



Ref no: SVMCH&RC/ TCC/ 2024/3

Date:27/12/2024

Minutes of the Tobacco Free Educational Institution committee meeting held on 17-12-24

Tobacco Free Educational Institution – Committee Members

S.No	Name	Designation & Department	Role in committee	Attendance on 17-12-24
1	Dr.S.Ratnasamy	Director	Chairperson	Present
2	Dr.Suresh	DMS & HOD of Medicine	Member	Present
3	Dr.Rajasekar	DMS & Prof. of Surgery	Member	Present
4	Dr.Vinod .R	VP (Admin), Prof. & HOD of Microbiology	Member	Present
5	Dr.Tamil Selvan	VP (Academics) Prof. &HOD of Physiology	Member	Present
6	Dr.Latha.R	IQAC Co-ordinator & Prof. of Physiology	Member	AUI*
7	Dr.Sri Sai Priya.S	Associate Prof. / In-charge Psychiatry	Member	Present
8	Dr.Sharmi .B	Assist. Prof. Psychiatry/ Nodal officer	Member secretary	Present
9	Dr.Barathalakshmi	HOD Community Medicine	Member	Present
10	Dr.Tamilmathi	Assist. Prof. Community Medicine/ Nodal officer	Member	AUI*

AUI - Absent under intimation

Minutes of the Meeting

Director started the meeting with a warm welcome to all the attendees at 12.15pm. The members were apprised about the NTCP (National Tobacco Control Policy) and the meetings conducted by the government (10/9/24 & 24/10/24) in regard to the same. Overview about the Tobacco Cessation Centre and Tobacco Free Educational Institution was given by the member secretary to all the attendees. In our endeavour to comply with the Tobacco Free Educational Institution Policy, the following were discussed:

Erection of Tobacco free area signage boards:

- The boards will be erected within one month

Signage Board Specification:

- Final size to be decided by VP (admin) after reviewing the location for board erection.
- Plastic boards(Tobacco free educational institution) to be placed outside the hospital and foam boards (Tobacco free area) inside the hospital
- VP (admin) suggested board placements near lifts, toilets, classrooms in the college campus, the backside gate, 2-wheeler and 4-wheeler parking areas, all hostels, quarters, canteen and all other prominent places.
- Boards of size 2x 1.5 to be placed inside the campus as suggested by Director.
- To ensure 24x7 service, extension numbers of both Psychiatry OPD and ward (after 4 pm) to be mentioned in the board
- **Tobacco Monitors Signage:** To be placed in the hospital and college in prominent places, preferably in both English and Tamil.

Information on violators:

- Violator's details are to be communicated to government officials.
- VP Admin suggested negotiating with local authorities for smoother coordination.
- Director recommended that a time frame should be given for informing shopkeepers within 100 yards, warning them of the consequences in case of violation.
- Tobacco monitors - To monitor students involvement.

Tobacco pledge

- As per Director's suggestion, pledge can be taken by the students prior to starting of the class and to coordinate with VP

Tobacco monitors

- Heads of other institutions within SVGI to be included in the committee and must be informed about the tobacco free education institute policy.
- Students to be included during reconstitution of the committee as peer tobacco monitors, with class representatives of the main batch included.
- Advocate and Police (SI Villianur - Saranya): To be included as members.

100 yard demarcation line

- VP Admin to take In charge of the demarcation of 100 yards around the hospital along with other institution heads.
- Required permission to be obtained from the necessary authorities(National highway authority)

S. W. S.
22/12/24
DIRECTOR

To

All the committee Members

Copy to:

- Chairman(by Mail)
- COO
- Dean Research
- General Manger
- Deputy Medical Superintendent (Medical / Surgery)
- DGM
- Vice Principal (Academic / Admin.)
- Guard file