



AARUPADAI VEEDU MEDICAL COLLEGE & HOSPITAL

Vinayaka Mission's Puducherry Campus

VINAYAKA MISSION'S RESEARCH FOUNDATION - Deemed to be University

(Recognized by: MCI, New Delhi; Ministry of Health & Family Welfare, Govt of India; NAAC & NABH Accredited)

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AVMC STAFF GRIEVANCE REDRESSAL CELL

The Staff Grievance Redressal Committee has been reconstituted with the following members.

Committee Designation	Name	Academic Designation
Chairperson	Dr. R. Mani	Dean
Vice Chairperson	Dr. K. Dhamodaran	Medical Superintendent
Convener	Dr. T. Rajan	Vice Dean Administration
Members	Dr. R. Latha	Vice Dean Academics & Digitalization
	Dr. Lakshmi Jatiya	Vice Dean Student Welfare & International Affairs
	Dr. G. Prem Kumar	Deputy Medical Superintendent - Patient Services & Prof., General Medicine
	Dr. Gurudatta Sadashiv Pawar	NABH-Coordinator & Prof. & HOD FM
	Dr. Ashwyn Anand Nelson	RMO & Asso. Prof., General Surgery
	Dr. K.Kavitha	Prof.&HOD, Microbiology
	Dr. Deepa. S	Prof.&HOD, Obstetrics and Gynecology
	Dr. Vidhyavathi.D	Prof.&HOD, General medicine
	Dr. Meganathan	Prof.&HOD, Pharmacology
	Mr.L.Perumal	Deputy Registrar
	Mr.Anandaradje.S	Senior Manager, HR
	Mrs. Justin Mary	Nursing Superintendent
Quality Member	Ms. Dhanammal	Quality Executive


Dr. R. MANI, M.D.,
DEAN

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**ROLES AND RESPONSIBILITY OF GRIEVANCE COMMITTEE**

Continuation Sheet

The Staff Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the grievance procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principle

1. Take grievances seriously taking on board why the employee feels aggrieved, unhappy or dissatisfied
2. Investigate the facts and surrounding circumstances and showing the employees that this been done thoroughly and sensitively.
3. Actively look for a solution that will satisfy the employee, where practical without causing disproportionate difficulty for the organization or the Employee's colleagues.
4. Provide feedback to the employee about what can and cannot be done to resolve the grievance.
5. Take necessary follow-up action.

TERMS OF REFERENCE**1. Objectives:**

The objectives of the grievance's procedure will be:

- to settle grievances of the employees in shortest possible time.
- at lowest possible level of authority; and
- to provide for various stages so that the aggrieved employees derive satisfaction of seeking redressal, if required, even from the highest level of the authority.

2. Scope: Applicable to all departments of the hospital

3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

4. Quorum: The minimum quorum for passing any resolution in the committee should be more than 50% of the members present with chairperson mandatory.

5. Frequency of meeting: Members of the committee meets thrice in a month.


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