

SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE

Kulasekharam, Kanniyakumari District, Tamil Nadu – 629 161

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AUDIT REPORT: 2018-19

As per the Plan of Action of the IQAC, the Principal has appointed a three member committee to conduct the academic audit for the year 2018-19.

The following are the members of the committee:

1. Dr. B. Krishna Prasad, Member of the IQAC & Principal of S.T. Hindu College of Education, Nagercoil.
2. Dr.N.V.Sugathan, Co-ordinator, Audit Committee, Principal & Medical Superintendent, Sarada Krishna Homoeopathic Medical College, Kulasekharam.
3. Dr. A.S. Suman Sankar, IQAC Co-ordinator, Sarada Krishna Homoeopathic Medical College, Kulasekharam.

The members of the academic audit committee personally visited each and every department from 15th to 25th of July 2019 and evaluated the progress of academic programmes and had discussion with the members of the faculty on further strengthening of departmental activities. The performance of the departments are objectively evaluated using evaluation schedule on a pre-determined criteria of four point scale ranging from 'good', 'satisfactory', 'not satisfactory' and 'not maintained'. Files and registers maintained in the department are physically verified and the good practices followed in the department are appreciated and they are used as a benchmark for other departments.

The evaluation schedule consists of six parts: first part with the findings of files maintained, second part with the findings of registers maintained and any other relevant record is third part, the fourth part deals with any other remarkable and notable events, suggestions for further improvement are in fifth part and the final part of the evaluation schedule is general observation.

The team had visited the following departments:

S.No	Department	Programme	Date of Visit
1	Anatomy	UG-BHMS	15-07-2019
2	Physiology and Bio-chemistry	UG-BHMS	15-07-2019
3	Pathology & Microbiology	UG-BHMS	17-07-2019
4	Forensic Medicine & Toxicology	UG-BHMS	17-07-2019
5	Community Medicine	UG-BHMS	19-07-2019
6	Surgery	UG-BHMS	25-07-2019
7	Pharmacy	UG-BHMS	15-07-2019
8	Obstetrics & Gynaecology	UG-BHMS	25-07-2019
9	Organon of Medicine & Homoeopathic Philosophy	Both UG & PG	22-07-2019
10	Homoeopathic Materia Medica	Both UG & PG	24-07-2019
11	Practice of Medicine	Both UG & PG	19-07-2019
12	Repertory	Both UG & PG	24-07-2019
13	Paediatrics	PG	19-07-2019

Based on the academic audit, the report for the same is presented in two parts namely general observations and suggestions.

The general observations are:

1. Work done register, syllabus, internal assessment record, details of seminar organised/participation, stock record of laboratory and museum, departmental library holdings, and minutes of the departmental meeting are maintained well and updated frequently.
2. Most of the departments properly recorded the achievements of students in continuous comprehensive evaluation objectively. The departments followed CCIE for UG and PG students.
3. Most of the departments have the details of meeting with parent.
4. PG departments have innovative approach of individualised and group oriented activities.
5. Members of the faculty irrespective of the department have actively involved in teaching, learning, extension and other activities for the betterment of students, faculty and for the institution.
6. All the departments documented their best practices effectively.
7. Since the students profile are collected in college general office, and to avoid duplication of work, it is not maintained in the departments.
8. The continuous comprehensive evaluation is followed in the college and achievements of the students are properly recorded in the departments, but some departments have not maintained the particulars of the marks of University Examination and result analysis department wise.
9. The contribution of faculty members in terms of publication of articles in journals, book chapter is below the expected level.
10. The overall observation of the department has improved from the earlier levels.

The academic audit committee suggests the following:

1. The remedial teaching and use of ICT are to be properly maintained in the departments.
2. Extension activities of the departments are to be well documented with photos and brief report.
3. Some more integration is required among the departments, office, supporting services, extension activities, alumni association and college office for sharing information.
4. List of scholarship and other benefits available to the students are to be displayed in the notice board or an SMS service may be provided to the needy.

Some Uniqueness

1. Department of Organon of Medicine objectively recorded the performance and achievements of students.
2. Self Appraisal Reports are collected from the individual faculty.
3. Department of community medicine has secured award for participating extension activities, and its activities are well documented.
4. Celebration and observation of national importance days, Hahnemann Oaths, Sports and Arts festivals are regular practice.
5. Regular NSS activities and Health Education programmes.
6. STSH projects.

Members of the Academic Audit Committee

1. Dr. B. KRISHNAPRASAD. B. Krishna Prasad

2. DR-UV. SUNDARAN



3. Dr. Suman Sankar



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Kulasekharam, Kanniyakumari District, Tamil Nadu – 629161

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AUDIT REPORT: 2017-18

The head of the institution has appointed a three member committee to conduct the academic audit for the year 2017-18.

The following are the members of the committee:

1. Dr. B. Krishna Prasad, Member of the IQAC & Principal of S.T. Hindu College of Education, Nagercoil.
2. Dr.N.V.Sugathan, Co-ordinator, Audit Committee & Deputy Medical Superintendent, Sarada Krishna Homoeopathic Medical College, Kulasekharam.
3. Dr. A. S. Suman Sankar, IQAC Co-ordinator, Sarada Krishna Homoeopathic Medical College, Kulasekharam.

The members of the academic audit committee personally visited departments from 18-07-2018 to 06-08-2018; Library, green audit and NSS on 29-09-2018, evaluated the progress of academic programmes and had discussion with the members of the faculty as a corrective measures and strengthening of departmental activities. The performances of the departments are objectively evaluated using evaluation schedule on a pre-determined criterion of four point scale. Files and registers maintained in the department are physically verified and the good practices followed in the department are documented.

The evaluation schedule consists of six parts: first part with the findings of files maintained, second part with the findings of registers maintained and any other relevant record is third part, the fourth part deals with any other remarkable and notable events, suggestions for further improvement are in fifth part and the final part of the evaluation schedule is general observation.

The team had visited the following departments:

S.No	Department	Programme	Date of Visit
1	Anatomy	UG-BHMS	01-08-2018
2	Physiology and Bio-chemistry	UG-BHMS	22-07-2018
3	Pathology & Microbiology	UG-BHMS	31-07-2018
4	Forensic Medicine & Toxicology	UG-BHMS	31-07-2018
5	Community Medicine	UG-BHMS	03-08-2018
6	Surgery	UG-BHMS	01-08-2018
7	Pharmacy	UG-BHMS	22-07-2018
8	Obstetrics & Gynaecology	UG-BHMS	18-07-2018
9	Organon of Medicine & Homoeopathic Philosophy	Both UG & PG	06-08-2018
10	Homoeopathic Materia Medica	Both UG & PG	09-08-2018
11	Practice of Medicine	Both UG & PG	06-04-2017
12	Repertory	Both UG & PG	02-08-2018
13	Paediatrics	PG	02-08-2018

Based on the academic audit, the report for the same is presented in two parts namely general observations and suggestions.

The general observations are:

1. Work done register, syllabus, internal assessment record, details of seminars organised/participation, stock record of laboratory and museum, departmental library holdings, and minutes of the departmental meeting are maintained well and updated frequently.
2. Every department maintains POs, PSOs of BHMS course and Course Objectives of every department. Similarly, postgraduate department maintains POs, PSOs and COs of M.D. (Hom.).
3. Most of the members of the faculty have allotted mentees and they maintain their particulars in a proper way.
4. Most of the departments properly recorded the achievements of students in continuous comprehensive evaluation objectively and initiated remedial teaching.
5. PG departments have innovative approach of individualised and group oriented activities.
6. Members of the faculty irrespective of the department have actively involved in teaching, learning, extension and other activities for the betterment of students, faculty and for the institution.
7. Some of the department have well documented their best practices.
8. The continuous comprehensive evaluation is followed in the college and achievements of the students are properly recorded in the departments, but some departments have not maintained the particulars of the marks of University Examination and result analysis department wise.
9. Similarly, the participation of departments in extension activities, placement position of alumni is maintained by the respective cell/departments. So those particulars were not maintained in departments.
10. The scholarly contribution of faculty members in terms of publication of articles in journals, chapters in book are comparatively better than previous years.
11. The overall observations of the department are good.

The academic audit committee suggests the following:



1. Every department have to maintain an update teacher profile reflecting their achievements and contributions in the field so far.
2. Procedure followed in every department for the remedial teaching, type of activities provided to the slow learners, and advanced learners are to be properly maintained in the departments.
3. Extension activities of the departments are to be well documented with photos and brief report.
4. FDP programmes organised by the department are to be well documented with appropriate evidences.
5. As a policy, faculty members are asked to participate the guest lecture/invited talks of experts arranged for the post graduate students irrespective of their specialisation.


6. Integrative technology is required among the departments, office, supporting services, extension activities, alumni association and documentation section for sharing information.
7. Respective department has to conduct result analysis and same may be depicted in the department as a motivation to juniors.
8. List of available scholarship and other benefits meant for the students are to be displayed in the notice board.

Some Uniqueness

1. PG department namely Materia Medica, Organon of Medicine, and Practice of Medicine have their own club. In addition to that Department of Pharmacy have Pharmacy Club.
2. Feedback reports are collected analysed and actions are initiated.
3. Self Appraisal Reports are collected from the individual faculty and promotions are made accordingly.
4. Department of community medicine has well coordinated various extension activities of the institutions.
5. Celebration and observation of national importance days, Hahnemann Oaths, Sports and Arts festivals are regular practice.
6. Regular NSS activities and Health Education programmes.
7. STSH projects and MoU for collaborative works.

Members of the Academic Audit Committee

1. Dr. B. KRISHNA PRAJAD B. Krishna Prasad
2. DR. N.V. SUGATHAAN 
3. Dr. Suman Senker A.S 


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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AUDIT REPORT: 2016-17

As per the Plan of Action of the IQAC, the Principal has appointed a three member committee to conduct the academic audit for the year 2016-17.

The following are the members of the committee:

1. Dr. B. Krishna Prasad, Member of the IQAC & Principal of S.T. Hindu College of Education, Nagercoil.
2. Dr.N.V.Sugathan, Co-ordinator, Audit Committee & Deputy Medical Superintendent, Sarada Krishna Homoeopathic Medical College.
3. Dr. A.S. Suman Sankar, IQAC Co-ordinator, Sarada Krishna Homoeopathic Medical College, Kulasekaram.

The members of the academic audit committee personally visited each and every department from 5th to 8th of April 2017 and evaluated the progress of academic programmes and had discussion with the members of the faculty on further strengthening of departmental activities. The performance of the departments are objectively evaluated using evaluation schedule on a pre-determined criteria of four point scale ranging from 'good', 'satisfactory', 'not satisfactory' and 'not maintained'. Files and registers maintained in the department are physically verified and the good practices followed in the department are appreciated and they are used as a benchmark for other departments.

The evaluation schedule consists of six parts: first part with the findings of files maintained, second part with the findings of registers maintained and any other relevant record is third part, the fourth part deals with any other remarkable and notable events, suggestions for further improvement are in fifth part and the final part of the evaluation schedule is general observation.

The team had visited the following departments:

S.No	Department	Programme	Date of Visit
1	Anatomy	UG-BHMS	05-04-2017
2	Physiology and Bio-chemistry	UG-BHMS	05-04-2017
3	Pathology & Microbiology	UG-BHMS	05-04-2017
4	Forensic Medicine & Toxicology	UG-BHMS	05-04-2017
5	Community Medicine	UG-BHMS	07-04-2017
6	Surgery	UG-BHMS	06-04-2017
7	Pharmacy	UG-BHMS	05-04-2017
8	Obstetrics & Gynaecology	UG-BHMS	06-04-2017
9	Organon of Medicine & Homoeopathic Philosophy	Both UG & PG	06-04-2017
10	Homoeopathic Materia Medica	Both UG & PG	07-04-2017
11	Practice of Medicine	Both UG & PG	06-04-2017
12	Repertory	Both UG & PG	07-04-2017
13	Paediatrics	PG	06-04-2017

Based on the academic audit, the report for the same is presented in two parts namely general observations and suggestions.

The general observations are:

1. Work done register, syllabus, internal assessment record, details of seminar organised/participation, stock record of laboratory and museum, departmental library holdings, and minutes of the departmental meeting are maintained well and updated frequently.
2. Most of the departments properly recorded the achievements of students in continuous comprehensive evaluation objectively.
3. Most of the departments have the details of meeting with parent.
4. PG departments have innovative approach of individualised and group oriented activities.
5. Members of the faculty irrespective of the department have actively involved in teaching, learning, extension and other activities for the betterment of students, faculty and for the institution.
6. Very few departments only well documented their best practices.
7. Since the students profile are collected in college general office, and to avoid duplication of work, it is not maintained in the departments.
8. The continuous comprehensive evaluation is followed in the college and achievements of the students are properly recorded in the departments, but some departments have not maintained the particulars of the marks of University Examination and result analysis department wise.
9. Similarly, the participation of departments in extension activities, placement position of alumni are maintained by the respective cell, therefore these particulars are not maintained in departments.
10. The contribution of faculty members in terms of publication of articles in journals, book chapter is below the expected level.
11. The overall observations of the department are only at average level.

The academic audit committee suggests the following:

1. Brief profile of students and detailed profile staff are to be maintained in the respective department for taking decision at various level.
2. The remedial teaching and use of ICT are to be properly maintained in the departments.
3. Extension activities of the departments are to be well documented with photos and brief report.
4. Year wise mentor and mentee lists are made available to all departments so that the guidance and counselling may be initiated at any stage by the respective faculty.
5. Some more integration is required among the departments, office, supporting services, extension activities, alumni association and college office for sharing information.
6. The copy of the results of University examination must be made available to all departments for result analysis and remedial measures to be adopted even after the term examination.
7. List of scholarship and other benefits available to the students are to be displayed in the notice board or an SMS service may be provided to the needy.


8. The botanical names of available trees in the campus and names of medicinal plants are to be displayed.

Some Uniqueness

1. Department of Organon of Medicine objectively recorded the performance and achievements of students.
2. Department of Physiology & Biochemistry has maintained properly the details of meeting with parents.
3. Self Appraisal Reports are collected from the individual faculty.
4. Department of community medicine has secured award for participating extension activities, and its activities are well documented.
5. Celebration and observation of national importance days, Hahnemann Oaths, Sports and Arts festivals are regular practice.
6. Regular NSS activities and Health Education programmes.
7. STSH projects.

Members of the Academic Audit Committee

1. Dr. B. KRISHNA PRASAD B. Krishna Prasad
2. DR. N. V. SUKATHAN N. V. Sukathan
3. Dr. Sunan Sankar N. Sankar


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INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AUDIT REPORT: 2015-16

As per the Plan of Action of the IQAC, the Principal has appointed a three member committee to conduct the academic audit for the year 2015-16.

The following are the members of the committee:

1. Dr. B. Krishna Prasad, Member of the IQAC & Principal of S.T. Hindu College of Education, Nagercoil.
2. Dr.N.V.Sugathan, Co-ordinator, Audit Committee & Deputy Medical Superintendent, Sarada Krishna Homoeopathic Medical College, Kulasekharam.
3. Dr. A.S. Suman Sankar, IQAC Co-ordinator, Sarada Krishna Homoeopathic Medical College, Kulasekharam.

The members of the academic audit committee personally visited each and every department from 16th to 28th January 2016 and evaluated the progress of academic programmes and had discussion with the members of the faculty on further strengthening of departmental activities. The performance of the departments are objectively evaluated using evaluation schedule on a pre-determined criteria of four point scale ranging from 'good', 'satisfactory', 'not satisfactory' and 'not maintained'. Files and registers maintained in the department are physically verified and the good practices followed in the department are appreciated and they are used as a benchmark for other departments.

The evaluation schedule consists of six parts: first part with the findings of files maintained, second part with the findings of registers maintained and any other relevant record is third part, the fourth part deals with any other remarkable and notable events, suggestions for further improvement are in fifth part and the final part of the evaluation schedule is general observation.

The team had visited the following departments:

S.No	Department	Programme	Date of Visit
1	Anatomy	UG-BHMS	27-01-2016
2	Physiology and Bio-chemistry	UG-BHMS	27-01-2016
3	Pathology & Microbiology	UG-BHMS	20-01-2016
4	Forensic Medicine & Toxicology	UG-BHMS	27-01-2016
5	Community Medicine	UG-BHMS	27-01-2016
6	Surgery	UG-BHMS	27-01-2016
7	Pharmacy	UG-BHMS	27-01-2016
8	Obstetrics & Gynaecology	UG-BHMS	20-01-2016
9	Organon of Medicine & Homoeopathic Philosophy	Both UG & PG	16-01-2016
10	Homoeopathic Materia Medica	Both UG & PG	20-01-2016
11	Practice of Medicine	Both UG & PG	27-01-2016
12	Repertory	Both UG & PG	28-01-2016

13	Paediatrics	PG	27-01-2016
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Based on the academic audit, the report for the same is presented in two parts namely general observations and suggestions.

The general observations are:

1. Work done register, syllabus, internal assessment record, stock record of laboratory and museum, departmental library holdings, and minutes of the departmental meeting are maintained well and updated frequently.
2. Most of the departments properly recorded the Internal Assessment Examination marks and remedial measures are adopted effectively.
3. PG departments have innovative approach of individualised and group oriented activities.
4. Members of the faculty irrespective of the department have actively involved in teaching, learning, extension and other activities for the betterment of students, faculty and for the institution.
5. Since the students profile are collected in college general office, and to avoid duplication of work, it is not maintained in the departments.
6. The continuous comprehensive evaluation is followed in the college and achievements of the students are properly recorded in the departments, but some departments have not maintained the particulars of the marks of University Examination and result analysis department wise.
7. Similarly, the participation of departments in extension activities, placement position of alumni are maintained by the respective cell, therefore these particulars are not maintained in departments.
8. The contribution of faculty members in terms of publication of articles in journals, book chapter is below the expected level.
9. The overall observations of the department are at not satisfactory level.

The academic audit committee suggests the following:



1. Brief profile of students and detailed profile staff are to be maintained in the respective department for taking decision at various level.
2. The remedial teaching and use of ICT are to be properly maintained in the departments.
3. Details of Seminar organised and participated are to be maintained.
4. Extension activities of the departments are to be well documented with photos and brief report.
5. Year wise mentor and mentee lists are made available to all departments so that the guidance and counselling may be initiated at any stage by the respective faculty.
6. Some more integration is required among the departments, office, supporting services, extension activities, alumni association and college office for sharing information.
7. The copy of the results of University examination must be made available to all departments for result analysis and remedial measures to be adopted even after the term examination.


8. List of scholarship and other benefits available to the students are to be displayed in the notice board or an SMS service may be provided to the needy.
9. The botanical names of available trees in the campus and names of medicinal plants are to be displayed.
10. Meetings with the parents are to be recorded properly.
11. Best practices of the department are to be recorded in the department.

Some Uniqueness

1. Department of Organon of Medicine objectively recorded the performance and achievements of students.
2. Self Appraisal Reports are collected from the individual faculty.
3. Feedback reports from stakeholders are collected.
4. Celebration and observation of national importance days, Hahnemann Oaths, Sports and Arts festivals are regular practice.
5. Regular NSS activities and Health Education programmes.
6. STSH projects.

Members of the Academic Audit Committee

1. Dr. B. KRISHNA PRASAD B. Krishna Prasad
2. DR. N. V. SUNDARAM 
3. Dr. Sunen Kumar. A.S. 


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ADMINISTRATIVE AUDIT 2018-2019

Administrative Audit is aimed at to assess the administrative infrastructure of the institution to confirm that it is fit for the purpose of supporting validated programmes and to conclude diligence Checks.

Administrative audit inter alia covers the Institutional strategy, financial status, planning governance and administrative staffing.

The Administrative section of the Sarada Krishna Homoeopathic Medical College, Kulasekharam, supports the central activities of the college. The section is a diligent facilitator of the entire affairs of the college and assists the institution in its larger goal of pursuing academic excellence. The administration section regulates attendance management, work flow for noting, drafting, file processing, file movement across the various sections of the college through proper channel for approval and sanction.

The guiding principles for efficient administration are provided by the management and the rules and regulations made there on along with the rules/orders/regulations by the Ministry of AYUSH, (GOI), CCH, Govt. of Tamil Nadu and the Tamil Nadu Dr. M. G. R. Medical University, Chennai and other statutory bodies.

The entire office administration is dealt with in 4 different sections

- a. Academic (A Section)
- b. Establishment (E Section)
- c. Finance (F Section)
- d. Miscellaneous (M Section)

The administration of the college office is under the supervision of an Administrative Officer, Office Supdt. and Estate Manager under the overall Superintendence and control of the Chairman-cum-Principal.

Detailed office orders giving specific responsibilities to different administrative sections are given in Annexure A.

The office facilities are fully computerized and IT enabled.

The administrative section is in charge of different posts/employees, appointed with all the necessary procedural requirements. Confidentiality of records and information is maintained with at most care. Records management, Data base and preparation of forms and formats for various administrative activities are done by the administrative section .

The administrative section deals with all the service related matters of the employees of the Institution.

Recruitment Induction and appraisal of Administrative staff.

Sarada Krishna Homoeopathic Medical College, Kulasekharam, has its own recruitment policy to provide a sound framework for the recruitment and selection of administrative staff which also meets the college requirements of Equal opportunities policy and all other relevant employment regulations. Appointment to the posts included in Administrative staff categories are made by the committee on appointments comprised of

- | | | |
|----------------------------------|---|----------|
| 1.Chairman of the Managing Trust | - | Chairman |
| 2.Principal | - | Member |
| 3.Section Head | - | Member |

Administrative staff strength for year 2018-19 is -38

Meetings/interactions of Administrative staff are being regularly conducted to review the tasks assigned to the administrative staff.

In 2018-19 two such meeting are conducted on 26th September and 18th October 2018 & 14th February 2019.

Performance appraisal of Administrative Staff

A performance appraisal method is followed for evaluation of Administrative staff. The performance is appraised by the section Head office supdt./office manager/Administrative performance appraisal is done for every calendar year.

The administrative has also in place a 24 x 7 security mechanism in the campus monitored by CCTV cameras installed Vantage points of the College campus.

Finance and Accounts

The Finance and accounts section is a part of the Administrative dispensation at the Sarada Krishna Homoeopathic Medical College. The Section diligently maintains Books of Accounts as per the Accounting standards set by the ICAI. Payments made through vouchers and adjustments bills are accounted under relevant recurring and non recurring heads such as salaries, maintenance, development of campus, deposits and advances. Accounts are compiled through receipts and payments account and classified as Income and Expenditure and Balance sheet, which are bifurcated with respective schedules that are prepared annually and returns are filled with Income Tax Department. The audited Annual statements are placed before the Board of Trustees, Finance Committee and College Council for perusal and approval.

Preclude to the annual audit of accounts by the external auditor, internal audit have also been conducted as one of the good practices followed.

Total Budget and Expenditure details for the financial year 2018-19 is as given below:

Budget Allocation	-	109161000
Total Expenditure	-	108625589

Information and Communication technology centre.

ICT Centre of the institution caters to the needs of different academic departments and various units/sections of the College. The mission of ICT enabled services at the college is to

create and maintain I.T. environment in pursuit of academic excellence. The ultimate aim is to provide service to promote and assist the use of new computing technologies among the students, staff and administration. College manages various computing and IT enabled communication facilities including Wifi connectivity across the campus. The institution have adequate number of desktop systems in the form of computers and peripherals for independent study and learning with support from faculty and experts. All UG/PG and Research Depts have been equipped with inter and intra connected computer and peripherals. A separate Net Cafe is also in place within the campus for the benefit of students and staff.

SC/ST Cell/Equal opportunity cell/OBC and Minority cell

The SC/ST and OBC and Minority cells have been constituted as per the standard guidelines. These cells ensure the effective implementation of reservation policies of the Govt. in the admission, accommodation in Hostels, various scholarship and education concessions available to the sections.

Equal opportunity cell ensures.

- a. To safeguard the interests of the students without any prejudice to their caste creed, religion, language, ethnicity, gender and disability.
- b. To promote equality among students of all sections of the society.
- c. To eliminate discriminations against or harassment of any student in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication in any form of discrimination or harassment.

RECORDS RELATE TO STUDENTS

All records relate to Admission, student induction process, students attendance are maintained in the Administrative section.

As part of the monitoring and Evaluation and to get necessary feedback from students and parents a system is in place to communicate with parents through SMS.

Details of students admitted in the Academic year 2018-19 is given below:

UG – 94

PG – 30

Evaluation/ Examinations

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 area. It conducts the internal assessment and University Examinations effectively by strictly adhering to the rules and regulations of the regulatory bodies.

All records relate to the both Internal and External Examinations are documented and maintained in the concerned Academic sections of the Administrative wing.

Details Showing Internal and External Evaluation held during the Year is furnished below:

Internal Evaluation	External Evaluation
27.12.2018 to 08.01.2019	15.10.2018 to 02.11.2018
23.03.2019 to 03.04.2019	17.12.2018 to 21.12.2018
	26.12.2018 to 28.12.2018
	01.02.2019 to 13.02.2019
	18.02.2019 to 22.02.2019

Physical Verification Stocks and Stores

As part of the administrative measure physical verification of stocks and stores are being regularly conducted stocks held by the HoD's have been verified as on 1st April every year. Other stocks viz . Dead stock and furniture etc all other material stocks are being verified annually

Details of Physical Verification of stocks conducted in the teaching Departments for the Year 2018-19 are given below:

Sl No	Name of the Department	Date on which P.V Conducted
1	Anatomy	09.04.2019
2	Physiology	11.04.2019
3	Organon	10.04.2019
4	Materia Medica	12.04.2019
5	Pharmacy	13.04.2019
6	Forensic Medicine	13.04.2019
7	Practice of Medicine	12.04.2019
8	Pathology	11.04.2019
9	Surgery	12.04.2019
10	OBG	11.04.2019
11	Community Medicine	12.04.2019
12	Repertory	16.04.2019
13	Paediatrics	13.04.2019

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 $\frac{1}{2}$ 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.



Principal



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

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

With a view to streamlining the administration and updating the office documentation, it has been decided to revise the working parameter and distribution of various allocated subjects among the different sections. Accordingly, in superseding all earlier orders, the following office orders are issued allocating various subjects and works among the sections / staff of this institution. Details of sections thus allocated are given below:

Sl.No.	Name of Section	Name of person allotted to be in-charge
Academic Section (A section)		
1.	A1	Mrs. S. Sreelekha Kumari
2.	A2	Mrs. K. Veena Krishnan
3.	A3	Mr. K. Ramesh
Establishment (E-section)		
1.	E1	Mr. K. Sasikumaran
2.	E2	Mrs. V.R. Sreedevi
3.	E3	Mrs. T. Indulekha
Finance Section (F section)		
1.	F1	Mr. S. Sajeev Kumar
2.	F2	Mr. S. Satheesh

Miscellaneous section (M)

- | | | |
|----|----|-------------------------|
| 1. | M1 | Mr. Prem Mohan |
| 2. | M2 | Mr. K. Sasikumaran Nair |
| 3. | M3 | Mrs. S.A. Subha |

Hospital Section (H Section)

- | | | |
|----|----|--|
| 1. | H1 | } Separate orders will be issued in due course |
| 2. | H2 | |

Office Record :

Mrs. S. Priya

Details of subjects / works allocated to each of the section mentioned above, are separately appended below:

The individuals put in-charge of the sections are directed to maintain all registers and records properly.

Sl.No.	Section	Subjects / Works allocated
1.	A1	<ol style="list-style-type: none">1. Conducting UG Exam and Convocation Scholarship for U.G. Students2. Inspection by C.C.H, University, AYUSH, Govt-State & Central3. Admission & Registration related matters of U.G.4. First graduation BC, SC scholarships5. Seminars, Meeting, Conferences, CME6. Study Tours7. Exams8. Email Messages

Registers and records to be maintained

1. First graduation
2. Backward class
3. SC / ST / SCC
4. Personal registers
5. Periodicals

2.

A2

1. All works relating to P.G. Courses including correspondences
2. Admission, Registration and P.G. Courses
3. Conducting of PG Exam & Convocation, Scholarship for PG Students
4. Inspection by C.C.H, University, AYUSH, Govt.of State & Central
5. Hospital Incentive and preparation of O.P. Statements
6. Clinical attendance of students.
7. Preparation of Monthly Duty orders for students & Interns
8. Research
9. NAAC
10. Seminars, Meeting, Conferences
11. Internship related works
12. N.S.S, Red Ribbon, Red Cross
13. Attendance Register for interns
14. Rural Centers
15. All correspondence relates to hospital

Registers and records to be maintained

Personal Registers

Periodicals

3.

A3

1. Conferences
2. Student Attendance
4. Graduation/ Loan Certificate
5. Bonafide Certificate
6. Fee Certificate for I.T.
7. Students Progress Report
8. Students Mark Entry
9. Computer Works

Registers and records to be maintained

1. Minutes Registers for all committees
2. Visitors register (Dignitaries)
3. Visitors register (common)
4. Periodical Registers

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

4.

E1

1. All appointments
2. Maintenance of service records
3. Fixation of pay
4. Sanction of increments
5. Disciplinary action
6. Preparation of Pay bills
7. Meeting of Administrative staff

8. Office Orders
9. Duties and responsibilities
10. Performance assessment of faculty
11. Legal and court cases
12. EPF / ESI Accounts

Registers and records to be maintained

1. Register of service books / records
2. Register of confidential dossiers
3. Register of record sheet
4. Pay bill registers
5. Increment sanction register
6. Register of temporary appointments
7. Register of probationers
8. Register of approved probationers
9. Register of sanctioned posts
10. Post ledger
11. Name ledger
12. All recovery registers
13. Incumbent register
14. EPF contribution register
15. Loss of pay register
16. Personal Register
17. Periodicals

5.

E2

1. Leave Sanction
2. Dispatch, Stamp Account
3. Maintenance of Leave Account & entries in the leave records.
4. Attendance
5. Late attendance
6. Permission
7. Phone message

Registers and records to be maintained

1. Attendance registers
2. Late attendance register
3. Permission register
4. Phone message register
5. Casual leave register
6. Key handing over register
7. Personal Register
8. Periodical Register

6.

E3

1. Tapal Distribution
2. Permission to Hostel Students and Maintenance of Registers
3. Reception in-charge
4. In-charge of recording the various events of this institution.
Will also assist the E1 section in making entries in the service records and registers and maintaining such registers and records.

Registers and records to be maintained

1. Register of important tapals including Regd. Post / Speed post
2. Distribution Register
3. Movement Register
4. Student late arrival register
5. Personal register
6. Periodicals

7.

M1

1. Building
2. Dead stock
3. Machinery and Equipments
4. Computers
5. Telephones
6. Physical verification of stores / dead stock /
Stationary / Temporary Dead stock
7. Library , Pharmacy.
8. In-charge of all facilities (as detailed above) including infrastructure and logistic management. In-charge of co-ordination with various units and persons in-charge and report to the head of institution.

Registers and records to be maintained

1. Dead stock Register
2. Register of Keys / duplicate keys
3. Register of computers printers etc
4. Register of Motor vehicles
5. Register of buildings
6. Write of register
7. Auction sale register
8. Register of unserviceable articles
9. Condemned Articles register

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

8. M2

1. Bank duty
2. Remittance
3. Out door works

Registers and records to be maintained

Students attendance register (UG)

9. M3

Mrs. Subha, who is presently assisting the P.G. co-ordinators unit is put in charge of M3 section without prejudice to the current duties. She will co-ordinate with the F1 and M1 section and attend all correspondence of M section

Registers and records to be maintained

1. Stationary stock register
2. Stationary Indent register
3. Stationary issue register
4. Register of invoices
5. Periodicals

10. F1

1. Maintenance of accounts of trust / college and all constituents
2. Payment of Salary bills and contingent bills
3. Maintenance of cash book and allied register
4. Closure of cash book on transaction days
5. Audit related works
6. Preparation of all payment vouchers
7. Maintenance of day book (payment &
8. Budget and expenditure statement

Registers and records to be maintained

1. Main cash book
2. Subsidiary cash book (s)
3. Contingent bill register
4. Salary bill payment register
5. Payment vouchers
6. Budget sanction register
7. Expenditure register
8. Preparation of budget

Person(s) in-charge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

11.


F2

1. Cash – Receipt & charges and Refunds
2. Maintenance of Day book – payment & receipt
3. Collection of Fees
4. Preparation of expenditure statement

Registers and records to be maintained

1. Register of fixed charges
 - a. Electricity
 - b. Telephone
 - c. Rent / Rate / Taxes
 - d. Water charges
2. Register of cheques / D.D. issued
3. Register of cheques / D.D. received
4. Periodicals

These orders shall take effect from 01.09.2015.


Principal

To

- All sections in-charge
- Copy to DMS
- Copy to OS/OM
- Copy to Principal's table
- Copy to Advisor's table
- ✓ Copy to SF (E1)
- Copy to office order book



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

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 15th 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)

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

**Sarada Krishna
Homoeopathic Medical College,
Kulasekharam, Kanniyakumari District, Tamilnadu**

**Office Orders 2019
SKHMC.No E1/2019/ officer /3/2019 Dated.1.4.2019**

**Following office Orders are issued allocating/reallocating works in the Finance
(Accounts) section w.e.f 1.4.2019**

Head Accountant F1 (Mr. S. Sajeev Kumar)

- a) Maintains Cash book/and preparation of abstract on all transaction days.
- b) Superintendence of Finance (Accounts)Section.
- c) Preparation of Fee Committee reports.
- d) Liaison with the Auditor for the preparation of annual accounts/audit statements and filing of Income Tax Returns.
- e) Preparation of cheque/D.D. and other payments including NEFT/RTGS.
- f) Liaison with the Banks on accounts related matters.
- g) Maintains Register of cheques/DD.(outgoing)
- h) Shall conduct meeting among the section staff once in a month to sort out issues if any and unresolved issues to be brought to the notice of the Chairman for appropriate remedy.
- i) Managing sundry Creditors register.
- j) Preparation of Credit /Debit vouchers
- k) Weekly verification and reconciliation of Bank accounts balance sheet.

Accountant (F2) (Mr.S.Satheesh)

- a) Preparation of daily Tally (accounts)statements and put up to the Chairman along with the day book, through proper channel.
- b) Supervision of cash section and its functions for its correctness.
- c) Scrutiny of entries in the registers maintained in the accounts sections and to verify its genuinity.

Finance Section (F3/F4)

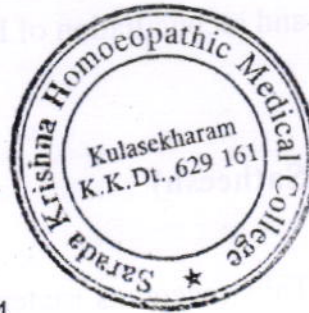
- a) Preparation of Students I.D – (F3)
- b) Preparation of statements of dues every year. – (F3)
- c) Fee Collection – (F3/F4)
- d) Preparation of Day book/cash statement. – (F3/F4)
- e) Receipt and payment of Trust/ College/Hospital/ Hostel & Mess accounts.- (F3/F4)
- f) Preparation of students remittance /Dues in the manual statement. – (F4)
- g) Voucher Filling. (Daily) – (F4)
- h) Preparation of Annual Budget.(Receipt and expenditure- (F1/F2/F3/F4)
- i) Preparation of Purchase/Maintenance expenditure procedures .- (F1/F2/F3/F4)
- j) Preparation of Sanction orders.- (F1/F2/F3/F4)

Maintenance of the following Registers.

- Guest Lecture Salary (-F3/F4)
- Register of Cheque/D.D (incoming) (-F3/F4)
- Register of fixed charges (-F3/F4)
- Food collection Register (-F3/F4)
- Van Fee collection Register (-F3/F4)
- Register of advances. (-F3/F4)

F3/F4 shall assist each other as Completing the works allotted to them.

All statements/works, shall be put up to the Chairman through Accountant/Head Accountant and proper channel.




Chairman

PRINCIPAL

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

To

Head Accountant
Accountant
Junior Accountants (cash) F3/F4
Copy to the principal
Copy to the Co ordinator IQAC
Copy to office Manager
Copy to the office Superintendent
Copy to All sections (office)
Copy to SF(E1)

**Sarada Krishna
Homoeopathic Medical College,
Kulasekharam, Kanniyakumari District, Tamilnadu**

**SKHMC.NO.E1/2019 Date.1.04.2019
U.O.Note to Finance Section (F1/F2/F3/F4)**

Sub : Sarada Krishna Homoeopathy Medical College Finance. Section allocation/reallocation of works among the Finance Sections procedures/forms prescribed –orders.

Ref : Office orders No .SKHMC E1/2019/3/19 dated 27.3.2019.

In continuation of the above orders, the following procedures (forms) are prescribed to be followed in the finance section w.e.f.1.4.2019.

1. Head Accountant
 - Main Cash Book(Format)
2. Finance Section
 - Register of fixed charges Register.
 - Credit/Debit Voucher (Format)
3. Preparation of Purchase/Maintenance expenditure procedures.
 - Purchase Indent (Form)
 - Purchase Request (Central Stores –Form)
 - Purchase Indent (Hospital Stores Form)
 - Purchase Indent (Pharmacy –Form)
 - Purchase Quotation (Format)
 - Purchase-Supply order(Format-2Nos)
 - Sanction Orders(Format)




Chairman

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

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

COLLEGE COMMITTEES

SL.NO.	COMMITTEE	MEMBERS	CO-ORDINATOR/IN CHARGE
1.	College Council	Principal - Chairperson All HoDs Chairman SKHMC- Permanent Invitee Advisor SKHMC- Permanent Invitee PG Co-ordinator- Permanent Invitee UG Co-ordinator- Permanent Invitee Co-Curricular Co-ordinator- Permanent Invitee Research Co-ordinator- Permanent Invitee IQAC Co-ordinator- Permanent Invitee	Principal
2.	Academic and Curriculum Committee	Principal-Chairperson of the Committee Dr. M. Murugan, H.o.D., Senior Faculty PG Co – ordinator UG Co-ordinator All HoDs All Academic Co-ordinators All Assistant Academic co-ordinators	Dr. Krishnakumari Amma.C.R UG Co-ordinator
3.	Disciplinary & Vigilance Committee	Principal- Chairperson of the Committee Dr. Winston Vargheese, PG Co-ordinator, Dr. M. Murugan –Senior faculty &H.o.D., Organon of Medicine All Academic Co-ordinators All Assistant Academic Co-ordinators Staff warden- Ladies & Gents Hostel Mr.V.Sundaresan Nair, Office Manager Dr. Sonny Mon. R, NSS Program officer Asst. Warden of Ladies Hostel Asst. Warden of Gents Hostel	Dr. Winston Vargheese, PG. Co-ordinator, Academic Co-ordinator (IIBHMS)
4.	Infra structure committee	Principal- Chairperson of the Committee Dr. SathishKumar.V, H.o.D. Repertory Dr. Reshmy .K.R., Faculty Dr. K.G.Venugopal, Faculty Dr. Gokul Krishna, Faculty Mr.V.Sundaresan Nair,Office manager Mr. Kesavan Nair, Estate manager Mr.PremMohan.M, Maintenance Head	Dr. SathishKumar.V, H.o.D., Repertory
5.	Anti ragging committee	Dr. N.V.Sugathan, Principal Dr. Winston Vargheese, PG Co-ordinator Dr. P.R.Sisir, H.o.D., Paediatrics Dr. Ajayan.T, H.o.D., Practice of Medicine Dr. Zion Natharaj P.S., H.o.D. , Anatomy Dr. Jaya Kumar .T.K., Faculty / Staff warden(Gents Hostel) Dr. L.Girija, Faculty/Staff Warden(Ladies Hostel) Mr. Sindhu Kumar (Revenue department) Mr.Selvaraj (Police department) Mr.Lazer (Local Media) Mr.SasiKumar, NGO Mr.V.Srisudhan(Parent) Ms. Krishna Priya Das (Jr Student) Mr.Tejas Vikas (Sr student)	Dr. Winston Vargheese, PG Co-ordinator, Academic Co-ordinator (II BHMS)
6.	Admission Committee	Principal- Chairperson of the Committee Dr. Winston Vargheese, PG Co-ordinator Dr. T.K. Jaya Kumar, Academic Co-ordinator	Dr. T.K. Jaya Kumar, Faculty

		(I BHMS) Dr. Shinee.G.R., Faculty Dr. Chandrahasan.C.M., Faculty Dr. Sanju.S, Faculty	
7.	Faculty Development Programme Committee (CME/Seminar)	Principal- Chairperson of the Committee Dr. Jayakumar .T.K, Academic Co-ordinator (I BHMS) Dr. Saiji.P.R.,Faculty Dr. Sanju.S., Faculty Dr. Archana Nair S.P.,M.O.	Dr.Jayakumar .T.K, Faculty
8.	Research and Development Committee	Dr. N.V.Sugathan, Principal Dr. Eswara Das, Research Co-ordinator Dr. B.Krishna Prasad, Chairman, Ethical Committee Dr. M.Murugan Professor &H.o.D, Organon of medicine Dr. Winston Vargheese, Professor& PG Co-ordinator, Dr. Sisir.P.R., Prof &H.o.D.Paediatrics Dr. Krishna Kumari Amma. C. R., Professor & UG Co-ordinator, Dr. Ajayan.T., Professor & H.o.D,Practice of Medicine Dr. Sathish Kumar.V, Professor & H.o.D. Repertory Dr. Suman Sankar.A.S., Prof &IQAC, Co-ordinator Dr. Manoj Narayan.V, Professor, Department of Organon of medicine Dr. Chandraja. C.V, Research Officer / Secretary <u>Student Representatives</u> <i>Dr. Kavya Ajay, PG Student</i> <i>Ms. Soorya Devi, UG Student</i>	Dr.Chandraja.C.V, Research Officer / Secretary
9.	Grievance Redressal committee	Principal- Chairperson of the Committee Dr. Gopika.R.S., H.o.D., Department of Pathology Dr.Bindhusaran.R., Assistant Academic Co-ordinator (II BHMS) Dr.ManojNarayan.V, Faculty Dr.ReshmaReghu, Faculty <u>Student Representatives</u> <i>Dr. Anjitha S P, PG Student</i> <i>Mr.Ibrahim, UG Student</i>	Dr. Gopika.R.S., H.o.D.
10.	Library committee	Dr.N.V.Sugathan, Principal-Chairperson of the Committee Dr. Winston Vargheese, P.G.Coordinator Dr.Krishna Kumari Amma.C.R.,Professor &HoD, Department of MateriaMedica,U.G. Co-ordinator Dr. Sisir.P.R, - Library Faculty Advisor Dr.T.Ajayan.T. HOD, Dept. of Practice of Medicine Dr.ZionNatharaj P.S., HOD,Department of Anatomy Dr.SaliniChandran, HOD, Department of Forensic Medicine Dr.Chandraja.C.V., Research Officer Mrs.L.Sreekumari, Librarian Mrs.Preetha.K.B., Assistant Librarian <i>Dr.Selvaraj.K- P.G., Student</i> <i>Dr.Shahna.N.S - P.G., Student</i>	Mrs.L.Sreekumari, Librarian

		<p><i>Ammu.J.Vijayan- Internee</i> <i>Maithrei.C - Internee</i> <i>Minu Maria Shaju, U.G., Student</i> <i>Aparna.S, U.G., Student</i> <i>Pragadhee.S, U.G., Student</i> <i>Jaya Suhi.J, U.G., Student</i> <i>Shamin Susan David, U.G.,Student.</i></p>	
11.	Evaluation cell	<p>Principal- Chairperson of the Committee Dr.M.Murugan, Professor&HoD Dr.WinstonVargheese, PG Co-ordinator Dr. KrishnakumariAmma.C.R., UG Co-ordinator Dr.Jayakumar.T.K, Faculty/Staff warden Dr.Siju.V, Faculty</p>	Dr.Siju.V, Faculty
12.	Parents Teachers Association	<p>Dr. C.K. Mohan - Patron Dr.N.V.Sugathan, Principal Dr.Nagarajan.M.N. – Chairman, (Parent) Dr.Winstonvargheese – PG Co-ordinator& Academic co-ordinator (II BHMS) - Vice Chairman Mr.G.Rajan,(Parent) - Joint secretary, Mr.Murugan, H.o.D., Organon of Medicine - Executive Member Mrs.Ranjanivijayakumar (Parent) - Executive Member Mr.Shaji(Parent) - Executive Member Mr.Joe.K.Y (Parent)- Executive Member Mr.Karuppasamy(Parent)- Executive Member Mr.Sajan(Parent)- Executive Member Dr.Ajayan.T, Ho.D. Practice of Medicine, Academic Co-ordinator (IV BHMS)- Executive Member Dr.Sisir.P.R,H.o.D.,Paediatrics, Academic Co-ordinator(III BHMS) . - Executive Member, Dr.JayaKumar.T.K., Academic Co-ordinator (I BHMS) -Executive Member Dr.Zion Natharaj.P.S.,H.o.D. Anatomy& Academic Co-ordinator (I BHMS)- Executive Member</p>	Dr.WinstonVargheese, PG co-ordinator
13.	Students support , Progressions & Career Guidance, Counselling	<p>Principal- Chairperson of the Committee All H.o.Ds Academic Co-ordinators & Assistant Academic Co-ordinators Dr. T. Ajayan, H.o.D., Department of Practice of Medicine. Dr.Siju.V, Faculty</p> <p><u>Student Representatives</u> <i>Dr. Venkatesh, PG Student</i> <i>Mr.SafirAhamed, UG Student</i></p>	Dr. T. Ajayan, H.o.D., Academic Co-ordinator
14.	Hospital Advisory Committee	<p>Principal& Medical Superintendentl- Chairperson of the Committee Dr. SathishKumar.V., HoD, Department of Repertory. Mrs. Reena.C., Nursing Superintendent Mr. Mony.M., Lab – in charge Dr. Ravi.S, Sonologist Mr. Sasidharan- Ext. representative,(NGO) Mr. Sasi - Ext. representative,(NGO)</p>	Dr. SathishKumar.V, HOD, Department of Repertory.
15.	Extension activities	<p style="text-align: center;">Activity</p> SwasthyaRakshan Programme	<p style="text-align: center;">In charge</p> Dr. Ajith Kumar M.V.

		Awareness programme	Dr.T.Ezhilarasi,
		Health Survey	Dr.Ashtaeswaran.T
		Anganwadi Programme	Dr.Bindhusaran.R.,
		Medical Camp	Dr.Bino.A.,
		Exhibition Committee	Dr.Varun.S,
		School Health Programme	Dr.Siju.V Dr.BencithaHorrence Mary
		N.S.S	Dr.Sonnymon.R,
		Red Ribbon & Blood donation	Dr.Bindhusaran.R.,
		Youth Red Cross	Dr.SatheeshM.Nair,
		Science Forum	Dr.HariSankar.V.,
		Epidemic Cell	Dr.K.G.Venugopal ,
		MCH	Dr.Girija.L,
		NCD	Dr.Saiji.P.R.,
		Palliative care	Dr.Harisankar.V.,
		Learning Disability	Dr.Siju.V.,
		Student Representatives	<i>Dr. AhemadMoidheen, PG Student</i> <i>Mr. BharathUnni, UG Student</i>
16.	Cultural Committee	Principal- Chairperson of the Committee All Academic Co-ordinators All Assistant Academic Co-ordinators All HoDs Dr. T. Ajayan, H.o.D., Department of Practice of Medicine. Dr. Panchajani.R ., Faculty Dr.Siju.V., Faculty Dr.Saiji.P.R, Faculty Dr. Ramya.S.S, Faculty <u>Student Representatives</u> <i>Dr. Amrita Mohan, PG Student</i> <i>Ms. Raveena, UG Student</i>	Dr. T. Ajayan, H.o.D., Academic Co-ordinator(IV BHMS)
17.	Sports committee Yoga & Health Education	Principal- Chairperson of the Committee Dr.KrishnanKutty, Yoga Expert All Academic Co-ordinators All Assistant Academic Co-ordinators All HoDs Dr. Jayakumar.T.K, Faculty Dr.Sonnymon.R, Programme Officer, NSS Dr. Sheeba.S, Faculty <u>Student Representatives</u> <i>Dr.AbhijithSaiSankar, PG Student</i> <i>Mr. Gokul Krishna, UG Student</i>	Dr. Jayakumar.T.K, Faculty
18.	Women's welfare Cell	Principal- Chairperson of the Committee Dr.C.R.KrishnaKumariAmma, H.o.D, MateriaMedica Dr.Santhi Serene Sylum.V, HoD, Obstetrics and Gynaecology Dr. Mini.S.K, H.o.D.Physiology Dr.Ezhilarasi.T., Faculty Dr.SaliniChandran., HoD, Forensic Medicine Dr.Berlina Terrance Mary.D., Faculty Mrs.K.Veena Krishnan., Assistant Mrs.V.R.Sreedevi., Junior Assistant <u>Student Representatives</u> <i>Dr. SenthamilSelvi, PG Student</i> <i>Ms. Aruneswari, UG Student</i>	Dr.C.R.KrishnaKumariAmma, UG Co-ordinator
19.	Students Council	<i>Dr.Arun Kumar. - Chairman, Student</i> <i>Dr. Srinidhi- Vice Chairman, PG Student</i> <i>Mr.Gopinath- Secretary, Student</i> <i>Ms. Muthu Mari, Joint Secretary, Student</i> <i>Mr. SelvaGanapathy- Treasurer, Student</i>	Dr.Harisankar .V. Faculty Advisor

		<p><i>Ms. Arya B. Prasad – Fine Arts Secretary, Student</i> <i>Mr. Subashini - Sports Secretary, Student</i> <i>Ms. Avani Vikraman – Students Magazine Editor</i> Principal - Ex - officio member All Academic co-ordinators– Ex - Officio members Dr. Sumansankar. A.S., IQAC Co-ordinator – Special Invitee Dr. Harisankar.V, Faculty Advisor</p>	
20.	Alumni Association	<p>Dr.C.K.Mohan-Patron Dr.S.Ebimoses – President Dr.K.S.SathyaSanth – Vice president Dr.Berlina Terrance Mary.D, Secretary Dr.Siju.V- Joint Secretary Dr.P.S.Priyanka – Treasurer Dr.ChellaChenthamilSelvan – Executive member Dr.M.Sudhakar – Executive member Dr.S.Sandhana Raj – Executive member Dr.T.S.Nithin–Executive Member</p>	Dr.Berlina Terrance Mary.D, Secretary
21.	Publication committee	<p>Dr.C.K.Mohan, Chairman Principal- Chairperson of the Committee Dr. P.R.Sisir, Prof&H.o.D., Academic Co-ordinator (III BHMS), Co-Curricular Co-ordinator Dr. Saiji.P.R., Faculty Dr. Suja.S.P, Faculty Dr. ArunR.Nair, Faculty Dr.Chandraja.C.V., Research Officer <u>Student Representatives</u> <i>Dr. Anjali, PG Student</i></p>	Dr. P.R.Sisir, H.o.D., Co-Curricular Co-ordinator, Academic Co-ordinator (III BHMS)
22.	Sexual harassment prevention cell	<p>Principal- Chairperson of the Committee Dr. Santhi Serene Sylum.V., H.o.D. Dr.Salini Chandran, HoD Dr.Girija.L, Faculty <u>Student Representatives</u> <i>Dr. HariPriya, PG Student</i> <i>Ms. SiyonaBabu, UG Student</i></p>	Dr. Salini Chandran, HoD
23.	Institutional Ethical Committee	<p>Dr. B. Krishna Prasad, Chairman Dr. S. Gopinathan Nair, Basic Medical Scientist Dr. Rani Enoch, Clinician Adv.. G. Sreekumaran Nair, Legal Expert Rev. Fr. Xavier Lawrence, Theologian Mr. V.Jaya Chandran, Social Scientist Mrs. R. Shelin Mary, Social Scientist Mr. G.K. Nampoothiri, Lay person Dr.Chandraja.C.V., Research Officer</p>	Dr.Chandraja.C.V., Secretary
24.	Public relation committee (RTI)	<p>Principal- Chairperson of the Committee Dr.SathishKumar.V, HoD Dr. Deepa.G.S., Faculty Dr. Surej Bobbin.P.G, Faculty Dr.Sonnymon.R., Assistant Academic Co-ordinator (I BHMS) Dr.Sheeba.S, Faculty Dr.Bino.A., Faculty Mr.V.Sundaresan Nair, Office Manager Mr.S.Ravindran Nair, Office Superintendent</p>	Dr.Bino.A., Faculty
25.	IQAC	<p>Dr. N.V.Sugathan-Principal Dr. Ravi M. Nair, Advisor -Member Dr. B. Krishna Prasad – Chairman- SKHMC ethics committee- Member</p>	Dr. SumanSankar. A.S, Co-ordinator

		<p>Dr.Eswara Das, Research Co-ordinator Dr.WinstonVargheese- PG.Co-ordinator Dr.P.R.Sisir, HoD, Paediatrics Dr.T.Ajayan, HoD, Practice of Medicine Dr. C. V. Chandraja- Research.Officer Mr. V. Sunderesan Nair, Office Manager. Dr. P.Saravanan, Ph.D, Librarian, Lekshmpuram College of Arts & Sciences,Neyyoor. Dr.Sabareesh B.Nair,Clinical Associate Prof, Dept of Emergency Medicine, Amirtha Institute of Medical Science,Kochi. Dr. D. Lekha, Assosiate Prof, Dept of History, Sreeayyappa college for Women,Chungankadai. Mr.T.S.Prabhakumar, Head master, Govt.H.S.S., Puliyooralai Mr.Sasikumar, Co-ordinator, Tamilnadu Science Forum Dr. Suman Sankar. A.S., Faculty <i>Dr.Susira Suresh, PG Student</i> <i>Ms.S.Gopikakrishnan, U.G.Student</i></p>	
26.	Tour Committee	<p>Principal- Chairperson of the Committee Dr.M.Murugan, H.o.D, Department of Organon of Medicine All Academic Co-ordinators Dr.M.V.Ajith Kumar, H.o.D, Community Medicine Dr.Sreeja.S, H.o.D, Pharmacy Dr.SaliniChandran, HoD,Forensic Medicine Dr. V. Sathish Kumar, H.o.D., Repertory Dr.ManojNarayan.V, Faculty All Assistant Academicco-ordinators <u>Student Representatives</u> <i>Dr. Dinu, PG Student</i> <i>Mr.Goutham, UG Student</i></p>	Dr.M.Murugan, H.o.D.
27.	Facilitation / Event management Committee	<p>Principal- Chairperson of the Committee Dr.Manojnarayan, Faculty Dr.Satheesh M. Nair, Assistant Academic Co- ordinator (III BHMS) Dr.SurejBobbin.P.G, Faculty Dr.Priyanka.P.S., Faculty Mr.S.Raveendran Nair., Office Superintendent Mr.Kesavan Nair., Estate mangaer <u>Student Representatives</u> <i>Dr. Sibin, PG Student</i> <i>Mr.Govind, UG Student</i></p>	Dr.SurejBobbin.P.G, Faculty
28.	Hostel & Mess Committee	<p>Dr.C.K.Mohan, Chairman Dr.N.V.Sugathan, Principal Dr.JayaKumar.T.K, Academic Co-ordinator (I BHMS) & Staff Warden(Gents Hostel) Dr.L.Girija, Staff warden (Ladies hostel) Mr.V.Sunderasan Nair, Office Manager Mr.S.Raveendran Nair, Office Superintendent Mr.M.Prem Mohan, C.A. to Principal Assistant Warden (Ladies &Gents Hostel) <i>Ms. Helen Nelson, UG student</i> <i>Mr. Anantha Krishnan, UG Student</i> <i>Dr.Architha Aishwarya, PG Student</i></p>	Dr.JayaKumar.T.K, Faculty Academic Co-ordinator (I BHMS)& Staff Warden
29.	Placement Cell	<p>Principal- Chairperson of the Committee Dr.T.Ajayan., H.o.D,Department of Practice of Medicine Dr.Mini.S.K., H.o.D., Department of Physiology</p>	Dr.T.Ajayan., H.o.D, Academic Co-ordinator (IV BHMS)

		Dr.Lal.M.P., H.o.D., Department of Surgery Dr.Sreeja.S, H.o.D., Department of Pharmacy Dr.Venugopal.K.G., Faculty Dr.Sanju.S., Faculty Dr.NishaGopinath., Faculty	
30.	Finance Committee	Dr.C.K.Mohan., Chairman Dr.N.V.Sugathan., Principal Mr.Sundaresan Nair. V., Office manager Mr. Raveendran Nair.S., Office Superintendent Mr.Sajeev.S., Head Accountant Dr.Sathishkumar.V., H.o.D., Department of Repertory.	Mr.Sundaresan Nair. V Office manager
31.	Staff welfare Trust	Principal- Chairperson of the Committee Dr.Santhi Serene Sylum – Executive member, HoD Dr.ZionNatharaj.P.S., H.o.D., Academic Co-ordinator(I BHMS) Mr.SukeshBabu – Joint Secretary, Hospital Staff Mrs.SreejaKumari – Treasurer (Staff) Mr.Sasikumaran.K. - Executive member, Admn. Staff Mr.Vinod Kumar - Executive member Mrs.Sindhu - Executive member, Hospital Staff	Dr.ZionNatharaj.P.S., H.o.D., Academic Co-ordinator(I BHMS)
32.	Eco club	Principal- Chairperson of the Committee Dr.T.Ajayan, H.o.D., Academic Co-ordinator (IV BHMS) Dr.Gopika.R.S., HoD Dr.SathishKumar.V., H.o.D. Dr.Jayakumar.T.K., Faculty, Staff warden Dr.Sanju.S., Faculty <u>Student Representatives</u> <i>Dr. ViswaGayathri, PG Student</i> <i>Mr. Yadhu Krishnan, UG Student</i>	Dr.Gopika.R.S , HoD,
33.	NSS advisory committee	Dr. C K Mohan, Chairman Dr.N V Sugathan, Principal Dr.WinstonVargheese, PGCo-ordinator, Academic Co-ordinator (II BHMS) Dr.P.RSisir,H.o.D., Academic Co-ordinator ,(III BHMS) Dr.T.Ajayan, H.o.D., Academic Co-ordinator(IV BHMS) Dr.ZionNatharaj.P.S., H.o.D., Academic Co-ordinator (I BHMS) Dr.T.Ezhilarasi, Faculty Dr.SathishKumar.V., H.o.D Dr.T.KJayakumar, Faculty / Staff Warden Dr.S.P.Suja, Faculty Dr.SonnyMon.R, NSS Programme officer Mr.S.Suresh (Sevabharathi), NGO	Dr.SonnyMon.R (Programme officer)
34.	Web site / ICT committee	Principal- Chairperson of the Committee Dr.Winstonvargheese , PG co-ordinator, Academic Co-ordinator(II BHMS) Dr.KrishnaKumariAmmma.C.R, UG Co-ordinator Dr.Sisir.P.R.,HoD, Paediatrics Dr.Suman sankar.A.S, IQAC Co-ordinator Dr.SaliniChandran., HoD, Forensic Medicine Dr.Girija.L, Faculty Dr.Bindhusaran.R.,Faculty Dr.Priyanka.P.S, Faculty Mr.V.Sundaresan Nair, Office Manager Mr.PremMohan.M, Maintenance Head Mrs.Remya.N. Nursing Co-ordinator	Dr.Sisir.P.R, Co-curricular Co-ordinator, Academic Co-ordinator (III BHMS)

		Mr.Shaji, ICT Technician	
35.	SC/ST/MBC/OB C Cell	Principal- Chairperson of the Committee Dr.WinstonVargheese, PG co-ordinator S.A Subha C.Vasantha P.Vijaya <i>Mr.Bageerathan. T, UG student</i> <i>Mr.RaguRam.R, UG student</i>	Dr.WinstonVargheese PG co-ordinator, Academic Co-ordinator (II BHMS)
36.	Equal opportunity and Anti discrimination cell	Principal- Chairperson of the Committee Dr.Krishnakumariamamma .C.R., UG Coordinator Dr.Reshmy.K.R ., Faculty Mrs. Morrinsenika, X-ray technician Mr. Shaju .A, Driver Mr. Ebenezer mony., Security Mrs. C .Suseela., Attender <i>Miss.Prabhavathi- UG student</i>	Dr.Reshmy.K.R (Anti discrimination officer)
37.	Minority cell	Principal- Chairperson of the Committee Dr.Winstonvargheese., PG coordinator Dr. Sowmya.R.S.G, Faculty Dr.AathiraV.Nair, Faculty Dr. SherinSheeba, Medical officer Mrs.Jeniba., Dispensing staff <i>Mr.Nigel.R.S, UG student</i> <i>Ms. Aathirai.S, UG student</i>	Dr.WinstonVargheese PG co-ordinator, Academic Co-ordinator (II BHMS)
38.	IPR Cell	Dr.N.V.Sugathan., Principal- Chairperson of the Committee Dr.Eswaradas., Research co-ordinator Dr. Chandraja C.V ., Research officer Dr.Bindhusaran. R,Assistant academic Co- ordinator (II BHMS) Dr. Suresh.G, Faculty	Dr.Bindhusaran. R Assistant academic Co-ordinator(II BHMS)
39.	Innovation Cell	Principal- Chairperson of the Committee Dr. Siju.V ., Faculty Dr. Bindhusaran.R., Assistant academic co- ordinator (II BHMS) <i>Dr.S.Yoga., PG Student</i> <i>Mr.S.SanthosBalaaji ., UG student</i> <i>Mr.B.VijayaRaghavan., UG student</i> <i>Mr.Sreehari M. Thulasi., UG student</i> <i>Mr.AghoshB.Prasad., UG student</i> <i>Mr.Aathavan.K., UG student</i> <i>Mr.YashikIbrahim.S., UG student</i> <i>Miss.NidhiManoj., UG student</i>	Dr. Bindhusaran.R (Assistant Academic co-ordinator II BHMS)
40.	Purchase Committee	Dr.C.K.Mohan, Chairman Dr.N.V.Sugathan, Principal Dr. SathishKumar.V, HoD Repertory Mr.V.Sundaresan Nair, Office Manager Mr.S.Raveendran Nair, Office Superintendent Mr.S.Sajeev Kumar, Head Accountant Mr.M.Prem Mohan, Maintenance Manager	Dr.N.V.Sugathan., Principal
41.	Maintenance Committee	Dr.C.K.Mohan, Chairman Dr.N.V.Sugathan, Principal Mr.V.Sundaresan Nair, Office Manager Mr.S.Raveendran Nair, Office Superintendent Mr.S.Sajeev Kumar, Head Accountant Mr.M.Prem Mohan, Maintenance Manager Mrs.N.Remya, Nursing Co-ordinator Mr. V. Srisuthan, Vehicle Supervisor	Dr.N.V.Sugathan., Principal

		Mr. K. Bhuvanendran	
42.	Pharmacovigilance Committee	Dr. N.V.Sugathan ., Medical Superintendent Dr. Sreeja.S., HoD, Pharmacy	Dr. Sreeja.S., HoD, Pharmacy Dr. N.V.Sugathan ., Medical Superintendent
43.	Code of Conduct Monitoring Committee	Dr. N.V.Sugathan, Principal Dr. Sathish Kumar. V, HoD, Repertory Dr. Sisir P R, HoD, Paediatrics Mr. Sundaresan Nair. V, Office Manager	Dr. Sathish Kumar. V, HoD, Repertory



[Handwritten Signature]

Principal

PRINCIPAL

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

ADMINISTRATIVE AUDIT 2017-2018

Administrative Audit is aimed at to assess the administrative infrastructure of the institution to confirm that it is fit for the purpose of supporting validated programmes and to conclude diligence Checks.

Administrative audit inter alia covers the Institutional strategy, financial status, planning governance and administrative staffing.

The Administrative section of the Sarada Krishna Homoeopathic Medical College, Kulasekharam, supports the central activities of the college. The section is a diligent facilitator of the entire affairs of the college and assists the institution in its larger goal of pursuing academic excellence. The administration section regulates attendance management, work flow for noting, drafting, file processing, file movement across the various sections of the college through proper channel for approval and sanction.

The guiding principles for efficient administration are provided by the management and the rules and regulations made there on along with the rules/orders/regulations by the Ministry of AYUSH, (GOI), CCH, Govt. of Tamil Nadu and the Tamil Nadu Dr. M. G. R. Medical University, Chennai and other statutory bodies.

The entire office administration is dealt with in 4 different sections

- a. Academic (A Section)
- b. Establishment (E Section)
- c. Finance (F Section)
- d. Miscellaneous (M Section)

The administration of the college office is under the supervision of an Office Manager, Office Supdt. and Estate Manager under the overall Superintendence and control of the Chairman-cum-Principal.

Detailed office orders giving specific responsibilities to different administrative sections are given in Annexure A.

The office facilities are fully computerized and IT enabled.

The administrative section is in charge of different posts/employees, appointed with all the necessary procedural requirements. Confidentiality of records and information is maintained with at most care. Records management, Data base and preparation of forms and formats for various administrative activities are done by the administrative section .

The administrative section deals with all the service related matters of the employees of the Institution.

Recruitment Induction and appraisal of Administrative staff.

Sarada Krishna Homoeopathic Medical College, Kulasekharam, has its own recruitment policy to provide a sound framework for the recruitment and selection of administrative staff which also meets the college requirements of Equal opportunities policy and all other relevant employment regulations. Appointment to the posts included in Administrative staff categories are made by the committee on appointments comprised of

- | | | |
|----------------------------------|---|----------|
| 1.Chairman of the Managing Trust | - | Chairman |
| 2.Principal | - | Member |
| 3.Section Head | - | Member |

Administrative staff strength for year 2017-18 is -37

Meetings/interactions of Administrative staff are being regularly conducted to review the tasks assigned to the administrative staff.

In 2017-18 two such meeting are conducted on 11th August and 29th December 2017 & 3rd February 2018.

Performance appraisal of Administrative Staff

A performance appraisal method is followed for evaluation of Administrative staff. The performance is appraised by the section Head office supdt./office manager/Administrative performance appraisal is done for every calendar year.

The administrative has also in place a 24 x 7 security mechanism in the campus monitored by CCTV cameras installed Vantage points of the College campus.

Finance and Accounts

The Finance and accounts section is a part of the Administrative dispensation at the Sarada Krishna Homoeopathic Medical College. The Section diligently maintains Books of Accounts as per the Accounting standards set by the ICAI. Payments made through vouchers and adjustments bills are accounted under relevant recurring and non recurring heads such as salaries, maintenance, development of campus, deposits and advances. Accounts are compiled through receipts and payments account and classified as Income and Expenditure and Balance sheet, which are bifurcated with respective schedules that are prepared annually and returns are filled with Income Tax Department. The audited Annual statements are placed before the Board of Trustees, Finance Committee and College Council for perusal and approval.

Preclude to the annual audit of accounts by the external auditor, internal audit have also been conducted as one of the good practices followed.

Total Budget and Expenditure details for the financial year 2017-18 is as given below:

Budget Allocation	-	89380500
Total Expenditure	-	88939006

Information and Communication technology centre.

ICT Centre of the institution caters to the needs of different academic departments and various units/sections of the College. The mission of ICT enabled services at the college is to

create and maintain I.T. environment in pursuit of academic excellence. The ultimate aim is to provide service to promote and assist the use of new computing technologies among the students, staff and administration, College manages various computing and IT enabled communication facilities including Wifi connectivity across the campus. The institution have adequate number of desktop systems in the form of computers and peripherals for independent study and learning with support from faculty and experts. All UG/PG and Research Depts have been equipped with inter and intra connected computer and peripherals. A separate Net Cafe is also in place within the campus for the benefit of students and staff.

SC/ST Cell/Equal opportunity cell/OBC and Minority cell

The SC/ST and OBC and Minority cells have been constituted as per the standard guidelines. These cells ensure the effective implementation of reservation policies of the Govt. in the admission, accommodation in Hostels, various scholarship and education concessions available to the sections.

Equal opportunity cell ensures.

- a. To safeguard the interests of the students without any prejudice to their caste creed, religion, language, ethnicity, gender and disability.
- b. To promote equality among students of all sections of the society.
- c. To eliminate discriminations against or harassment of any student in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication in any form of discrimination or harassment.

RECORDS RELATE TO STUDENTS

All records relate to Admission, student induction process, students attendance are maintained in the Administrative section.

As part of the monitoring and Evaluation and to get necessary feedback from students and parents a system is in place to communicate with parents through SMS.

Details of students admitted in the Academic year 2017-18 is given below:

UG – 100

PG – 30

Evaluation/ Examinations

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 area. It conducts the internal assessment and University Examinations effectively by strictly adhering to the rules and regulations of the regulatory bodies.

All records relate to the both Internal and External Examinations are documented and maintained in the concerned Academic sections of the Administrative wing.

Details Showing Internal and External Evaluation held during the Year is furnished below:

Internal Evaluation	External Evaluation
27.12.2017 to 05.01.2018	16.10.2017 to 07.11.2017
08.01.2018 to 12.01.2018	18.12.2017 to 22.12.2017
22.03.2018 to 28.03.2018	27.12.2017 to 29.12.2017
16.04.2018 to 21.04.2018	01.02.2018 to 13.02.2018
18.06.2018 to 07.07.2018	20.02.2018 to 23.02.2018
15.09.2018 to 19.09.2018	15.05.2018 to 24.05.2018
22.09.2018 to 29.09.2018	01.08.2018 to 14.08.2018
08.10.2018 to 12.10.2018	16.08.2018 to 28.08.2018

Physical Verification Stocks and Stores

As part of the administrative measure physical verification of stocks and stores are being regularly conducted stocks held by the HoD's have been verified as on 1st April every year. Other stocks viz . Dead stock and furniture etc all other material stocks are being verified annually

Details of Physical Verification of stocks conducted in the teaching Departments for the Year 2017-18 are given below:

Sl No	Name of the Department	Date on which P.V Conducted
1	Anatomy	18.04.2018
2	Physiology	09.04.2018
3	Organon	11.04.2018
4	Materia Medica	16.04.2018
5	Pharmacy	12.04.2018
6	Forensic Medicine	07.04.2018
7	Practice of Medicine	14.04.2018
8	Pathology	16.04.2018
9	Surgery	11.04.2018
10	OBG	14.04.2018
11	Community Medicine	10.04.2018
12	Repertory	16.04.2018
13	Paediatrics	13.04.2018

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 $\frac{1}{2}$ 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.




Principal

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

Office Order /1/ 2015

E1/781/2015

Dated :14.08.2015

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

With a view to streamlining the administration and updating the office documentation, it has been decided to revise the working parameter and distribution of various allocated subjects among the different sections. Accordingly, in superseding all earlier orders, the following office orders are issued allocating various subjects and works among the sections / staff of this institution. Details of sections thus allocated are given below:

Sl.No.	Name of Section	Name of person allotted to be in-charge
Academic Section (A section)		
1.	A1	Mrs. S. Sreelekha Kumari
2.	A2	Mrs. K. Veena Krishnan
3.	A3	Mr. K. Ramesh
Establishment (E-section)		
1.	E1	Mr. K. Sasikumaran
2.	E2	Mrs. V.R. Sreedevi
3.	E3	Mrs. T. Indulekha
Finance Section (F section)		
1.	F1	Mr. S. Sajeev Kumar
2.	F2	Mr. S. Satheesh

Miscellaneous section (M)

- | | | |
|----|----|-------------------------|
| 1. | M1 | Mr. Prem Mohan |
| 2. | M2 | Mr. K. Sasikumaran Nair |
| 3. | M3 | Mrs. S.A. Subha |

Hospital Section (H Section)

- | | | |
|----|----|--|
| 1. | H1 | } Separate orders will be issued in due course |
| 2. | H2 | |

Office Record :

Mrs. S. Priya

Details of subjects / works allocated to each of the section mentioned above, are separately appended below:

The individuals put in-charge of the sections are directed to maintain all registers and records properly.

Sl.No.	Section	Subjects / Works allocated
1.	A1	<ol style="list-style-type: none">1. Conducting UG Exam and Convocation Scholarship for U.G. Students2. Inspection by C.C.H, University, AYUSH, Govt-State & Central3. Admission & Registration related matters of U.G.4. First graduation BC, SC scholarships5. Seminars, Meeting, Conferences, CME6. Study Tours7. Exams8. Email Messages <p><u>Registers and records to be maintained</u></p> <ol style="list-style-type: none">1. First graduation2. Backward class3. SC / ST / SCC4. Personal registers5. Periodicals

2.

A2

1. All works relating to P.G. Courses including correspondences
2. Admission, Registration and P.G. Courses
3. Conducting of PG Exam & Convocation, Scholarship for PG Students
4. Inspection by C.C.H, University, AYUSH, Govt.of State & Central
5. Hospital Incentive and preparation of O.P. Statements
6. Clinical attendance of students.
7. Preparation of Monthly Duty orders for students & Interns
8. Research
9. NAAC
10. Seminars, Meeting, Conferences
11. Internship related works
12. N.S.S, Red Ribbon, Red Cross
13. Attendance Register for interns
14. Rural Centers
15. All correspondence relates to hospital

Registers and records to be maintained

Personal Registers

Periodicals

3.

A3

1. Conferences
2. Student Attendance
4. Graduation/ Loan Certificate
5. Bonafide Certificate
6. Fee Certificate for I.T.
7. Students Progress Report
8. Students Mark Entry
9. Computer Works

Registers and records to be maintained

1. Minutes Registers for all committees
2. Visitors register (Dignitaries)
3. Visitors register (common)
4. Periodical Registers

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

4.

E1

1. All appointments
2. Maintenance of service records
3. Fixation of pay
4. Sanction of increments
5. Disciplinary action
6. Preparation of Pay bills
7. Meeting of Administrative staff

8. Office Orders
9. Duties and responsibilities
10. Performance assessment of faculty
11. Legal and court cases
12. EPF / ESI Accounts

Registers and records to be maintained

1. Register of service books / records
2. Register of confidential dossiers
3. Register of record sheet
4. Pay bill registers
5. Increment sanction register
6. Register of temporary appointments
7. Register of probationers
8. Register of approved probationers
9. Register of sanctioned posts
10. Post ledger
11. Name ledger
12. All recovery registers
13. Incumbent register
14. EPF contribution register
15. Loss of pay register
16. Personal Register
17. Periodicals

5.

E2

1. Leave Sanction
2. Dispatch, Stamp Account
3. Maintenance of Leave Account & entries in the leave records.
4. Attendance
5. Late attendance
6. Permission
7. Phone message

Registers and records to be maintained

1. Attendance registers
2. Late attendance register
3. Permission register
4. Phone message register
5. Casual leave register
6. Key handing over register
7. Personal Register
8. Periodical Register

6.

E3

1. Tapal Distribution
 2. Permission to Hostel Students and Maintenance of Registers
 3. Reception in-charge
 4. In-charge of recording the various events of this institution.
- Will also assist the E1 section in making entries in the service records and registers and maintaining such registers and records.

Registers and records to be maintained

1. Register of important tapals including Regd. Post / Speed post
2. Distribution Register
3. Movement Register
4. Student late arrival register
5. Personal register
6. Periodicals

7.

M1

1. Building
2. Dead stock
3. Machinery and Equipments
4. Computers
5. Telephones
6. Physical verification of stores / dead stock / Stationary / Temporary Dead stock
7. Library , Pharmacy.
8. In-charge of all facilities (as detailed above) including infrastructure and logistic management. In-charge of co-ordination with various units and persons in-charge and report to the head of institution.

Registers and records to be maintained

1. Dead stock Register
2. Register of Keys / duplicate keys
3. Register of computers printers etc
4. Register of Motor vehicles
5. Register of buildings
6. Write of register
7. Auction sale register
8. Register of unserviceable articles
9. Condemned Articles register

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

8. M2

1. Bank duty
2. Remittance
3. Out door works

Registers and records to be maintained

Students attendance register (UG)

9. M3

Mrs. Subha, who is presently assisting the P.G. co-ordinators unit is put in charge of M3 section without prejudice to the current duties. She will co-ordinate with the F1 and M1 section and attend all correspondence of M section

Registers and records to be maintained

1. Stationary stock register
2. Stationary Indent register
3. Stationary issue register
4. Register of invoices
5. Periodicals

10. F1

1. Maintenance of accounts of trust / college and all constituents
2. Payment of Salary bills and contingent bills
3. Maintenance of cash book and allied register
4. Closure of cash book on transaction days
5. Audit related works
6. Preparation of all payment vouchers
7. Maintenance of day book (payment &
8. Budget and expenditure statement

Registers and records to be maintained

1. Main cash book
2. Subsidiary cash book (s)
3. Contingent bill register.
4. Salary bill payment register
5. Payment vouchers
6. Budget sanction register
7. Expenditure register
8. Preparation of budget

Person(s) in-charge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

No. Office order E1/ No 1/2018

Date:01.02.2018

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 Metrics 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 15th 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/Laison 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

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)




Principal

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

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

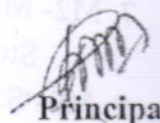
Next Reminder Diary

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

ADMINISTRATIVE AUDIT 2016-2017

Administrative Audit is aimed at to assess the administrative infrastructure of the institution to confirm that it is fit for the purpose of supporting validated programmes and to conclude diligence Checks.

Administrative audit inter alia covers the Institutional strategy, financial status, planning governance and administrative staffing.

The Administrative section of the Sarada Krishna Homoeopathic Medical College, Kulasekharam, supports the central activities of the college. The section is a diligent facilitator of the entire affairs of the college and assists the institution in its larger goal of pursuing academic excellence. The administration section regulates attendance management, work flow for noting, drafting, file processing, file movement across the various sections of the college through proper channel for approval and sanction.

The guiding principles for efficient administration are provided by the management and the rules and regulations made there on along with the rules/orders/regulations by the Ministry of AYUSH, (GOI), CCH, Govt. of Tamil Nadu and the Tamil Nadu Dr. M. G. R. Medical University, Chennai and other statutory bodies.

The entire office administration is dealt with in 4 different sections

- a. Academic (A Section)
- b. Establishment (E Section)
- c. Finance (F Section)
- d. Miscellaneous (M Section)

The administration of the college office is under the supervision of an Office Manager, Office Supdt. and Estate Manager under the overall Superintendence and control of the Chairman-cum-Principal.

Detailed office orders giving specific responsibilities to different administrative sections are given in Annexure A.

The office facilities are fully computerized and IT enabled.

The administrative section is in charge of different posts/employees, appointed with all the necessary procedural requirements. Confidentiality of records and information is maintained with at most care. Records management, Data base and preparation of forms and formats for various administrative activities are done by the administrative section .

The administrative section deals with all the service related matters of the employees of the Institution.

Recruitment Induction and appraisal of Administrative staff.

Sarada Krishna Homoeopathic Medical College, Kulasekharam, has its own recruitment policy to provide a sound framework for the recruitment and selection of administrative staff which also meets the college requirements of Equal opportunities policy and all other relevant employment regulations. Appointment to the posts included in Administrative staff categories are made by the committee on appointments comprised of

- | | | |
|----------------------------------|---|----------|
| 1.Chairman of the Managing Trust | - | Chairman |
| 2.Principal | - | Member |
| 3.Section Head | - | Member |

Administrative staff strength for year 2016-17 is -28

Meetings/interactions of Administrative staff are being regularly conducted to review the tasks assigned to the administrative staff.

In 2016-17 two such meeting are conducted on 12th October and 02nd January 2017.

Performance appraisal of Administrative Staff

A performance appraisal method is followed for evaluation of Administrative staff. The performance is appraised by the section Head office supdt./office manager/Administrative performance appraisal is done for every calendar year.

The administrative has also in place a 24 x 7 security mechanism in the campus monitored by CCTV cameras installed Vantage points of the College campus.

Finance and Accounts

The Finance and accounts section is a part of the Administrative dispensation at the Sarada Krishna Homoeopathic Medical College. The Section diligently maintains Books of Accounts as per the Accounting standards set by the ICAI. Payments made through vouchers and adjustments bills are accounted under relevant recurring and non recurring heads such as salaries, maintenance, development of campus, deposits and advances. Accounts are compiled through receipts and payments account and classified as Income and Expenditure and Balance sheet, which are bifurcated with respective schedules that are prepared annually and returns are filled with Income Tax Department. The audited Annual statements are placed before the Board of Trustees, Finance Committee and College Council for perusal and approval.

Preclude to the annual audit of accounts by the external auditor, internal audit have also been conducted as one of the good practices followed.

Total Budget and Expenditure details for the financial year 2016-17 is as given below:

Budget Allocation	-	72148500
Total Expenditure	-	71620302

Information and Communication technology centre.

ICT Centre of the institution caters to the needs of different academic departments and various units/sections of the College. The mission of ICT enabled services at the college is to create and maintain I.T. environment in pursuit of academic excellence. The ultimate aim is to

provide service to promote and assist the use of new computing technologies among the students, staff and administration, College manages various computing and IT enabled communication facilities including Wifi connectivity across the campus. The institution have adequate number of desktop systems in the form of computers and peripherals for independent study and learning with support from faculty and experts. All UG/PG and Research Depts have been equipped with inter and intra connected computer and peripherals. A separate Net Cafe is also in place within the campus for the benefit of students and staff.

SC/ST Cell/Equal opportunity cell/OBC and Minority cell

The SC/ST and OBC and Minority cells have been constituted as per the standard guidelines. These cells ensure the effective implementation of reservation policies of the Govt. in the admission, accommodation in Hostels, various scholarship and education concessions available to the sections.

Equal opportunity cell ensures.

- a. To safeguard the interests of the students without any prejudice to their caste creed, religion, language, ethnicity, gender and disability.
- b. To promote equality among students of all sections of the society.
- c. To eliminate discriminations against or harassment of any student in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication in any form of discrimination or harassment.

RECORDS RELATE TO STUDENTS

All records relate to Admission, student induction process, students attendance are maintained in the Administrative section.

As part of the monitoring and Evaluation and to get necessary feedback from students and parents a system is in place to communicate with parents through SMS.

Details of students admitted in the Academic year 2016-17 is given below:

UG – 99

PG – 30

Evaluation/ Examinations

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 area. It conducts the internal assessment and University Examinations effectively by strictly adhering to the rules and regulations of the regulatory bodies.

All records relate to the both Internal and External Examinations are documented and maintained in the concerned Academic sections of the Administrative wing.

Details Showing Internal and External Evaluation held during the Year is furnished below:

Internal Evaluation	External Evaluation
<u>2016-2017</u>	17.10.2016 to 21.10.2016
19.12.2016 to 22.01.2016	24.10.2016 to 04.11.2016
28.12.2016 to 31.12.2016	07.11.2016 to 10.11.2016
02.01.2017 to 12.01.2017	26.12.2016 to 30.12.2016
27.03.2017 to 07.04.2017	03.01.2017 to 05.01.2017
17.06.2017 to 23.06.2017	01.02.2017 to 24.02.2017
28.06.2017 to 01.07.2017	15.05.2017 to 30.05.2017
03.07.2017 to 05.07.2017	01.06.2017 to 09.06.2017
11.09.2017 to 27.09.2017	01.08.2017 to 22.08.2017

Physical Verification Stocks and Stores

As part of the administrative measure physical verification of stocks and stores are being regularly conducted stocks held by the HoD's have been verified as on 1st April every year. Other stocks viz . Dead stock and furniture etc all other material stocks are being verified annually

Details of Physical Verification of stocks conducted in the teaching Departments for the Year 2016-17 are given below:

Sl No	Name of the Department	Date on which P.V Conducted
1	Anatomy	12.04.2017
2	Physiology	12.04.2017
3	Organon	10.04.2017
4	Materia Medica	10.04.2017
5	Pharmacy	14.04.2017
6	Forensic Medicine	13.04.2017
7	Practice of Medicine	11.04.2017
8	Pathology	13.04.2017
9	Surgery	12.04.2017
10	OBG	10.04.2017
11	Community Medicine	12.04.2017
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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.

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- (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 $\frac{1}{2}$ 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.




Principal

PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI
TAMIL NADU

Office Order /1/ 2015

E1 / 781/ 2015

Dated :14.08.2015

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

With a view to streamlining the administration and updating the office documentation, it has been decided to revise the working parameter and distribution of various allocated subjects among the different sections. Accordingly, in superseding all earlier orders, the following office orders are issued allocating various subjects and works among the sections / staff of this institution. Details of sections thus allocated are given below:

Sl.No.	Name of Section	Name of person allotted to be in-charge
Academic Section (A section)		
1.	A1	Mrs. S. Sreelekha Kumari
2.	A2	Mrs. K. Veena Krishnan
3.	A3	Mr. K. Ramesh
Establishment (E-section)		
1.	E1	Mr. K. Sasikumaran
2.	E2	Mrs. V.R. Sreedevi
3.	E3	Mrs. T. Indulekha
Finance Section (F section)		
1.	F1	Mr. S. Sajeev Kumar
2.	F2	Mr. S. Satheesh

Miscellaneous section (M)

1.	M1	Mr. Prem Mohan
2.	M2	Mr. K. Sasikumaran Nair
3.	M3	Mrs. S.A. Subha

Hospital Section (H Section)

1.	H1	} Separate orders will be issued in due course
2.	H2	

Office Record :

Mrs. S. Priya

Details of subjects / works allocated to each of the section mentioned above, are separately appended below:

The individuals put in-charge of the sections are directed to maintain all registers and records properly.

Sl.No.	Section	Subjects / Works allocated
1.	A1	<ol style="list-style-type: none">1. Conducting UG Exam and Convocation Scholarship for U.G. Students2. Inspection by C.C.H, University, AYUSH, Govt-State & Central3. Admission & Registration related matters of U.G.4. First graduation BC, SC scholarships5. Seminars, Meeting, Conferences, CME6. Study Tours7. Exams8. Email Messages

Registers and records to be maintained

1. First graduation
2. Backward class
3. SC / ST / SCC
4. Personal registers
5. Periodicals

2.

A2

1. All works relating to P.G. Courses including correspondences
2. Admission, Registration and P.G. Courses
3. Conducting of PG Exam & Convocation, Scholarship for PG Students
4. Inspection by C.C.H, University, AYUSH, Govt.of State & Central
5. Hospital Incentive and preparation of O.P. Statements
6. Clinical attendance of students.
7. Preparation of Monthly Duty orders for students & Interns
8. Research
9. NAAC
10. Seminars, Meeting, Conferences
11. Internship related works
12. N.S.S, Red Ribbon, Red Cross
13. Attendance Register for interns
14. Rural Centers
15. All correspondence relates to hospital

Registers and records to be maintained

Personal Registers

Periodicals

3.

A3

1. Conferences
2. Student Attendance
4. Graduation/ Loan Certificate
5. Bonafide Certificate
6. Fee Certificate for I.T.
7. Students Progress Report
8. Students Mark Entry
9. Computer Works

Registers and records to be maintained

1. Minutes Registers for all committees
2. Visitors register (Dignitaries)
3. Visitors register (common)
4. Periodical Registers

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

4.

E1

1. All appointments
2. Maintenance of service records
3. Fixation of pay
4. Sanction of increments
5. Disciplinary action
6. Preparation of Pay bills
7. Meeting of Administrative staff

8. Office Orders
9. Duties and responsibilities
10. Performance assessment of faculty
11. Legal and court cases
12. EPF / ESI Accounts

Registers and records to be maintained

1. Register of service books / records
2. Register of confidential dossiers
3. Register of record sheet
4. Pay bill registers
5. Increment sanction register
6. Register of temporary appointments
7. Register of probationers
8. Register of approved probationers
9. Register of sanctioned posts
10. Post ledger
11. Name ledger
12. All recovery registers
13. Incumbent register
14. EPF contribution register
15. Loss of pay register
16. Personal Register
17. Periodicals

5.

E2

1. Leave Sanction
2. Dispatch, Stamp Account
3. Maintenance of Leave Account & entries in the leave records.
4. Attendance
5. Late attendance
6. Permission
7. Phone message

Registers and records to be maintained

1. Attendance registers
2. Late attendance register
3. Permission register
4. Phone message register
5. Casual leave register
6. Key handing over register
7. Personal Register
8. Periodical Register

6.

E3

1. Tapal Distribution
2. Permission to Hostel Students and Maintenance of Registers
3. Reception in-charge
4. In-charge of recording the various events of this institution.
Will also assist the E1 section in making entries in the service records and registers and maintaining such registers and records.

Registers and records to be maintained

1. Register of important tapals including Regd. Post / Speed post
2. Distribution Register
3. Movement Register
4. Student late arrival register
5. Personal register
6. Periodicals

7.

M1

1. Building
2. Dead stock
3. Machinery and Equipments
4. Computers
5. Telephones
6. Physical verification of stores / dead stock /
Stationary / Temporary Dead stock
7. Library , Pharmacy.
8. In-charge of all facilities (as detailed above) including infrastructure and logistic management. In-charge of co-ordination with various units and persons in-charge and report to the head of institution.

Registers and records to be maintained

1. Dead stock Register
2. Register of Keys / duplicate keys
3. Register of computers printers etc
4. Register of Motor vehicles
5. Register of buildings
6. Write of register
7. Auction sale register
8. Register of unserviceable articles
9. Condemned Articles register

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

8. M2

1. Bank duty
2. Remittance
3. Out door works

Registers and records to be maintained

Students attendance register (UG)

9. M3

Mrs. Subha, who is presently assisting the P.G. co-ordinators unit is put in charge of M3 section without prejudice to the current duties. She will co-ordinate with the F1 and M1 section and attend all correspondence of M section

Registers and records to be maintained

1. Stationary stock register
2. Stationary Indent register
3. Stationary issue register
4. Register of invoices
5. Periodicals

10. F1

1. Maintenance of accounts of trust / college and all constituents
2. Payment of Salary bills and contingent bills
3. Maintenance of cash book and allied register
4. Closure of cash book on transaction days
5. Audit related works
6. Preparation of all payment vouchers
7. Maintenance of day book (payment &
8. Budget and expenditure statement

Registers and records to be maintained

1. Main cash book
2. Subsidiary cash book (s)
3. Contingent bill register
4. Salary bill payment register
5. Payment vouchers
6. Budget sanction register
7. Expenditure register
8. Preparation of budget

Person(s) in-charge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

11.

F2

1. Cash – Receipt & charges and Refunds
2. Maintenance of Day book – payment & receipt
3. Collection of Fees
4. Preparation of expenditure statement

Registers and records to be maintained


1. Register of fixed charges
 - a. Electricity
 - b. Telephone
 - c. Rent / Rate / Taxes
 - d. Water charges
2. Register of cheques / D.D. issued
3. Register of cheques / D.D. received
4. Periodicals

These orders shall take effect from 01.09.2015.

To

- All sections in-charge
- Copy to DMS
- Copy to OS/OM
- Copy to Principal's table
- Copy to Advisor's table
- ✓ Copy to SF (E1)
- Copy to office order book




Principal

PRINCIPAL

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

ADMINISTRATIVE AUDIT 2015-2016

Administrative Audit is aimed at to assess the administrative infrastructure of the institution to confirm that it is fit for the purpose of supporting validated programmes and to conclude diligence Checks.

Administrative audit inter alia covers the Institutional strategy, financial status, planning governance and administrative staffing.

The Administrative section of the Sarada Krishna Homoeopathic Medical College, Kulasekharam, supports the central activities of the college. The section is a diligent facilitator of the entire affairs of the college and assists the institution in its larger goal of pursuing academic excellence. The administration section regulates attendance management, work flow for noting, drafting, file processing, file movement across the various sections of the college through proper channel for approval and sanction.

The guiding principles for efficient administration are provided by the management and the rules and regulations made there on along with the rules/orders/regulations by the Ministry of AYUSH, (GOI), CCH, Govt. of Tamil Nadu and the Tamil Nadu Dr. M. G. R. Medical University, Chennai and other statutory bodies.

The entire office administration is dealt with in 4 different sections

- a. Academic (A Section)
- b. Establishment (E Section)
- c. Finance (F Section)
- d. Miscellaneous (M Section)

The administration of the college office is under the supervision of an Office Manager, Office Supdt. and Estate Manager under the overall Superintendence and control of the Chairman-cum-Principal.

Detailed office orders giving specific responsibilities to different administrative sections are given in Annexure A.

The office facilities are fully computerized and IT enabled.

The administrative section is in charge of different posts/employees, appointed with all the necessary procedural requirements. Confidentiality of records and information is maintained with at most care. Records management, Data base and preparation of forms and formats for various administrative activities are done by the administrative section .

The administrative section deals with all the service related matters of the employees of the Institution.

Recruitment Induction and appraisal of Administrative staff.

Sarada Krishna Homoeopathic Medical College, Kulasekharam, has its own recruitment policy to provide a sound framework for the recruitment and selection of administrative staff which also meets the college requirements of Equal opportunities policy and all other relevant employment regulations. Appointment to the posts included in Administrative staff categories are made by the committee on appointments comprised of

1.Chairman of the Managing Trust	-	Chairman
2.Principal	-	Member
3.Section Head	-	Member

Administrative staff strength for year 2015-16 is -25

Meetings/interactions of Administrative staff are being regularly conducted to review the tasks assigned to the administrative staff.

In 2015-16 two such meeting are conducted on 28th March and 13th July 2016.

Performance appraisal of Administrative Staff

A performance appraisal method is followed for evaluation of Administrative staff. The performance is appraised by the section Head office supdt./office manager/Administrative performance appraisal is done for every calendar year.

The administrative has also in place a 24 x 7 security mechanism in the campus monitored by CCTV cameras installed Vantage points of the College campus.

Finance and Accounts

The Finance and accounts section is a part of the Administrative dispensation at the Sarada Krishna Homoeopathic Medical College. The Section diligently maintains Books of Accounts as per the Accounting standards set by the ICAI. Payments made through vouchers and adjustments bills are accounted under relevant recurring and non recurring heads such as salaries, maintenance, development of campus, deposits and advances. Accounts are compiled through receipts and payments account and classified as Income and Expenditure and Balance sheet, which are bifurcated with respective schedules that are prepared annually and returns are filled with Income Tax Department. The audited Annual statements are placed before the Board of Trustees, Finance Committee and College Council for perusal and approval.

Preclude to the annual audit of accounts by the external auditor, internal audit have also been conducted as one of the good practices followed.

Total Budget and Expenditure details for the financial year 2015-16 is as given below:

Budget Allocation	-	63067700
Total Expenditure	-	62710330

Information and Communication technology centre.

ICT Centre of the institution caters to the needs of different academic departments and various units/sections of the College. The mission of ICT enabled services at the college is to create and maintain I.T. environment in pursuit of academic excellence. The ultimate aim is to

provide service to promote and assist the use of new computing technologies among the students, staff and administration, College manages various computing and IT enabled communication facilities including Wifi connectivity across the campus. The institution have adequate number of desktop systems in the form of computers and peripherals for independent study and learning with support from faculty and experts. All UG/PG and Research Depts have been equipped with inter and intra connected computer and peripherals. A separate Net Cafe is also in place within the campus for the benefit of students and staff.

SC/ST Cell/Equal opportunity cell/OBC and Minority cell

The SC/ST and OBC and Minority cells have been constituted as per the standard guidelines. These cells ensure the effective implementation of reservation policies of the Govt. in the admission, accommodation in Hostels, various scholarship and education concessions available to the sections.

Equal opportunity cell ensures.

- a. To safeguard the interests of the students without any prejudice to their caste creed, religion, language, ethnicity, gender and disability.
- b. To promote equality among students of all sections of the society.
- c. To eliminate discriminations against or harassment of any student in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication in any form of discrimination or harassment.

RECORDS RELATE TO STUDENTS

All records relate to Admission, student induction process, students attendance are maintained in the Administrative section.

As part of the monitoring and Evaluation and to get necessary feedback from students and parents a system is in place to communicate with parents through SMS.

Details of students admitted in the Academic year 2015-16 is given below:

UG – 100

PG – 30

Evaluation/ Examinations

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 area. It conducts the internal assessment and University Examinations effectively by strictly adhering to the rules and regulations of the regulatory bodies.

All records relate to the both Internal and External Examinations are documented and maintained in the concerned Academic sections of the Administrative wing.

Details Showing Internal and External Evaluation held during the Year is furnished below:

Internal Evaluation	External Evaluation
<u>2015-2016</u>	
26.06.2015 to 04.07.2015	15.10.2015 to 27.10.2015, 30.10.2015
22.07.2015 to 27.07.2015, 10.08.2015	01.02.2016 to 02.06.2016
21.09.2015 to 03.10.2015	15.04.2016 to 11.05.2016
03.12.2015 to 08.01.2016	01.08.2016 to 23.08.2016
02.12.2015 to 05.12.2015	
28.01.2015 to 30.01.2016	
01.04.2016 to 08.04.2016	

19.04.2016 to 23.04.2016	
11.04.2016 to 21.04.2016	
25.06.2016 to 02.07.2016	
20.07.2016 to 23.07.2016	
27.07.2016 to 30.07.2016	
02.08.2016 to 07.08.2016	
23.09.2016 to 30.09.2016	

Physical Verification Stocks and Stores

As part of the administrative measure physical verification of stocks and stores are being regularly conducted stocks held by the HoD's have been verified as on 1st April every year. Other stocks viz . Dead stock and furniture etc all other material stocks are being verified annually

Details of Physical Verification of stocks conducted in the teaching Departments for the Year 2015-16 are given below:

Sl No	Name of the Department	Date on which P.V Conducted
1	Anatomy	15.04.2016
2	Physiology	12.04.2016
3	Organon	07.04.2016
4	Materia Medica	11.04.2016
5	Pharmacy	07.04.2016
6	Forensic Medicine	12.04.2016
7	Practice of Medicine	12.04.2016
8	Pathology	12.04.2016
9	Surgery	13.04.2016
10	OBG	09.04.2016
11	Community Medicine	12.04.2016
12	Repertory	15.04.2016
13	Paediatrics	11.04.2016

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 $\frac{1}{2}$ 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.

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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

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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.

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

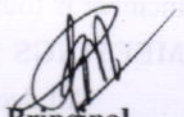
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SEPARATION

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.




Principal
PRINCIPAL

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

Office Order /1/ 2015

E1/781/2015

Dated :14.08.2015

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

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2.	A2	Mrs. K. Veena Krishnan
3.	A3	Mr. K. Ramesh
Establishment (E-section)		
1.	E1	Mr. K. Sasikumaran
2.	E2	Mrs. V.R. Sreedevi
3.	E3	Mrs. T. Indulekha
<u>Finance Section (F section)</u>		
1.	F1	Mr. S. Sajeev Kumar
2.	F2	Mr. S. Satheesh

Miscellaneous section (M)

- | | | |
|----|----|-------------------------|
| 1. | M1 | Mr. Prem Mohan |
| 2. | M2 | Mr. K. Sasikumaran Nair |
| 3. | M3 | Mrs. S.A. Subha |

Hospital Section (H Section)

- | | | |
|----|----|--|
| 1. | H1 | } Separate orders will be issued in due course |
| 2. | H2 | |

Office Record :

Mrs. S. Priya

Details of subjects / works allocated to each of the section mentioned above, are separately appended below:

The individuals put in-charge of the sections are directed to maintain all registers and records properly.

Sl.No.	Section	Subjects / Works allocated
1.	A1	<ol style="list-style-type: none">1. Conducting UG Exam and Convocation Scholarship for U.G. Students2. Inspection by C.C.H, University, AYUSH, Govt-State & Central3. Admission & Registration related matters of U.G.4. First graduation BC, SC scholarships5. Seminars, Meeting, Conferences, CME6. Study Tours7. Exams8. Email Messages

Registers and records to be maintained

1. First graduation
2. Backward class
3. SC / ST / SCC
4. Personal registers
5. Periodicals

2. A2
1. All works relating to P.G. Courses including correspondences
 2. Admission, Registration and P.G. Courses
 3. Conducting of PG Exam & Convocation, Scholarship for PG Students
 4. Inspection by C.C.H, University, AYUSH, Govt.of State & Central
 5. Hospital Incentive and preparation of O.P. Statements
 6. Clinical attendance of students.
 7. Preparation of Monthly Duty orders for students & Interns
 8. Research
 9. NAAC
 10. Seminars, Meeting, Conferences
 11. Internship related works
 12. N.S.S, Red Ribbon, Red Cross
 13. Attendance Register for interns
 14. Rural Centers
 15. All correspondence relates to hospital
- Registers and records to be maintained**

Personal Registers
Periodicals

3. A3
1. Conferences
 2. Student Attendance
 4. Graduation/ Loan Certificate
 5. Bonafide Certificate
 6. Fee Certificate for I.T.
 7. Students Progress Report
 8. Students Mark Entry
 9. Computer Works
- Registers and records to be maintained**
1. Minutes Registers for all committees
 2. Visitors register (Dignitaries)
 3. Visitors register (common)
 4. Periodical Registers

Person(s) in charge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

4. E1
1. All appointments
 2. Maintenance of service records
 3. Fixation of pay
 4. Sanction of increments
 5. Disciplinary action
 6. Preparation of Pay bills
 7. Meeting of Administrative staff

8. Office Orders
9. Duties and responsibilities
10. Performance assessment of faculty
11. Legal and court cases
12. EPF / ESI Accounts

Registers and records to be maintained

1. Register of service books / records
2. Register of confidential dossiers
3. Register of record sheet
4. Pay bill registers
5. Increment sanction register
6. Register of temporary appointments
7. Register of probationers
8. Register of approved probationers
9. Register of sanctioned posts
10. Post ledger
11. Name ledger
12. All recovery registers
13. Incumbent register
14. EPF contribution register
15. Loss of pay register
16. Personal Register
17. Periodicals

5.

E2

1. Leave Sanction
2. Dispatch, Stamp Account
3. Maintenance of Leave Account & entries in the leave records.
4. Attendance
5. Late attendance
6. Permission
7. Phone message

Registers and records to be maintained

1. Attendance registers
2. Late attendance register
3. Permission register
4. Phone message register
5. Casual leave register
6. Key handing over register
7. Personal Register
8. Periodical Register

6.

E3

1. Tapal Distribution
2. Permission to Hostel Students and Maintenance of Registers
3. Reception in-charge
4. In-charge of recording the various events of this institution.
Will also assist the E1 section in making entries in the service records and registers and maintaining such registers and records.

Registers and records to be maintained

1. Register of important tapals including Regd. Post / Speed post
2. Distribution Register
3. Movement Register
4. Student late arrival register
5. Personal register
6. Periodicals

7.

M1

1. Building
2. Dead stock
3. Machinery and Equipments
4. Computers
5. Telephones
6. Physical verification of stores / dead stock /
Stationary / Temporary Dead stock
7. Library , Pharmacy.
8. In-charge of all facilities (as detailed above) including infrastructure and logistic management. In-charge of co-ordination with various units and persons in-charge and report to the head of institution.

Registers and records to be maintained

1. Dead stock Register
2. Register of Keys / duplicate keys
3. Register of computers printers etc
4. Register of Motor vehicles
5. Register of buildings
6. Write of register
7. Auction sale register
8. Register of unserviceable articles
9. Condemned Articles register

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

8. M2

1. Bank duty
2. Remittance
3. Out door works

Registers and records to be maintained

Students attendance register (UG)

9. M3

Mrs. Subha, who is presently assisting the P.G. co-ordinators unit is put in charge of M3 section without prejudice to the current duties. She will co-ordinate with the F1 and M1 section and attend all correspondence of M section

Registers and records to be maintained

1. Stationary stock register
2. Stationary Indent register
3. Stationary issue register
4. Register of invoices
5. Periodicals

10. F1

1. Maintenance of accounts of trust / college and all constituents
2. Payment of Salary bills and contingent bills
3. Maintenance of cash book and allied register
4. Closure of cash book on transaction days
5. Audit related works
6. Preparation of all payment vouchers
7. Maintenance of day book (payment &
8. Budget and expenditure statement

Registers and records to be maintained

1. Main cash book
2. Subsidiary cash book (s)
3. Contingent bill register.
4. Salary bill payment register
5. Payment vouchers
6. Budget sanction register
7. Expenditure register
8. Preparation of budget

Person(s) in-charge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

11.

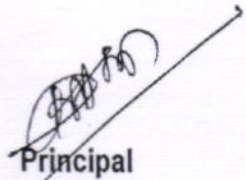
F2

1. Cash – Receipt & charges and Refunds
2. Maintenance of Day book – payment & receipt
3. Collection of Fees
4. Preparation of expenditure statement

Registers and records to be maintained

1. Register of fixed charges
 - a. Electricity
 - b. Telephone
 - c. Rent / Rate / Taxes
 - d. Water charges
2. Register of cheques / D.D. issued
3. Register of cheques / D.D. received
4. Periodicals

These orders shall take effect from 01.09.2015.


Principal

To

- All sections in-charge
- Copy to DMS
- Copy to OS/OM
- Copy to Principal's table
- Copy to Advisor's table
- ✓ Copy to SF (E1)
- Copy to office order book



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

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

ADMINISTRATIVE AUDIT 2014-2015

Administrative Audit is aimed at to assess the administrative infrastructure of the institution to confirm that it is fit for the purpose of supporting validated programmes and to conclude diligence Checks.

Administrative audit inter alia covers the Institutional strategy, financial status, planning governance and administrative staffing.

The Administrative section of the Sarada Krishna Homoeopathic Medical College, Kulasekharam, supports the central activities of the college. The section is a diligent facilitator of the entire affairs of the college and assists the institution in its larger goal of pursuing academic excellence. The administration section regulates attendance management, work flow for noting, drafting, file processing, file movement across the various sections of the college through proper channel for approval and sanction.

The guiding principles for efficient administration are provided by the management and the rules and regulations made there on along with the rules/orders/regulations by the Ministry of AYUSH, (GOI), CCH, Govt. of Tamil Nadu and the Tamil Nadu Dr. M. G. R. Medical University, Chennai and other statutory bodies.

The entire office administration is dealt with in 4 different sections

- a. Academic (A Section)
- b. Establishment (E Section)
- c. Finance (F Section)
- d. Miscellaneous (M Section)

The administration of the college office is under the supervision of an Office Manager, Office Supdt. and Estate Manager under the overall Superintendence and control of the Chairman-cum-Principal.

Detailed office orders giving specific responsibilities to different administrative sections are given in Annexure A.

The office facilities are fully computerized and IT enabled.

The administrative section is in charge of different posts/employees, appointed with all the necessary procedural requirements. Confidentiality of records and information is maintained with at most care. Records management, Data base and preparation of forms and formats for various administrative activities are done by the administrative section .

The administrative section deals with all the service related matters of the employees of the Institution.

Recruitment Induction and appraisal of Administrative staff.

Sarada Krishna Homoeopathic Medical College, Kulasekharam, has its own recruitment policy to provide a sound framework for the recruitment and selection of administrative staff which also meets the college requirements of Equal opportunities policy and all other relevant employment regulations. Appointment to the posts included in Administrative staff categories are made by the committee on appointments comprised of

- | | | |
|----------------------------------|---|----------|
| 1.Chairman of the Managing Trust | - | Chairman |
| 2.Principal | - | Member |
| 3.Section Head | - | Member |

Administrative staff strength for year 2014-15 is -23

Meetings/interactions of Administrative staff are being regularly conducted to review the tasks assigned to the administrative staff.

In 2014-15 two such meeting are conducted on 12th January and 12th August 2015.

Performance appraisal of Administrative Staff

A performance appraisal method is followed for evaluation of Administrative staff. The performance is appraised by the section Head office supdt./office manager/Administrative performance appraisal is done for every calendar year.

The administrative has also in place a 24 x 7 security mechanism in the campus monitored by CCTV cameras installed Vantage points of the College campus.

Finance and Accounts

The Finance and accounts section is a part of the Administrative dispensation at the Sarada Krishna Homoeopathic Medical College. The Section diligently maintains Books of Accounts as per the Accounting standards set by the ICAI. Payments made through vouchers and adjustments bills are accounted under relevant recurring and non recurring heads such as salaries, maintenance, development of campus, deposits and advances. Accounts are compiled through receipts and payments account and classified as Income and Expenditure and Balance sheet, which are bifurcated with respective schedules that are prepared annually and returns are filled with Income Tax Department. The audited Annual statements are placed before the Board of Trustees, Finance Committee and College Council for perusal and approval.

Preclude to the annual audit of accounts by the external auditor, internal audit have also been conducted as one of the good practices followed.

Total Budget and Expenditure details for the financial year 2014-15 is as given below:

Budget Allocation	-	61735000
Total Expenditure	-	61400506

Information and Communication technology centre.

ICT Centre of the institution caters to the needs of different academic departments and various units/sections of the College. The mission of ICT enabled services at the college is to create and maintain I.T. environment in pursuit of academic excellence. The ultimate aim is to

provide service to promote and assist the use of new computing technologies among the students, staff and administration, College manages various computing and IT enabled communication facilities including Wifi connectivity across the campus. The institution have adequate number of desktop systems in the form of computers and peripherals for independent study and learning with support from faculty and experts. All UG/PG and Research Depts have been equipped with inter and intra connected computer and peripherals. A separate Net Cafe is also in place within the campus for the benefit of students and staff.

SC/ST Cell/Equal opportunity cell/OBC and Minority cell

The SC/ST and OBC and Minority cells have been constituted as per the standard guidelines. These cells ensure the effective implementation of reservation policies of the Govt. in the admission, accommodation in Hostels, various scholarship and education concessions available to the sections.

Equal opportunity cell ensures.

- a. To safeguard the interests of the students without any prejudice to their caste creed, religion, language, ethnicity, gender and disability.
- b. To promote equality among students of all sections of the society.
- c. To eliminate discriminations against or harassment of any student in all forms by prohibiting it and by providing for preventive and protective measures to facilitate its eradication in any form of discrimination or harassment.

RECORDS RELATE TO STUDENTS

All records relate to Admission, student induction process, students attendance are maintained in the Administrative section.

As part of the monitoring and Evaluation and to get necessary feedback from students and parents a system is in place to communicate with parents through SMS.

Details of students admitted in the Academic year 2014-15 is given below:

UG – 100

PG – 30

Evaluation/ Examinations

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 area. It conducts the internal assessment and University Examinations effectively by strictly adhering to the rules and regulations of the regulatory bodies.

All records relate to the both Internal and External Examinations are documented and maintained in the concerned Academic sections of the Administrative wing.

Details Showing Internal and External Evaluation held during the Year is furnished below:

Internal Evaluation	External Evaluation
<u>2014-2015</u>	
01.07.2014 to 11.07.2014	15.10.2014 to 24.10.2014
02.12.2014 to 12.12.2014	28.10.2014 to 06.11.2014
20.11.2015 to 24.01.2015	02.02.2015 to 24.02.2015
25.03.2015 to 01.04.2015	15.04.2015 to 30.04.2015
21.04.2015 to 25.04.2015	04.05.2015 to 07.05.2015
	03.08.2015 to 24.08.2015

Physical Verification Stocks and Stores

As part of the administrative measure physical verification of stocks and stores are being regularly conducted stocks held by the HoD's have been verified as on 1st April every year. Other stocks viz . Dead stock and furniture etc all other material stocks are being verified annually

Details of Physical Verification of stocks conducted in the teaching Departments for the Year 2014-15 are given below:

Sl No	Name of the Department	Date on which P.V Conducted
1	Anatomy	15.04.2015
2	Physiology	07.04.2015
3	Organon	10.04.2015
4	Materia Medica	09.04.2015
5	Pharmacy	09.04.2015
6	Forensic Medicine	15.04.2015
7	Practice of Medicine	15.04.2015
8	Pathology	15.04.2015
9	Surgery	15.04.2015
10	OBG	09.04.2015
11	Community Medicine	10.04.2015
12	Repertory	11.04.2015
13	Paediatrics	18.04.2015



Principal

PRINCIPAL

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

E1 / 781/ 2015

Dated :14.08.2015

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

With a view to streamlining the administration and updating the office documentation, it has been decided to revise the working parameter and distribution of various allocated subjects among the different sections. Accordingly, in superseding all earlier orders, the following office orders are issued allocating various subjects and works among the sections / staff of this institution. Details of sections thus allocated are given below:

Sl.No.	Name of Section	Name of person allotted to be in-charge
Academic Section (A section)		
1.	A1	Mrs. S. Sreelekha Kumari
2.	A2	Mrs. K. Veena Krishnan
3.	A3	Mr. K. Ramesh
Establishment (E-section)		
1.	E1	Mr. K. Sasikumaran
2.	E2	Mrs. V.R. Sreedevi
3.	E3	Mrs. T. Indulekha
Finance Section (F section)		
1.	F1	Mr. S. Sajeev Kumar
2.	F2	Mr. S. Satheesh

Miscellaneous section (M)

- | | | |
|----|----|-------------------------|
| 1. | M1 | Mr. Prem Mohan |
| 2. | M2 | Mr. K. Sasikumaran Nair |
| 3. | M3 | Mrs. S.A. Subha |

Hospital Section (H Section)

- | | | |
|----|----|--|
| 1. | H1 | } Separate orders will be issued in due course |
| 2. | H2 | |

Office Record :

Mrs. S. Priya

Details of subjects / works allocated to each of the section mentioned above, are separately appended below:

The individuals put in-charge of the sections are directed to maintain all registers and records properly.

Sl.No.	Section	Subjects / Works allocated
1.	A1	<ol style="list-style-type: none">1. Conducting UG Exam and Convocation Scholarship for U.G. Students2. Inspection by C.C.H, University, AYUSH, Govt-State & Central3. Admission & Registration related matters of U.G.4. First graduation BC, SC scholarships5. Seminars, Meeting, Conferences, CME6. Study Tours7. Exams8. Email Messages <p><u>Registers and records to be maintained</u></p> <ol style="list-style-type: none">1. First graduation2. Backward class3. SC / ST / SCC4. Personal registers5. Periodicals

2.

A2

1. All works relating to P.G. Courses including correspondences
2. Admission, Registration and P.G. Courses
3. Conducting of PG Exam & Convocation, Scholarship for PG Students
4. Inspection by C.C.H, University, AYUSH, Govt.of State & Central
5. Hospital Incentive and preparation of O.P. Statements
6. Clinical attendance of students.
7. Preparation of Monthly Duty orders for students & Interns
8. Research
9. NAAC
10. Seminars, Meeting, Conferences
11. Internship related works
12. N.S.S, Red Ribbon, Red Cross
13. Attendance Register for interns
14. Rural Centers
15. All correspondence relates to hospital

Registers and records to be maintained

Personal Registers

Periodicals

3.

A3

1. Conferences
2. Student Attendance
4. Graduation/ Loan Certificate
5. Bonafide Certificate
6. Fee Certificate for I.T.
7. Students Progress Report
8. Students Mark Entry
9. Computer Works

Registers and records to be maintained

1. Minutes Registers for all committees
2. Visitors register (Dignitaries)
3. Visitors register (common)
4. Periodical Registers

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

4.

E1

1. All appointments
2. Maintenance of service records
3. Fixation of pay
4. Sanction of increments
5. Disciplinary action
6. Preparation of Pay bills
7. Meeting of Administrative staff

8. Office Orders
9. Duties and responsibilities
10. Performance assessment of faculty
11. Legal and court cases
12. EPF / ESI Accounts

Registers and records to be maintained

1. Register of service books / records
2. Register of confidential dossiers
3. Register of record sheet
4. Pay bill registers
5. Increment sanction register
6. Register of temporary appointments
7. Register of probationers
8. Register of approved probationers
9. Register of sanctioned posts
10. Post ledger
11. Name ledger
12. All recovery registers
13. Incumbent register
14. EPF contribution register
15. Loss of pay register
16. Personal Register
17. Periodicals

5.

E2

1. Leave Sanction
2. Dispatch, Stamp Account
3. Maintenance of Leave Account & entries in the leave records.
4. Attendance
5. Late attendance
6. Permission
7. Phone message

Registers and records to be maintained

1. Attendance registers
2. Late attendance register
3. Permission register
4. Phone message register
5. Casual leave register
6. Key handing over register
7. Personal Register
8. Periodical Register

6.

E3

1. Tapal Distribution
2. Permission to Hostel Students and Maintenance of Registers
3. Reception in-charge
4. In-charge of recording the various events of this institution.
Will also assist the E1 section in making entries in the service records and registers and maintaining such registers and records.

Registers and records to be maintained

1. Register of important tapals including Regd. Post / Speed post
2. Distribution Register
3. Movement Register
4. Student late arrival register
5. Personal register
6. Periodicals

7.

M1

1. Building
2. Dead stock
3. Machinery and Equipments
4. Computers
5. Telephones
6. Physical verification of stores / dead stock /
Stationary / Temporary Dead stock
7. Library , Pharmacy.
8. In-charge of all facilities (as detailed above) including infrastructure and logistic management. In-charge of co-ordination with various units and persons in-charge and report to the head of institution.

Registers and records to be maintained

1. Dead stock Register
2. Register of Keys / duplicate keys
3. Register of computers printers etc
4. Register of Motor vehicles
5. Register of buildings
6. Write of register
7. Auction sale register
8. Register of unserviceable articles
9. Condemned Articles register

Person(s) incharge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

8. M2

1. Bank duty
2. Remittance
3. Out door works

Registers and records to be maintained

Students attendance register (UG)

9. M3

Mrs. Subha, who is presently assisting the P.G. co-ordinators unit is put in charge of M3 section without prejudice to the current duties. She will co-ordinate with the F1 and M1 section and attend all correspondence of M section

Registers and records to be maintained

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5. Periodicals

10. F1

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5. Audit related works
6. Preparation of all payment vouchers
7. Maintenance of day book (payment &
8. Budget and expenditure statement

Registers and records to be maintained

1. Main cash book
2. Subsidiary cash book (s)
3. Contingent bill register
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5. Payment vouchers
6. Budget sanction register
7. Expenditure register
8. Preparation of budget

Person(s) in-charge of A3, F1 and M1 sections shall inter-alia in charge of Trust related works.

11.


F2

1. Cash – Receipt & charges and Refunds
2. Maintenance of Day book – payment & receipt
3. Collection of Fees
4. Preparation of expenditure statement

Registers and records to be maintained

1. Register of fixed charges
 - a. Electricity
 - b. Telephone
 - c. Rent / Rate / Taxes
 - d. Water charges
2. Register of cheques / D.D. issued
3. Register of cheques / D.D. received
4. Periodicals

These orders shall take effect from 01.09.2015.


Principal

To

- All sections in-charge
- Copy to DMS
- Copy to OS/OM
- Copy to Principal's table
- Copy to Advisor's table
- ✓ Copy to SF (E1)
- Copy to office order book



PRINCIPAL

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



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

ADHOC COMMITTEES

Sl No	Year	Name of the Committee	Convenor's of the Committee
1	2019	Sports Day	Dr Arun R.Nair
2		Arts Day	Dr Hari Sankar V
3		Homoeosem	Dr Reshmy K.R
4		Hahnemann's Birthday	Dr Manoj Narayanan
5		Onam Celebrations	Dr T.Ajayan
6		Christmas Day Celebrations	Dr Zion Natharaj
1	2018	Sports Day	Dr P.R Sisir
2		Arts Day	Dr Satheesh M.Nair
3		Homoeosem	Dr Manoj Narayanan
4		Hahnemann's Birthday	Dr Murugan M

5		South India Homoeo Fest	Dr Harisankar V.
6		Drug Proving Committee	Dr Chandraja C.V
7		Onam Celebrations	Dt T. Ajayan
8		Christmas Day Celebrations	Dr Sonny mon R
1	2017	Sports Day	Dr Sonny mon R
2		Arts Day	Dr HariSankar V.
3		Homoeosem	Dr M. Murugan
4		Intercollegiate Sports meet	Dr T.K.Jayakumar
5		Hahnemann's Birthday	Dr Sonny mon R
6		Onam Celebrations	Dr T. Ajayan
7		Christmas Day Celebrations	Dr Zion Natharaj
1	2016	Sports Day	Dr Satheesh M.Nair
2		Arts Day	Dr P.R.Sisir
3		Homoeosem	Dr Saiji P.R
4		Hahnemann's Birthday	Dr M.Murugan
5		Onam Celebrations	Dr T.Ajayan
6		Christmas Day Celebrations	Dr Zion Natharaj
1		Sports Day	Dr Saiji P.R

2	2015	Arts Day	Dr T.K.Jayakumar
3		Homoeosem	Dr Suman Sankar
4		Hahnemann's Birthday	Dr V. Siju
5		Onam Celebrations	Dr T.Ajayan
6		Christmas Day Celebrations	Dr Zion Natharaj
1		2014	Sports Day
2	Arts Day		Dr T. Ayayan
3	Homoeosem		Dr M.Murugan
4	Hahnemann's Birthday		Dr R. Sonnymon
5	Onam Celebrations		Dr T.Ajayan
6	Christmas Day Celebrations		Dr Zion Natharaj



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



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

ADHOC COMMITTEES

Committee members of Hahemann's Birthday Celebrations

1. Dr M.Murugan
2. Dr Manoj Narayanan
3. Dr Shinee G.R
4. Dr Sonnymon R
5. Dr Sathesh M.Nair



Sil
PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANNIYAKUMARI DISTRICT,
TAMIL NADU - 629 161

Hahnemann's Birthday Celebrations 2019

Kulasekharam,
05.04.2019

Dear Sir / Madam,

As is usual with us in the matter of observance of the birthday celebrations of our Master Hahnemann, we are once again confronted with the ceremony due on 10th April to be held later by two days on Saturday 13th of this month. It is because of the overlapping of the Scientific Convention on World Homoeopathy Day at New Delhi on 9th and 10th April 2019. The Hahnemann Memorial Speech will be delivered by Dr. Jayesh V. Sanghvi, Director, Dr. Sanghvi's Nature Clinic, Chennai and Vice Chairman, Global Homoeopathy Foundation. The details of the programme are furnished overleaf.

We cordially invite you to participate in the celebrations with your esteemed presence.

Yours in the cause of Homoeopathy.

Dr. Manoj Narayan V

Dr. Manoj Narayan. V
Convener

Dr. N.V. Sugathan,
Principal



N.V. Sugathan
PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 626 161

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

HOMOEOSEM -2019

General Convener : Dr. Reshmy K.R.
College Day Celebration Convener : Dr. Salini Chandran
Alumni Meet Convener : Dr. Berlina Terrence Mary
Seminar Convener : Dr. Sathish kumar V.

Seminar Sub – Committees

1. Reception

Dr. T. Ajayan - Convener
Dr. Santhi Serene Sylum
Dr. Gopika. R.S.
Dr. Ezhilarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Jayakumar T.K.
Dr. Deepa G.S.
Dr. Harisankar. V
Dr. Saiji P.R.
Dr. Bindhusaran. R
Dr. Suja S.P.
Dr. Priyanka P.S
Dr. Berlina Terrence Mary.D
Dr. Bencitha Horrence Mary.D

2. Scientific

Dr. P.R. Sisir - Convener
Dr. Krishna Kumari Amma C.R.
Dr. Winston Vargheese
Dr. Zion Natharaj P.S.
Dr. Salini Chandran
Dr. Girja. L
Dr. Venugopal. K.G.
Dr. Chandrahasan C.M
Dr. Nisha Gopinath

3. Food

Dr. Suman Sankar - Convener
Dr. Mini S.K.
Dr. Shinee G.R.
Dr. Ramya. S.S.
Dr. Sanju S.
Dr. Reshma reghu
Dr. Arun. R. Nair
Dr. Gokul Krishna.K

4. Accommodation & Transportation

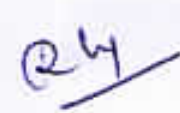
Dr. Surej Bobbin. P.G. - Convener
Dr. M.P. Lal
Dr. Sonny Mon. R

5. Public Relations

Dr. Murugan M. - Convener
Dr. Sonnymon R.
Dr. Siju V.
Dr. Satheesh M. Nair
Dr. Sheeba.S
Dr. Bino.A

6. Treasurer

Dr. Manoj Narayan V.
Dr. M.V. Ajith Kumar
Dr. Panchajani. R
Dr. Sowmya RSG


Dr. Reshmy K.R.
General Convener

Copy Submitted to Chairman, SKHMC
Copy Submitted to Principal, SKHMC
Copy to P.G. Co-ordinator
Copy to U. G. Co-ordinator
Copy to Co-Curriculum Co-ordinator
Copy to Concerned Conveners
Copy to Coordinator IQAC
All Faculty Members




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

Hahnemann's Birthday Celebrations 2018


Kulasekharam,
21.03.2018


Dear Sir / Madam,

Quite in striking resemblance with the observations of the celebration of the yester years, we are once again set at celebrating our Master Hahnemann's Birthday in our college in advance on 8th April 2018 at 9.00 a.m., Sunday, due to the "Scientific Convention on World Homoeopathic Day", conducted by the Central Council of Research in Homoeopathy at New Delhi on 10th & 11th April 2018.

The Hahnemanian memorial speech will be delivered by Dr. K. C. Muraleedharan, Prof., Dept. of Medicine, National Homoeopathy Research Institute in Mental Health (Govt. of India), Kottayam.

We are glad to invite all of you to be present on the occasion to make it a grand success.


Dr. M. Murugan,
Convener


Dr. C.K. Mohan
Chairman cum Principal


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



Sarada Krishna
Homoeopathic Medical College
Kulasekharam, Kanyakumari Dist., Tamil Nadu
SPORTS MEET - 2018


Co-Ordinator : Dr. T. K. Jayakumar
Convener : Dr. P. R. Sisir
Asst. Convener : Dr. Satheesh.M. Nair
The Sub - Committees

- 1. Registration & Score Maintenance**
Dr. Bencitha Horrence Mary. D - Convener
Dr. Sheeba .S. - Asst. Convener
Dr. Gopika. R. S.
Dr. Sreeja .S
Dr. Leena. N
Dr. Girija. L
Dr. Panchajani. R
Dr. Berlina Terrance Mary. D
Dr. Sanju S.
Dr. Ramya. S.S.
- 2. Track, Field & Referee Management**
Dr. Ajayan. T - Convener
Dr. Ajith Kumar. M. V. - Asst. Convener
Dr. Winston Vargheese
Dr. Salini Chandran
Dr. Saij P.R.
Dr. Siju V.
Dr. Harisankar. V
Dr. Bindusaran
Dr. Remya
Dr. Suja
Dr. Manoj Narayanan
Dr. Arun R.Nair
- 3. Discipline & Attendance Maintenance**
Dr. Murugan. M - Convener
Dr. N.V. Sugathan
Dr. Krishna Kumari Amma C.R.
Dr. T. K. Jaya Kumar
Dr. P.S. Zion Natharaj
Dr. Winston Vargheese
Dr. P.R. Sisir
Dr. T. Ajayan
- 4. Refreshment**
Dr. Surej Bobbin. P.G. - Convener
Dr. Suman Sankar. A.S. - Asst. Convener
Dr. Mini. S.K
Dr. Reshmy. K.R.
Dr. Deepa G.S.
- 5. Medical Emergency**
Dr. V. Sathish Kumar - Convener
Dr. P.S. Zion Natharaj - Asst. Convener
Dr. Lal M.P.
Dr. Chandrahasan C.M.
Dr. Divya
Dr. Reshma Reghu
- 6. Sports Goods Maintenance**
Dr. Bino - Convener
Dr. Venugopal K.G. - Asst. Convener
Dr. Shanthi Serene Sylum
Dr. Ezhilarasi T.
Dr. Shinee G.R.


Dr. Satheesh.M.Nair.
Asst. Convener




Dr. Sisir P.R.
Convener


Dr. T.K. Jayakumar
Co-ordinator


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

ARTS FESTIVAL 2018

Co-ordinator : Dr. T. Ajayan
Convener : Dr. Satheesh M. Nair
Asst. Convener: Dr. V. Siju
The Sub - Committees

Registration

Dr. Berlina Terrence Mary D.	- Convener
Dr. Sheeba S.	- Asst. Convener
Dr. Shanthi Serene Sykum	
Dr. Gopika R.S.	
Dr. Ezhilarasi. T	
Dr. Sreeja. S	
Dr. Leena N.	
Dr. Panchajani. R	
Dr. Rashmy K.R.	
Dr. Suja.S.P	
Dr. Ramya.S.S	
Dr. Salini Chandran	
Dr. Sanju. S	
Dr. Benditha Horrance Mary. D	
Dr. Divya J.B.	

Stage & Judgment

Dr. T. K. Jayakumar	- Convener
Dr. Ajith Kumar. M. V.	- Asst. Convener
Dr. Murugan. M	
Dr. Winston Vargheese	
Dr. Sisir P.R.	
Dr. Ajayan. T	
Dr. Girija. L	
Dr. Harisankar V.	
Dr. Saiji P.R.	
Dr. Sonny Mon. R	
Dr. Manoj Narayanan	
Dr. Venugopal	
Dr. Arun R. Nair	
Dr. Bino. A	

Discipline & Attendance Maintenance


Dr. Sugathan N.V.	- Convener
Dr. Krishna Kumari Amma. C.R	- Asst. Convener
Dr. Jaya Kumar. T.K.	
Dr. Zion Natharaj P.S.	
Dr. Winston Vargheese	
Dr. Sisir P.R.	
Dr. Ajayan. T	


Refreshment

Dr. Surej Bobbin P.G.	- Convener
Dr. Reshma Reghu	- Asst. Convener
Dr. Mini S.K.	
Dr. Suman Sankar A.S.	
Dr. Shinee. G.R.	
Dr. Bindhusaran. R	
Dr. Priyanka P.S.	


Medical Emergency

Dr. Sathish kumar V.	- Convener
Dr. Zion Natharaj P.S.	- Asst. Convener
Dr. Lal M.P.	
Dr. Chandrahasan C.M.	
Dr. Deepthi Femandaz	
Dr. Dhanya G.Nair	
Dr. Mahadevi A.L.	


Dr. Siju V
Asst. Convener


Dr. Satheesh M. Nair
Convener




Dr. T. Ajayan
Co-ordinator


PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DIST
TAMIL NADU - 629 101

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

No/M3 / Pdl-64 / 2018

Date: 25.06.2018

CIRCULAR

Sub: Sarada Krishna Homoeopathic Medical College Kulasekharam-
Inter- Collegiate- Programme at Sree Vidyadhiraja Homoeopathic
Medical College-from 8th to 11th July 2018- participating in the
Programme -reg

Ref: Dr. T.Ajayan, Coordinator, Cultural Committee, letter dated
25.06.2018

This is to inform that, Cultural Committee of Sarada Krishna Homoeopathic Medical College has decided to participate by sending selected students (UG, Interns and PG) to the Inter-Collegiate Programme, South Indian Homoeo Fest, "Ballerina 2K18" organised by Sree Vidyadhiraja Homoeopathic Medical College, Nemom, Thiruvananthapuram from 8th to 11th July 2018.

The following faculty members /student Representatives are designated for the smooth conduct of the Programme

Convenor	:	Dr. V. Harisankar
Asst.Convenor	:	Dr. Satheesh .M.Nair
Organising Committee Members	:	Dr. P.R.Sisir Dr. T.K.Jayakumar
Student Representatives	:	Amijith Naisam Femi Shaji

Dr. T. Ajayan, Coordinator, Cultural Committee is requested to make necessary arrangements for the participation in the programme.

All are requested to cooperate with the Programme Coordinator


Principal

To

DMS
PG Coordinator
UG Coordinator
Co Curriculam Coordinator
All Faculty Members
Copy to Coordinator, Cultural Committee (Dr. T.Ajayan)
Copy to Coordinator IQAC



PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 151

Annexure: 3

Sarada Krishna

Homoeopathic Medical College

Kulasekharam, Kanyakumari district, Tamil Nadu -629161

DRUG PROVING RESEARCH

DETAILS OF SITE INVESTIGATOR AND PROVERS

Sl.No	Site Investigators	Prover's Assigned
1.	Dr.Reshmy.K.R	Akshaya Tharankini A
2.		Dharshini R
3.		Janaki M
4.	Dr.Sathish Kumar.V	Jilu Anna Jacob
5.		Santhi Priya A.U
6.		Karthika M
7.	Dr.Ajayan.T	Lekshmi B
8.		Lincy Angel M S
9.		Meenumol V M
10.	Dr.Santhi Serene Sylum.V	Naga Jothi P
11.		Paulin G J I
12.		Subbulakshmi Subashini M
13.	Dr.Girija.L	Nithya S
14.		Sreekutty R
15.		Preethika Shree M
16.	Dr.Shalini.C	Anand.K.S.
17.		Veenetha Jose
18.		Vishnu Priya.H




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

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

SKHMC/M3/PdI 64/2018

Date: 21.04.2018

CIRCULAR

Sub: Sarada Krishna Homoeopathic Medical College Homeosem 2018-to be conducted on 13.05.2018 - regarding

As part of the preparations to conduct this year's Homeosem 2018 on 13.05.2018, it has been decided to hold a meeting of DMS, PG Coordinator, UG Coordinator, All Academic i/c Coordinator and Convenors, on 23.05.2018 at 2.30 PM at Conference Hall.

DMS, PG Coordinator, UG Coordinator, All Academic i/c Coordinator all Convenors, viz Dr. Sathish Kumar.V, Dr. Siju.V, Dr. Satheesh.M.Nair Dr. Bindusaran .R, Dr. G.S. Deepa are requested to attend the meeting

My

Dr. Manoj Narayan.V
General Convener

[Signature]
Principal

To

DMS
PG Coordinator
UG Coordinator
All Academic i/c
Coordinator (Dr. T.Ajayan)
All Conveners of Homeosem (Dr. Sathish Kumar.V, Dr. Siju.V, Dr. Satheesh.M.Nair
Dr. Bindusaran .R, Dr. G.S. Deepa)
Copy to Coordinator IQAC

PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 101



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

SKHMC/M3/Pdl 64/2018

Date: 10.12.2018

CIRCULAR

Sub: Celebrations- Christmas 2018-regarding

This is to inform that this year also, we Celebrate Christmas 2018 on 21.12.2018 in a grand manner.

Dr. Sonny Mon.R, Asst. Professor, Department of Organon of Medicine is the Coordinator for this year's Christmas day Celebrations, on 21.12.2018.

Principal

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

To

Deputy Medical Superintendent
PG Coordinator
UG Coordinator
Co Curriculam Coordinator/ website Committee
All faculty members
Dr. Sonny Mon. R., Asst. Professor. Department of Organon of Medicine
Copy to Co-ordinator, Cultural Committee (Dr. T. Ajayan)
Copy to Co-ordinator, IQAC
Copy to A3. Pdl.14/17



**HAHNEMANN 'S
BIRTH DAY CELEBRATIONS 2017**

Date: 9th April 2017, Sunday

PROGRAMME

8.00 a.m.

- Flag Hoisting

8.05 a.m. PRANAMAM TO THE MASTER

Venue - College Parlour

Prayer - College Choir

Lighting the Lamp - **Mrs. Chandralekha Mohan**
Director, K. V. Education Trust

Garlanding the statue of
Dr. Samuel Hahnemann **Dr. C.K. Mohan, The Principal & Chairman**

Pranamam - Paying Tributes to Dr. Hahnemann
by staff & students

8.45a.m. - BIRTH DAY MEET

Venue - College Auditorium

Welcome Speech - **Dr. P. R. Sisir**
HoD, Paediatrics

Presidential Address - **Dr. Ravi M. Nair,**
President, State Medical Council of Homeopathy,
Govt. of Kerala

Hahnemann Memorial Speech - **Dr. Eswara Das,**
Former Director, National Institute of Homoeopathy, Kolkata
(Govt. of India)

Hahnemannian Oath Re-taking - **Dr. M.Murugan**
Professor, HoD, Organon of Medicine

Speech of Tributes - **Dr. Winston Vargheese**
Professor, Dept of Materia Medica &
P. G. Co-ordinator

Dr. Rugmini Devi B.R.
P.G. Student

Miss. Ann Mathews
Internee

Vote of Thanks - **Dr. Sonny Mon R.**
Lecturer, Dept. of Organon of Medicine

9.45 a.m. – Tea Break




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

Sarada Krishna
Homoeopathic Medical College
Kulasekharam, Kanyakumari Dist., Tamil Nadu
SPORTS MEET - 2017

Co-Ordinator : Dr. T.K.Jayakumar

Convener : Dr. Sonny Mon. R

Asst. Convener : Dr. Satheesh.M.Nair

The Sub - Committees

1. Registration & Score Maintenance
Dr. Sreeja. S - Convener
Dr. Priyanka. P.S. - Asst. Convener
Dr. Krishna Kumari Amma C. R.
Dr. Gopika. R. S.
Dr. Leena. N
Dr. Girja. L
Dr. Salini Chandran
Dr. Panchajani. R
Dr. Sanju S.
Dr. Sheeba
Dr. Bencitha Horrance Mary .D
Dr. Sajeena
2. Track, Field & Referee Management
Dr. Ajayan. T - Convener
Dr. Ajith Kumar. M. V. - Asst. Convener
Dr. Winston Vargheese
Dr. Sisir. P.R.
Dr. Jaya Kumar. T. K.
Dr. Saij P.R.
Dr. Siju V.
Dr. Harisankar. V
Dr. Satheesh M. Nair
Dr. Bindusaran
Dr. Remya
Dr. Suja
Dr. Manoj Narayanan
Dr. Arun R.Nair
3. Discipline & Attendance Maintenance
Dr. Murugan. M - Convener
Dr. N.V. Sugathan
Dr. T. K. Jaya Kumar
Dr. P.S. Zion Natharaj
Dr. Winston Vargheese
Dr. P.R. Sisir
Dr. T. Ajayan
4. Refreshment
Dr. Suman Sankar. A.S. - Convener
Dr. Surej Bobbin. P.G. - Asst. Convener
Dr. Mini. S.K
Dr. Reshmy. K.R.
Dr. Deepa
Dr. Berlina
5. Medical Emergency
Dr. Zion Natharaj - Convener
Dr. Bindhusaran - Asst. Convener
Dr. Sathish kumar V.
Dr. Krishneswari
Dr. Geethu
Dr. Divya
Dr. Reshma Reghu
6. Sports Goods Maintenance
Dr. Bino - Convener
Dr. Venugopal K.G. - Asst. Convener
Dr. Santhi Serene Sylum
Dr. Ezhilarasi T.
Dr. Shinee G.R.



Dr. Satheesh.M.Nair.
Asst. Convener

Dr. Sonny Mon.R
Convener

Dr. T.K.Jayakumar
Co-ordinator

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

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

ARTS FESTIVAL 2017

Co-ordinator : Dr. T. Ajayan
Convener : Dr. Harisankar. V
Asst. Convener: Dr. Surej Bobbin. P.G.
The Sub - Committees

Registration

Dr. Leena. N	- Convener
Dr. Deepa. G.S.	- Asst. Convener
Dr. Krishna Kumari Amma. C.R.	
Dr. Shanthy Serene Sylum	
Dr. Gopika R.S.	
Dr. Ezhilarasi. T	
Dr. Sreeja. S	
Dr. Panchajani. R	
Dr. Reshmy K.R.	
Dr. Suja.S.P	
Dr. Ramya.S.S	
Dr. Salini Chandran	
Dr. Krishneswari. R.S.	
Dr. Sheeba. S	
Dr. Sanju. S	
Dr. Priyanka P.S.	
Dr. Divya J.B.	

Stage & Judgment

Dr. T. K. Jayakumar	- Convener
Dr. Sathesh M. Nair	- Asst. Convener
Dr. Murugan. M	
Dr. Winston Vargheese	
Dr. Sisir P.R.	
Dr. Ajayan. T	
Dr. Ajith Kumar. M. V.	
Dr. Girja. L	
Dr. Saiji P.R.	
Dr. Sonny Mon. R	
Dr. Manoj Narayanan	
Dr. Venugopal	
Dr. Anun R. Nair	
Dr. Bino. A	

Discipline & Attendance Maintenance


Dr. Sugathan N.V.	- Convener
Dr. Jaya Kumar. T.K.	
Dr. Zion Natharaj P.S.	
Dr. Winston Vargheese	
Dr. Sisir P.R.	
Dr. Ajayan. T	


Refreshment


Dr. Suman Sankar	- Convener
Dr. Siju. V	- Asst. Convener
Dr. Mini S.K.	
Dr. Shinee. G.R.	
Dr. Bindhusaran. R	
Dr. Berlina Terrence Mary. D	
Dr. Reshm Reghu	

Medical Emergency

Dr. Sathish kumar V.	Convener
Dr. Bencitha Horrance Mary D.	Asst. Convener
Dr. Zion Natharaj P.S.	
Dr. Priyanka. P.S.	
Dr. Geethu. G	
Dr. Sajeena	


Dr. Surej Bobbin. P.G.
Asst. Convener


Dr. Harisankar. V
Convener


Dr. T. Ajayan
Co-ordinator

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

HOMOEOSEM - 2017

General Convener : Dr. M. Murugan
College Day Celebration Convener : Dr. Bindusaran. R
Alumni Meet Convener : Dr. Berlina Terrance Mary. D
Seminar Convener : Dr. Saiji. P.R

Seminar Sub - Committees

1. Registration

Dr. Krishnakumari Amma - Convener
Dr. Gopika. R.S.
Dr. Leena. N
Dr. Sreeja. S
Dr. Panchajani. R
Dr. Deepa G.S.
Dr. Resmi K.R.
Dr. Sanju. S
Dr. Sheeba. S
Dr. Priyanka. P.S
Dr. Reshma Reghu

2. Stage & Reception Committee

Dr. Harisankar. V - Convener
Dr. Santhi Serene Sylum. V
Dr. Ajayan T.
Dr. T.K. Jayakumar
Dr. P.R. Saiji
Dr. Bindhusaran. R
Dr. Sonnymon. R
Dr. Sathish M. Nair
Dr. Divya. J.B

3. Scientific Committee

Dr. P.R. Sisir - Convener
Dr. Winston Vargheese
Dr. Ajayan. T
Dr. Zion Natharaj P.S.
Dr. Salini Chandran
Dr. Girija. L
Dr. Venugopal. K.G.
Dr. Chandraja. C.V
Dr. Bencitha Horrence Mary. D

4. Food

Dr. Suman Sankar - Convener
Dr. Mini S.K.
Dr. Ezhilarasi. T
Dr. Shinee G.R.
Dr. Ramiya. S.S.
Dr. Suja. S.P
Dr. Berlina Terrance Mary. D

5. Accommodation & Transportation

Dr. Surej Bobbin. P.G. - Convener
Dr. Sonny Mon. R

6. Public Relations

Dr. Sugathan N.V. - Convener
Dr. Sonnymon R.
Dr. Siju V.
Dr. Sathesh M. Nair
Dr. Krishneswari. R.S

7. Finance Committee

Dr. Manoj Narayanan - Convener
Dr. M.V. Ajith Kumar

8. Felicitation Committee

Dr. Surej Bobbin. P.G

Convener, Scientific Seminar

General Convener



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

No/M3 / Pdl-64 / 2017

Date: 21.08.2017

Notice

Sub: SKHMC celebrations 2017 Onam celebrations to be held on
30.08.2017 regarding

It is hereby informed to all that, this years Onam celebrations is advanced to be held on 30.08.2017 (Wednesday) from 8.30 AM to 4.00 PM. Consequently 1st September 2017 will be working day. Onam holidays for UG students shall be from 2nd to 6th September 2017. (Saturday to Wednesday)

The celebrations are to be coordinated by Dr. T. Ajayan., Convener and Dr. T.K. Jayakumar, Asst Convener.

This may be brought to the notice of all students (UG / Interns / PG).

Principal

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

To

DMS
PG Coordinator
All Faculty Members/ Medical officers
Copy to All Academic i/c
Copy to Convener/Asst Convener
Copy to Coordinator IQAC
Copy to be in the Notice Board(Office, College Hostells)



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

SKHMC/M3/Pdl 64/2017

Date: 06.12.2017

CIRCULAR

Sub: Celebrations- Christmas 2017-regarding

This is to inform that this year also, we Celebrate Christmas 2017 on 23.12.2017 in a grand manner.

Dr. P.S. Zion Natharaj, Prof. & HoD, Dept. of Anatomy, is the Co-ordinator for the Christmas day Celebrations, to be assisted by Dr. R. Sonny Mon, Asst. Professor, Dept. of Organon.


Principal

PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 181

To

Deputy Medical Superintendent
PG Co- Ordinator
All faculty members
Dr. Zion Natharaj P.S., Prof. & H.o.D. , Anatomy Dept.
Dr. Sonny Mon. R., Asst. Professor.
Copy to Co-ordinator, Cultural Committee (Dr. T. Ajayan)
Copy to Co-ordinator, IQAC
Copy to A3. Pdl.14/17



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

ARTS FESTIVAL 2016

**Convener : Dr. P. R. Sisir
Asst. Convener: Dr. T. Ajayan**

**The Sub - Committees
Registration**

Dr. Krishna Kumari Amma. C.R. - Convener
Dr. Shanthi Serene Sylum
Dr. R. S. Gopika
Dr. Ezhllarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Panchajani. R
Dr. Reshmy K.R.
Dr. Deepa. G.S.
Dr. Suja.S.P
Dr. Ramya.S.S
Dr. Salini Chandran

Stage & Judgment

Dr. T. K. Jayakumar - Convener
Dr. Murugan. M
Dr. Winston Vargheese
Dr. Ajayan. T
Dr. Ajith Kumar. M. V.
Dr. Girja. L
Dr. Saiji P.R.
Dr. Sonny Mon. R
Dr. Satheesh M. Nair
Dr. Abhijith C. Nair
Dr. Manoj Narayanan
Dr. Venugopal

Discipline & Attendance Maintenance


Dr. Sugathan N.V. - Convener
Dr. Jaya Kumar. T.K.
Dr. Zion Natharaj P.S.
Dr. Winston Vargheese
Dr. Sisir P.R.
Dr. Ajayan. T

Refreshment

Dr. Suman Sankar - Convener
Dr. S. K. Mini
Dr. Shinee. G.R.
Dr. Surej Bobbin. P.G.
Dr. Siju. V
Dr. Harisankar. V
Dr. Bindhusaran. R
Dr. Berlina Terrence Mary. D

Medical Emergency

Dr. Sathish kumar V. - Convener
Dr. Zion Natharaj P.S.
Dr. Priyanka. P.S.
Dr. Sanju.S
Dr. Krishneswari.R.S
Dr. Sheeba.S


**Dr. T. Ajayan
Asst. Convener
Arts Festival**




**PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 161**
**Dr. P. R. Sisir
Convener
Arts Festival**

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

HOMOEOSEM - 2016

General Convener : Dr. Saiji P.R.

College Day Celebration Convener : Dr. Ajayan T.

Alumni Meet Convener : Dr. Berlina Terrence Mary

Seminar Convener : Dr. Sathish kumar V.

Seminar Sub - Committees

1. Reception

Dr. Krishnakumari Amma - Convener
Dr. Santhi Serene Sylum
Dr. Gopika. R.S.
Dr. Ezhilarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Deepa G.S.
Dr. Harisankar. V
Dr. Saiji P.R.
Dr. Abhijith C.Nair
Dr. Bindhusaran. R
Dr. Suja S.P.
Dr. Resmi K.R.

2. Scientific

Dr. Ajayan T. - Convener
Dr. Winston Vargheese
Dr. Zion Natharaj P.S.
Dr. Salini Chandran
Dr. Girija. L
Dr. Venugopal. K.G.

3. Food

Dr. Suman Sankar - Convener
Dr. Mini S.K.
Dr. Jayakumar T.K.
Dr. Panchajani. R
Dr. Shinee G.R.
Dr. Ramya. S.S.
Dr. Sanju S.

4. Accommodation & Transportation

Dr. Surej Bobbin. P.G. - Convener
Dr. Sonny Mon. R

5. Public Relations

Dr. Murugan M. - Convener
Dr. Sonnymon R.
Dr. Siju V.
Dr. Satheesh M. Nair
Dr. Krishneswari

6. Treasurer

Dr. Manoj Narayanan
Dr. M.V. Ajith Kumar

Copy to :

1. The Principal
2. The concerned Convener



SPORTS MEET - 2016

Convener : Dr. Satheesh M.Nair
Asst. Convener : Dr. T.K. Jayakumar

The Sub - Committees

1. Registration & Score Maintenance
Dr. Krishna Kumari Amma C. R. - Convener
Dr. Sreeja. S - Asst. Convener
Dr. Gopika. R. S.
Dr. Leena. N
Dr. Girija. L
Dr. Salini Chandran
Dr. Panchajani. R
Dr. Priyanka. P.S.
Dr. Sanju S.
2. Track, Field & Referee Management
Dr. Ajayan. T - Convener
Dr. Ajith Kumar. M. V. - Asst. Convener
Dr. Winston Vargheese
Dr. Sisir. P.R.
Dr. Jaya Kumar. T. K.
Dr. Saiji P.R.
Dr. Siju V.
Dr. Harisankar. V
Dr. Sonny Mon. R.
Dr. Bindusaran
Dr. Remya
Dr. Suja
Dr. Manoj Narayanan
3. Discipline & Attendance Maintenance
Dr. Murugan. M - Convener
Dr. N.V. Sugathan
Dr. T. K. Jaya Kumar
Dr. P.S. Zion Natharaj
Dr. Winston Vargheese
Dr. P.R. Sisir
Dr. T. Ajayan
4. Refreshment
Dr. Suman Sankar. A.S. - Convener
Dr. Surej Bobbin. P.G. - Asst. Convener
Dr. Mini. S.K.
Dr. Reshmy. K.R.
Dr. Deepa
Dr. Berlina
5. Medical Emergency
Dr. Zion Natharaj - Convener
Dr. Sathish kumar V.
Dr. Bindhusaran
Dr. Krishneswari
Dr. Sheeba
Dr. Rejin
Dr. Geethu
Dr. Divya
Dr. Resma Reghu
6. Sports Goods Maintenance
Dr. Ezhilarasi T. - Convener
Dr. Venugopal K.G. - Asst. Convener
Dr. Santhi Serene Sylum
Dr. Shinee G.R.


Satheesh M. Nair
Convener, Sports Meet 2016





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

SKHMC/JM3/PdI-64 / 2016

Dates: 21.08.2016

NOTICE

Onam Celebration will be held in the college campus between 8.30 a.m. and 4.00 p.m. on
10th September 2016 (Wednesday).

The Co-ordinators for the celebration are Dr. T. Ajayan, Professor, Dept. of Practice of
Medicine & Dr.T.K.Jayakumar, Reader, Dept. of Materia Medica of our college.


Principal

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

To:

- 1.All faculty members (list enclosed)
- 2.All students

Copy to:

1. Dy. Medl. Supdt.
2. PG Co- Ordinator
3. Notice Board (Office, Hostels both Gents'/Ladies')





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

**ONAM CELEBRATION – 2016
Report**

As resolved in the Cultural Committee meeting held on 3rd September 2016, Saturday. Dr. T.Ajayan, has been designated as Co-ordinator and Dr. Jayakumar.T.K, as Convenor for conducting the Onam celebrations on 3rd September 2016. Faculty members have been requested to assist for the smooth conduct of Onam celebrations. Detailed duty assignments have also been given to different faculty members. Onam celebration was conducted on 10th September 2016, Saturday. Non stage items are Athapokkalamalsaram, Uriadimalsaram, kalavadimalsam, Tug of war, Valukkumaramkeral, Sundarikkupottuthodal. And stage events are Onappattu, Nadanpattu. Total 8 Events included in this Onam celebration. Total 8 students participated in fest are 398 (IV BHMS-100 students, III BHMS- 100Students, II BHMS – 100 Students, I BHMS-98 Students).

Winner for Athapookalamalsaram - 2012 Batch
Winner for Onappattu - 2013 Batch

Convenor


Coordinator


Principal

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



PROGRAMME

8.30 a.m.. - Flag Hoisting

9.00 a.m. PRANAMAM TO THE MASTER

Venue - College Parlour
Prayer - College Choir
Lighting the Lamp - Mrs. Chandrlekha Mohan, Director
Garlanding the statue of
Dr. Samuel Hahnemann - Dr. C.K. Mohan, Principal
'Pranamam' - Paying Tributes to Dr. Hahnemann by
Staff & students

10.00 a.m. - Tea

10.30 a.m. - BIRTH DAY MEET

Venue - College Auditorium
Welcome Speech - Dr. M. Murugan,
Prof. & Head, Dept. of Organon
Presidential Address - Dr. Ravi M. Nair, Advisor
Hahnemann Memorial Speech - Dr. S. Adhikary
Retd. Prof. of N.I.H., Kolkatta
Hahnemannian Oath Re-taking - Dr. G. R. Shinee
Lecturer, Dept of Organon
Speech of Tributes - 1. Dr., N. Suja
Lecturer, Dept of Organon
2. Dr. R. Gayathri., P.G. Scholar
3. Ms. N. Sankareswari, Internee
Vote of Thanks - Dr. V. Siju
Convener, Committee of Celebrations

National Anthem

12.45 p.m. - BIRTH DAY FEAST




PRINCIPAL
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KULASEKHARAM, KANYAKUMARI DISTRICT,
TAMIL NADU - 629 191

ARTS FESTIVAL-2015

Convener : Dr. T. K. Jaya Kumar
Asst. Convener: Dr. Abhijith C. Nair

The Sub - Committees

Registration

Dr. Salini Chandran - Convener
Dr. Krishna Kumari Amma. C.R.
Dr. Shanthi Serene Sylum
Dr. R. S. Gopika
Dr. Ezhilarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Panchajani. R
Dr. Reshmy K.R.
Dr. Deepa. G.S.
Dr. Suja.S.P
Dr. Ramya.S.S
Dr. Sreevidhya J.S.
Dr. Binju A. Murall

Stage & Judgment

Dr. Sisir P.R. - Convener
Dr. Murugan. M
Dr. Winston Vargheese
Dr. Ajayan. T
Dr. Ajith Kumar. M.V.
Dr. Sathish Kumar. V
Dr. Girija. L
Dr. Saiji P.R.
Dr. Surej Bobbin. P.S.
Dr. Sonny Mon. R
Dr. Sathish M. Nair
Dr. Abhijith C. Nair

Discipline & Attendance Maintenance

Dr. Sugathan N.V. - Convener
Dr. Jaya Kumar. T.K.
Dr. Zion Natharaj P.S.
Dr. Winston Vargheese
Dr. Sisir P.R.
Dr. Ajayan. T

Refreshment

Dr. Suman Sankar A.S. - Convener
Dr. S. K. Mini
Dr. Shinee. G.R.
Dr. Siju. V
Dr. Harisankar. V
Dr. Bindhusaran. R
Dr. Bernina Terrence Mary. D


Medical Emergency

Dr. Sathish Kumar. V - Convener
Dr. Zion Natharaj P.S.
Dr. Lal. M.P.
Dr. Remya S.S.
Dr. Priyanka. P.S.
Dr. Sanju.S
Dr. Krishneswari.R.S
Dr. Sheeba.S




Dr. Abhijith C. Nair
Asst. Convener

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TAMIL NADU - 629 161


Dr. T. K. Jaya Kumar
Convener Arts Festival - 2015

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

HOMOEOSEM - 2015

General Convener : Dr. Suman Sankar A.S.

College Day Celebration Convener : Dr. Reshmy K.R.

Alumni Meet Convener : Dr. Sonny Mon. R

Seminar Convener : Dr. Sathish Kumar. V

Seminar Sub - Committees

1. Reception

Dr. Ajayan. T - **Convener**
Dr. Santhi Serene Sytum
Dr. Gopika. R.S.
Dr. Ezhilarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Deepa G.S.
Dr. Harisankar. V
Dr. Saiji P.R.
Dr. Abhijith C.Nair
Dr. Bindhusaran. R
Dr. Suja S.P.

2. Scientific

Dr. Sisir P.R. - **Convener**
Dr. Winston Vargheese
Dr. Zion Natharaj P.S.
Dr. Salini Chandran
Dr. Girija. L
Dr. Venugopal. K.G.

3. Food

Dr. C.R. Krishna Kumari Amma - **Convener**
Dr. Mini S.K.
Dr. Jayakumar T.K.
Dr. Panchajani. R
Dr. Shine G.R.
Dr. Ramya. S.S.

4. Accommodation & Transportation

Dr. Surej Bobbin. P.G. - **Convener**
Dr. Sonny Mon. R

5. Public Relations

Dr. Siju. V - **Convener**
Dr. N.V. Sugathan
Dr. Sathish M. Nair

6. Treasurer

Dr. M. Murugan
Dr. M.V. Ajith Kumar

Copy to :

1. The Principal
2. The concerned Conveners



PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANYAKUMARI DISTRICT
TAMIL NADU - 629 181

R.M.

AM

SPORTS MEET - 2015

Convener : Dr. Saiji P.R.
Asst. Convener : Dr. Satheesh M.Nair

The Sub - Committees

1. **Registration & Score Maintenance**
Dr. Krishna Kumari Amma C.R. - Convener
Dr. Gopika. R.S.
Dr. Leena. N
Dr. Sreeja. S
Dr. Girija. L
Dr. Panchajani. R
Dr. Priyanka. P.S
2. **Track, Field & Referee Management** - Convener
Dr. Ajayan. T
Dr. Winston Vargheee
Dr. Sisir. P.R.
Dr. Santhi Serene Sylum. V
Dr. Ajith Kumar. M.V.
Dr. Salini Chandran
Dr. Jaya Kumar. T.K.
Dr. Siju V.
Dr. Harisankar. V
Dr. Sonny Mon. R
Dr. Abhijith C. Nair
3. **Discipline & Attendance Maintenance** - Convener
Dr. Murugan. M
Dr. N.V. Sugathan
Dr. T. K. Jaya Kumar
Dr. P.S. Zion Natharaj
Dr. Winston Vargheese
Dr. P.R. Sisir
Dr. T. Ajayan
4. **Refreshment** - Convener
Dr. Suman Sankar. A.S.
Dr. Mini. S.K
Dr. Reshmy. K.R.
Dr. Deepa
Dr. Surej Bobbin. P.G.
5. **Medical Emergency** - Convener
Dr. V. Sathish Kumar
Dr. Remya S.S.
Dr. Bindhusaran
Dr. Krishneswari
Dr. Sanju
Dr. Sheeba
Dr. Sreevidhya
6. **Sports Goods Maintenance** - Convener
Dr. Venugopal K.G.
Dr. Ezhilarasi T.
Dr. Shinee G.R.
Dr. Suja S.P.
Dr. Berlina Terence Mary D.



Saiji P.R.
Dr. Saiji P.R.
Convener, Sports Meet 2015



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

**ONAM CELEBRATION – 2015
Report**

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Winner for Athapookalamalsaram

- 2011 Batch

Winner for Onappattu

- 2013 Batch

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Principal

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**SARADA KRISHNA
HOMOEOPATHIC MEDICAL COLLEGE**
KULASEKHARAM, KANYAKUMARI DIST. – 629 161, TAMIL NADU
PHONE : 04651 – 279448, 280100, Fax.: 04651 – 279448
Website : www.skhmc.org E-mail: college@skhmc.org

Hahnemann's Birth Day Celebrations 2014

Kulasekharam,
20.03.2014

Dear Sir / Madam,

As usual, we are celebrating our Master Hahnemann's Birth day on 9th April 2014, one day in advance of his actual birthday, 10th April on account of the polling of general election in Kerala on the same day.

You are cordially requested to attend the function in person to make it a grand success.

Yours in the cause of Homoeopathy,

Dr. R. Sonny Mon,
Lecturer, Dept. of Organon,
Convenor

Dr. C.K. Mohan,
Principal.



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**Sarada Krishna
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Kulasekharam, Kanyakumari Dist., Tamil Nadu**

ARTS FESTIVAL - 2014

Convener : Dr. T. Ajayan
Asst. Convener : Dr. Abhijith C. Nair

The Sub - Committees

Registration

Dr. Sallini Chandran - Convener
Dr. Krishna Kumari Amma. C.R.
Dr. Shanthi Serene Sylum
Dr. Ezhilarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Panchajani. R
Dr. Reshmy K.R.

Stage & Judgment

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Dr. Murugan. M
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Dr. Ajith Kumar. M.V.
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Dr. Jaya Kumar. T.K.
Dr. Girija. L
Dr. Saiji P.R.
Dr. Surej Bobbin. P.S.
Dr. Sonny Mon. R
Dr. Sathish M. Nair
Dr. Abhijith C. Nair
Dr. Raj Prasobh B.P.

Discipline & Attendance Maintenance

Dr. Sugathan N.V. - Convener
Dr. Jaya Kumar. T.K.
Dr. Zion Natharaj P.S.
Dr. Winston Varghaese
Dr. Sisir P.R.
Dr. Ajayan. T

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Dr. Harisankar. V
Dr. Bindhusaran. R

Medical Emergency

Dr. Sathish Kumar. V - Convener
Dr. Zion Natharaj P.S.
Dr. Lal. M.P.
Dr. Raj Prasobh B.P.
Dr. Remya S.S.
Dr. Priyanka. P.S.

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TAMIL NADU - 629 161

HOMOEOSEM - 2014

General Convener : Dr. M. Murugan

College Day Celebration Convener : Dr. Harisankar. V

Alumni Meet Convener : Dr. Sonny Mon. R

Seminar Convener : Dr. Winston Vargheese

Seminar Sub – Committees

1. Reception

Dr. Ajayan. T - **Convener**
Dr. Santha N.P.
Dr. Santhi Serene Sylum
Dr. Ajith Kumar. M.V.
Dr. Ezhilarasi. T
Dr. Reshmy K.R.
Dr. Harisankar. V
Dr. Saiji P.R.
Dr. Abhijith C.Nair

2. Scientific

Dr. Winston Vargheese - **Convener**
Dr. M. Murugan
Dr. N.V. Sugathan
Dr. C.R. Krishna Kumari Amma
Dr. P.R. Sisir
Dr. Sathish Kumar. V

3. Food & Accommodation

Food - Dr. S.K. Mini - **Convener**
Dr. T.K.Jayakumar
Dr. Shine G.R.

Accommodation - Dr. Venugopal K.G. - **Convener**
Dr. Sonny Mon. R

4. Public Relation

Dr. N.V. Sugathan - **Convener**
Dr. Sathish Kumar. V
Dr. Sathish M. Nair
Dr. Surej Bobbin. P.G.



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KULASEKHARAM, KANYAKUMARI
TAMIL NADU - 629 161



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

SPORTS MEET - 2014

Convener : Dr. Salini Chandran
Asst. Convener : Dr. Siju. V

The Sub - Committees

- 1. Registration & Score Maintenance**
Dr. Krishna Kumari Amma C.R. - Convener
Dr. Gopika. R.S.
Dr. Ezhilarasi. T
Dr. Leena. N
Dr. Sreeja. S
Dr. Girija. L
Dr. Panchajani. R
Dr. Bhavya M.C.
Dr. Priyanka. P.S
- 2. Track, Field & Referee Management** - Convener
Dr. Ajayan. T
Dr. Winston Vargheee
Dr. Sisir. P.R.
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Dr. Jaya Kumar. T.K.
Dr. Saiji P.R.
Dr. Harisankar. V
Dr. Sonny Mon. R
Dr. Abhijith C. Nair
Dr. Bindhusaran. R
- 3. Discipline & Attendance Maintenance** - Convener
Dr. N.V. Sugathan
Dr. T.K. Jaya Kumar
Dr. P.S. Zion Natharaj
Dr. Winston Vargheese
Dr. P.R. Sisir
Dr. T. Ajayan
- 4. Refreshment** - Convener
Dr. Suman Sankar. A.S.
Dr. Murugan. M
Dr. Mini. S.K
Dr. Surej Bobbin. P.S.
Dr. Shinee. G.R.
Dr. Reshmy. K.R.
Dr. Sanju. S
- 5. Medical Emergency** - Convener
Dr. V. Sathish Kumar
Dr. Zion Natharaj P.S.
Dr. Lal. M.P.
Dr. Raj Prasobh B.P.
Dr. Remya S.S.
Dr. Priyanka. P.S.
- 6. Sports Goods Maintenance** - Convener
Dr. Sathish M. Nair
Dr. Venugopal K.G.
Dr. Suja. S.P.

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KULASEKHARAM, KANYAKUMARI DISTRICT
TAMIL NADU - 629 101



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

ONAM CELEBRATION – 2014

Places allotted for Athapookkalam Matsaram

- | | | |
|------------|---|-------------------------|
| I - BHMS | - | Anatomy Dissection Hall |
| II - BHMS | - | Pharmacy Lab |
| III - BHMS | - | Library Reading Room |
| IV - BHMS | - | College Parlour |



**Dr. T. Ajayan,
Programme Convener**



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



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

**ONAM CELEBRATION – 2014
Report**

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Dr. T.Ajayan, has been designated as Co-ordinator and Dr. V.Harisankar, as Convenor for conducting the Onam celebrations on 16th August 2014. Faculty members have been requested to assist for the smooth conduct of Onam celebrations. Detailed duty assignments have also been given to different faculty members. Onam celebration was conducted on 23rd August 2014, Tuesday . Non stage items are Athapokkalamalsaram, Uriadimalsaram, kalavadimalsarm, Tug of war, Valukkumaramkeral, Sundarikkupottuthodal. And stage events are Onappattu, Nadanpattu. Total 8 Events included in this Onam celebration. Total 8 students participated in fest are 398 (IV BHMS-100 students, III BHMS- 100Students, II BHMS – 100 Students, I BHMS-98 Students).

Winner for Athapookalamalsaram

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Coordinator


Principal

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