TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.

K.M.C.T. DENTAL COLLEGE
P.O. Manassery
Pin - 673 602
Mukkam, Calicut
Kerala, India
CALICUT

PRINCIPAL

Dr. MANOJ KUMAR. K.P
Principal
KMCT Dental College
Manassery, Mukkkam

KMCT Medical College Campus, Mukkam, Kozhikode - 673602
0495-2292000 dental@kmct.edu.in
www.kmctdentalcollege.org

KMCT DENTAL COLLEGE

Minutes of the meetings of student Grievance Redressal Committee and Anti-Ragging Committee

2023-24

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0495-2292000 dental@kmct.edu.in
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INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE
INSTITUTION'S INNOVATION COUNCIL

KMCT DENTAL COLLEGE

Manassery, Kozhikode

Ph:0495 2292002/03, Email :dental@kmct.edu.in

REFNO: KMCT/DC/C/2024/105 DATE: 04/10/2024

ANTI-RAGGING COMMITTEE, 2024-2025

As per the directives of Hon'ble Supreme Court of India, UGC, DCI, Govt. of India, and KUHS, the Anti-Ragging Committee of this institution for the Academic year 2024-25 is constituted as follows.

Sl No	Designation	Name	Mobile No
1.	Chairman	Dr. Manoj Kumar K P, (Principal)	9847005213
2.	Member	Dr. Elsy P Simon, Prof & HOD	9633332629
3.	Member	Dr Manoj Vengal K P, Prof & HOD	9446475139
4.	Member	Dr. Harish Kumar V V, Prof & HOD	9847230669
5.	Member	Dr. Binu Purushothaman, Prof & HOD	9447115268
6.	Member	Dr. Amith Adyanthaya, Prof & HOD	9743307965
7.	Member	D.Dhanya Muralidharan, Prof & HOD	8281031234
8.	Member	Dr. Sheejith. Prof and HOD	9447261043
9.	Member	Dr. Rajeesh Mohammed P.K Prof & HOD	9995990095
10.	Member	(1st year Parent)	9895142800
11.	Member	(1st year Parent)	9947772072
12.	Member	Sub Inspector Mukkom Police station	0495-2297133
13.	Member	Adv.Sharafudheen MK (LADCS,Kozhikode)	9539068294
14.	Member	Aiswarya.G(1st year Class Rep)	9895097312
15.	Member	Shahsa Dhedeen (1st year Class Rep)	9605242526
16.	Member	Ms.Farzana Bathwal (2nd year Class Rep)	8921655428
17.	Member	Mr.Arron Varghese(2nd year Class Rep)	9188723219
18.	Member	Muhammed Razi.P (Union Chairman)	7025960246
19.	Member	Ms.Malavika.S(Chairperson)	8606184323
20.	Member	Mr.Varun Krishna .M(General Secretary)	9778225415
21.	Member	Fathima Jinsi(Joint Secretary)	7736657085
22.	Member	Mrs. Sujatha S (Administrator)	9544051199
23.	Member	Mrs.Jisha (Office Staff)	9895956630
24.	Member	Mr.Muhammed Niyas (Librarian)	8589911594

24 X 7 ANTI RAGGING HELPLINE.

Toll Free No. : 1800 - 180 - 5522. Email: helpline@antiragging.in

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Principal
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Manassery, Mukkam

PRINCIPAL

Copy To:

1. Notice Board (College, Hostels, Library)
2. All the above members
3. All HOD(Dental & Medical)
4. Executive Trustee/Director/Administrator/HRM/
5. All Hostel Wardens
6. All the Fresher's students

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KMCT DENTAL COLLEGE

Manassery, Kozhikode

REFNO: KMCT/DC/C/2024/113 Date: 4/10/2024

ANTI – RAGGING SQUAD: 2024-2025

As per the directives of Hon'ble Supreme Court of India, UGC, DCI, Govt. of India, and KUHS, the Anti-Ragging Squad of KMCT Dental College for the Academic year 2024-25 is constituted as follows. This shall work under the overall guidance of the Anti-Ragging Committee.

COLLEGE BUILDINGS, CANTEEN, CAMPUS OVERALL:

Days	Staff	Mobile
Mondays & Thursdays	Dr. Ranjith M (In charge)	9497647636
	Dr. Nicholas mathew	9447411630
	Dr. Anish Varkey	6360777876
	Dr.Chandini Raveendran	9847630196
	Dr.Sajai Bharath	8714309996
	Mr.Muhammad Niyas	9037560833
	Mr. Sajith	9946994914
Tuesdays & Fridays	Dr. Ravi S V (In charge)	9539351676
	Dr.Namitha	8547457278
	Dr. Aswathi Vinod	8589805795
	Dr.Safir	7306636313
	Dr.Nila .S.Das	9606160796
	Mr. Arun Kumar	9526445305
	Ms.Sunija	9048185356
Wednesdays & Saturdays	Dr.Mayeesh R(In charge)	9947871888
	Dr. Akhila.S Aboobacker	9746529883
	Dr. Sarin	8762405880
	Dr. Arun Paul	9538272488
	Dr.Deepthi santhosh	7306848014
	Mr.Rajesh T.K	9544540099
	Ms. Sreevidya	8547828737

II BOYS HOSTEL

Staff	Phone Number
Dr. Ravi S V (In charge)	9539351676
Dr. Atic thomas	8951174104
Dr. Abu Nasar	7012657855
Dr. Mayeesh Radhakrishna	9947871888
Mr.Aneesh	9447542891
Mr. Rajesh T.K	9544540099
Mr.Murali	

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III GIRLS HOSTEL

Staff	Phone Number
Dr. Swapna Honwad (In charge)	9037946845
Dr. Anju.R.V	9946680710
Mrs. Amina Azees (Warden)	9947840005
Mrs. Vasantha (Warden)	*9846976819*
Mrs.Shobhana(Warden)	9539334720
Mrs.Sheeba P K	9744363504

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3. All HOD(Dental & Medical)
4. Executive Trustee/Director/Administrator/HRM/File
5. File

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ANTIRAGGING SQUAD & ANTIRAGGING COMMITTEE – MINUTES OF MEETING REPORT

DATE: 10/09/2024

TIME: 12:30 PM

Antiragging squad & antiragging committee meeting was conducted for the batch of 1st BDS 2024-25 Students in the board room , KMCT Dental college. All committee members had attended the meeting . The Principal Dr. Manoj Kumar KP welcomed the gathering. As the new batch of BDS students have joined, measures to curb the menace of ragging was discussed. The general guidelines , rules and regulations were discussed thoroughly and the duties were once more allotted to the respective committee members ensuring a welcome atmosphere & promoting positive interactions among students while strictly prohibiting any form of harassment or bullying within the academic Institution . Hotspots like canteen , hostels need to be monitored as well. The meeting was adjourned at 2 pm with tea and snacks.



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DENTAL COLLEGE

Ref No. KMCT/DC/C/2024/ 107

Date: 02/06/2024

GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS (GRCS)

The Grievance Redressal Committee for students (GRCS) is constituted on 2nd June 2024 for the academic year 2024-25.

CONSTITUTION

Sl. No	Position as per KUHS norms	Name	Designation	Mobile No & Email ID
1	Chairperson	Dr. Santhosh.V.C	Professor	9447653315 & grcs@kmctdentalcollege.org santhosh@kmctdentalcollege.org
2	Secretary	Dr. Usha Balan	Senior female faculty	9746590178 & dr.ushabalan@kmctdentalcollege.org grcs@kmctdentalcollege.org
3	Member	Dr.Asif Ismail	Representative faculty	7025672828 & dr.asif@kmctdentalcollege.org
4	Member	Mr. Mohammed Razi	College Union Chairman	7025960246 razifousip@gmail.com
5	Member	Ms. Malavika.S	College Union Chairperson	9072401180 maludwaraka@gmail.com
6	Member	Dr. Sidharth Manoj	University Union Councilor(PG)	9061938304 sidharthmanoj007@gmail.com
7	Member	Ms. Sarangi Santhosh	University Union Councilor(UG)	9567073917 sarangisaru02@gmail.com
8	Member	Boys Hostel: Murali Girls Hostel 1: Ms. Vasantha LH4 : Ms. Shobitha LH5: Shobhana	Hostel Warden/Asst. Warden	9605635652 8592871432 9746296879 9539334720 & dental@kmct.edu.in
9	Member	Dr. Swapna.C	SSGP Nodal Officers	9447218893 & swapna@kmctdentalcollege.org ssgc@kmctdentalcollege.org

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INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE
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Dr. MANOJ KUMAR.K.P
Principal
KMCT Dental College
Manassery, Mukkam

		Dr. Mayeesh Radhakrishnan		9947871888 & mayeeshradhakrishna@kmctdentalcollege.org ssgc@kmctdentalcollege.org
10	Member	Mr.Shaji T.Koshy	PTA Representative	9961110243 shaji.cladtech@gmail.com
11	Student Members	Ms.Aiswarya.G Mr.Arron Varghese Ms.Anupama.O.M Mr.Elvin.E		dental@kmct.edu.in 9895097312 9400654266 9567179050 9946265374

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STANDARD OPERATING PROCEDURES

GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS OF

KMCT DENTAL COLLEGE, MANASSERY, KOZHIKODE-673602

(Constituted as per Ref No. KMCT/DC/C/2024/108 Dated: 02/06/2024)

1.0 Introduction

1.1 In order to maintain a peace and harmony in the college & campus, a properly functioning Grievance Redressal Committee is essential.

1.2 The committee should ensure that the students feel protected and cared for, while they are in the campus.

2.0. Purpose & Scope of the Grievance Redressal Committee of KMCT DENTAL COLLEGE (here in after mentioned as KMCT DENTAL COLLEGE GRCS)

2.1 The KMCT DENTAL GRCS aims at being a link between the students, faculty, and College administration.

2.2 The KMCT DENTAL GRCS will promote timely, impartial and transparent redressal of the grievances of the students in a confidential manner.

2.3 The KMCT DENTAL GRCS will strive to keep the dignity of the college high by ensuring conflict free atmosphere in the College by promoting good student-student relationship and student-teacher relationship.

2.4 The KMCT DENTAL GRCS will address grievances of the students pertaining to college, class, campus, hostel & food.

2.5 The KMCT DENTAL GRCS will ensure an opportunity to put forward grievances without the fear of victimization.

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3. 0 Exclusions

The KMCT DENTAL GRCS shall not entertain the following issues:

3.1 Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by Kerala University of Health Sciences (KUHS)

3.2 Decisions with regard to award of scholarship, fee concessions, medals, etc.

3.3 Decisions made by the KUHS with regard to disciplinary matters and misconduct

3.4 Decisions of the KUHS or DCI about admissions in any courses offered by the college

3.5 Decisions by competent authority on assessment and examination result

3.6 Matters under the purview of anti-ragging committee & disciplinary committee

3.7 Any grievances against Principal, Director or Chairman of the College

3.8 Decisions taken by Principal, Director or Chairman with respect to college administration

4.0 Constitution of the KMCT DENTAL GRCS

4.1 The members of the KMCT DENTAL GRCS will be appointed by the Principal as per the guidelines laid down by the KUHS.

4.2

Sl. No	Position as per KUHS norms	Name	Designation	Mobile No & Email ID
1	Chairperson	Dr. Santhosh.V.C	Professor	9447653315 & grcs@kmctdentalcollege.org santhosh@kmctdentalcollege.org
2	Secretary	Dr. Usha Balan	Senior female faculty	9746590178 & dr.ushabalan@kmctdentalcollege.org grcs@kmctdentalcollege.org
	Member	Dr.Asif Ismail	Representative faculty	7025672828 & dr.asif@kmctdentalcollege.org
3	Member	Mr. Mohammed Razi	College Union Chairman	7025960246 razifousip@gmail.com

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4	Member	Ms. Malavika.S	College Union Chairperson	9072401180 maludwaraka@gmail.com
5	Member	Dr. Sidharth Manoj	University Union Councilor(PG)	9061938304 sidharthmanoj007@gmail.com
6	Member	Ms. Sarangi Santhosh	University Union Councilor(UG)	9567073917 sarangisaru02@gmail.com
7	Member	Boys Hostel: Murali Girls Hostel 1: Ms. Vasantha LH4 : Ms. Shobitha LH5: Shobhana P	Hostel Warden/Asst. Warden	9605635652 8592871432 9746296879 9539334720 & dental@kmct.edu.in
8	Member	Dr. Swapna.C Dr. Mayeesh Radhakrishnan	SSGP Nodal Officers	9447218893 & swapna@kmctdentalcollege.org ssgc@kmctdentalcollege.org 9947871888 & mayeeshradhakrishna@kmctdentalcollege.org ssgc@kmctdentalcollege.org
9	Member	Mr.Shaji T.Koshy	PTA Representative	9961110243 shaji.cladtech@gmail.com
10	Student Members	Ms.Aiswarya.G Mr.Arron Varghese Ms.Anupama.O.M Mr.Elvin.E		dental@kmct.edu.in 9895097312 9400654266 9567179050 9946265374

4.3 In the absence of a Chairperson, the secretary will be the acting chairperson.

4.4 The tenure of the KMCT DENTAL GRCS will be one year. The KMCT DENTAL GRCS should be reconstituted in the beginning of every academic year. To maintain continuity in the operations of the Committee, at least fifty percentage of the membership shall be retained while renewing the committee members.

4.5 Absence of a member for three consecutive meetings without valid reasons may lead to a replacement by the Appointing Authority.

4.6 A member may resign after giving at least one month's notice to the appointing authority. The Committee may recommend to the appointing authority for a replacement.

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4.7 All the members of KMCT DENTAL GRCS are to abide strict confidentiality in the matters pertaining to the KMCT DENTAL GRCS. Any default in this regard may be viewed seriously and may become a ground for removal from the KMCT DENTAL GRCS.

5.0 Terms of reference of KMCT DENTAL GRCS

5.1. The KMCT DENTAL GRCS shall consider the grievances of only the students (both undergraduate & postgraduate).

5.1.1 Information regarding the functioning of KMCT DENTAL GRCS will be disseminated to the students through notice boards in the College office and hostels. The SOP and other details of the KMCT DENTAL GRCS will be put up in the college website.

5.1.2 The aggrieved students can submit their grievances either directly in writing to the Secretary of KMCT DENTAL GRCS, through email, what's app or deposit in the complaint box earmarked for this purpose.

5.1.3 The email id of KMCT DENTAL GRCS is **grcs@kmctdentalcollege.org**

5.1.4 The postal address for submitting grievances is The Secretary, Grievance Redressal Committee for Students, KMCT Dental College, Manassery, Kozhikode-673602.

5.1.5 Complaint boxes shall be kept in the College lobby, Ladies' Hostel & Men's Hostel. The key for the complaint boxes will be in safe custody of the Secretary. These boxes will be opened by the Secretary every Friday afternoon, in the presence of at least two members of the KMCT DENTAL GRCS of whom one will be a student representative.

5.1.6 The Secretary will make a list of all the complaints received in a month and will present in the forthcoming meeting of the KMCT DENTAL GRCS.

5.1.7 The Secretary will send letters to the persons against whom the grievance is made and solicit their explanation on the grievance.

5.1.8 Anonymous grievances will also be considered by the KMCT DENTAL GRCS with due importance.

5.2 The KMCT DENTAL GRCS will conduct monthly meetings for redressal of the grievances.

5.2.1 The meetings of the KMCT DENTAL GRCS will be conducted on the third Friday of every month. If the third Friday is a holiday, then the meeting will be held in the following Monday. If the

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number of grievances obtained in a month are too many, then an additional meeting will be held on the fourth Friday. Additional meetings, if required, will be convened depending on the gravity and the emergency nature of the grievance.

5.2.2 The Secretary will send invitation of the meeting to the members of KMCT DENTAL GRCS after deciding the time & venue in consultation with the Chairperson.

5.2.3 The Secretary will prepare the agenda and circulate it among the members of KMCT DENTAL GRCS at the time of invitation.

5.2.4 The quorum for the meeting is fifty percentage and at least one student representative need to be present for the fulfilment of the quorum. Although it is recommended that members be physically present, if physical presence is not possible, a member may be considered present if they participate through teleconference, provided the member has received all pertinent material prior to the meeting, must be able to participate actively and equally in all discussions, and their participation in that manner will be so noted in the minutes.

5.2.5 The Secretary will send formal invitation to the aggrieved students to be present during the meeting of the KMCT DENTAL GRCS. If the grievance is made against another student, then that student will also be invited to the meeting. If the grievance is submitted by a group of students (mass petition), then they will be asked to choose a representative to attend the meeting.

5.2.6 The Chairperson of KMCT DENTAL GRCS will preside over the meeting and the Secretary will present the agenda of the meeting and the Minutes of the previous meeting.

5.2.7 With the permission of the Chairperson, the grievance from the aggrieved student and the explanation received from the person against whom the grievance is made, will be read out by the Secretary/ one of the members and a preliminary discussion will be done by the members.

5.2.8 The members of KMCT DENTAL GRCS may summon and obtain any clarifications from the aggrieved student's and the person against whom the grievance is made, if necessary.

5.2.9 If the persons against whom the grievance is made do not cooperate with the proceedings, then the matter will be forwarded to the College Council for Management.

5.2.10 If the Chairperson feels that the grievance requires detailed investigation, then he can constitute a subcommittee from among the members along with an external technical expert and the subcommittee has to submit the report to the Chairperson within one week. This report will be discussed in the subsequent meeting and a final recommendation will be made.

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5.2.11 The Chairperson can constitute inspection team to gather information by including members outside the KMCT DENTAL GRCS and such a team should contain one student member of KMCT DENTAL GRCS.

5.2.12 Final recommendation of the KMCT DENTAL GRCS on the grievance will be made unanimously.

5.2.13 The final recommendation made by the KMCT DENTAL GRCS will be forwarded to the Principal for implementation.

5.2.14 If any objection is raised by at least one of the members regarding the recommendation, then the matter will be forwarded to the College Council for Management (CCM) for taking final decision.

5.2.15 If the KMCT DENTAL GRCS is not able to redress any grievances, the same shall be forwarded to the CCM for further action.

5.2.16 The Secretary of the KMCT DENTAL GRCS will inform the aggrieved student regarding the recommendation and the action taken on the grievance, within one week of the meeting.

5.3 The KMCT DENTAL GRCS will follow up the action taken based on the recommendation.

5.3.1 The Secretary will prepare a report which includes the details of aggrieved student's, the nature & details of the grievance, the recommendation of the KMCT DENTAL GRCS and the final action taken. The report will be stored both as soft and hard copy and will be in the safe custody of the Secretary.

5.3.2 In the event of non-compliance of the recommendation, the aggrieved student can again approach the KMCT DENTAL GRCS, and the matter will be taken up.

5.3.3 In case the grievance is found to be false or frivolous, the KMCT DENTAL GRCS may recommend to the Principal to take the appropriate action against the Complainant.

6. 0 Minutes of the meeting

6.1 Minutes shall be prepared and recorded in the register by the Secretary.

6.2 The Chairperson shall review the minutes for accuracy and completeness and approve for circulation.

6.3 The approved minutes shall be circulated within 7 days of meeting to the members of KMCT DENTAL GRCS via the What's App group of KMCT DENTAL GRCS.

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6.4 The minutes shall be presented and approved at the next meeting of the KMCT DENTAL GRCS.

6.5 The copies of approved minutes of the previous meeting will be sent to the Principal & Director by the Secretary which will be signed by both the Chairperson & the Secretary.

7.0 Record keeping

7.1. Hard and soft copies of all grievances, the final report of all grievances, action taken, and the minutes of the meetings shall be kept safely by the Secretary.

7.2 A file shall be maintained for recording the minutes of meeting and also for the action taken reports.

8. 0 Appellate Authority

8.1 The Principal of the College will be the Appellate authority at the College level.

8.2 The Subcommittee of Students Council which includes the Pro Vice Chancellor (as Chairperson), one Senate member, Students' Union Chairperson and a Students' representative will be the Appellate authority at the University level.

9.0 Report to KUHS

9.1 At the end of every academic year, an annual report of the functioning of the KMCT DENTAL GRCS will be prepared by the Secretary in consultation with the Chairperson and this will be presented for approval by the members of the KMCT DENTAL GRCS.

9.2 This annual report and will be submitted to the Dean (Student affairs KUHS) by the Chairperson of KMCT DENTAL GRCS after getting approval from the Director and the Principal.

10.0 Preparation of Standard Operating Procedures (SOP) of KMCT DENTAL GRCS

10.1 A draft of the SOP will be prepared and presented by the Secretary in the first meeting of the KMCT DENTAL GRCS.

10.2 The modifications proposed by the Chairperson and other members will be incorporated and a final draft will be prepared.

10.3 The final draft of the SOP will be submitted to the Director and Principal for approval.

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10.4 After the approval by the Director and Principal is obtained, the SOP will become operational.

10.5 The SOP will be put up in the college website.

10.6 Any member of the KMCT DENTAL GRCS can suggest revision of the existing SOP. She/he can do so by making a request in writing to the Chairperson. The Chairperson shall summon a meeting for this purpose in which the member can present the modification. if all the members of KMCT DENTAL GRCS agree, then the revision will be submitted to the Principal for final approval. Once the Principal gives approval, then the existing SOP will be amended accordingly. If any one of the members object to the revision, the proposal will not

be considered, and the Chairperson will inform this in writing to the member who proposed the revision.

11.0 Acknowledgement

11.1 The administration of the Kerala University of Health Sciences, especially the Vice Chancellor, is acknowledged for its foresight and initiative for constituting a Grievance Redressal Committee for Students at the college level.

11.2 The members of the KMCT DENTAL GRCS would like to acknowledge the Director and Principal of KMCT DENTAL COLLEGE for their efforts taken in timely constituting the KMCT DENTAL GRCS

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Manassery, Mukkkam

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DENTAL COLLEGE
Recognized Research Centre of KUHS

Grievance Report

KMCT Dental College

Date:7th June 2024

Inspection Members:

- Dr. Santosh V C
- Dr. UshaBalan
- Dr. AbuNazar
- Ms. Jisha K P

Complaints Received from students:

- Uncleanliness in Ladies Hostel 4

Inspection Findings:

- Floors unclean.
- Presence of numerous cats and kittens, along with their litter.
- Broken doors of toilets.
- Dirty buckets.
- Waste dumped in the corridors.
- Non-functional flush tanks.

- Food Poisoning issues from students who had food in College Canteen**

Inspection Findings:

- Eating area highly humid.
- Oil used in the kitchen found to be unhealthy.

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Principal
KMCT Dental College
Manassery, Mukkam

- Numerous students reported Insect Infestation attacks from stray dogs in Ladies Hostel 5 and 6

Inspection Findings:

- Lack of measures to avoid insects from entering into the hostel rooms numerous dogs in the hostel premises

-Only air holes are fenced; bathroom ventilation and windows remain unfenced.

Recommendations for Immediate Action

Ladies Hostel 4:

- Conduct a thorough cleaning of the hostel, including floors and common areas.

- Remove all stray animals and ensure proper sanitation to prevent recurrence.

- Repair and maintain all broken toilet doors and flush tanks.

- Replace dirty buckets and ensure regular waste disposal to maintain cleanliness in the corridors.

Ladies Hostel 5 and 6:

- Investigate and address the cause of insect infestations immediately.

- Regular pest control measures should be implemented.

- Enhance safety measures to prevent acid attacks and stray dog attacks.

- Ensure all bathroom ventilation and windows are properly fenced to prevent unauthorized entry.

- Un safe compound wall near the wash area which can slide during heavy rains and is a threat

Suggestions for Improvement:

College Canteen:

- Improve ventilation in the food serving area to reduce humidity.

- Ensure the oil used in the kitchen meets health standards and is replaced regularly.

- Conduct regular health and safety inspections to prevent future incidents of food poisoning.

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General Maintenance:

- Implement a routine cleaning and maintenance schedule for all hostels and common areas.
- Regularly monitor and repair infrastructure to maintain a safe and hygienic environment.

Health and Safety:

- Conduct frequent health and safety audits in the canteen and hostel areas.
- Provide training for staff and students on maintaining hygiene and safety standards.

Pest Control:

- Engage professional pest control services for regular inspection and treatment of hostels.
- Install secure fencing on all ventilation and windows to prevent external threats.
- Increase security patrols around hostel premises, especially during nighttime.

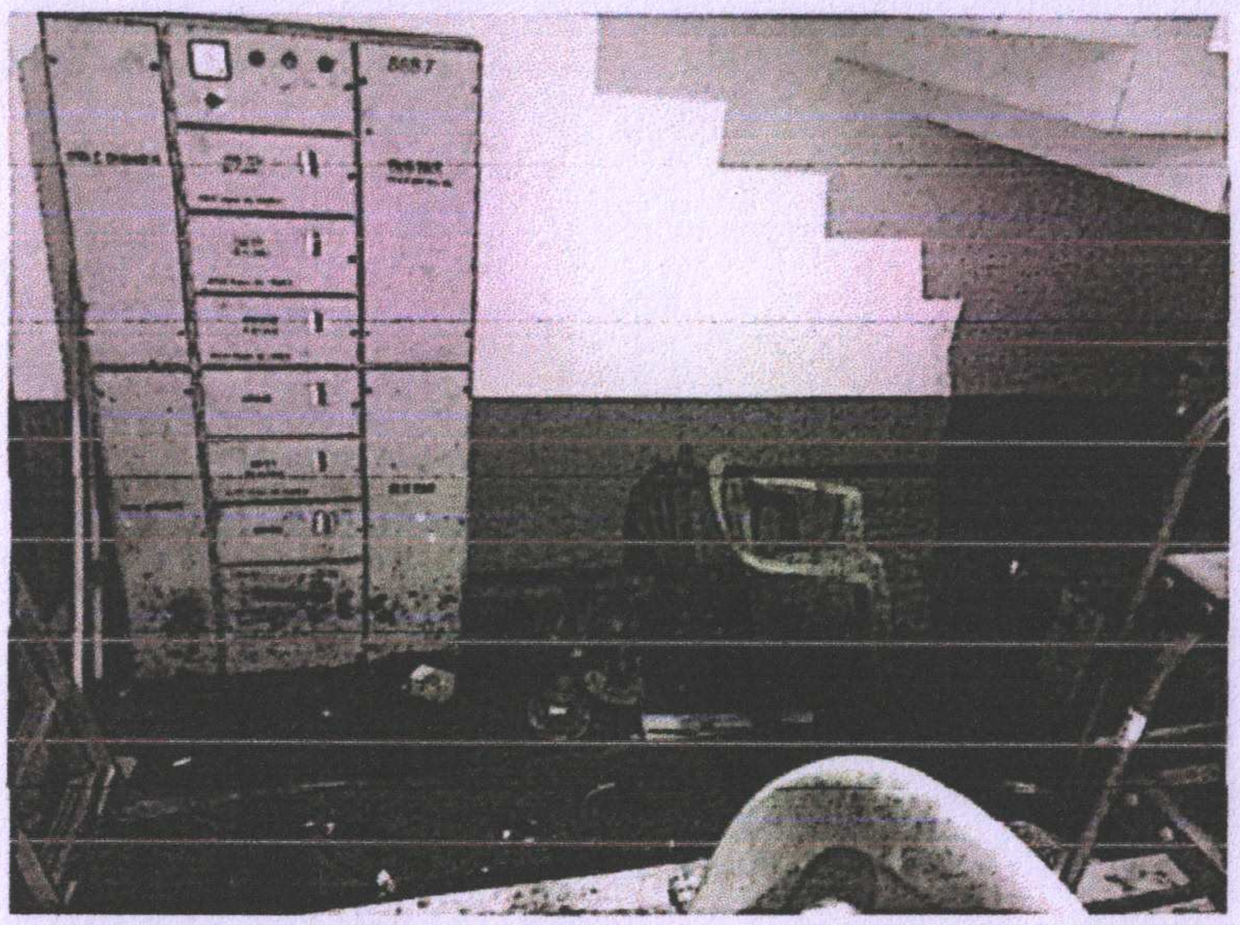
Immediate and consistent action on these recommendations is imperative to ensure the health and safety of all students and staff at KMCT Dental College.

Inspection Team Signatures:

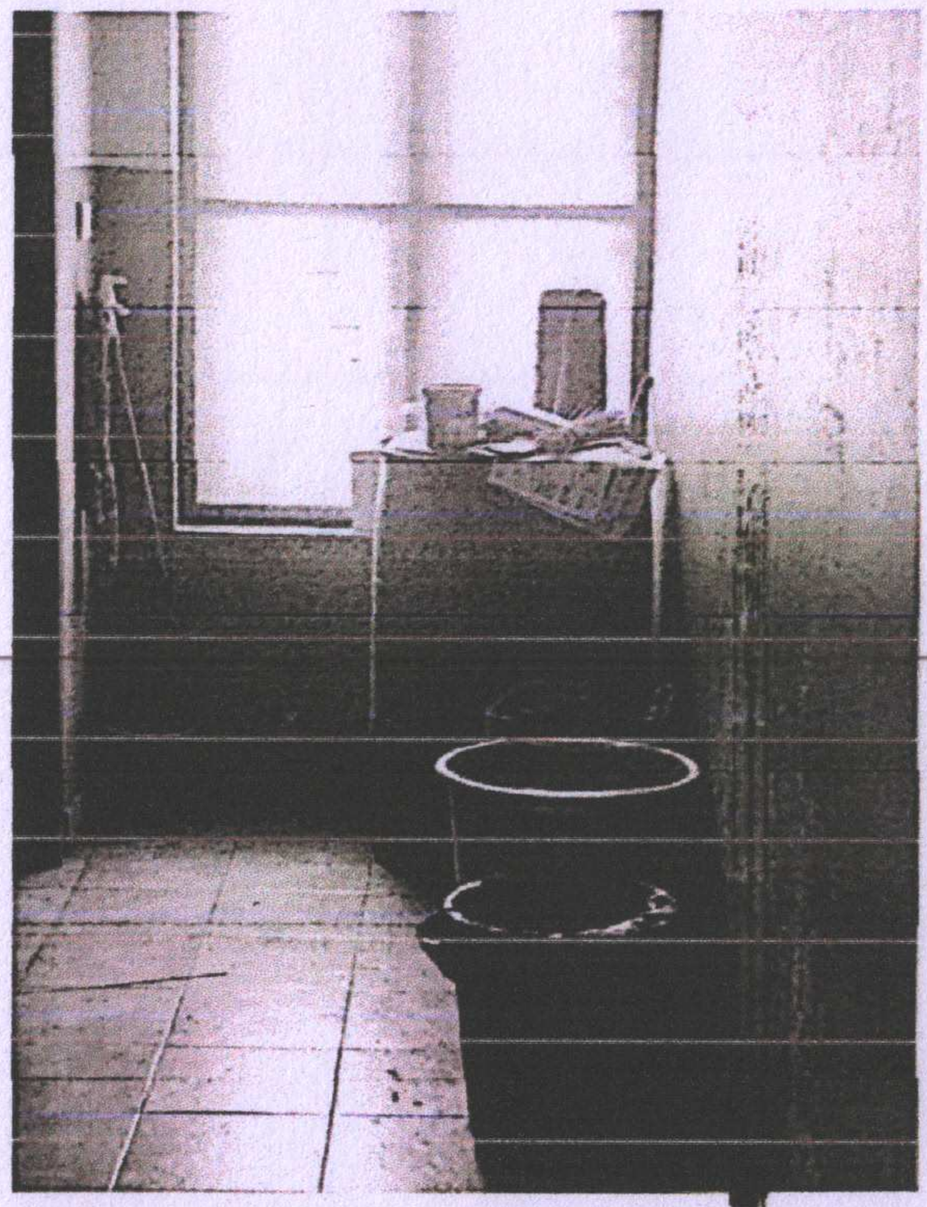
- Dr. Santosh V C : _____
- Dr. UshaBalan : _____
- Dr. Abu Nazar : _____
- Ms. Jisha K P : _____

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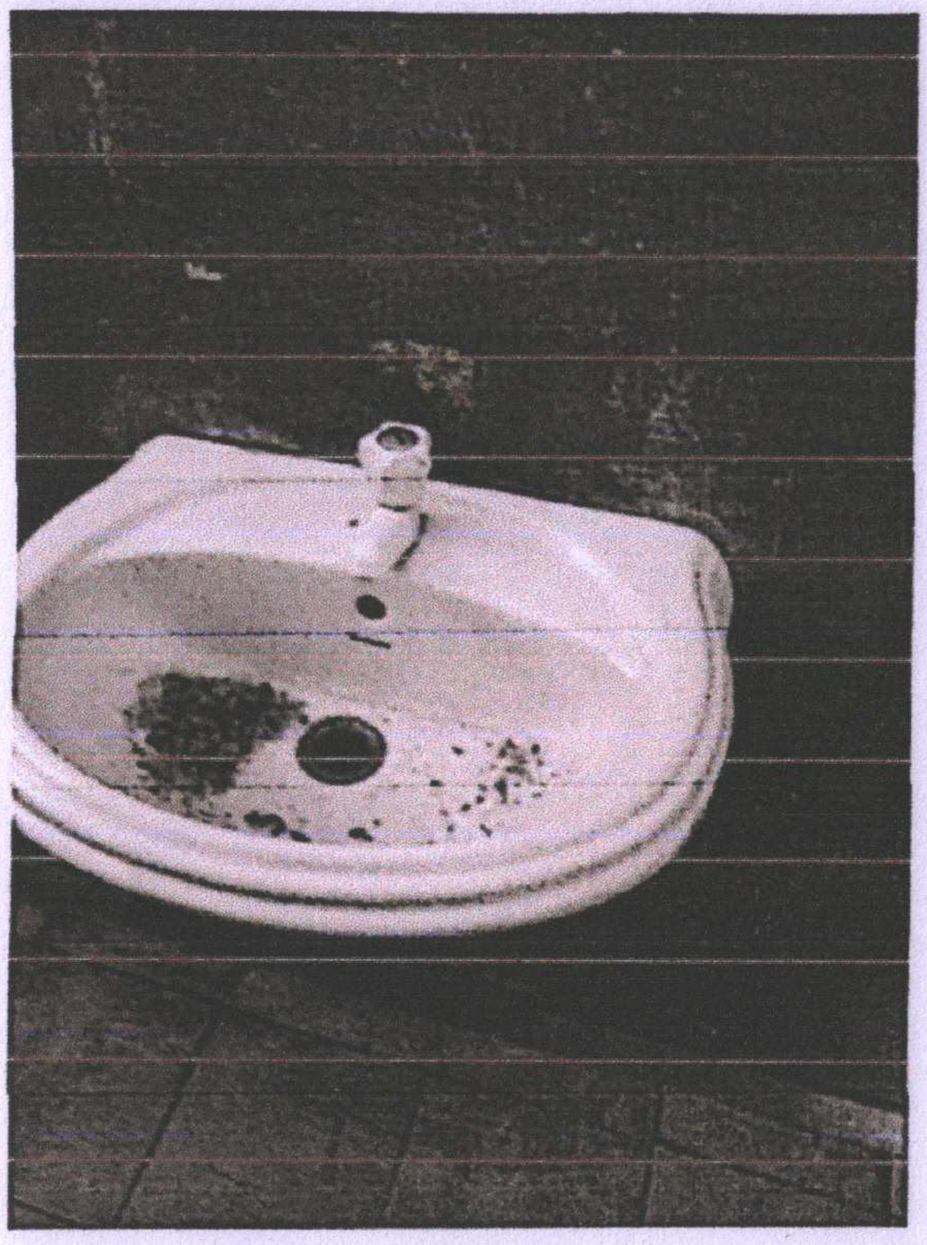






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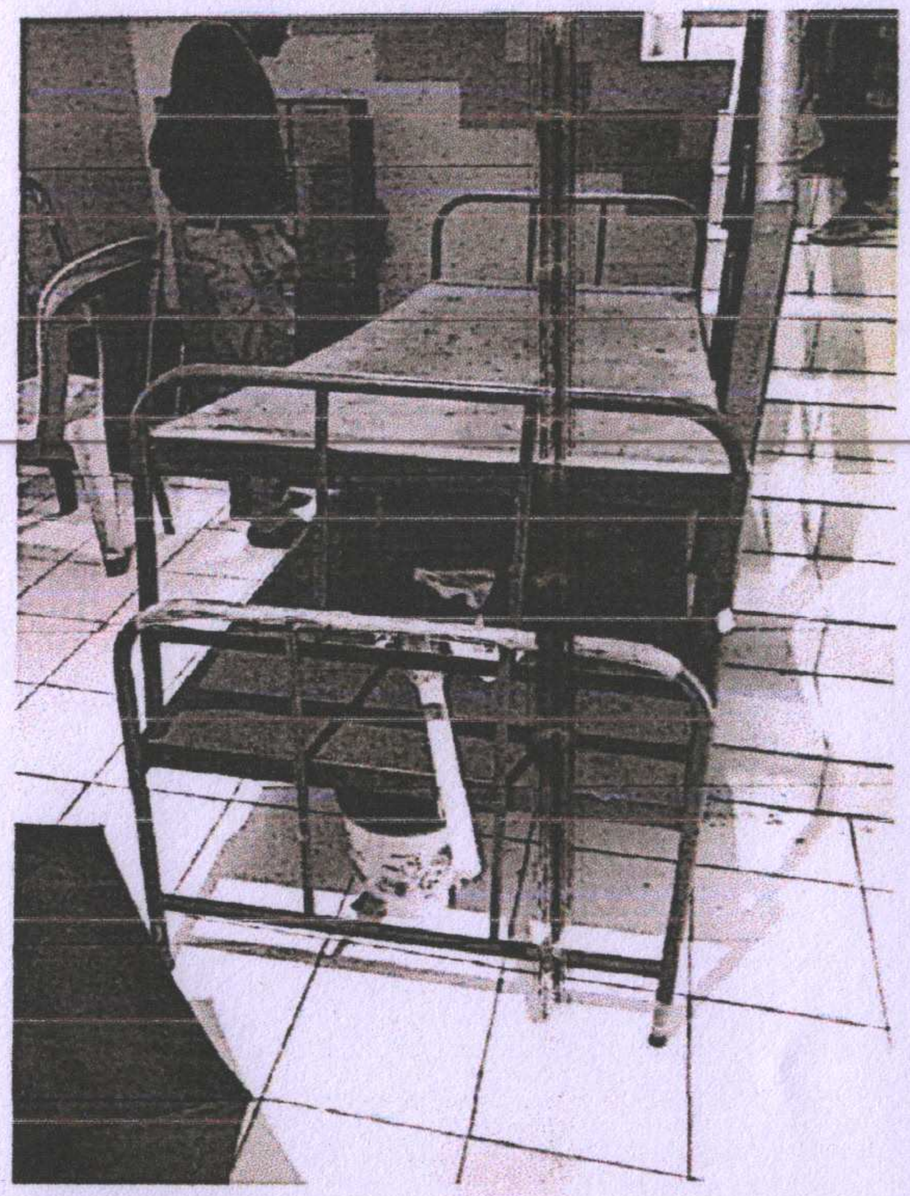


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Grievance Report

Meeting Context:

Meeting Date and Time: June 24, 2024, at 12:00 PM

Venue: Board Room, KMCT Dental College

Meeting Purpose: Mess Committee Meeting following grievances received from students

Attendees:

Grievance Chairman: Dr. Santosh VC

Grievance Secretary: Dr. Usha Balan

Administrative Officer: Mrs. Sujatha Sarma

Mess Head: Mr. Chandra Mohan

Student Representatives:

- 1st Year – Hena Naval, Nandhana Das, Shaha Dhedheen
- 2nd Year – Nandana C, Neshwa
- Final Year – Faiza, Sarangi
- Interns – Hiba, Ayisha

Details of Grievance:

1. Unhygienic Food: Numerous complaints were raised regarding the unhygienic food served by the mess. Specific issues included poorly washed vegetables, undercooked meat, and improper food storage practices.

2. Food Menu Changes: There was a strong request from the student body to modify the food menu to include more vegetables and a healthier variety of meals.

3. Mess Cut Request: Many students have expressed their desire to opt-out of the mess service, requesting a mess cut to be implemented.

Desired Resolution:

1. Survey to Identify Interested Students: A Google form will be circulated among students to identify those who wish to continue using the mess services. This will help in understanding the demand and making necessary adjustments.

2. Menu Modification: Immediate changes in the food menu to incorporate more vegetables and healthier meal options. The menu should be revised based on student feedback and nutritional guidelines.

3. New Committee Formation: A new committee will be formed to oversee the mess operations. This committee will include faculty and students from all academic years to ensure a diverse representation of interests and concerns.

4. Monthly Hygiene Inspections: The new committee will conduct monthly visits to the mess cooking area to ensure adherence to hygiene standards. This will involve checking food preparation practices, storage conditions, and overall cleanliness.

Supporting Evidence:

Complaints and Feedback: Collected through verbal reports and written complaints from students.

Next Steps:

1. Distribution of Google Form: The form will be created and distributed by the Administrative Officer within the next week. A deadline will be set for responses to ensure timely analysis and decision-making.

2.Immediate Menu Changes: The Mess Head will work with the current committee to implement the immediate changes in the food menu.

3.Formation of New Committee: Nomination and selection of new committee members will begin immediately, with the goal of having the new committee operational by the next month.

4. First Hygiene Inspection: The first monthly hygiene inspection will be scheduled for July 2024. A report will be prepared and shared with all stakeholders after each inspection.

Submitted by:

Grievance Chairman: Dr. Santosh VC

Grievance Secretary: Dr. Usha Balan

Date: June 24, 2024

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0495-2292000 dental@kmct.edu.in
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KMCT AYURVEDA MEDICAL COLLEGE
NATIONAL COLLEGE OF PHARMACY
KMCT COLLEGE OF ARCHITECTURE
KMCT COLLEGE OF ALLIED HEALTH SCIENCES
KMCT SCHOOL OF NURSING
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KMCT COLLEGE OF ARTS & SCIENCE, KOZHIKODE
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KMCT LAW COLLEGE
KMCT ARTS & SCIENCE COLLEGE, KUTTIPPURAM
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KMCT SCHOOL OF BUSINESS
KMCT POLYTECHNIC COLLEGE, KALANTHODE
KMCT COLLEGE OF ENGINEERING FOR WOMAN
NATIONAL HOSPITAL COLLEGE OF NURSING
KMCT COLLEGE OF TEACHER EDUCATION
KMCT TEACHERS TRAINING INSTITUTE
KMCT COLLEGE OF ARCHITECTURE, KALANTHODE

KMCT/CO/HR/2416/2023 **23/03/2023**

TO WHOMSOEVER IT MAY CONCERN

KMCT Group of Institutions is committed to upholding a healthy working environment that enables employees and students to work and study without fear of prejudice, gender bias and sexual harassment.

The management of KMCT Group of Institutions, has therefore put in place a policy against sexual harassment in the workplace and has constituted an Internal Complaints Committee (ICC), in adherence to the Kerala University of Health Science and Government of Kerala and the guidelines outlined by the Honourable Supreme Court of India, to consider and redress the complaints of any Sexual Harassment for a period of three years w.e.f. 01/06/2022.

This Policy extends to all employees and students of the institution. Internal Complaints Committee (ICC) of the KMCT Group of Institutions will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action. A Committee is constituted containing 4 members of KMCT Group of Institutions and 1 member from Outside as External Member. The external Member will be a paid member, as he is being paid his fees as per the sittings of the committee. The following are the members of the Committee.

1) Dr. Lathi Nair, Principal, KMCT Medical College - Chairperson
2) Dr. Dhanya Muralidharan, Professor, Public Health Dentistry, KMCT Dental College - Member
3) Mrs. Jareena. E, Associate Professor, National College of Pharmacy – Member
4) Mr. Manu Jose. P, HR Manager, KMCT – Non Teaching Staff –Member
5) Mr. Anand Kumar V K, Advocate – External Member

Any employee or student who feels that he/she is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to the Chairperson , Internal Complaint Committee in writing (hard copy) with his/her signature.

For KMCT Group of Institutions

KUNHITHARUVAI MEMORIAL CHARITABLE TRUST
CALICUT
673 602

Dr. Navas K M
Chairman & Managing Trustee

Corporate Office
KMCT Medical College Campus
Manassery, Mukkam, Kozhikode - 673 602, Kerala
Phone: 0495 2293040, **Fax:** 0495 2295040
Email: info@kmct.edu.in
www.kmct.edu.in

KMCT DENTAL COLLEGE

PROGRAMMES REGARDING ANTI RAGGING & WOMEN EMPOWERMENT

2023-24

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REPORT: WOMEN'S DAY CELEBRATION

12th MARCH 2024, KMCT DENTAL COLLEGE

The Women's Day celebration at KMCT Dental College on March 12, 2024, was an event that brought together students, interns, post graduates, teaching and non teaching staffs to celebrate the achievements and contributions of women in our society. The event was inaugurated by the Principal, Dr. Manoj Kumar and Dr. Swapna Honwad addressed the gathering.

The program commenced with a self-defense class conducted by Dr. Rekha Binu, empowering attendees with valuable skills and knowledge to ensure their safety and security. Following this, enlightening awareness talks were delivered on crucial topics such as breast cancer, entrepreneurship, and women empowerment, shedding light on issues affecting women's health, professional growth, and social status.

A photography competition was held as a part of the event, providing a platform for students to showcase their creativity and talent by capturing the essence of Women's Day, and prizes were distributed to the winners. In addition, the non-teaching staff members were honored for their dedication and hard work, acknowledging their invaluable contributions to the college community.

One of the most impactful sessions of the day was the introduction of a period pain simulator, where male students and faculty members had the opportunity to experience simulated muscle cramps similar to those experienced during menstruation. This innovative initiative aimed to foster empathy and understanding among male participants, raising awareness about menstrual health and breaking down stigmas surrounding menstruation. The session was met with great enthusiasm and proved to be a thought-provoking experience for all involved.

The Women's Day celebration at KMCT Dental College was a resounding success, thanks to the collaborative efforts of the Women's Cell, Union Batch, NSS, and IEDC Unit. Through a diverse range of programs, the event succeeded in promoting gender equality, empowering women, and fostering a culture of inclusivity and respect within the college community.

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PROGRAMME

SCHEDULE ON 12.03.2024

9 am -9.05am Introductory Speech	**Dr. AFROZA K. K.** Venue : College Entrance
9.10am – 9.45am Self-defense Class For Interns & Staffs	**Dr.REKHA BINU** Venue : College Entrance
10.00am – 10.05am Welcome Address	**Dr.SWAPNA HONWAD** Venue : Mini Auditorium,7 Th Floor
10.05 -10.15am Inaugration	**Dr.MANOJ KUMAR K. P.** Principal, Kmct Dental College
10.15am – 10.30am	**Prize Distribution For Photography Competition**
10.30 – 11.00am A Talk On Breast Cancer Awareness	**Dr. HAFSA SALIM DABER** Asst.Professor,Department of General Surgery Kmct Medical College For Teaching & Non-teaching Staffs, Interns. Venue : Mini Auditorium,7 Th Floor
11.00 – 11.15am	**Tea Break**
11.30 – 12pm Smart Money Moves: Mastering Proper Invest-ment For A Secure Future	**Mrs.MITHRAVINDA** Postal Development Officer for Teaching & Non- teaching Staffs. Venue : Mini Auditorium,7 Th Floor
12.10 – 01.10pm 'LET'S TALK'	**Dr. REENA ANILKUMAR & AISHA SAMEEHA** For 2nd Year Students, Union Batch Students and Interns. Venue : Mini Auditorium,7 Th Floor

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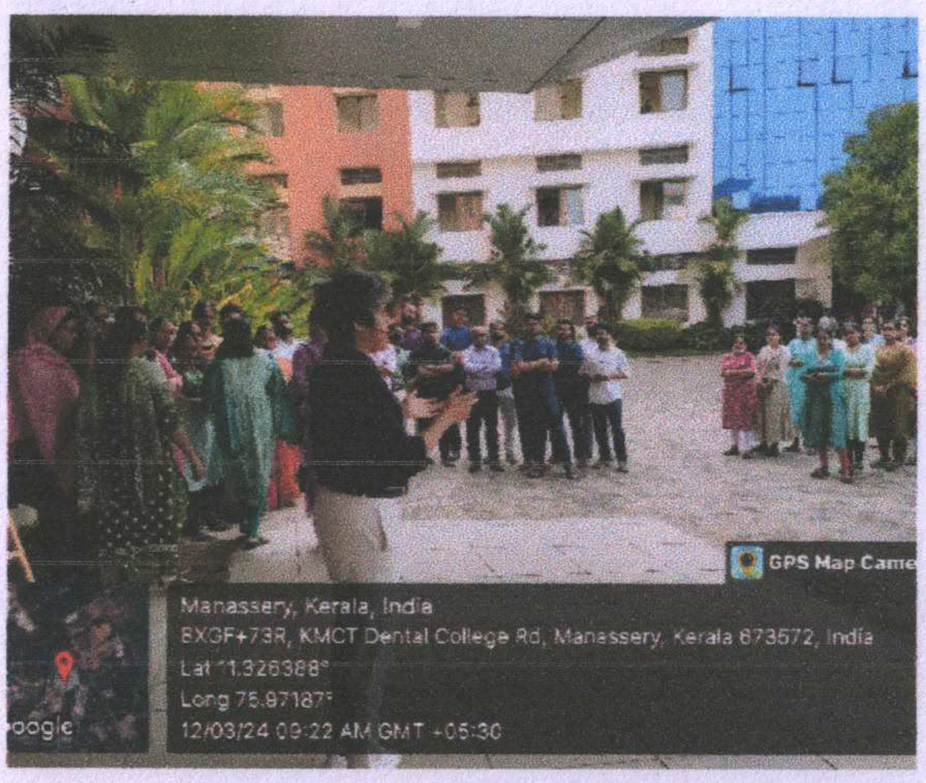
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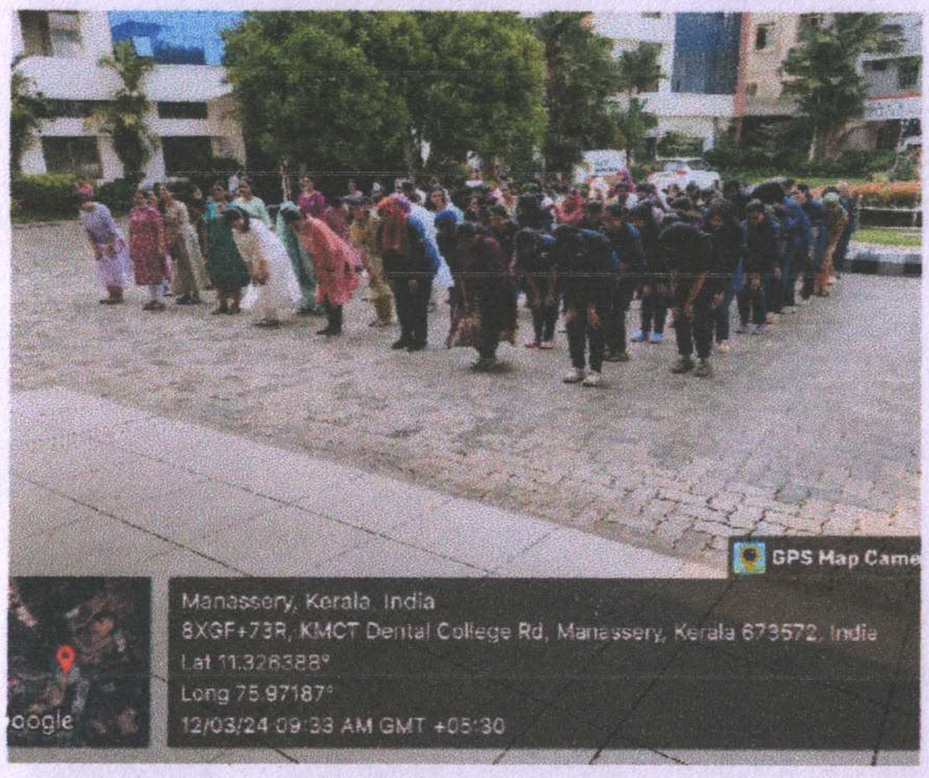
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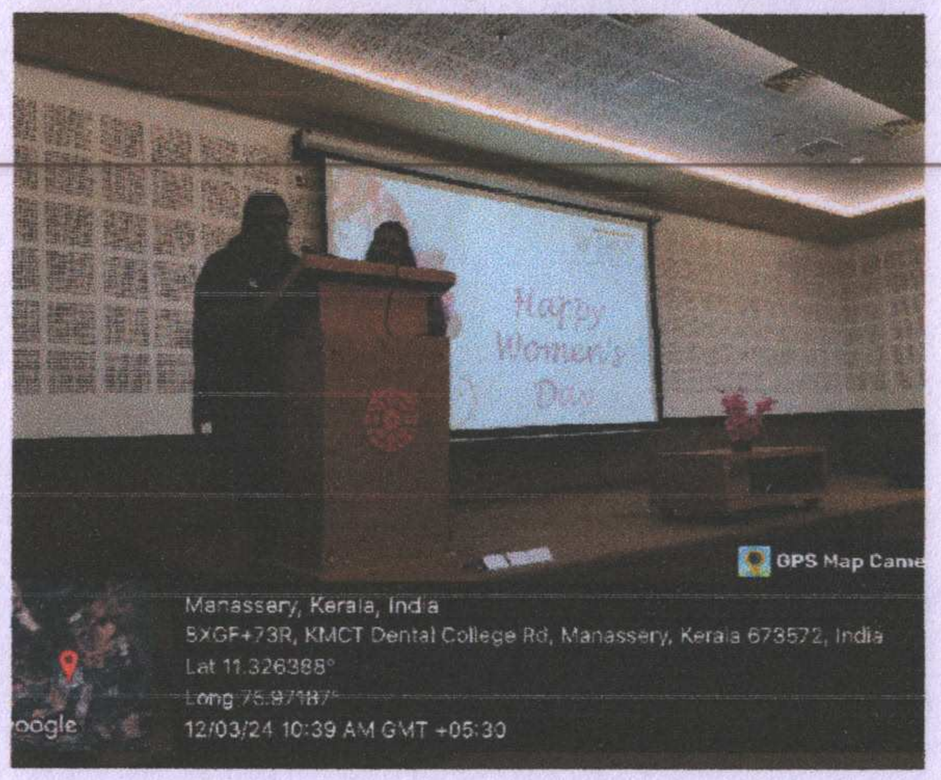












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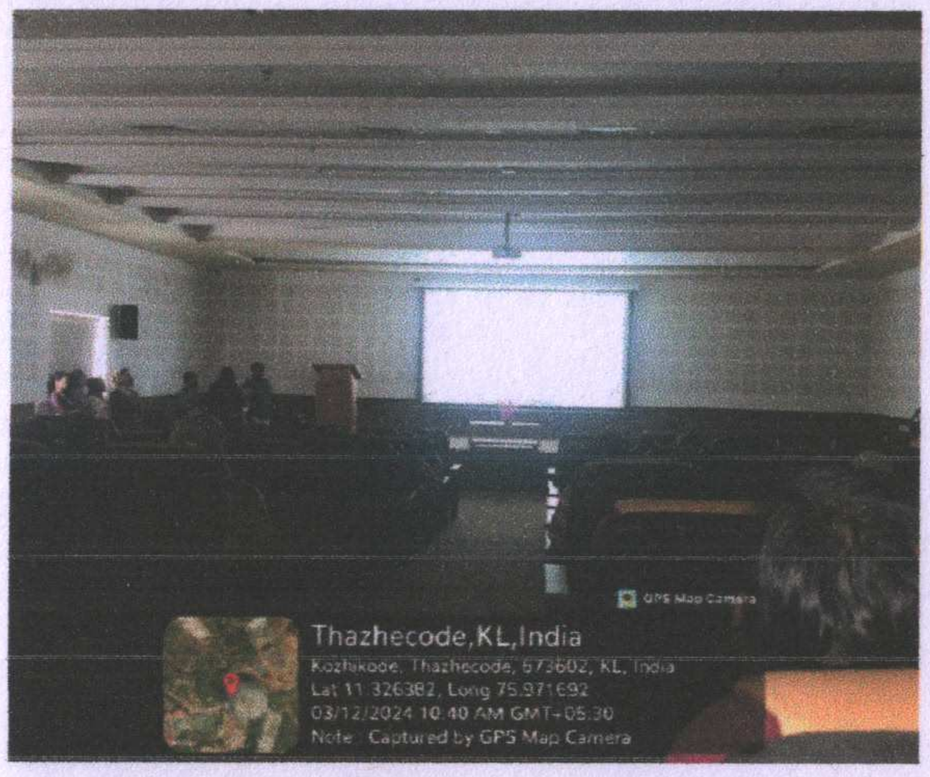
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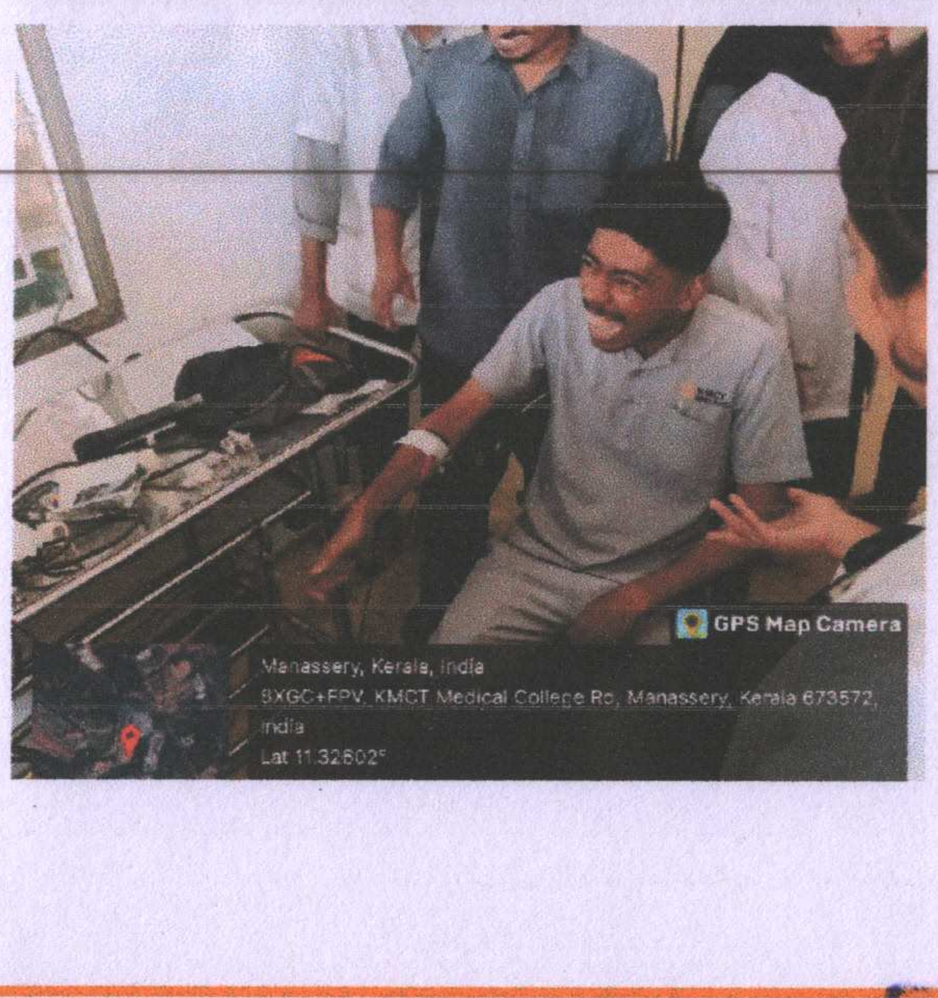
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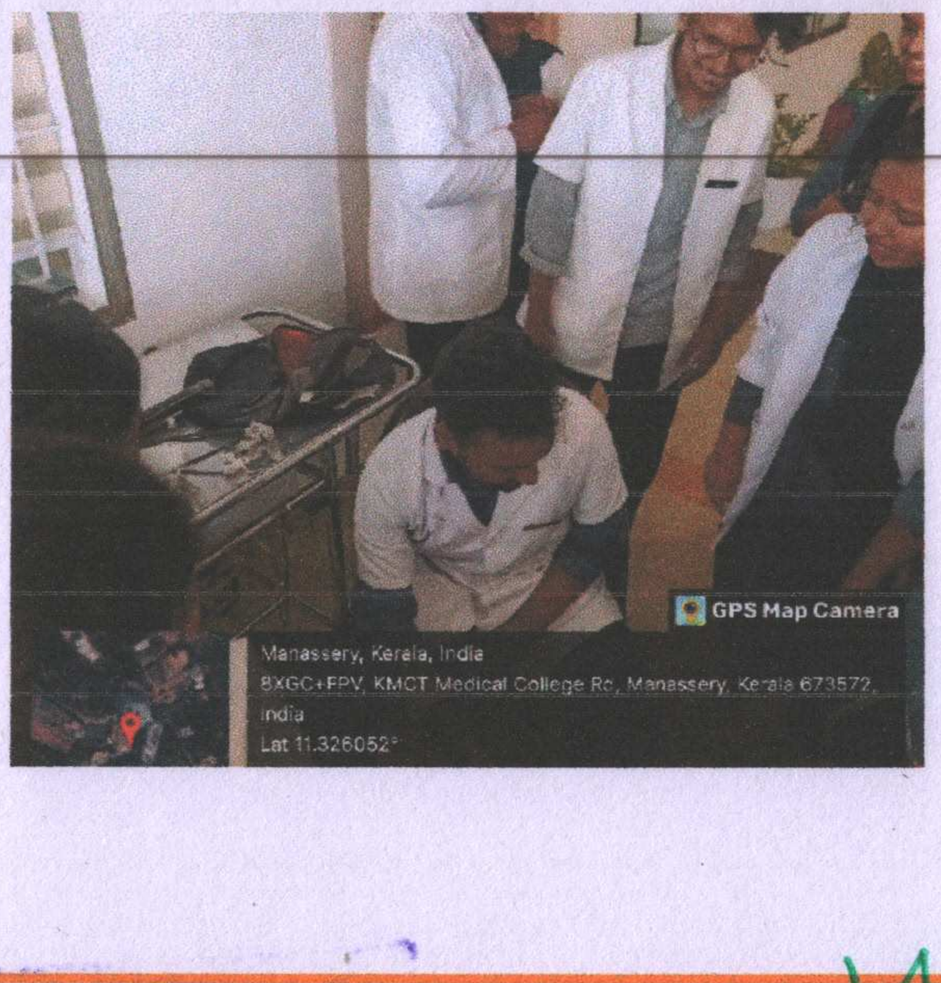












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DATE: 12.3.24

ATTENDANCE OF THE SESSION – A TALK ON BREAST CANCER AWARENESS BY Dr. HAFSA SALIM DABBER

NON-TEACHING STAFF

S.NO	NAME	STAFF /INTERN	~~STUDENT~~	SIGNATURE
1.	Anjana.V.P	Intern		
2.	Arjun Roopesh	Intern		
3.	Anjitha.A.	Intern		
4.	Ardra Babu	Intern		
5.	Rashni.N.	Intern		
6.	Ramseena.P.M.	Intern		
7.	Abhiraj. P.R	Intern		
8.	Saranya.M.K	Intern		
9	Sanu Abdulla.	Intern		
10	Krishnanjana.M	Intern		
11	Hasley Jaisan	Intern		
12	Fathima Mohammed Nizar	Intern		
13	Mariya Salomy	Intern		
14	Huba.P	Intern		
15	Chandana.P.V	Intern		
16	Pooja.Narayanan	Intern		
17	Shabana	&	OMFS	
18	NISHA.PS	Dental Technician	Prosthe	
19.	AKHIL THOMAS	Intern		
20.	M. AINAN	Intern	Perio	
21.	Harsha Babu	Intern	Cons	
22.	Hiba.K	Intern	Cons	
23.	Shariba	Intern	Cons.	

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S.NO	NAME	STAFF /INTERN	~~STUDENT~~	SIGNATURE
48	Dr. Hrishida	Staff-Pedo		
49	Dr. Gopika	" "		
50.	Dr. Darshana	" "		
51	Sreenidha.	Intern-Pedo.		
52.	Zahra.	Intern-Pedo.		
53.	Teena	Intern-Pedo		
54.	Dr. Anjana. Lakshmanan	PG- Pedo		
55.	Dr. Greeshma K	PG- Pedo		
56.	Dr. Aashka P	PG- Pedo		
57.	Dr. Anjana TR	PG- Pedo		
58.	Dr. Wafa P	PG- Pedo		
59.	Dr. Bacilia. F.K	S.L - ORTHO		
60	Dr Amrita Ashok	Reader Ortho		
61	Dr. Sunu.	Ortho		
62	Dr Navia	Perio		
63	Dr Soumbi	Perio		
64	Dr Shobha Sundaram	Orthodontic		
65	Minimol.K	Pedo	✓	
67	Thankamani	PHD	✓	
68	Jahza	Intern		
69	Aleena Joseph	Intern	✓	
70.	Aruna. A	Intern		
71)	Dr. Anesh. M.K	Staff- Pedo.		
72)	Dr. Anju. R.V.	Staff Pedo		

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S.NO	NAME	STAFF /INTERN	~~STUDENT~~	SIGNATURE
24	Amna Sherin MA	Intern	Prostho	
25	Sajena. pv	Intern	OMFS	
26	Ramshidar KP	intern	PHD	
27	Ramziya. M	Intern	OMFS	
28	Ramziya.	Intern	OMFS	
29	Abirami CK	Intern	CONS	
30	Maya. T V	Intern	Prostho	
31.	Anjana satheesh	Intern	Prostho	
32.	Lekshmi	Intern	Prostho	
33.	Greshma. M.T	Intern	Prostho	
34.	Ashique Rahiman. A	Intern	Pedo.	
35	Deena. E	Intern	Prostho	
36.	SAHLA	Intern	Ortho	
37	NITHA	Intern	Ortho	
38	FATHIMA. T	Intern	Ortho	
39.	Nasna	Intern	Perio	
40	ALIYA. C.N.K	Intern	ortho	
41	Fathima Amal	Intern	PHD	
42	Gopika	Intern	OMFS	
43.	Dr. Shifa. Balakrishnan	Staff - Prosthodontics		
44	ARDRA. A.R	Intern	OP	
45	Revalakshmi	Intern	OP	
46	AKHIL N.K	INTERN	OP	
47.	SWARAG SUNIL	INTERN	OP	

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ATTENDANCE OF THE SESSION – 'SMART MONEY MOVES – MRITHRAVINDA

S.NO	NAME	TEACHING STAFF (DEPT)	NON TEACHING(DEPT)	SIGNATURE
1.	Anjana · V.P.	Intern		
2.	Anjitha · A.	Intern		
3.	Ardra Babu · R	Intern		
4.	Roshni · N.	Intern		
5.	Ramseena P. M.	Intern		
6.	Saranya · M · K.	Intern		
7.	Abhiraj · P. R.	Intern		
8.	Sana Abdulla	Intern		
9	Deena · E	Intern		
10.	Sreelakshmi	Intern		
11.	Fiba · P	Intern		
12	AKHIL N.K	INTERN		
13.	ASHIRUF	INTERN		
14.	SWARAG SUNIL	INTERN		
15	MEERA	non teaching staff		
16	Jimna	non teaching staff		
17	Goutham	Intern		
18	Athul	"		
19	Hamid	"		
20	Amna	Intern		
21	Ramshida.	"		
22	Nava Rajeevan. T	"		
23	ARPRA - A · R	INTERN		

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S.NO	NAME	TEACHING STAFF (DEPT)	NON TEACHING(DEPT)	SIGNATURE
24	ANJANA SATHEESH	INTERN		
25	GREESHMA MT	"		
26	MAYA TV	"		
27	CHELSIA SOMAN	"		
28	HARLEY JAISON	"		
29.	GOPIKA S.UNNI	"		
30.	FATHIMA AMAL	"		
31.	ALIYA CNK	"		
32.	JAHZA	"		
33.	HIBA . k	"		
34	D.ANJU.R.V	Staff - Dept of Pedo.		
35	Dr. KAVYA HARI	Staff - Dept of pedo.		
36	Dr. George Babu.	"		
37	Dr. Aneesha M.K	"		
38	Dr. Vidhya Vijayan	"		
39.	Dr. Gopika.	"		
40	Dr. Harishrda	"		
41	Dr. Dashama.	"		
42	Dr Pavithr	"		
43	Dr Chandni	"		
44.	D. BAVITHA	Dept. of ORTHO S. Lecturer.		
45.	Dr. Sreelakshmi Jyothi	" "		
46.	Dr Amrita Abhol	Reader Ortho		

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Principal
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ATTENDANCE OF THE SESSION –

S.NO	NAME	TEACHING STAFF (DEPT)	NON TEACHING(DEPT)	SIGNATURE
47	Dr. Sunu.	OMFS.		
48	Dr Nabel Mall	Ortho		
49.	Hrithika	2nd Yr BDS		
50.	Anna. J	"		
51.	Anjali Krishna	"		
52	KEERTHANA. P	"		
53	Soupasnika. V	"		
54	Fazana	"		
56.	Theertha. K	"		
57	RITHIKA. M. V	"		
58.	Vaishnavi Vijayan. A	"		
59.	Sweety Shaji	"		
60	Safa P	"		
61	Dhanni	"		
62	Ameesha	"		
63	Vijayan. KT	office		
64	Sathi			
65	Sheeba - V - P	Prosthodontics		
66	Sobhana	OMS		
67	Ramsheena Tajar		Administration	
68	Athira.	~~OMS~~	Administration	
69	Sheeba		Administration	
	Aleena Joseph	Intern		

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ATTENDANCE OF THE SESSION -

S.NO	NAME	TEACHING STAFF (DEPT)	NON TEACHING(DEPT)	SIGNATURE
47	Dr. Sunu	OMFS		
48	Dr Nikhil Mathew	Orth		
49	Hridhika	3rd yr BDS		
50	Anu J	"		
51	Anjali Krishna	"		
52	KEERTHANA P	"		
53	Sowparnika V	"		
54	Faseena	"		
56	Amritha K	"		
57	REMYA M V	"		
58	Vaishnavi Vijayan A	"		
59	Sweety Shaji	"		
60	SAFNA P	"		
61	Pranav S	"		
62	Anusha	"		
63	Vijaya K7	OMFS		
64	Sathi			
65	Sheeba. V.P	Prosth		
66	Sobhana	OMS		
66	Roshna Jose		Administration	
67	Nisha	OMS	Administration	
68	Sheeba		Administration	
69	Meera Joseph	Library		

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ATTENDANCE OF THE SESSION –

S.NO	NAME	TEACHING STAFF (DEPT)	NON TEACHING(DEPT)	SIGNATURE
70.	Zahra Hameed	INTERN-Pedo		
71.	Sreenidhi	INTERN- Pedo		
72.	Jeena Rajan	INTERN-Pedo		
73.	Anjana Lakshmanan	PG- Pedo		
74.	Aashka P	PG- Pedo		
75.	Greeshma. K	PG- Pedo		
76.	Anjana TR	PG- Pedo		
77.	Safa P	PG- Pedo		
78.	Aruna. A	Intern- Prostho		
79.	Dr. Sophia. bai	Staff- Pedo		
80)	Dr. Shamsu Saleena	"		
81)	Dr. Swapna Vaneesh	Staff Opdpedo		

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ATTENDANCE OF THE SESSION – 'LET'S TALK' BY Dr. REENA ANIL KUMAR & MS: ~~ARSHA~~ SAMEEHA

S.NO	NAME	STAFF /INTERN	STUDENT	SIGNATURE
1.	Arron Varghese		✓	
2	Hariprasad		✓	
3.	Veda.		✓	
4.	Renitha.		✓	
5.	Joyal James MOORKATIL		✓	
6.	Huda. P	Intern		
7	Deena	Intern		
8.	Sana Abdulla	Intern		
9	Harikeerthana Dinesh	~~Final year (Part 1)~~	✓	
10	Karthika. K.U		✓	
11.	Hanna Peter		✓	
12.	Heena P		✓	
13	Ramziya. M	Intern		
14	Ramziya	Intern		
15	Sajana PV	Intern		
16.	Dr. Akhil Thomas	Intern		
17.	FATHIMA JINSI		✓	
18	MALAVIKA. S		✓	
19.	Siva Nanda. P.R		✓	
20	Shibila. P		✓	
21	Helna J Vadakkan		✓	
22	Agnes Milna		✓	
23.	Athira. K.		✓	
24	Bhavna Surendran		✓	

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ATTENDANCE OF THE SESSION – 'LET'S TALK' BY DR. REENA ANIL KUMAR
MRS. AISHA SAMEEHA

S.NO	NAME	STAFF /INTERN	STUDENT	SIGNATURE
25	Amrithy Ganesh		✓	
26	Nandhana		✓	
27	Anusha. T		✓	
28	Ayesha. M		✓	
29.	Raeesa Fazal		✓	
30	Sufra Sleiman		✓ 2nd year	
31	Fathima Rageena		✓	
32.	Elvis Eugin		✓	
33.	~~Ther~~ Theertha. K		✓	
34.	Vaishnavi Vijayan. A		✓	
35	RITHIKA. M. V		✓	
36.	Surya		✓	
37.	~~Afsal~~ Nashra		✓	
38	Harley Jaikar	Intern		
39	Chelsia Saman	Intern		
40	Maya. TV	"		
41	Anjana	"		
42	Gayathri	"		
43	Krishnapriya	"		
44	Gopika	"		
45	Fathima Amal	"		
46	Jahza	"		
47	Ashiqa	Intern		
48	swaraj	"		

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MRS. AISHA SHAHEEN

S.NO	NAME	STAFF /INTERN	STUDENT	SIGNATURE
49	Akhil N K	Intern.		
50	Anandu Laxman	~~2nd~~	2nd year	
51	Bivin John Jacob		2nd year	
52	Muhammed Hafeef		2nd year	
53	Dr. Meghana Nath	Staff		
54	Hamid Hussain	Intern		
55	M Afnan	Intern		
56	Sreya B Dinesh		2nd year	
~~57~~	~~Anandu Anil~~		~~2nd year~~	
57	Advaitha		2nd Year	
58	Amrita Suresh		2nd Year	
59	Afrah Ashraf		2nd Year	
60	Nada Nisreen		2nd year	
61	Nikhil		2nd year	
62	Bivin		2nd year	
63	Hafeef		2nd year	
64	Saumya	~~Bhu-2nd yr~~	2nd yr	
65	Preethy		2nd yr	
66	Sheyin		2nd yr	
67	Akhil		2nd yr	
68	Afnan		2nd yr	
69	Anjana Lakshmanan	PG- Pedo		
70	Anshka	PG- Pedo		
71	Anjana TR	PG- Pedo		

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MRS. AISHA SAMEEHA.

S.NO	NAME	STAFF /INTERN	STUDENT	SIGNATURE
72	Sreenidha C	Intern - Pedo		[signature]
73	Jeena Rajan	Intern - Pedo.		[signature]
74	Zahra	Intern - Pedo		[signature]
75	Aleena Joseph	Intern - Pedo		[signature]
76	Sreelakshmi	Interns - OP		[signature]
77	Adra A R	Interns - OP		[signature]

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[signature]
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Principal
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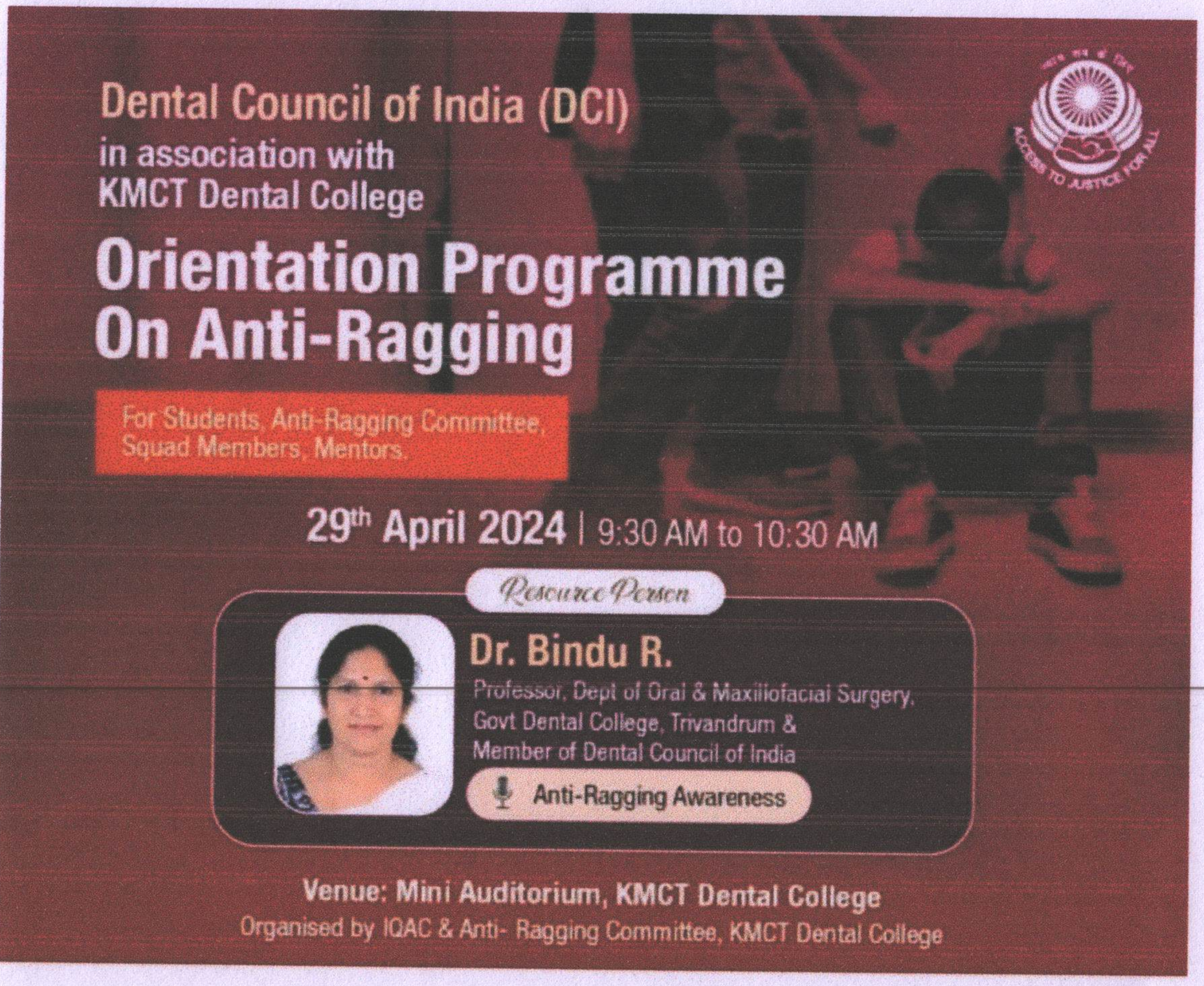
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ORIENTATION PROGRAM ON ANTI-RAGGING - REPORT

Organized by IQAC & Anti-Ragging Committee,

KMCT Dental College

DATE : 29/04/24 **Participants :63** **Time :09:30 am**



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DATE : 29/04/24 Participants : 63 Time :10:30 am

The Principal Dr. Manoj Kumar KP welcomed the gathering. The resource person was Dr ,Bindu R Prof , Department of Orthodontics and DCI Member. In the session, Dr.Bindu R spoke well on the guidelines given by UGC and DCI, regarding the harmful effects of ragging in campus. She gave an outline on how ragging originated. A short film about the menace of ragging were shown to the students. She emphasized how students should not resort in such activities and spoke in detail on the issues students might face in case ragging involving them is reported. She also interacted with the students and the program was well appreciated by all the students. The vote of thanks was proposed by Dr. Mayeesh. The program ended with the Anti-ragging pledge and National anthem.

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Kerala - S. India
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Dr. MANOJ KUMAR.K.P
Principal
KMCT Dental College
Manassery, Mukkam

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0495-2292000 dental@kmct.edu.in
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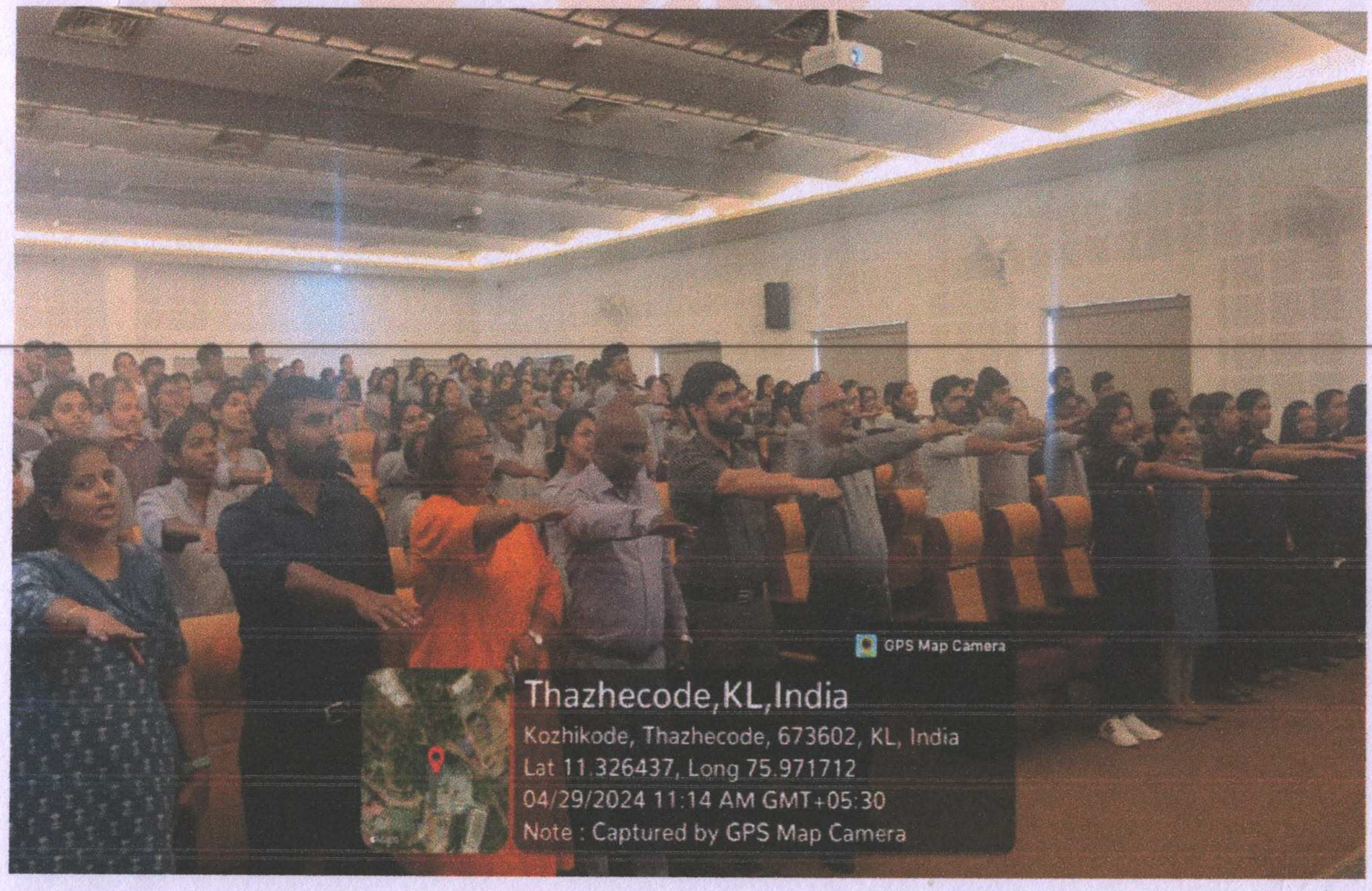
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ORIENTATION PROGRAMME ON ANTI RAGGING

29/04/2024

Dr. BINDU R

ATTENDANCE SHEET

SL	NAME	SIGNATURE
1.	Dr. MANOJKUMAR KP	
2.	Dr.MAYEESH RADHAKRISHNA	
3.	Dr. ASIFISMAIL	
4.	Dr. RANJITH	
5.	Dr. NICHOLAS	
6.	ABHISHEK B S	
7.	ADVAITHA R CHANDRAN	
8.	AFRAH ASHRAF P	
9.	AGNES MILNA RODRIGUES	
10.	AKSHARA V NAIR	
11.	AMEESHA RAJ K V	
12.	AMNIKA V S	
13.	AMRITA SURESH	
14.	AMRITHA SATHEESH	
15.	AMRUTHA P	
16.	ANABEL BINOY	
17.	ANANDU LAXMAN	
18.	ANANYA	
19.	ANANYA C. U	
20.	ANNA J	
21.	ANUSHA THAZHATHU VALAPPIL	
22.	ARCHANA UV	

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23.	ARRON VARGHESE	
24.	ASWATHY GANESH	
25.	ATHIRA K	
26.	ATHULKRISHNA M S	
27.	AYISHA SAUSAN	
28.	BHAVNA SURENDRAN	
29.	DILBAR IBRAHIM M	
30.	FATHIHA BASHEER	
31.	FATHIMA RINSHA	
32.	HANNATH T	
33.	HARIPRASAD K N	
34.	HRITHIKA RACHEL REJI	
35.	K.K FAHMIDA	
36.	KEERTHANA P	
37.	KHALEEL.N	
38.	KRISHNAPRIYA K	
39.	KRISHNENDU G	
40.	LAKSHMIPRIYA N	
41.	M.KOUSIKA	
42.	MUBNA SHERIN	
43.	NADA NISREEN P V	
44.	NAJIYA SHERIN	
45.	NANDANA C	
46.	NANDANA SURESH KUMAR	

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0495-2292000 dental@kmct.edu.in
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Manassery, Mukkam

47.	NANDHANA TK	
48.	NASHVA A	
49.	NIKHIL N	
50.	P H FARZANA BATHWAL	
51.	RAEESA FAZAL RAHIMAN	
52.	RENITHA K ROBERT	
53.	REVATHY BAIJU	
54.	RINSHINA -K	
55.	RITHIKA M V	
56.	SAFA	
57.	SAFWAN SAFFIR	
58.	SAMIYA MOIDU	
59.	SETHU CHANDRAN	
60.	SREYA B DINES	
61.	SUFNA SULAIMAN	
62.	THEERTHA K	
63.	VEDA BIJU M	

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P.O. Manassery
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