A constituent Unit of
Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE
(DEEMED TO BE UNIVERSITY)
VELAPPANCHAVADI, CHENNAI – 600 077.

#### COMPUTING AND TECHNOLOGY COMMITTEE MEMBERS

NAME	DESIGNATION
Dr.Pragna Dolia MD.,	Chair Person
Dr.Rajkamal	Co-Ordinator
Dr.Brethis	Member
Mrs.Sophia Abigail	Member
Mr.Bharathi Kannan	Member
Mr.Raju	Member

DEAN

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C. B. Palanively

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Medurarnyal, Chemai 600 095



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#### ACSMCH/Dean-Cir/05-2019

08.05.2019

# CIRCULAR

There will be a meeting of the Computing & Technology Committee on 10<sup>th</sup> May 2019 at 10.30 am in Dean Chamber. All the members are requested to attend the meeting without fail.

#### AGENDA

- · Providing computer to Head of each department
- · Providing computer to each department for clerical work.

Deegra



## Copy to:-

- · The Honorable Secretary for kind information
- The Vice Chancellor
- · The Special Officer
- · The Advisor
- · The Medical Superintendent
- · The Principal
- The Vice Principals
- · Committee coordinator
- · Concerned Members
- Office Copy

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VELAPPANCHAVADI, CHENNAI – 600 077.

10.05.2019

#### MINUTES OF THE MEETING

Dean welcomed all the members for the Computing & Technology committee meeting on 10.05.2019. The following agenda were discussed.

- · Each department has given computer for clerical work.
- Provided separate computer for HOD of each department for administrative & teaching purpose.
- Recruited one typist for each department to maintain the data and records.

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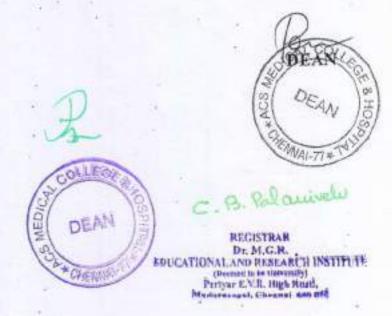
(DEEMED TO BE UNIVERSITY) VELAPPANCHAVADI, CHENNAI

10.05.2019

# COMPUTING & TECHNOLOGY COMMITTEE MEETING

#### ATTENDANCE SHEET

s.NO	NAME OF THE FACULTY	FUNCTIONAL DESIGNATION	SIGNATURE
1	Dr.Pragna B Dolia	Chair Person	P
2	Dr.Rajkamal	Co-ordinator	Dofflormal.
3	Dr.Brethis	Member	Roflamal.
4	Mrs.Sophia Abigail	Member	Gojdia
5	Mr.Bharathi Kannan	Member	Bo
6	Mr.Raju	Member	Rojy
7	A 14		
8			1 1



# **House Keeping Committee**

s.no	NAME OF THE FACULTY	DESIGNATION	FUNCTIONAL DESIGNATION
1	DR.PRAGNA B DOLIA	DEAN	CHAIRPERSON
2	Dr. MUTHUKRISHNAN	PROFESSOR DEPARTMENT OF PATHOLOGY	CO-ORDINATOR
3	DR. A. SHALINI	ASSISTANT PROFESSOR • DEPT. OF COMMUNITY MEDICINE	MEMBER
4	DR.SUREKA VARALAKSHMI	ASSOCIATE PROFESSOR DEPT. OF PHYSIOLOGY	MEMBER
.5	MR. KIRUBAKARAN	PURCHASE OFFICER	· MEMBER
6	MRS. SASIKALA	HOUSE KEEPING SUPERVISOR	MEMBER





C. B. Palamisch

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VELAPPANCHAVADI, CHENNAI - 600 077.

ACSMCH/Dean-Cir/01-2018

Date:22.01.2018

# Circular

There will be a meeting of the House Keeping committee on 25<sup>th</sup> January 2018 at 11.00 AM in Dean Chamber. All the members are requested to attend the meeting without fail.

## Agenda:

To ensure sanitation and cleanliness.



- · Honorable Secretary for kind information
- · The Vice Chancellor
- · The Additional Registrar
- Medical Director
- The Medical Superintendent
- The Principal/ The Vice Principals
- Committee members
- Medical Registrar
- Surgical Registrar
- Office copy





DEAN

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25.01.2018

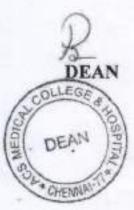
## Minutes of meeting

Dean welcomed all the members for the meeting. All the members were attended the meeting.

### Agenda:

- Workers should be provided with uniforms, cleaning materials and cloves
- 2. All floor areas to be mopped thrice daily
- 3. Purchase of cleaning materials to be audited every year
- House keeping Supervisor to be instructed to check the sanitation twice daily and submit the weekly report to dean
- 5. All student class room to be kept clean by sweeping twice daily
- Any valuable left by the students and staff to be collected and handed over to supervisors by the workers





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Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE

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25.01.2018

#### House Keeping Meeting

#### Attendance Sheet

S.NO	NAME OF THE FACULTY	DEPARTMENT	DESIGNATION	SIGNATURE
1	Dr. PraguaB Dolia	Biochemistry	Dean.	B
2	Dr. Muthingha	Pathislopy	Ano. Prg	Omit
3	Dr. Shalini	CM:	Azst Prox.	Sail
4	Dr Alcella	Physiology	Asst-Powof	· Atopha
5	MR. Kirubakaran.	Member	Purchase office	M. sul
6	R. SosikALA	HOUSE-KEEPING	Punchase office.	80.
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VELAPPANCHAVADI, CHENNAI - 600 077.

# LABORATORY SAFETY COMMITTEE MEMBERS

NAME	DESIGNATION
Dr.Pragna B Dolia	Dean
Dr.Mahendranath	Lab Director
Dr.Divya	Member
Dr.Archana	Member
Dr.Suganya	Member

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ACSMCH/Dean-Cir/03-2020

11.03.2020

# CIRCULAR

There will be a meeting of the Laboratory Safety Committee on 13th March 2020 at 10.30 am in Dean Chamber. All the members are requested to attend the meeting without fail.

#### AGENDA:

 To recommend or initiate remedial actions when safe procedures are not followed or when procedures are not in compliance with regulations.

## Copy to:-

- · The Honorable Secretary for kind information
- · The Vice Chancellor
- The Special Officer
- The Advisor
- The Medical Superintendent
- · The Principal
- The Vice Principals
- · Committee coordinator
- Concerned Members
- Office Copy

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13.03.2020

# MINUTES OF THE MEETING

Dean welcomed all the members for the Laboratory Safety committee meeting on 13.03.2020. The following points were discussed.

- Quarterly meet were conducted to solve the issues regarding chemical and physical hazards.
- New personal orientation programme were conducted.
- Lab safety training programme were conducted.

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13.03.2020

## LABORATORY SAFETY COMMITTEE MEETING

#### ATTENDANCE SHEET

NAME OF THE FACULTY	FUNCTIONAL DESIGNATION	SIGNATURE
Dr.Pragna B Dolia	Chair Person	D-
Dr.Mahendranath	Lab Director	Matur
Dr.Divya	Member	Dinya
Dr.Archana	Member	dadrana.
Dr.Suganya	Member	Jung
	Dr.Pragna B Dolia Dr.Mahendranath Dr.Divya Dr.Archana	Dr.Pragna B Dolia Chair Person  Dr.Mahendranath Lab Director  Dr.Divya Member  Dr.Archana Member



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EDUCATIONAL AND RESEARCH INSTITUTE
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Constituent Unit of

# DR. M.G.R. EDUCATIONAL & RESEARCH INSTITUTE UNIVERSITY

IDECL. US. 3 OF UCC ACT 1956)

#### 11. LIBRARY COMMITTEE

Date: 04/04/14

Sl. No.	NAMES OF THE MEMBERS	DESIGNATION	SIGNATURE
1.	Dr. Pragna B. Dolia	Dean	How
2.	Dr. Kalavathy Victor	Prof. & Head, Department of Microbiology	Jan
3.	Dr. V. Palani	Medical Superintendent	6 Papul
4.	Dr. K. Loganathan	Prof. & Head, Department of General Surgery	tink
5.	Dr. K.K. Dutta Gupta	Prof. & Head, Department of Community Medicine	( Dec
6.	Dr. M. Balaji Singh	Associate Professor, Department of Forensic Medicine	N.Blog
7.	Dr. A.P. Selvam	Associate Professor, Department of General Surgery	181
8.	Dr. H. Gayathri	Assistant Professor, Department of ENT	Cons
9.	Dr. C. Senthil ASSOC	Assistant Professor, Department of General Medicine	049.
10.	Mrs. N. Mukambika	Library in-charge	NWA
11.	Mr. N. Krishna Moorthy Rao	Deputy Librarian	N. 1030
12.	Mrs. R. Santhanalakshmi	Documentalist	132



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# A.C.S. Medical College and Hospital

Velappanchavadi, Chennai - 600 077

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# Educational and Research Institute University

(Decl.u/s. 3 of the UGC Act, 1956)

ACSMCH/Dean-Cir(80)/04-2017

04.04.2017

## CIRCULAR

There will be a library committee meeting on 06th April 2017 at 02.30pm in Dean's Office. All the members are requested to attend the meeting without fail.

#### Agenda:

- 1. To procure reference text books for 8 departments.
- 2. To procure book trolley, stools and ladder.
- 3. To issue the library cards to the HoD's of all departments.
- 4. To conduct the journal Club in the library premises.
- Any other matter to discus.

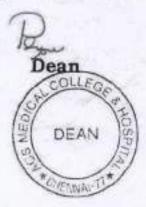
## Copy to:-

- 1. Secretary for kind information?
- 2. The Special Officer
- 3. The Medical Advisor 4
- 4. The Medical Director 2
- 6. Dr. H. Kalavathy Victor Coordinator of Library committee
- 7. Vice Principal
- 8. Joint Registrar m. b.m.
- 9. Concern Members 10. MCI - Cell Dardy
- 11. Office copy.



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#### MINUTES OF THE MEETING

- Dean chaired the meeting and welcomed all members and requested them to give suggestions to improve and update the library.
- Dean has advised to the Library In-Charge to issue the 5 to 8 library cards to the HOD's of all departments through whom the other staff members can utilize the books for 14 days.
- The Librarian In-Charge has requested to procure 2nos of trolleys, stools and ladder for the library. The Committee has accepted the request and decided to purchase the same for the library
- The other members of the committee have requested to implement the Automation system in the library.
- The Dean informed all the members to motivate all the doctors to use the library regularly and suggested to conduct the Journal Club in the library premises. One of the members has suggested installing the projector in the journal club meeting hall.
- The meeting concluded with vote of thanks.

DEAN







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EDUCATIONAL AND RESEARCH INSTITUTE
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Maduravoyal, Chemnal 606 085

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Constituent Unit of

# DR. M.G.R. EDUCATIONAL & RESEARCH INSTITUTE UNIVERSITY

(DECL. 9/8, ) OF UGC ACT 1989

#### II. LIBRARY COMMITTEE 14th meeting

0604.17.

Sl. No.	NAMES OF THE MEMBERS	DESIGNATION	FUNCTIONAL DESIGNATION	PRESENTED MEMBERS
1.	Dr. Pragna B. Dolia	Dean	Chairman	Present
2.	Dr. V. Palani	Medical Superintendent	Member	
3.	Dr. Kalavathy Victor	Principal	Secretary	Present
4.	Dr. K. Loganathan	Prof. & Head, General Surgery	Member	Present
5,	Dr. K.K. Dutta Gupta	Prof. & Head, Community Medicine	Member	Present
6.	Dr. M. Balaji Singh	Associate Professor, Forensic Medicine	Member	Present
7.	Dr. A.P. Selvam	Associate Professor of General Surgery	Member	Present
8.	Dr. H. Gayathri	Assistant Professor of ENT	Member	Present
9.	Dr. C. Senthil	Asst. Prof. of General Medicine	Member	Present
10.	Mrs. N. Mukambika	Library in-charge	Member	Present
11.	Mr. N. Krishna Moorthy Rao	Deputy - Librarian	Member	Present
12.	Mrs. R. Santhanalakshmi	Documentalist	Member	Present
13.	Mr.R.Raju	System Administrator		Present



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REGISTRAR
Dr. M.G.R.

EDUCATIONAL AND RESEARCH INSTITUTE
(Record to be University)
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Dr. M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE (DEEMED TO BE UNIVERSITY) VELAPPANCHAVADI, CHENNAI - 600 077.

# SPORTS COMMITTEE MEMBERS

DESIGNATION
Chair Person
Co-ordinator
Physical Director
Member
Member
Member
Member

C. B. Palanively

REGISTRAR Dr. M.G.R.

Dr. M.G.R.

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#### ACSMCH/Dean-Cir/02-2019

06.02.2019

### CIRCULAR

There will be a meeting of the Sports Committee on 11<sup>th</sup> February 2019 at 11.30 am in Dean Office. All the members are requested to attend the meeting without fail.

#### AGENDA

- 1. To plan and execute Annual sports meet for the students.
- 2. To provide more indoor games.
- 3. To engage students in intra-college competition.

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# Copy to:-

- · The Honorable Secretary for kind information
- · The Vice Chancellor
- · The Special Officer
- · The Advisor
- · The Medical Superintendent
- The Principal
- · The Vice Principals
- · Committee coordinator
- · Concerned Members
- · Office Copy

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EDUCATIONAL AND RESEARCH INSTITUTE
(themed to be University)
Period V.V.R. High Road,
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C. B. Palanively



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11.02.2019

# MINUTES OF THE MEETING

Dean welcomed all the members for the Sports committee meeting on 11.02.2019. The following points were discussed.

- The coaches were instructed to prepare the event list date and venue.
- List of indoor & outdoor events to be included on Annual Sports Meet discussed.
- Discussed about prize distribution, budget allocation.
- Discussed about chief guest for the event.

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Medorawayat, Chemical 600 895

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VELAPPANCHAVADI, CHENNAI

11.02.2019

#### SPORTS COMMITTEE MEETING

#### ATTENDANCE SHEET

S.NO	NAME OF THE FACULTY	FUNCTIONAL DESIGNATION	SIGNATURE
1	Dr.Pragna B Dolia	Chair Person	Q.
2	Dr.M.Ganesh	Co-ordinator	112
3	Mr. Yesudas	Physical Director	Today
4	Dr.Balamurali	Member	-
5	Dr.karthick	Member	Mu
6	Dr.Dinesh Kumar	Member	· Winish
7	Dr.Asha	Member	Asha.
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REGISTRAR
Dr. M.G.R.

EDUCATIONAL AND RESEARCH INSTITUTE
(Deemed to be University)
Perlyse E.V.R. High Road,
Neutanaroppi, Channel 460 295