

**MINUTES of the Administrative Committee (AC) meeting**

Date: 17.06.2022  
Venue: Directorate Board Room

Time: 1.30pm

**Members Present:**

Dr. J.V. Peter	Director	Er. David Chandran	General Superintendent
Dr. Thomas Samuel Ram	Assoc. Director	Mr. Anand John Samuel	Assoc. General Superintendent
Dr. Joy Mammen	Assoc. Director	Mr. Abraham Oommen	Treasurer
Dr. Kenny David	Assoc. Director	Mr. Denzil	Assoc. Director
Dr. Selvamani	Assoc. Director	Dr. Vathsala Sadan	Dean
Dr. Solomon Sathishkumar	Principal	Mrs. Jeyalinda Christopher	Assoc. Nursing Superintendent
Dr. Prasad Mathews	Medical Superintendent	Mrs. Sarala Stanley	Member

Apology for absence is received from Dr. Vikram Mathews, Dr. Mark Ranjan, Dr. Sowmya Sathyendra, Dr. Sujith John Chandy, Dr. Bala Seetharaman, Dr. Rajesh K., Dr. Samuel C. Raj Pallapati, Dr. Suja Kurian and Mrs. Rebecca Sumathy Bai.

The meeting commenced with devotion led by Dr. Kenny David.

**\_108\_ STAFF**

**108-a/6/22: Confirmations**

Name, Designation	Present Budget	Emp. No.	Date of Appointment	Date of confirmation
<b>General Superintendent</b>				
Mr. U. Srinivasan Hospital Attendant	Pharmacy	43629	12.06.2020	12.06.2022
Mrs. P. Subajanani H.H.K. Attendant	A Block	43626	05.06.2020	05.06.2022
<b>Principal</b>				
Ms. Anu Jacinth Abraham Tutor Gr. IV (OT)	Developmental Paediatrics	39898	31.10.2019	31.05.2022

**108-b/6/22: Grant of special superannuation benefit for retired staff member—Assoc. Director (Medical)**

The following special superannuation benefit scheme application is forwarded for the approval of the Administrative Committee. After discussion, it was

RESOLVED to recommend to the Director / Executive Committee to approve the special superannuation benefit to the retired staff as per the details given below:

Name, Emp. No.	Date of	Date of	Qualifying	Basic	S.S.B
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## MINUTES of the Administrative Committee (AC) meeting

Date: 06.10.2022  
Venue: Directorate Board Room

Time: 2.00pm

### Members Present:

Dr. Vikram Mathews	Director	Dr. KPP Abhilash	Dy. Medical Superintendent
Dr. Thomas Samuel Ram	Assoc. Director	Er. David Chandran	General Superintendent
Dr. Joy Mammen	Assoc. Director	Mr. Abraham Oommen	Treasurer
Dr. Kenny David	Assoc. Director	Mr. Denzil	Assoc. Treasurer
Dr. Selvamani	Assoc. Director	Dr. Vathsala Sadan	Dean
Dr. Mark Ranjan	Assoc. Director	Dr. Bala Seetharaman	Nursing Superintendent
Dr. Vinay Timothy Oommen	Council Secretary	Mrs. Margaret Manoharan	Member
Dr. Solomon Sathishkumar	Principal		

Apology for absence is received from Dr. Sowmya Sathyendra, Dr. Dheepak Selvaraj, Dr. Prasad Mathews, Mr. Anand John Samuel, Dr. Rajesh K., Dr. Samuel C. Raj Pallapati, Dr. Suja Kurian, Mrs. Nirmala Samuel.

The meeting commenced with devotion led by Dr. Selvamani.

### 181 STAFF

#### 181-a/10/22: Confirmations

Name, Designation	Present Budget	Emp. No.	Date of Appointment	Date of confirmation
<b>Dean</b>				
Ms. Divya P. Staff Nurse Gr. V	College of Nursing	91358	30.10.2019	30.10.2022
Ms. Merlin Mary D. Staff Nurse Gr. V	College of Nursing	91372	30.10.2019	30.10.2022
Ms. Priya V. Staff Nurse Gr. V	College of Nursing	91377	09.11.2019	09.11.2022
Ms. Priyadarshini R. Staff Nurse Gr. V	College of Nursing	91378	05.11.2019	05.11.2022
Ms. Vinitha Y. Staff Nurse Gr. V	College of Nursing	91391	01.11.2019	01.11.2022
Ms. Divya Thamarai Tutor Gr. V	College of Nursing	76752	25.09.2019	25.09.2022
Ms. Emily Hepsibah V. Tutor Gr. V	College of Nursing	76754	04.10.2019	04.10.2022
Ms. Beninal Pillai Tutor Gr. V	College of Nursing	91326	05.10.2019	05.10.2022

## MINUTES of the Administrative Committee (AC) meeting

Date: 02.02.2023  
Venue: Directorate Board Room

Time: 2.00pm

### Members Present:

Dr. Vikram Mathews	Director	Dr. I. Rajesh	Medical Superintendent
Dr. Thomas Samuel Ram	Assoc. Director	Mr. C. Reni Charles	General Superintendent
Dr. Kenny David	Assoc. Director	Mr. Denzil Ranjitsingh Gnanamani	Treasurer
Dr. Mark Ranjan	Assoc. Director	Mrs. Shandriela Immanuel	Dy. Dean
Dr. Sowmya Sathyendra	Assoc. Director	Dr. Bala Seetharaman	Nursing Superintendent
Dr. Dheepak Selvaraj	Assoc. Director	Dr. Rajesh K.	Member
Dr. Vinay Timothy Oommen	Council Secretary	Mrs. Margaret Manoharan	Member
Dr. Joy S. Michael	Vice Principal		

Apology for absence is received from Dr. Joy Mammen, Dr. Selvamani, Dr. Solomon Sathishkumar, Dr. Vathsala Sadan, Dr. Samuel C. Raj Pallapati and Mrs. Nirmala Samuel.

The meeting commenced with devotion led by Dr. Vikram Mathews.

### Welcome to the new Members of the Administrative Committee:

We welcome the new members Dr. I. Rajesh, Medical Superintendent, Mr. C. Reni Charles, General Superintendent and Mr. Denzil Ranjitsingh Gnanamani, Treasurer to serve in the Administrative Committee.

### Minute of appreciation:

The Administrative Committee would like to record a minute of appreciation for Dr. Prasad Mathews, Medical Superintendent, Er. David Chandran, General Superintendent and Mr. Abraham Oommen, Treasurer for their service in the committee.

### 17 STAFF

#### 17-a/2/23: Confirmations

Names, Designation	Present Budget	Emp. No.	Date of Appointment	Date of Confirmation
Nursing Superintendent ANBARASI A Staff Nurse	Nursing Service	76903	20/01/2020	20/01/2023



## MINUTES of the Administrative Committee (AC) meeting

Date: 25.05.2023

Time: 2.00pm

Venue: Directorate Board Room

**Members Present:**

Dr. Vikram Mathews	Director	Mr. C. Reni Charles	General Superintendent
Dr. Thomas Samuel Ram	Assoc. Director	Mr. Sezlian	Sr. Manager (F&A)
Dr. Joy Mammen	Assoc. Director	Mrs. Shandri Immanuel	Dy. Dean
Dr. Kenny David	Assoc. Director	Mrs. Sophia Vijay	Dy. Nursing Superintendent
Dr. Mark Ranjan	Assoc. Director	Dr. Rajesh K.	Member
Dr. Vinay Timothy Oommen	Council Secretary	Dr. Samuel C. Raj Pallapati	Member
Dr. Solomon Sathishkumar	Principal	Mrs. Margaret Manoharan	Member
Dr. Amit Jiwan Tirkey	Assoc. Medical Superintendent	Mrs. Nirmala Samuel	Member

Apology for absence is received from Dr. Selvamani, Dr. Sowmya Sathyendra, Dr. Dheepak Selvaraj, Dr. I. Rajesh, Mr. Denzil Ranjitsingh Gnanamani, Dr. Vathsala Sadan and Mrs. Alice Sony.

The meeting commenced with devotion led by Dr. Solomon Sathishkumar.

**\_92\_ STAFF****92-a/5/23: Confirmations**

Names, Designation	Present Budget	Emp. No.	Date of Appointment	Date of Confirmation
<b>General Superintendent</b>				
Mr. David Samuel Kumar Electrician Gr. IV	Engineering Electrical	43658	12.10.2020	12.04.2023
Mr. Boopathi Electrician Gr. IV	Engineering Electrical	43664	12.10.2020	12.04.2023

**92-b/5/23: Grant of Staff Special Superannuation benefit for the spouse of deceased staff  
Members- Assoc. Director (Medical)**

The following special superannuation benefit for the spouse of deceased staff members is forwarded for the approval of the Administrative Committee. After discussion, it was

**RESOLVED** to recommend to the Director / Executive Committee  
to approve the special superannuation benefit for the spouse of deceased staff  
members as per the details given below:

Name, Emp. No. Designation	Date of Joining	Date of Retirement	Date of Death	Qualifying Service	Superan nuation (Rs.)	S.S.B. Pension (Rs.)
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## MINUTES of the Administrative Committee (AC) meeting

Date: 27.07.2023

Time: 2.00pm

Venue: Directorate Board Room

### Members Present:

Dr. Vikram Mathews	Director	Dr. I. Rajesh	Medical Superintendent
Dr. Thomas Samuel Ram	Assoc. Director	Mr. C. Reni Charles	General Superintendent
Dr. Joy Mammen	Assoc. Director	Mr. Denzil Ranjitsingh Gnanamani	Treasurer
Dr. Kenny David	Assoc. Director	Dr. Vinitha Ravindran	Dean
Dr. Selvamani	Assoc. Director	Mrs. Alice Sony	Nursing Superintendent
Dr. Mark Ranjan	Assoc. Director	Mrs. Nirmala Samuel	Member
Dr. Sowmya Sathyendra	Assoc. Director	Dr. Ebby George Simon	Member
Dr. Dheepak Selvaraj	Assoc. Director	Dr. Deepak Vinod Francis	Member
Dr. Vinay Timothy Oommen	Council Secretary	Mrs. Roselin V. Rhenius	Member
Dr. Solomon Sathishkumar	Principal		

Apology for absence is received from Mrs. Pamela Christudoss.

The meeting commenced with devotion led by Dr. Vinay Timothy Oommen.

### 132 POLICY

**132-a/7/23: To include additional designation in the salary book 2021, S.No.7 (Pg.No.22)- Assoc. Director (Admin.)**

Approval of the Administrative Committee is sought to include the following additional designation in the salary book 2021, S.No.7 (Pg.No.22) without change in the salary.

Existing	Proposed
Medical Graduate / Dental	Medical Graduate / Dental
MBBS Intern – 24,365	MBBS Intern – 24,365 MBBS Intern – 2 <sup>nd</sup> year (for 2-year internship as required by NMC regulation) – 24,365

After discussion, it was

**RESOLVED** to recommend to the Director / Executive Committee



## MINUTES of the Administrative Committee (AC) meeting

Date: 19.10.2023

Venue: Directorate Board Room

Time: 2.00pm

### Members Present:

Dr. Joy Mammen	Assoc. Director	Dr. I. Rajesh	Medical Superintendent
Dr. Kenny David	Assoc. Director	Mr. C. Reni Charles	General Superintendent
Dr. Selvamani	Assoc. Director	Mr. Denzil Ranjitsingh Gnanamani	Treasurer
Dr. Mark Ranjan	Assoc. Director	Dr. Vinitha Ravindran	Dean
Dr. Sowmya Sathyendra	Assoc. Director	Mrs. Alice Sony	Nursing Superintendent
Dr. Dheepak Selvaraj	Assoc. Director	Mrs. Nirmala Samuel	Member
Dr. Jachin Velavan	Assoc. Director	Dr. Ebby George Simon	Member
Dr. Vinay Timothy Oommen	Council Secretary	Dr. Deepak Vinod Francis	Member
Dr. Tripti Meriel Jacob	Vice Principal	Mrs. Roselin V. Rhenius	Member

Apology for absence is received from Dr. Vikram Mathews and Dr. Solomon Sathishkumar.

The meeting commenced with devotion led by Dr. Mark Ranjan.

### 192 STAFF

#### 192-a/10/23: Confirmations

Names, Designation	Present Budget	Emp. No.	Date of Appointment	Date of Confirmation
<b>Nursing Superintendent</b>				
ABARNA S Staff Nurse	Nursing Service	77081	14/11/2020	14/11/2023
AGNESDHUSHANI E Staff Nurse	Nursing Service	77082	14/11/2020	14/11/2023
ANDLIN PRADEEPA P. Staff Nurse	Nursing Service	91410	14/11/2020	15/11/2023
ARCHANA S. Staff Nurse	Nursing Service	91412	14/11/2020	14/11/2023
BELSLIN ANUSHA Y. Staff Nurse	Nursing Service	91414	14/11/2020	14/11/2023
CAROLIN SHEEBA S.P. Staff Nurse	Nursing Service	91415	14/11/2020	14/11/2023
CHINTHAMANI Y Staff Nurse	Nursing Service	77084	14/11/2020	14/11/2023