



## Staff Grievance Cell

The purpose of creating the Staff grievance Cell is for facilitating all faculty and staff members to seek redress of their grievances. • The Staff Grievance Procedure is designed to provide a fair and equitable resolution for concerns that are not resolved amicably among the staff. • The Grievance Policy and Procedure aims to resolve problems arising from internal working relationships and sets out the process for dealing with such problems. • All grievances are treated confidentially when required. In the event that it is necessary to consult with other individuals in order to obtain information pertinent to the grievance, the grievant and respondent will be notified. • The grievant, respondent, and cell when constituted will have access to all information pertinent to the grievance. • All participants are permitted a reasonable amount of time for the grievance process. • No staff member will be reprimanded, harassed, retaliated against, discriminated against, or adversely treated for using or participating in the Staff Grievance Procedure.

The committee receives grievances from faculty or staff of the institution from the grievance box. The committee will conduct a fair and transparent enquiry based on the complaint received and appropriate recommendations of the committee will be forwarded to the Principal for action.





# PUSHPAGIRI

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## **COLLEGE OF DENTAL SCIENCES**

**MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107**

(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)

**(NAAC Accredited Dental College)**

26 September 2016

**ORDER NO.PCDS/Princ/289/2016**  
**FORMATION OF STAFF GRIEVANCE CELL**

A Staff Grievance Cell is constituted at Pushpagiri College of Dental Sciences w.e.f 26.09.2016 with the following members for a period of three years.

1. Rev Fr Mathew Vadakkekuttu, Director Medicity
2. Dr Aby Mathew T, Principal, Chairman
3. Dr Baby James, Member
4. Dr Vinesh U, Member
5. Dr Haby Mathew Somson, Member
6. Dr Annie Susan Thomas, Member
7. Mrs Mary Jijimol, Member

Dr Aby Mathew T  
Principal

Copy to:

All members

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES

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## Minutes of Staff Grievance Cell meeting on 05/10/2016

### at 12.00 noon at College Council Hall

The following members were present for the meeting

1. Rev Fr Mathew Vadakkekuttu
2. Dr Aby Mathew T
3. Dr Baby James
4. Dr Vinesh U
5. Dr Haby Mathew Somson
6. Dr Annie Susan Thomas
7. Mrs Mary Jijimol

The meeting started with a silent prayer.

Principal Dr Aby Mathew T welcomed the gathering.

Principal informed that faculty and non-teaching staff are an integral part of the College. He informed that some faculty have pointed out the quality of lunch served in the canteen should be improved. Principal informed that the canteen party shall be informed to rectify it immediately.

With no other matters the meeting concluded by 1.00p.m.

Dr Aby Mathew T  
Principal





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**MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107**

(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)

**(NAAC Accredited Dental College)**

26 September 2017

**ORDER NO.PCDS/Princ/320/2017**

**FORMATION OF STAFF GRIEVANCE CELL - REVISED ORDER**

The Staff Grievance Cell is reconstituted at Pushpagiri College of Dental Sciences w.e.f 26.09.2017 with the following members.

1. Rev Fr Aby Vadakkumthala, Director Medicity
2. Dr K. George Varghese, Principal, Chairman
3. Dr Baby James, Member
4. Dr Vinesh U, Member
5. Dr Haby Mathew Somson, Member
6. Dr Annie Susan Thomas, Member
7. Mrs Mary Jijimol, Member

Dr K. George Varghese  
Principal

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All members



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## Minutes of Staff Grievance Cell meeting on 04/10/2017

at 12.00 noon at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Baby James
4. Dr Vinesh U
5. Dr Haby Mathew Somson
6. Dr Annie Susan Thomas
7. Mrs Mary Jijimol

The meeting started with a silent prayer.

Principal Dr K. George Varghese welcomed the gathering.


Principal informed that the canteen party has resolved the quality of lunch served in the canteen.

He got a feed back from the faculty that the lunch served now is good. Principal informed that

non teaching staff has requested the need for a separate changing room at the top floor.

Principal informed that it shall be looked upon.

With no other matters the meeting concluded by 12.30p.m.

  
Dr K. George Varghese  
Principal





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## Minutes of Staff Grievance Cell meeting on 03/10/2018

### at 12.00 noon at College Council Hall

The following members were present for the meeting


1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Baby James
4. Dr Vinesh U
5. Dr Haby Mathew Somson
6. Dr Annie Susan Thomas
7. Mrs Mary Jijimol

The meeting started with a silent prayer.

Principal Dr K. George Varghese welcomed the gathering.

Principal informed that in the current year no grievances has been received from faculty and non teaching faculty. He informed that faculty had suggested that it would be good if some concession was given for medical treatments in Pushpagiri Medical College Hospital for faculty and non teaching faculty of Dental College. Principal informed that it will be discussed with for further action.

With no other matters the meeting concluded by 12.45p.m.

  
Dr K. George Varghese  
Principal









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**MEDICITY, PERUMTHURUTHY, TIRUVALLA - 689107**

(AN UNDERTAKING OF PUSHPAGIRI MEDICAL SOCIETY, REG. NO. P. 73/92)

**(NAAC Accredited Dental College)**

26 September 2019

**ORDER NO.PCDS/Princ/341/2019**  
**FORMATION OF STAFF GRIEVANCE CELL**

A Staff Grievance Cell is constituted at Pushpagiri College of Dental Sciences w.e.f 26.09.2019 with the following members for a period of three years.

1. Rev Fr Aby Vadakkumthala, Director Medicity
2. Dr K. George Varghese, Principal, Chairman
3. Dr Baby James, Member
4. Dr Vinesh U, Member
5. Dr Haby Mathew Somson, Member
6. Dr Annie Susan Thomas, Member
7. Mrs Mary Jijimol, Member

Dr K. George Varghese  
Principal

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All members



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**Minutes of Staff Grievance Cell meeting on 23/05/2019**

**at 12.00 noon at College Council Hall**

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Baby James
4. Dr Vinesh U
5. Dr Haby Mathew Somson
6. Dr Annie Susan Thomas
7. Mrs Mary Jijimol

The meeting started with a silent prayer.

Principal Dr K. George Varghese welcomed the gathering.

Principal informed that in the current year no grievances has been received from faculty and non teaching faculty. Principal said that management is planning to provide a discount for staff at Pushpagiri Medical College. All members welcomed the decision. Achan told that a new ID card will be issued showing the designation and hospital number for availing concession.

As the monsoon is nearing there is a chance of flood situation as in last year. Dr Baby James said that the flood situation is causing hardship to patients as well as faculty and students. Achan said that an alternative arrangement will be provided.

With no other matters the meeting concluded by 1.00p.m.

Dr K. George Varghese  
Principal





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## Minutes of Staff Grievance Cell meeting on 23/08/2019

### at 12.00 noon at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Baby James
4. Dr Vinesh U
5. Dr Haby Mathew Somson
6. Dr Annie Susan Thomas
7. Mrs Mary Jijimol

The meeting started with a silent prayer.

Principal Dr K. George Varghese welcomed the gathering.

Principal informed that as per the discussion with hospital administrator management has provided a discount percentage for treatments at Pushpagiri Medical College Hospital. A staff concession card will be issued to all faculty and non teaching staff of PCDS. All faculty and non teaching staff can avail the discount by showing this card in the hospital. He informed that the card will be issued in a months time from PMCH. Dr Vinesh pointed out that there is a need for a second lift in the College. At times during a breakdown the lift repair takes 5-7 days. Principal informed that the college already has the provision for a second lift. He informed that it will be placed before the management.

With no other matters the meeting concluded by 1.00p.m.

Dr K. George Varghese  
Principal





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## Minutes of Staff Grievance Cell meeting on 18/02/2020

at 12.00 noon at College Council Hall

The following members were present for the meeting

1. Rev Fr Aby Vadakkumthala
2. Dr K. George Varghese
3. Dr Baby James
4. Dr Vinesh U
5. Dr Haby Mathew Somson
6. Dr Annie Susan Thomas
7. Mrs Mary Jijimol

The meeting started with a silent prayer.

Principal Dr K. George Varghese welcomed the gathering.

Principal informed that the staff concession cards were issued to all faculty and non teaching staff of Dental College in November 2019. With this card concession can be availed for laboratory tests, Xrays, scans, IP & OP charges.

Principal informed that the proposal of 2<sup>nd</sup> lift has been accepted by the management. The further proceedings of it will begin shortly.

Principal informed that no grievance has been received from faculty or non teaching staff this year.

With no other matters the meeting concluded by 12.30p.m.

Dr K. George Varghese  
Principal

