

## **ADMIN Meeting – 25.06.2024**

1. New website have been launched: Principal & Vice-principal with HODs complete all corrections and give completion report by 10.07.2024
2. All documents submitted to Admin office, must contain the signature from the concerned year staff coordinator, Vice-principal/VP (Academics) & Principal; otherwise the same will be returned back
3. Before uploading the university marks to the University portal, Board meeting in presence of Director & HR need to be conducted in all colleges of RMI (except RDCH). Board meeting dates to informed prior (1 Week prior).
4. Next Admin Meeting – 30.07.2024 (Tuesday)

  
PRINCIPAL  
RAJAS DENTAL COLLEGE & HOSPITAL  
KAVALKINARU JN - 627 105.  
TIRUNELVELI DISTRICT.

## **ADMIN Meeting – 25.06.2024**

1. New website have been launched: Principal & Vice-principal with HODs complete all corrections and give completion report by 10.07.2024
2. All Principal and Vice-principal's of RMI need to coordinate among themselves in both Administrative and Academic works of the college
3. During Admin Meeting, All principals should finalise programs event place, time & participants
4. All Principal's of RMI need to discuss among themselves related to common programs (Blood Donation Camp, Individual Day Celebrations, etc.) which can be combined and conducted as one program
5. For all major programs, invitations to sister institutions should be given mandatorily and it should be ensured that one Admin head should mandatorily be present for the same
6. SARPC & SRCN: New 1<sup>st</sup> Year Opening – Date to be confirmed
7. Pharmacy & Nursing & Allied Sports & Cultural day – Date to be confirmed
8. Before uploading the university marks to the University portal, Board meeting in presence of Director & HR need to be conducted in all colleges of RMI (except RDCH). Board meeting dates to informed prior (1 Week prior).
9. All students related matters need to be discussed and summarized by respective year coordinators & VP Academics and then the same need to be finalized by VP Academics and Principal.
10. No Academic heads (Principal & Vice-Principal) should not get involved in accounts related matters, all related papers can be submitted to Chairman's approval via HR



## **ADMIN Meeting – 26.03.2024**

1. From 1<sup>st</sup> April onwards, before uploading the university marks to the University portal, Board meeting in presence of Director & HR need to be conducted in all colleges of RMI (except RDCH). Board meeting dates to informed prior.
2. Vice-principal/VP (Academics) of all colleges needs to submit monthly reports or do the admin presentations of the committees assigned to them
3. Any requirements like food, transportation, etc., no last minute request will be entertained. All request must be e-mailed 7 days earlier to CEO & HR.
4. All documents submitted to Admin office, must contain the signature from the concerned year staff coordinator, Vice-principal/VP (Academics) & Principal; otherwise the same will be returned back
5. Reminder: All meeting (Coordinator, mentor, interns & PG) need to be conducted by VP (Academics) in presence of all respective year coordinators and submit the report to Principal; who will discuss the same with Chairman
6. For all colleges of RMI, Vice-principal/VP (Academics) will be the Co-convenor for the exam cell & Principal will be Convenor
7. All meeting and events to be conducted after 02:00 pm
8. All means of communication should be mandatorily via e-mail
9. Next Admin Meeting – 30.04.2024 (Tuesday)



**PRINCIPAL**

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## **ADMIN Meeting – 29.02.2024**

1. All Principal & Vice-Principal should go on rounds to all departments & report for the same should be submitted to Chairman's Office via E-mail with cc to HR.
2. From 1<sup>st</sup> March all documents & payment papers prepared and forwarded to RMI Administrative Office need to signed by Vice-principals (Academics & Administration) & then only be signed by Principal of concerned college
3. All coordinators & mentors need to report to Vice-principal/VP (Academics) and it will be the duty of Vice-principal/VP (Academics) to discuss the matters with Principal
4. All meeting (Coordinator, mentor, interns & PG) need to be conducted by VP (Academics) in presence of all respective year coordinators and submit the report to Principal; who will discuss the same with Chairman
5. For all colleges of RMI, Vice-principal/VP (Academics) will be the Co-convenor for the exam cell & Principal will be Convenor
6. HR, COO, CEO & Director are staffs of Rajas Medical Institutions. For any matters to be conveyed or discussed or arranged, just submit a request letter or send e-mail which will be addressed or rectified based on the urgency of the situation
7. All meeting and events to be conducted after 02:00 pm
8. All means of communication should be mandatorily via e-mail
9. Next Admin Meeting – 26.03.2024 (Tuesday)



PRINCIPAL

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## ADMIN Meeting – 29.07.2024

1. New website: Launch
2. RMI Payment Request Letter (PRL) Policy will be in effect from 01.08.2024
3. All students of RMI who are availing concession in tuition or any college fees need to sign college working bond to work with salary for a period of 2 years.
4. Graduation Fees (RDCH, SRCN & SARPC = Rs 8000/-; RIAHS & SRASC = Rs. 1000/-) & Alumni Fees is fixed for all college & the same will be collected during the provisional degree certificate time
5. SARPC HOD & Department Meeting from August, 2024 in presence of Director & HR (Last Friday – Every Month)
6. RMI Vaccination committee will be under SRCN; Committee to be finalized with Director – Will oversee the vaccination schedule for all students of RMI
7. Founder's Birthday Celebration (14.08.2024):
  - a. SRCN: Chapel, Mass & Decoration
  - b. SARPC: Programs – 1<sup>st</sup> Floor
  - c. RDCH: Food – Ground Floor
8. Independence Day (15.08.2024):
  - a. I/C: RDCH
  - b. Programs from all colleges
9. All Principal and Vice-principal's of RMI need to coordinate among themselves in both Administrative and Academic works of the college
10. During Admin Meeting, All principals should finalise programs event place, time & participants
11. All Principal's of RMI need to discuss among themselves related to common programs (Blood Donation Camp, Individual Day

## **ADMIN Meeting – 29.08.2024**

1. RMI Payment Request Letter (PRL) Policy has been in effect from 01.08.2024 – Clarifications
2. SARPC HOD & Department Meeting from August, 2024 in presence of Director & HR (Last Friday – Every Month)
3. Exam Cell – All necessary papers need to be prepared by Exam Cell In-charge which needs to be verified by Vice-Principal (Academics), final approval by Principal.
4. All student related payments need to be processed through HR
5. Next Year Academic Calendar needs to be prepared and submitted to Chairman's Office with copy to HR before 31<sup>st</sup> October, 2024
6. During Admin Meeting, All principals should finalise programs event place, time & participants
7. All Principal's of RMI need to discuss among themselves related to common programs (Blood Donation Camp, Individual Day Celebrations, etc.) which can be combined and conducted as one program
8. For all major programs, invitations to sister institutions should be given mandatorily and it should be ensured that one Admin head should mandatorily be present for the same
9. Before uploading the university marks (Regular & Arrear) to the University portal, Board meeting in presence of Director & HR need to be conducted in all colleges of RMI (except RDCH). Board meeting dates to informed prior (1 Week prior).
10. All documents submitted to Admin office, must contain the dated signature from the concerned year staff coordinator, Vice-principal/VP (Academics) & Principal; otherwise the same will be returned back
11. Next Admin Meeting – 24.09.2024 (Tuesday) at SRCN

  
**PRINCIPAL**  
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