom.)	Asst. Prof.	F.T	Materia Medica	2371 (TNHMC)	Asst. Prof. - 2012 -till date	805403471505	PG
5.	Dr. Gokul Krishna.K	M.D.(Hom)	Asst.Prof	F.T	Materia Medica	5394 (TNHMC)	Asst.Prof-2018-till date	623511556985	
6.	Dr. Ravi M. Nair	DHMS	Professor	G.F	Materia Medica	281 (TCMC)	Prof.- 2010 onwards (Rtd. Prof. GHMC, Tvpm.)	498478101823	
7.	Dr.Radha.N	MD.(Hom)	Professor	G.F	Materia Medica	1497 (TCMC)	Prof. Dec 2018 –till date		
<b>Dept. of Pathology</b>									
1.	Dr. Gopika R.S.	M.D.(Hom.)	Professor	F.T	Pathology	1626 (TNHMC)	Asst. Prof. – 2002 -2008 Asso. Prof. 2009 – 2014 Prof. 2014 - till date	473572732668	
2.	Dr. Bindhusaran. R	M.D.(Hom.)	Asst. Prof.	F.T	Pathology	2122 (TNHMC)	Asst. Prof. - 2011 –till date	521915569036	
3.	Dr. Bala subramoniyam T.N.	DHMS	Asso. Prof.	G.F	Pathology	1647 (TCMC)	Asso. Prof- 2017 – till date (Retd. Professor of ANHSSHMC, Kottayam)	236112651700	



Sl.No.	Name of Teacher	Qualification	Designation	F.T / G.F	Department	Regn. No	Experience	Aadhar No.	Remarks
<b>Dept. of Forensic Medicine</b>									
1.	Dr. Salini Chandran	M.D.(Hom)	Professor	F.T	Forensic Med.	1905 (TNHMC)	Asst. Prof. -2004-2010 Asso. Prof.- 2010-till date Prof.-01.12.2018-till date	654097675015	
2.	Dr. Siju. V	M.D. (Hom.)	Asso. Prof.	F.T	Forensic Med.	1960(TNHMC)	Asst. Prof. - 2010-2016 Asso. Prof. -2017- till date	402252007061	
3.	Dr. Sanju S.	M.D.(Hom.)	Asst. Prof.	F.T	Forensic Med.	1964 (TNHMC)	Asst. Prof. -2017 – till date	719967048398	
<b>Dept. of Practice of Medicine</b>									
1.	Dr. Ajayan. T	M.D.(Hom.)	Professor	F.T	Practice of Med.	1206(TNHMC)	Asst. Prof. - 2002- 2008 Asso. Prof - 2009 – 2014 Prof. - 2014 - till date	442747344796	
2.	Dr. N.V. Sugathan	M.D.(Hom.)	Professor	F.T	Practice of Med.	578 (TNHMC)	Asst. Prof. - 2000-2006 Asso. Prof. - 2006 – 2008 Prof. - 2009 – till date	796238114226	PG
3.	Dr. Suresh. G	M.D.( Hom.)	Professor	F.T	Practice of Med.	324 (TNHMC)	Prof. 2013 - till date (Rtd. Prof. Nethra HMC, Coimbatore)	405873265347	PG
4.	Dr. Harisankar. V.	M.D.(Hom.)	Asso. Prof.	F.T	Practice of Med.	2090 (TNHMC)	Asst. Prof. 2011- 2016 Asso. Prof. 2017 –till date	877304698900	
5.	Dr. Bhavya. M.C.	M.D.(Hom.)	Asso. Prof.	F.T	Practice of Med.	2250 (TNHMC)	Asst.Prof. - 2013 - 2017 Asso. Prof. -2017- till date	457111570140	
6.	Dr. Arun R. Nair	M.D.(Hom.)	Asst. Prof.	F.T	Practice of Med.	9849 (TCMC)	Asst. Prof. – 2017- till date	701682664672	PG
7.	Dr. Nisha Gopinath	MD(Hom)	Asst. Prof	F.T	Practice of Med.	8184(TCMC)	Asst.Prof.-2018-till date	3503 0101 1589	
8.	Dr. Saveesh Kumar	M.D. (Hom.)	Professor	G.F	Practice of Med.	2350 (TCMC)	Prof. 2011 - till date (Rtd. GHMC, Tvpm.)	628404290501	

Sl. No.	Name of Teacher	Qualification	Designation	F.T/ G.F	Department	Regn. No	Experience	Aadhar No.	Remarks
<b>Dept. of Surgery</b>									
1.	Dr. Lal M.P.	BHMS	Professor	F.T	Surgery	1907(TNHMC)	Asst. Prof. 2003 - 2010 Asso. Prof.- 2010 -2016 Prof. - 2016 - till date.	989769019534	
2.	Dr. Panchajani. R	BHMS	Asso. Prof.	F.T	Surgery	1990 (TNHMC)	Asst. Prof. -2006 – 2014 Asso. Prof. – 2014- till date	997901189182	On study leave pursuing M.D.(Hom) (Organon) (16.12.2016 to Oct.- 2019)
3.	Dr. Bino. A	M.D.(Hom.)	Asso. Prof.	F.T	Surgery	1592 (TNHMC)	Asso. Prof. Nov 2018- till date	206277009600	
4.	Dr. Varun.S	M.D.(Hom.)	Asst. Prof.	F.T	Surgery	1074 1(TCMC)	Asst. Prof.-2018- till date	821926287956	
<b>Dept. of OBG</b>									
1.	Dr. Shanthi Serene Sylum. V	M.D.(Hom.)	Professor	F.T	OBG	681 (TNHMC)	Asst. Prof. - 2001-2008 Asso. Prof. - 2009 – 2014 Prof. – 2014- till date	343400448906	
2.	Dr. Girija. L	M.D.(Hom.)	Asso. Prof.	F.T	OBG	1906(TNHMC)	Asst. Prof. - 2004 – 2010 Asso. Prof. - 2010 -till date	741049035563	
3.	Dr. Sheeba. S	M.D.(Hom.)	Asst. Prof.	F.T	OBG	2246 (TNHMC)	Asst. Prof. – 2017- till date	630769865896	
4.	Dr. Rani Enoch	MBBS, M.D. (DGO)	Professor	G.F	OBG	24800 (Madras Medical Council)	Asso. Prof. – 2014 - 2018 Prof. & Consultant- 2019 – till date,SKHMC, Kulasekharam	309837575132	
<b>Dept. of Community Medicine</b>									
1.	Dr. Ajith Kumar. M.V.	M.D.(Hom.)	Professor	F.T	Community Med.	1623(TNHMC)	Asst. Prof. - 2002-2008 Asso. Prof. - 2009-2014 Prof. 2014 - till date	600934312307	
2.	Dr. Ezhilarasi. T	BHMS	Asso. Prof.	F.T	Community Med.	549 (TNHMC)	Asst. Prof. , 2003-2010 Asso. Prof. 2010 -till Date	872291620419	On study leave pursuing M.D.(Hom) (Repertory) (16.12.2016 to Oct. 2019)
3.	Dr. Reshma Reghu	M.D.(Hom.)	Asst. Prof.	F.T.	Community Med.	3168 (TNHMC)	Asst. Prof. – 2016- till date	231580518611	
4.	Dr. Balan. M.S.	M.D.(Hom.)	Asso. Prof.	G.F	Community Med.	1244 (TNHMC)	Asso. Prof. – 2010 -till date	277580986776	



Sl.No.	Name of Teacher	Qualification	Designation	F.T/ G.F	Department	Regn. No	Experience	Aadhar No.	Remarks
<b>Dept. of Repertory</b>									
1.	Dr. Sathish Kumar. V	M.D.(Hom.)	Professor	F.T	Repertory	554 (TNHMC)	Asst. Prof. - 2005 - 2010 Asso. Prof. - 2010-2012 Professor - 2012 - till date	3118 9304 9067	
2.	Dr. Suman Sankar. A.S.	M.D.(Hom.)	Professor	F.T	Repertory	1306 (TNHMC)	Asst. Prof.- 2005- 2010 Asso. Pro. - 2010-2012 Prof. 2012 - till date	4296 5100 1181	PG
3.	Dr. Chandrahasan. C.M.	M.D.(Hom.)	Asso. Prof.	F.T	Repertory	390 (TNHMC)	Asst. -2000 - 2008 Asso. Prof.- 2008- till date	7415 7517 3259	
4.	Dr. Suja S.P.	M.D.(Hom.)	Asst. Prof.	F.T	Repertory	3289(TNHMC)	Asst. Prof.- 2011- till date	9604 0292 7078	
5.	Dr. Priyanka. P.S.	M.D.(Hom.)	Asst. Prof.	F.T	Repertory	4304 (TNHMC)	Asst. Prof.- 2017- till date	2936 4205 4076	PG
6.	Dr.Sowmya.R.S.G	MD(Hom)	Asst. Prof.	F.T	Repertory	4326(TNHMC)	Asst.Prof-2018-till date	2189 9113 8767	
<b>Dept. of Paediatrics</b>									
1.	Dr. Sisir P.R.	M.D.(Hom.)	Professor	F.T	Paediatrics	1271(TNHMC)	M.O-1998 - 2000 Asst. Prof. 2000 - 2005 Asso. Prof - 2005- 2009 Prof. 2009 - till date	6789 9574 0502	PG
2.	Dr. C.K. Mohan	M.D.(Hom.)	Professor	F.T	Paediatrics	825 (TNHMC)	M.O - 1998 - 2000 Asst. Prof. 2000 - 2003 Asso. Prof - 2003- 2008 Prof. 2008 - till date	3881 3943 2954	PG
3.	Dr. Jaya Kumar. T.K.	M.D.(Hom.)	Professor	F.T	Paediatrics	718 (TNHMC)	Asst. Prof. - 2005-2010 Asso. Prof- 2010 - 2018 Prof-01.12.2018-till date	7109 2527 6381	PG
4.	Dr. Bencitha Horrence Mary, D	M.D.(Hom.)	Asst. Prof.	F.T	Paediatrics	2208 (TNHMC)	Asst. Prof. - 2017-till date	4980 9200 4900	PG

  
Principal

Annex: VIII(a)

**Sarada Krishna  
Homoeopathic Medical College  
Kulasekharam, Kanniyakumari Dist., Tamil Nadu - 629 161**

**NON TEACHING & SUPPORTING STAFF**

**Administrative Staff**

Sl.No.	Name	Designation	Qualification	Remarks
1.	S. Ravindran Nair	Off. Superintendent	PUC	
2.	V.Sundaresan Nair	Office Manager	M.A. B.Ed.,	
3.	Kesavan Nair.P	Estate Manger	HSc.,	
4.	S. Sajeev Kumar	Head Accountant	B.Com.	
5.	K.Sasikumaran Nair	Assistant	SSLC	
6.	S. Sreelekha Kumari	Assistant	B.A., PGDCA	
7.	Veena Krishnan.K	Assistant	B.Sc.,	
8.	K. Sasikumaran	Junior Assistant	B.A.	
9.	Subha S.A.	Junior Assistant	HSC	
10.	V.R. Sreedevi	Junior Assistant	HSC	
11.	Lopa Shaji.A.S	Junior Assistant	B.Sc., PGDCA	
12.	S. Satheesh	Accountant / Cashier	B.Com., PGDCA	
13.	T. Indulekha	Junior Accountant	B.Com	
14.	M.S.Anitha	Book Store Asst.,	SSLC	
15.	S.Mohanan Nair	Store Keeper	SSLC	
16.	K.Ramesh	Computer Operator	HSC, P.D.C.A., D.T.P	
17.	Vikraman.S	Attendant	SSLC	
<b>Transport</b>				
1.	V.Srisudhan	Vehicle Supervisor	Literate	Lc.No-TN74 1990000085
2.	A.Shaju	Driver	SSLC	Lc.No-Tn74Z 19990004969
3.	Babukuttan.K	Driver	Literate	Lc.No-Tn74 19820001306
4.	M.Girish Kumar	Driver	Literate	TN 74Z 19970000972



Maintenance				
1.	Prem Mohan.M	Maintenance Head	B.Sc.,	
2.	Krishnan Nair.R	Maintenance Electrician	ITI	
3.	R.Monish	Electrician	IX pass	
4.	Sukumaran. N	Electrician	Literate	
5.	B.Harikumar	Technician	D.E.E.E	
6.	B.Shaji	Technician ICT	HSC, TIMT	
Sanitation				
1.	Pankajakshan Nair. J	STP Operator	Literate	
2.	Gomathi Amma.P	Sweeper	Literate	
3.	Valsala Bai. A	Sweeper	Literate	
4.	Vasanth. A	Sweeper	Literate	
5.	Saraswathy. S	Sweeper	Literate	
6.	Vasanth. M	Sweeper	Literate	
Watch & Ward				
1.	Sundaresan Thampi	Security	Literate	
2.	N.Narayanan	Security	Literate	
3.	C.Ebenezer Mony	Security	H.Sc.,	
4.	M.Jayasekharan	Security	Literate	

Annex: VIII (B)

**Sarada Krishna**  
**Homoeopathic Medical College**  
**Kulasekharam, Kanniyakumari District, Tamil Nadu – 629 161**

**LIST OF SUPPORTING STAFF**

Sl. No.	Name	Designation	Department	Qualification
1.	Prema Latha.S	Lab Attendant	Ana tomy	HSC
2.	Suni K.Nair	Lab Technician	Physiology including Bio Chemistry	DMLT
3.	Sreeja Kumari .R	Lab Attendant	Physiology including Bio Chemistry	HSC
4.	S. Priya	Lab Attendant	Homoeopathic Pharmacy	HSC
5.	Aswathy Bhaskar.N.B	Lab Technician	Pathology & Microbiology	SSLC, DMLT
6.	Ahitha R	Lab Attendant	Pathology & Microbiology	HSC
7.	L. Sreekumari	Librarian	Library	BA, MLIS
8.	K.B. Preetha	Asst. Librarian	Library	Bsc, MLIS
9.	S. Anitha	Library Assistant	Library	SSLC
10.	S. S. Sunitha	Library Assistant	Library	HSC
11.	N. Selva Raj	Library Assistant	Library	SSLC
12.	Sree Latha	Attendant	Forensic Medicine	Literate
13.	C.Suseela	Attendant	Organon	SSLC
14.	M.Bindhu	Attendant	Materia Medica	SSLC
15.	Ambili Kala.L	Attendant	Practice of Medicine	Literate
16.	B.K.Suresh	Attendant	Paediatrics	SSLC
17.	N.Renuka	Attendant	Surgery	Literate
18.	P.Vijaya	Attendant	Obstetrics & Gynaecology	Literate
19.	C. Raveendran	Attendant	Community Medicine	Literate
20.	G.S.Jayalekshmi	Attendant	Repertory	M.Com
21.	Velappan	Museum Curator	Anatomy	Literate

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Principal



**Sarada Krishna  
Homoeopathic Medical College  
Kulasekharam, Kanniyakumari Dist., Tamil Nadu - 629 161**

Ammer; VIII (e)

**LIST OF HOSPITAL STAFF**

Sl.No.	Name	Designation	Qualification	Reg. No.
1.	Dr. N. V. Sugathan	Med. Supdt.	M.D (Hom.)	578(TNHMC)
2.	Dr.T.S.Asta Eshwaran	Senior Medical Officer	M.D (Hom)	3777(TNHMC)
3.	Dr. Sree Gowri.L.K	Medical Officer	BHMS	12092 (TCMC)
4.	Dr. Sherla.T	Medical Officer	BHMS	5954(TNHMC)
5.	Dr.C. Sherin Sheeba	Medical Officer	M.D.(HOM.)	1872 (TNHMC)
6.	Dr. A.L.Mahadevi.	Medical Officer	M.D (HOM.)	3380 (TNHMC)
7.	Dr.Joseena Maria.L	Medical Officer	BHMS	5728( TNHMC)
8.	Dr. Remya.R	Resident Medical Officer	BHMS	11915 (TCMC)
9.	Dr. Archana Nair.S.P	Resident Medical Officer	BHMS	3015 (TNHMC)
10.	Dr. I. Mahilan	Surgeon	M.S.	55789 (TNMC)
11.	Dr. Rodrigues	Surgeon (General Surgery)	M.S	3705 (TNMC)
12.	Dr. K.C. Nayar	Dentist	B.D.S.	A / 385 (KDC)
13.	Dr. Radha Krishnan.K	Anesthetist (On Call)	M.B.B.S	52644 (TNMC)
14.	Dr. Rani Enoch	Obstetrician / Gynecologist	M.B.B.S, MD, DGO	24800 (MMC)
15.	Dr. Ravi. S.	Radiologist (On call)	M.B.B.S., D.M.R.D.	58613 (TNMC)
16.	Dr. Chandraja C.V.	Pathologist / Bio Chemist	M.SC, Ph.D.	NA
17.		House Physician (Resident)	(PG Institution)	
18.	Usha Kumari. P	Dispenser	SSLC	NA
19.	Shyla Kumari. V.	Dispenser	HSC	NA
20.	R.K. Shaji	Dispenser	SSLC	NA
21.	Sukesh Babu. A	Dispenser (Pharmacy)	SSLC	NA
22.	S.S.Nisha	Dispenser	H.Sc	NA
23.	Rasmi. R	Dispenser	SSLC	NA
24.	Sindhu. R	Dispenser (Pharmacy)	HSC	NA
25.	Sushma S.L.	Dispenser	HSC	NA
26.	Jenibha J.	Dispenser	HSC	NA

Sl.No.	Name	Designation	Qualification	Reg. No.
27.	Mony. M	Lab Technician/ Quality manager	SSLC, DMLT	NA
28.	C.Vasantha	Lab Technician	H.SC, DMLT	NA
29.	Suja. N	Lab Technician	HSC, DMLT	NA
30.	Arul Matha.M	Lab Technician	HSC, DMLT	NA
31.	Morrin Senikha. M.J.	X-ray Technician	Diploma in Radio Diagnosis	NA
32.	Suma. S	Dresser	SSLC	NA
33.	Kavitha. N	X-ray attendant	HSC	NA
34.	Remya. N	Quality Co-ordinator	B.SC. Nursing	NA
35.	Reena. C	Nursing Staff i/c	B.Sc. Nursing	NA
36.	Mahizha.M	Nursing Staff / Infection Control Nurse	GNM	NA
37.	Vimala. R	Nursing Staff/ Nurse	GNM	NA
38.	Mabel Saitha	Nursing Staff/ Nurse	GNM	NA
39.	Rajeswari. S	Nursing Asst	HSC, Diploma in female Health Asst.	NA
40.	Sajitha.R.V	Nursing Asst	SSLC, Nursing Asst. Training	NA
41.	Savitha. R.G.	Nursing Asst	H.SC Failed (Nursing)	NA
42.	Jeba. A	Nursing Asst	SSLC, DHA	NA
43.	V. Jayalekshmi	Nursing Asst	SSLC(with experience Certificate)	NA
44.	C. Rema	Nursing Asst	HSC(with experience certificate)	NA
45.	L. Sindhu	Ward Boys / Ayas	SSLC	NA
46.	Mallika R.	Ward Boys /Ayas	SSLC ( Course Completed)	NA
47.	Devisree.K	Ward Boys /Ayas	H.SC	NA
48.	Mary Sheela. D	Ward Boys /Ayas	SSLC	NA
49.	Geetha. M	Ward Boys /Ayas	SSLC	NA
50.	Mary. N	Ward Boys /Ayas	SSLC	NA



Sl.No.	Name	Designation	Qualification	Reg. No.
51.	Rangel Shyni.S	Ward Boys /Ayas	H.SC Failed	NA
52.	S. Ajitha	Ward Boys /Ayas	H.SC	NA
53.	Rajani Kumari. D	Ward Boys /Ayas	H.SC	NA
54.	Kumari B. Lathika	Store Keeper	H.SC	NA
55.	Saraswathy. K.	Registration Clerk/Telephone Operator	SSLC	NA
56.	Krishnan Kutty.P	Yoga Expert	M.C. (Yoga)	NA
57.	S.Anoop Chandra	Physiotherapist	M.P.T	NA
58.	C.Anitha	Physiotherapy Asst	HSC, Nursing Training	NA
59.	Dr.Saju.J.S	Dietitian (Part time)	BHMS, M.Sc., Clinical Nutrition & Dietetics	NA
60.	J.Abisha Geolin	Dietician	B.Sc-Nutrition % Dietetics	NA
61.	Soji. D	Secretarial Staff	B.Com (Course Completed)	NA
62.	Lekshmi. T.	Accounts staff	BA	NA
63.	Ajitha. R	Lab Attendant	SSLC, DMLT(2 Yrs)	NA
64.	Anish. R	Dark Room Attendant	H.SC Failed	NA
65.	C.K.Pradeep Kumar	Hospital Reception/ Liaison Officer/Operating Manager	BBA	NA
66.	Sandhya. M.S.	Medical Record & Management Staff	B.Com	NA
67.	Asokan. V	Driver	Literate	Lc.No-TN74 19820000926
68.	Vinod Kumar.M	Driver/ Ambulance Driver	ITI	Lc.No-TN74 19900000670
69.	Vijaya Kumar. R.V.	Watch & Ward	Literate	NA
70.	Sunandan.S	Lift Operator	ITI	NA
71.	Pratheep.K	Electrician	D.E.E.E	NA
72.	Bensilal. K.S	Fire & Safety Officer (on call)	Diploma in Fire & Safety Engineering	NA

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Principal

**Proceedings of the Principal, Sarada Krishna Homoeopathic Medical College,  
Kulasekharam**

**Present: Dr.N.V.Sugathan**

SKHMC/A2/PdI /49/2019 (1)

Date: 15.03.2019

**Sub:** Sarada Krishna Homoeopathic Medical College, Kulasekharam – Anti Ragging Measures monitoring of Anti Ragging measures in Institutions of Higher Education – Reconstitution of Anti Ragging Committee – Orders

**Ref:** SKHMC/A2/09/2012(76) dated 15.10.2012

As per the directions of the Central Council of Homoeopathy, New Delhi, and the Tamil Nadu Dr.M.G.R. Medical University, Chennai, which is in pursuance of the Supreme Court Judgement to curb the menace of Ragging in Institutions of Higher Education, Anti ragging committee Sarada Krishna Homoeopathic Medical College, Kulasekharam is reconstituted as follows.

It shall be the duty of the Anti Ragging Committee to ensure compliance with the provisions of regulations of Antiragging as well as the provisions of any law for the time being in force concerning ragging, and also to monitor and oversee the performance of the Antiragging squad in prevention of ragging in Sarada Krishna Homoeopathic Medical College, Kulasekharam.

**Composition of the Anti Ragging Committee**

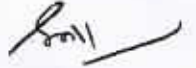
Sl.No.	Name & Designation	Position
1.	Dr.N.V.Sugathan, Principal	Chairman
2.	Dr.Winston Vargheese, PG Co- Ordinator & Academic Co- Ordinator, II BHMS	Co- Ordinator
3.	Dr. P.R.Sisir, HoD, & Academic Co- Ordinator, III BHMS	Member
4.	Dr.T.Ajayan, HoD & Academic Co- Ordinator, IV BHMS	Member
5.	Dr.Zion Natharaj.P.S, Academic Co- Ordinator, I BHMS	Member
6.	Dr.T.K.Jayakumar, Academic Co- Ordinator, I BHMS & Staff warden (Gents Hostel)	Member
7.	Dr.L.Girija, Staff warden (Ladies Hostel)	Member
8.	Mr.Sindhu Kumar (Revenue Dept.)	Member
9.	Mr.Selvaraj (Police Dept.)	Member

Contd.....2.....





- |     |                                |        |
|-----|--------------------------------|--------|
| 10. | Mr.Lazer (Local Media)         | Member |
| 11. | Mr.Sasikumar,NGO               | Member |
| 12. | Mr.V.Srisudhan (Parent )       | Member |
| 13. | Krishna Priya Das (Jr.Student) | Member |
| 14. | Tejas Vikas (Sr.Student)       | Member |



**Principal**

**To**

- All members of the Antiragging Committee (as above)
- Copy submitted to Chairman, SKHMC
- Copy to Co- Ordinator (Antiragging Committee, Dr.Winston Vargheese)
- Copy to all faculty members
- Copy to Co- Ordinator, IQAC
- Copy to Stock File (A2)



**Proceedings of the Principal, Sarada Krishna Homoeopathic Medical College,  
Kulasekharam  
Present: Dr.N.V.Sugathan**

SKHMC/A2/Pdl 49/2019 (2)

Date: 15.03.2019

**Sub: Sarada Krishna Homoeopathic Medical College, Kulasekharam – Anti Ragging  
Measures monitoring of Anti Ragging measures in Institutions of Higher Education –  
Constitution of Anti Ragging Squad – Orders**

As per the regulations governing ragging in Higher Education Institutions, the following persons are nominated to the "Anti Ragging Squad" constituted for maintaining vigil, oversight and patrolling function in the Sarada Krishna Homoeopathic Medical College Campus, as considered deem fit.

The Anti ragging squad shall remain mobile, alert and active at all times. It shall be the duty of the Anti Ragging squad to make surprise raids on hostels and other places vulnerable to incidents and having the potential for ragging and is empowered to inspect such places.

It shall also be the duty of the Anti Ragging squad to conduct an on the spot enquiry into any incidents of ragging referred to it by the Head of the Institution and the enquiry report along with the recommendations shall be submitted to the Anti Ragging Committee for action.

**Composition of the Anti Ragging Squad shall be as follows**

- | SLNo. | Name and Designation   |
|-------|--|
| 1.    | Dr. Winston Vargheese, PG Co- Ordinator  |
| 2.    | Dr.V.Sathish Kumar, HoD (Repertory), Member                                    |
| 3.    | Dr.T.K.Jayakumar, Academic Co- Ordinator, I BHMS<br>Asst Warden (Gents Hostel) |
| 4.    | Dr.L.Girija, Faculty, Asst Warden(Ladies Hostel)                               |

*Sul*  
Principal



- To
- All members of the Anti Ragging squad ( as above)
  - Copy submitted to Chairman, SKHMC
  - Copy to all members of the Anti Ragging Committee
  - Copy to all faculty members/Medical Officers
  - Copy to Co- Ordinator, IQAC
  - Copy to Stock File (A2)