

**INTERNAL COMPLAINTS
COMMITTEE MINUTES BOOK**

INTERNAL

COMPLAINTS

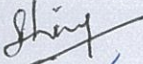
COMMITTEE


Internal complaints committee meeting minutes


Date 07-06-2018


The meeting of internal complaints committee was conducted on 07-06-2018 at LH1 at 11am.


The members present

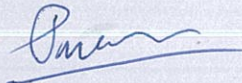
Dr Shiny Joseph 

Dr Lakshmi Priya 

Dr Renu Ann Mathew 

Dr Anjana Mohan Kumar 

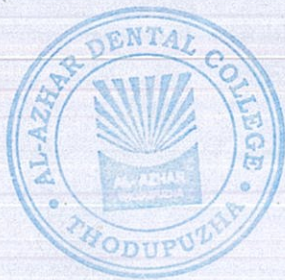
Naseera M H 

Adv'r M Saneer 


Agenda

1. Reconstitution of the committee
2. Reformulation of guidelines

The internal complaints committee was reconstituted and Dr Shiny Joseph was nominated as the chairperson of the committee. The chairperson welcomed the members and gave her best wishes for the smooth functioning and carrying out the duties of the committee in an unbiased manner. A general discussion on the guidelines of the committee was done and the meeting was adjourned at 12.30pm



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605



Dr. Shiny Joseph


Internal complaints committee meeting minutes


Date 08-11-2018


The meeting of internal complaints committee was conducted on 08-11-2018 at LH1 at 11am.

The members present

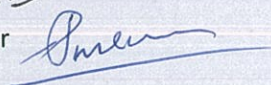
Dr Shiny Joseph 

Dr Lakshmi Priya 

Dr Renu Ann Mathew 

Dr Anjana Mohan Kumar 

Naseera M H 

Adv PM Saneer 

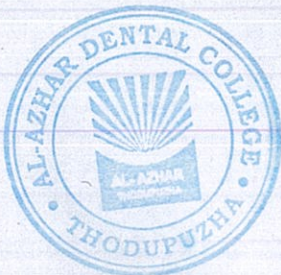
Agenda

1. Approval of the previous minutes of meeting.
2. Annual report compilation

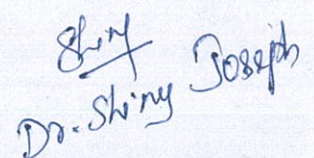
The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. The agenda was taken up for discussion. Dr Renu and Dr Anjana were requested to compile the annual report of the committee. It was noted that in the year 2018 no internal complaints were registered with the committee. The meeting was dispersed at 12.45pm after refreshments.

Action Taken Report of Previous meeting Report of Previous meeting

1. Guidelines of the committee was reformulated.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605


Dr. Shiny Joseph

Internal complaints committee meeting minutes

Date 06-03-2019

The meeting of internal complaints committee was conducted on 06-03-2019 at LH1 at 11am.

The members present

Dr Shiny Joseph

Dr Lakshmi Priya

Dr Renu Ann Mathew

Dr Anjana Mohan Kumar

Naseera M H

Adv PM Saneer

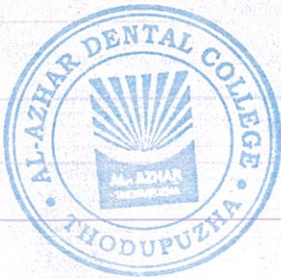
Agenda

1. Approval of the previous minutes of meeting.
2. Submission of annual report for 2018

The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. The agenda was taken up for discussion. Dr Renu and Dr Anjana submitted the annual report for the year 2018 to the committee. The meeting was dispersed at 12.00pm after refreshments.

Action Taken Report of Previous meeting

1. Approval of the annual report



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605


Shiny Joseph
Dr. Shiny Joseph

Internal complaints committee meeting minutes


Date 06-11-2019


The meeting of internal complaints committee was conducted on 06-11-2019 at LH1 at 11am.

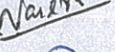
The members present

Dr Shiny Joseph 

Dr Lakshmi Priya 

Dr Renu Ann Mathew 

Dr Anjana Mohan Kumar 

Naseera M H 

Adv PM Saneer 

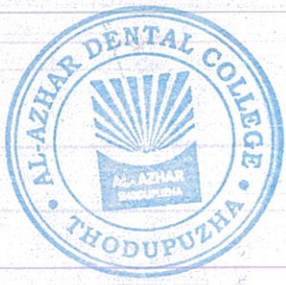
Agenda

1. Approval of the previous minutes of meeting.
2. Compilation of report for 2019.


The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. The chairperson advised the members to interact with the staff of the college to ensure a smooth functioning of the work place. Dr Lakshmi Priya and Dr Anjana were asked to compile the annual report for the year 2019. The meeting was dispersed at 12.30pm after refreshments.

Action Taken Report of Previous meeting

1. The annual report for 2018 was submitted to the college office.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605



Dr. Shiny Joseph

Internal complaints committee meeting minutes

Date 17-04-2020


The meeting of internal complaints committee was conducted on 17-04-2020 at LH1 at 11am.

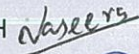
The members present

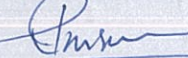
Dr Shiny Joseph 

Dr Lakshmi Priya 

Dr Renu Ann Mathew 

Dr Anjana Mohan Kumar 

Naseera M H 

Adv PM Saneer 

Agenda

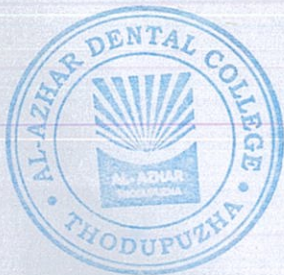
1. Approval of the previous minutes of meeting.
2. Submission of annual report for 2019.

The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. Dr Lakshmi Priya presented the annual report for the year 2019. The members reported that they interacted with various staff members and there were no complaints.


Action Taken Report of Previous meeting

1. The annual report for 2019 was approved.
2. Interaction done with staff members.

The meeting was dispersed at 12.30pm after refreshments.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605


Dr. Shiny Joseph

Internal complaints committee meeting minutes

Date 08-01-2021

The meeting of internal complaints committee was conducted on 08-01-2021 at LH1 at 11am.

The members present

Dr Shiny Joseph

Dr Vinni Mary Oomen

Dr Renu Ann Mathew

Dr Rema J

Rasheela AA

Adv PM Saneer

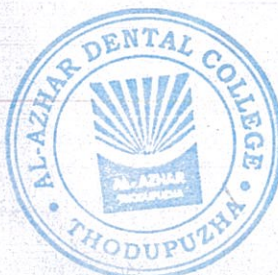
Agenda

1. Approval of the previous minutes of meeting.
2. Reconstitution of the committee

The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. The new members Dr Vinnie Dr Rema and Rasheela AA were welcomed heartily by the chairperson. Dr Renu was asked to compile the annual report for 2020. The members of the committee were asked to continue interacting with staff members. The meeting was dispersed at 12.30pm after refreshments.

Action Taken Report of Previous meeting

1. Submission of 2020 report to college office.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Dr. Shiny Joseph


Internal complaints committee meeting minutes


Date 23-11-2021

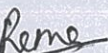
The meeting of internal complaints committee was conducted on 23-11-2021 at conference hall at 11am.


The members present

Dr Shiny Joseph 

Dr Vinni Mary Oomen 

Dr Renu Ann Mathew 

Dr Rema J 

Rasheela AA 

Adv PM Saneer 

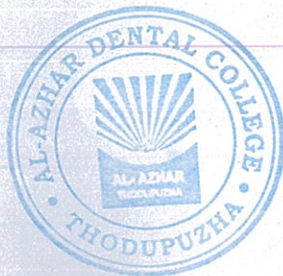
Agenda

1. Approval of the previous minutes of meeting.
2. Presentation of the annual report for 2020

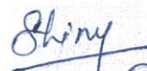
The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Conference Hall. The minutes of the previous meeting was read and approved by the committee. Dr Renu presented the annual report for 2020 and it was approved by the committee. The chairperson commented that no complaints were received for the year 2020. Dr Vinnie and Dr Renu were asked to compile the annual report for 2021. The meeting was dispersed at 12.30pm after refreshments.

Action Taken Report of Previous meeting

1. Approval of annual report for 2020.
2. ICC committee reconstituted.



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605


Dr. Shiny Joseph

Internal complaints committee meeting minutes

Date 18-02-2022

The meeting of internal complaints committee was conducted on 18-02-2022 at conference hall at 11am.

The members present

Dr Shiny Joseph *Shiny*

Dr Vinni Mary Oommen *Vinni*

Dr Renu Ann Mathew *RAM*

Dr Rema J *Rema*

Rasheela AA *Rasheela*

Adv PM Saneer *Saneer*

Agenda

1. Approval of the previous minutes of meeting.
2. Presentation of annual report of 2021

The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall
1. The minutes of the previous meeting was read and approved by the committee. Dr Vinnie presented the annual report for 2021 and it was approved by the committee. No complaints were reported for the year 2020. The meeting was dispersed at 12.15pm after refreshments.

Action Taken Report of Previous meeting

1. Submission of 2020 report to college office.
2. Annual report for 2021 was approved



Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Shiny
Dr. Shiny Joseph

Internal complaints committee meeting minutes

Date 10-11-2022

The meeting of internal complaints committee was conducted on 10-11-2022 at LH1 at 11am.

The members present

Dr Shiny Joseph *Shiny*

Dr Vinni Mary Oommen *Vinni*

Dr Renu Ann Mathew *Renu*

Dr Rema J *Rema*

Rasheela AA *Rasheela*

Adv PM Saneer *Saneer*

Agenda

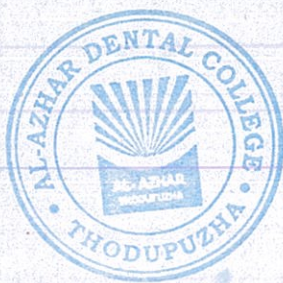
1. Approval of the previous minutes of meeting.
2. Compilation of annual report for 2022

The meeting was called to order by the Chairperson Dr Shiny Joseph, at 11am at Lecture Hall 1. The minutes of the previous meeting was read and approved by the committee. The committee members reported that no complaints were reported on interaction with the staff. Dr Renu and Dr Vinni were asked to compile the annual report for 2022. The meeting was dispersed at 12.30pm after refreshments.

Action Taken Report of Previous meeting

1. Submission of 2021 report to college office.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605




Shiny
Dr. Shiny Joseph


Internal complaints committee meeting minutes


Date 13-04-2023


The meeting of internal complaints committee was conducted on 13-04-2023 at conference hall at 11am.

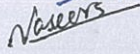
The members present


Dr Bijimole Jose 

Dr Lakshmi Priya 

Dr Anjana Mohan Kumar 

Dr Riny George 

Naseera M H 

Adv Madhuri Anand 

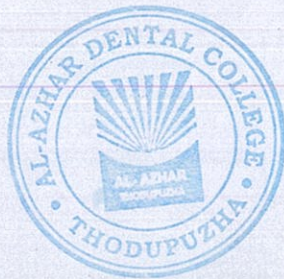
Agenda


1. Approval of the previous minutes of meeting.
2. Reconstitution of the committee
3. Presentation of annual report for 2022

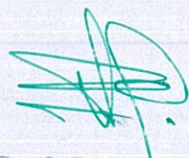
The internal complaints committee was reconstituted and Dr. Bijimole Jose was nominated as the chairperson of the committee. The chairperson welcomed the members and gave her best wishes for the smooth functioning and carrying out the duties of the committee in an unbiased manner. The minutes of the previous meeting was read and approved by the committee. The committee members reported that no complaints were reported on interaction with the staff. Dr Anjana presented the annual report for 2022 which was approved by the committee. The meeting was dispersed at 12.30pm after refreshments.

Action Taken Report of Previous meeting

1. Approval of annual report for 2022
2. ICC members interacted with the staff members.




Dr. Bijimole Jose


Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605