

# HITHAISHI

**WE ARE ALWAYS THERE FOR YOU.....**

*Official Newsletter of Department of Student Affairs, Manipal Academy of Higher Education, Manipal*

**Director**

*Dear Readers,*



*It gives me great pleasure to place before you the third edition of our newsletter "Hithaishi". As announced in our previous newsletter, the past year has seen a lot of initiatives towards the project Nasha Mukta Udipi Abhiyaan, associated with the Govt. of India project Nasha Mukta Bharat Abhiyaan, funded by the ministry of Social Justice and Empowerment.*

**Deputy Directors**

*This newsletter brings you several glimpses of the various online and offline activities in connection with the NMUA project such as webinars, workshops, visits to community centres, local schools and colleges and also the inauguration of Nasha Mukta clubs at various institutions of MAHE. We again seek your support and cooperation in all our activities. In addition, I am happy to inform you that we organised other health-related webinars by experts and also a very successful COVID 19 vaccination drive for MAHE students. We have worked on our social media handles and have succeeded in effectively publicizing all our programs. Now, with a relaxation of restrictions, we look forward to organizing a lot of offline workshops and community visits, as well as competitions and club activities for our faculty and students.*



**Dr Veena Maben  
(Technical)  
(Manipal campus)**



**Dr Ashwini Kumar  
(Health Sciences)  
(Manipal campus)**

*Please feel free to come forward with your feedback and suggestions after going through this newsletter. In the meantime, Happy Reading!*

*In conclusion, all the best to all the students who are back on campus. Take care, stay safe and have a fruitful and enjoyable time!*

**Dr Geetha Maiya**

*Director Student Affairs  
MAHE*



**Roshan David Jathanna  
(Technical)  
(Manipal campus)**



**Dr Arathi Rao  
(Mlore campus)**



**Dr Shilpa Kalyan  
(Bengaluru campus)**

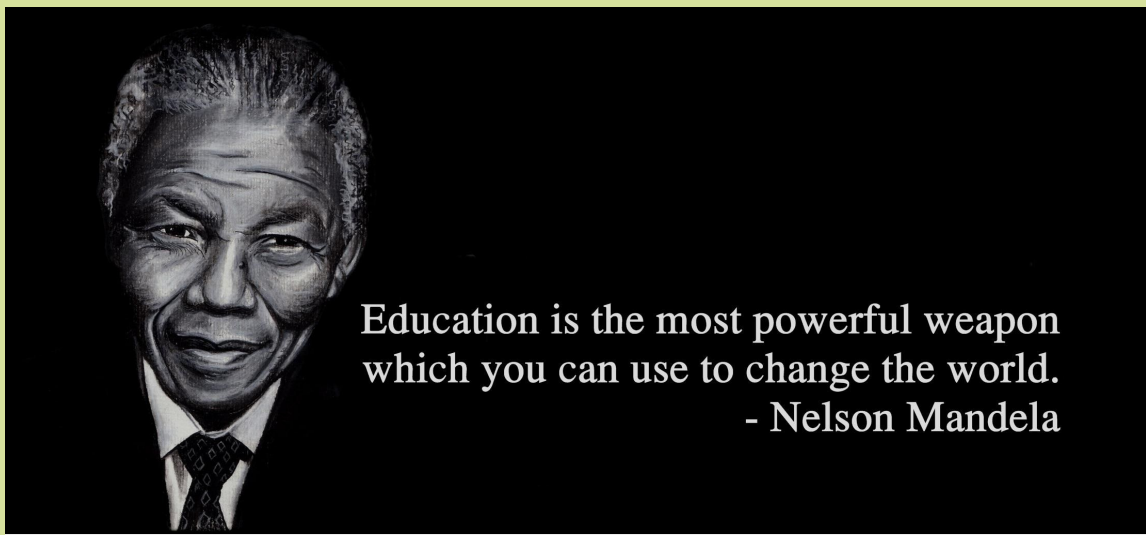


**Mr Jaseem T  
(Jamshedpur campus)**



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# About Us – Vision, Mission and Values

## VISION

To facilitate students' transformation into confident and successful individuals who are worthy citizens of their country.

## MISSION

To ensure holistic development and a healthy study and work atmosphere for all students of MAHE. To accomplish this, we:

- Initiate and deliver programmes that address the holistic development of the students.
- Identify and respond to students' needs with personalized student services.
- Maintain a safe environment that supports and sustains recruitment, retention and student success.
- Foster an environment that respects diversity and nurtures positive relationships among students, faculty, staff and the community.
- Link academic and co-curricular learning experiences.

## VALUES

Commitment, Openness, Inclusivity and Respect (COIR) are the four values that we aspire to inculcate in our students.

## Activities conducted by DSA

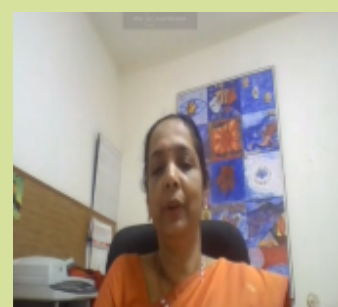
### WEBINAR ON MENSTRUAL HEALTH & HYGEINE

The Department of Student Affairs Manipal Academy of Higher Education (MAHE) Manipal in Association with Urwi Medical Innovation Pvt.Ltd, organised a Webinar on Break The Silence - Menstrual Health and Hygiene "World Beyond Pads."



The webinar consisted of two parts:

- "Understanding Menstrual Health" by Dr Rajeshwari G.Bhat from Melaka Manipal Medical College, Manipal.
- "Environmental Friendly products for Menstrual Health" by Mrs Jigisha Gandhi AMI Polymer Pvt.Ltd.



## FACEBOOK LIVE - DR GEETHA MAIYA WITH MR S P KAR

A Facebook live conversation was held regarding the activities of the Department of Student Affairs with Dr Geetha Maiya, Director, Department of Student Affairs, and Mr S P Kar, Director-Media & PR on 10/02/2022. The topic of discussion was "Student Support System at MAHE".



**Dr Geetha Maiya**

**Mr S P Kar**

## MAHE Vaccination Drive

To ensure the health and safety of the students during the COVID 19 pandemic, MAHE, Manipal provided free vaccination under the MAHE Vaccination drive. It was implemented successfully by the Department of Student Affairs, MAHE, Manipal with the support of the MAHE officials and Kasturba Hospital, Manipal.

Phase (MAHE Vaccination Drive)	Date	Total Number of Students Immunized
Phase I	21/6/2021	426
Phase II	25/6/2021	552
Phase III	5/7/2021	483
Phase IV	15/7/2021	158
Phase V	29/7/2021	99
Phase VI	13/8/2021	74
Phase VII	2/9/2021	244
Phase VIII	16/9/2021	442
Phase IX	4/10/2021	423
Phase X	28/10/2021	215
Phase XI	30/12/2021	28
Phase XII	31/1/2022	161
Total No of Students Vaccinated		3305





We thank all the Institutes and Departments of MAHE, Manipal whose coordination helped in the successful implementation of the Drives. There were twelve Vaccination drives conducted in Marena, Manipal, which vaccinated around 3305 students across all the institutions.

The last drive was conducted for the booster dose. MAHE Vaccination drive has paved the way for the offline classes to commence earlier than expected. It boosted the confidence in students and parents for the same.

**"WE HOPE TO SEE A COVID FREE INDIA SOON"**

### **MEETING WITH STUDENT LEADERS OF MAHE**



A meeting was convened on 7 April 2022 at Admission Counselling Hall, First Floor, manipal.edu building to discuss issues about student indiscipline, risky behaviour in and outside campus and safety measures.

Dr. Geetha Maiya, Director of Student Affairs, MAHE initially conducted a session for the student welfare officers of various institutions of MAHE, and subsequently, she addressed the student council leaders of various MAHE institutions. The meeting concluded with a collective decision to put in the best efforts to deal with student problems and disciplinary issues fairly and sensitively.

Dr. Geetha Maiya, Director Student Affairs, MAHE conducted a session for the student welfare officers of various institutions of MAHE, and subsequently, she addressed the student council leaders of various MAHE institutions. Various suggestions were provided by the student leaders and student welfare officers to overcome issues pertaining to student indiscipline.

## Programs under Nasha Mukht Udupi Abhiyaan

As a part of Nasha Mukht Bharat Abhiyaan, the Department of Student Affairs has received a one-year-long project with a grant from the Ministry of Social Justice and Empowerment, Government of India to conduct Nasha Mukht Udupi Abhiyaan involving young leaders of MAHE in Udupi District. In connection with the same, many activities were conducted at MAHE institutions, as well as statistically identified villages in Udupi District.

### NMUA AWARENESS PROGRAMS AT MAHE



Dr Geetha Maiya, Director, Department of Student Affairs, MAHE, Manipal is the Principal Investigator, Mr Roshan David Jathanna, Deputy Director of Student Affairs, MAHE, Manipal and Dr Binil V, Associate Professor, Department of Mental Health Nursing, MCON, Manipal are the Co-Principal Investigators of the project.

# NMUA AWARENESS PROGRAMS OUTSIDE MAHE



## Nasha Mukta Udupi Abhiyaan by involving Young Leaders of MAHE



### COMMUNITY SURVEY

#### SELECTED VILLAGES

Billiyaru Gilliyaru Kotathattu Kumbhashi Kurkalu Madaga Manipura Manuru Shankarpura Thekkate

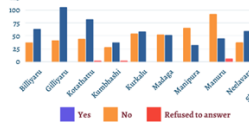
#### OTHER VILLAGES

Ambadi Aroor Badagabettu Durganagara Kote Kuledu Mattu Menala Neelavara Nooje Shiriyara

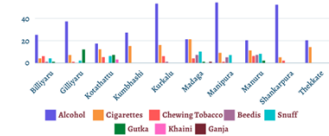


Volunteers conducting the survey (clockwise from top left) Mrs. Margaret Dsouza, Mrs. Sarojini, Mr. Jeevan Lewis, Mrs. Sujatha Poojarthi, Mr. Raghavendra Bangera, Mr. Rayan Fernandes, Mr. Mithun

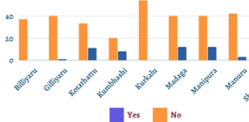
Do you indulge in substance abuse?



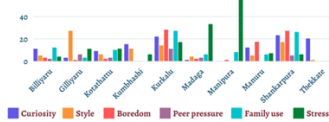
What type of substance do you consume?



Are you aware of the ill effects of drug abuse?



What was the reason for starting?



## Summary of Statistical analysis of the survey conducted under NMUA project

For further details on NMUA go to the URL links below :

NMUA Newsletters:

Volume 1 Issue 1 <https://tinyurl.com/MAHENMBA2>

Volume 1 Issue 2 <https://tinyurl.com/MAHENMBA1>



### SUBSTANCE ABUSE AND YOUTH

“You cannot change your future, but you can change your habits, and surely your habits will change your future” – Dr. Abdul Kalam

Drug abuse is noxious. Excessive drug usage is a worldwide problem especially among adolescents. It is the need of the hour to talk and spread more awareness about teenage risk-taking behavior and drug abuse.

The adolescent brain and body undergo tremendous changes, and adults are often unsure about how to react to them. The specific changes that take place in adolescence start with hormonal fluctuations, which greatly affect choices and moods. Also, the teen brain equates risk with reward and, often, causes him/her to do things without considering consequences. Unknowingly they fall into a vicious circle and lose their lives. The only way to cope with this is to create awareness about the ill effects of drug abuse and bring about more inclination towards a healthy coping mechanism.

When students enter a new campus, they inevitably have to face a lot of challenges, where one has to believe in oneself and should not lose focus. “Unfortunately, some students are not able to handle the pressure and resort to unhealthy coping mechanisms, which in turn result in devastating experiences. Some of the problems which are faced by students when they enter into new campus or college life are homesickness, excess independence/exploring new things, adjustment issues/inability to fit in the group, academic pressure, social anxiety or panic attacks, family expectations or problems, academic adjustment, time/money/self-management, depression and many more.

If not addressed in time these problems may lead to seeking refuge in substance abuse. These are some of the reasons for getting into substance abuse:

- Change of environment and liberty (decreased parental interaction)
- Peer influence
- Academic Pressure



- Stress
- Family Risk Factor
- Sexual, physical and emotional abuse

Those who undergo emotional abuse and negligence by parents or caregivers or someone whom they value tend to use substances as a coping mechanism.

Since substance abuse generally begins during the teenage phase the following tips could be used to deal with teenage behaviour:

1. Listen, don't lecture: Adolescents may never admit that they are stressed, as they would rather handle their problems independently. However, if someone listens to them, they are more likely to understand the need for support and trust. If anyone tries to advise them, they would find opportunities to avoid such conversations.

2. Structure, don't control: Create clear boundaries and structures so that teenagers can explore, but at the same time, be aware of their limits. At this age, they need the freedom to move towards their peers and away from family. If the structure allows this balance, they will be more likely to develop appropriate skills in a supportive environment.

3. Model and mentor: Parents and caregivers are role models. If parents inculcate the lifestyle which they would like to nurture in their wards, children might follow in their footsteps, and thereby chances of deviating towards substances are less.

4. Support, don't shame: Even when teenagers misbehave or get into trouble, never shame them, especially when they are blamed by the school/college or others. Also, don't blindly take their side. Listen to what the college or others have to say, and then spend time listening to and observing the teenagers. Get as many perspectives and then work accordingly.

5. Understand, don't overrule: Understand that the neurological and physiological changes that a teen goes through are normal. They also cause tremendous stress that results in moodiness, risky behaviour, inconsistent habits, relationship turmoil and academic fluctuations.

Avoid comparing your own teenage life with another's as lifestyles across two generations are hardly similar. Instead work towards helping them adapt to a healthy diet, exercise, balanced relationships (modelled at home), and a good choice of academic and leisure activities that include a non-technology-assisted hobby.

6. Support, don't judge: Understand the difference between an error and a crime, and work accordingly when problems arise.

7. Seek help, don't neglect: Never ignore struggles like depression, severe anxiety, relationship crisis, exam-related stress, and addictions in teen. Seek professional intervention.

With these tips parents, teachers and counsellors would be able to help the youth to sail through this phase smoothly and emerge as individuals who are successful in their personal and professional lives. We must encourage our youth to change their habits to change their future, and become the kind of citizens Dr Abdul Kalam envisaged in his vision of a Superpower India.

**"A STRONG POSITIVE MENTAL ATTITUDE WILL CREATE MORE MIRACLES THAN ANY WONDER DRUG" - Patricia Neal**

## **MAHE Club Reports**

### **TOASTMASTERS CLUB**

Toastmasters International is a US headquartered nonprofit educational organization that operates clubs worldwide for the purpose of promoting communication, public speaking and leadership.

The Manipal-MAHE Chapter of Toastmasters, have conducted the following activities:

- Prepared Speeches
- Impromptu speaking (Table Topics)
- Evaluations

They have conducted some of the meetings with members from other clubs across India such as Bangalore and Jaipur, and across the world. A Joint meeting with a Toastmasters club in Turkey was their recent endeavor. They have also conducted some special lectures on public speaking and corporate communications by eminent speakers.

## **MANIPAL PHILATELIC AND NUMISMATICS CLUB (MPNC)**

The MANIPAL PHILATELIC AND NUMISMATICS CLUB (MPNC) was formed on December 06, 2015, under the Department of Student Affairs, MAHE.

Dr K Sreedhara Ranganath Pai, Professor of Pharmacology, MCOPS, Manipal, is the President of the club, Dr Geetha Maiya, Director, Student Affairs, MAHE, is the Vice President and Ms Shivangi, Student of MIM, Manipal is the Secretary. There are currently 82 members in the club. Other members of the working committee are elected by the general body.

The meetings of the MPNC, Manipal are held on the second Saturday of every month followed by an auction. All the members actively participate in the meetings. There are informative talks and interactive sessions on topics related to philately and numismatics in every meeting by the members of the club. Generally, small exhibitions of various collections of different members are held after the meeting.

## **SCIO CLUB**

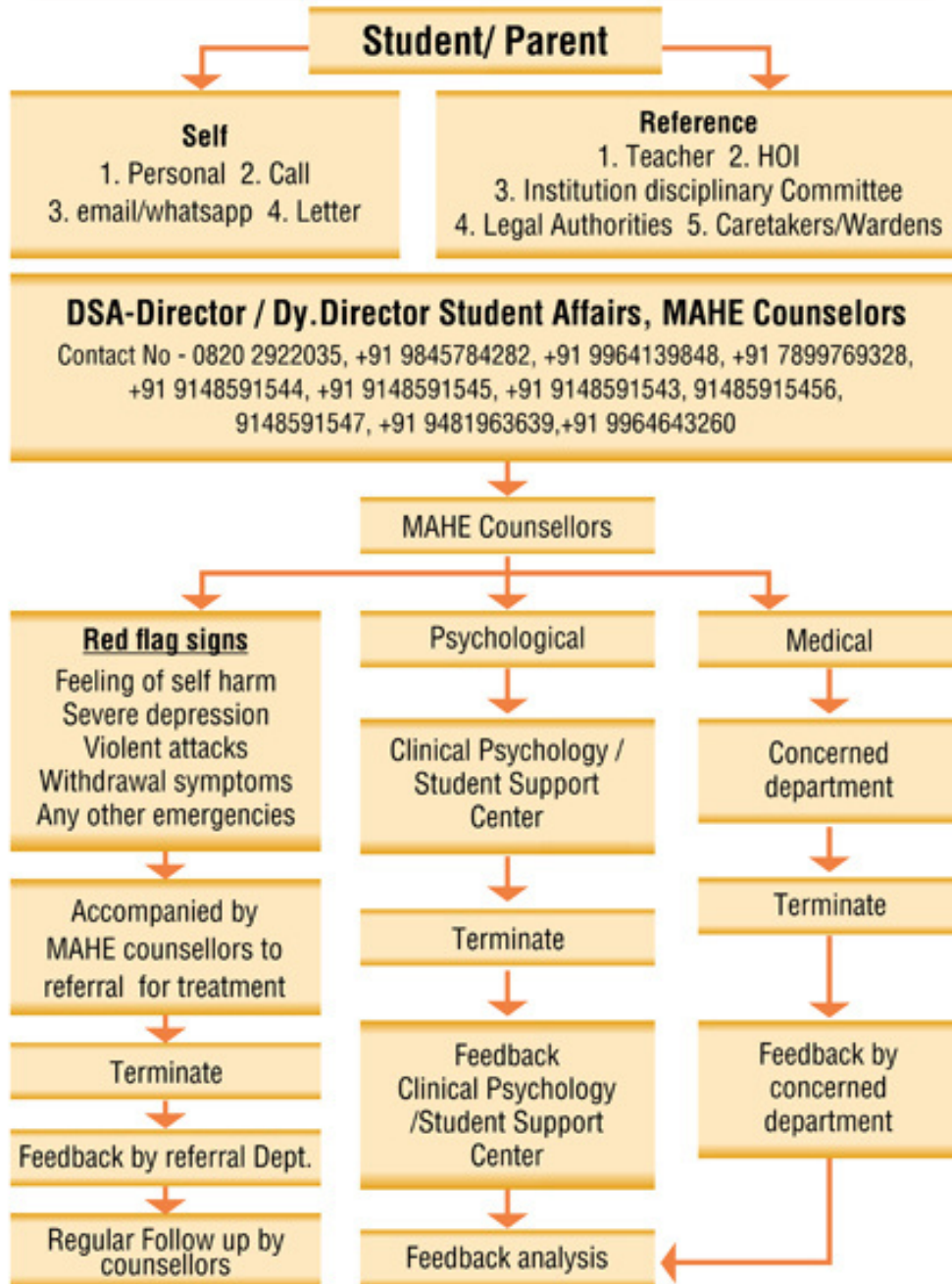
On 7th August 2021, Scio Board 2021-22 members were declared. A board meeting held to discuss the upcoming Vidya event. Work was equally divided among board members on 22nd August 2021.

First Vidya event (Career Counselling) was conducted on 31st August 2021 by the new board in association with T A Pai School, Udupi. The event was divided into two sessions, one each for the students of class IX and X. Taking into consideration the current scenario, the session was held in online mode via Google Meet. Members of the board and enthusiastic volunteers explained the various career paths available to students, along with the necessary skill set, grades and preparation required for the same. Post the event, students were also given the opportunity to clear their doubts by getting in touch with members of the organization via a feedback form. On 30th October 2021, another board meeting was held to brainstorm ideas for the next few months. Ideas related to the Instagram page, offline and online events and the scope for holding the same were discussed.

# Important SOPs



## SOP for Student Management Process



Issued by: Director, Student Affairs, MAHE, Manipal



## Grievance Redressal Mechanism (ONLINE / OFFLINE)

Who can file Grievance?

**\*Students / Parents / Teacher Guardians**

**ONLINE** grievance  
submitted to DSA  
via E-mail / Whatsapp /  
MAHE portal (*accessible for students*)  
(muportal.mahe.manipal.net/SIS)

**OFFLINE** grievance  
submitted to DSA  
via Personal / Call /  
Letter / Message

**Within 1 Day**

Complainant - called by DSA

**Within 2 Days**

Application will be forwarded to  
MAHE Grievance Redressal Committee (GRC)  
with a copy to Ombudsman

**Within 7 Days**

MAHE GRC conducts enquiry  
Proceedings of the enquiry is reported to Registrar, MAHE

**Within 4 Days**

MAHE communicates the decision to the  
Complainant through email/ hardcopy/ HOI of the institution

**Within 4 Days**

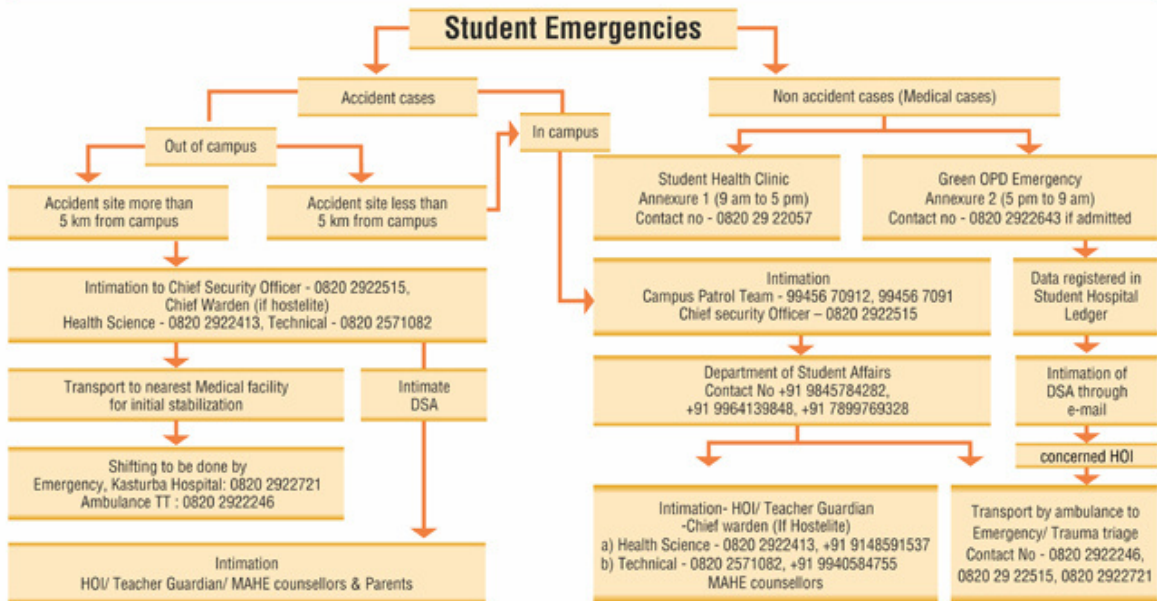
If Complainant is dissatisfied with MAHE GRC decision,  
he/ she can submit an application to the Ombudsman

**Within 7 Days**

Ombudsman will call for a hearing within five working days and  
process the application & communicate the decision to the complainant  
through email/ hardcopy within another two working days

*Issued by: Director - Student Affairs (DSA), MAHE, Manipal*

## SOP for Student Emergencies



Issued by: Director, Student Affairs, MAHE, Manipal

## SOP for Feeling of Self harm by MAHE Students

**Student feeling of selfharm can contact  
MAHE Helpline No. 1800-425-6090**

**Inform**

**Director / Dy. Director, Student Affairs (DSA/DDSA/Counselor)**  
 Contact No - +91 9845784282, +91 9964139848, +91 7899769328,  
 +91 9148591544, +91 9148591545, +91 9148591543, 91485915456,  
 9148591547, +91 9481963639, +91 9964643260

**Intimation**

Chief Security Officer (contact no - +91 7022632484)  
 (Campus Patrol team), AMBULANCE (contact no - **0820 2575555**  
 - **+91-9945670913** MAHE Student Counsellors  
 Head of Institution (HOI), Teacher Guardian (TG), Parents

**Transport by Ambulance**

Psychiatry OPD (9 am - 5 pm) - contact no - 0820 2922217  
 Emergency triage (5 pm - 9 am) - contact no - **0820 2923154, 0820 2922721**

Follow up by MAHE student counsellors

Follow up shall also be done by respective Institutes  
 Concerned student Report has to be sent quarterly to DSA by concerned HOI

Issued by: Director, Student Affairs, MAHE, Manipal

# SOP for Prevention of Sexual Harassment (POSH)



**MANIPAL**  
ACADEMY of HIGHER EDUCATION  
(Institution of Eminence Deemed to be University)

**Complainant:**

Aggrieved person/relative/friends/co-worker/any person who knows about the incident.

**Mode of the complaint:**

Contact Number: 0820-2922960  
E-mail: [icc.mu@manipal.edu](mailto:icc.mu@manipal.edu)  
In person

The Respondent will be issued with a Notice by the Chairperson seeking clarification regarding the Complaint and also will be served with a copy of the complaint. The respondent will be afforded 7 working days for reply.

The Respondent shall submit the reply to the Notice and also shall give in writing an explanation for the allegations made in the complaint. On receipt of the reply from the Respondent, if a reply is not found satisfactory, the Committee will decide to hold the proceedings.

The Respondent and the Complainant shall be allowed to submit a list of documents and a list of witnesses. Copy of the reply of the Respondent along with documents, and names of the witness, if any will be furnished to the Complainant.

If both parties agree, there can be an amicable settlement between the parties.

**If Yes**

The enquiry shall be concluded and the Committee shall record the terms and conditions of the settlement.

**If No**

The Internal Complaint Committee (ICC) shall hold an enquiry into the complaint following the principles of natural justice as per MU circular/UGC Regulations on Prevention of Sexual Harassment (POSH) dated July 4, 2014.

The committee shall try to complete the enquiry within 3 months from the date of the Complaint. Depending on the circumstances, it can go beyond 3 months. After completing the proceedings, the Committee shall submit its report and findings based on the material evidence placed before it by both the parties and forward the same to the Registrar for necessary action.

Note: The aggrieved person may appeal to the Vice Chancellor if not satisfied by recommendation.

Issued by: Director - Student Affairs, Manipal Academy of Higher Education, Madhav Nagar, Manipal 576104



# Emergency Points of Contact

## MAHE Student Counsellors

CAMPUS SAFETY	
Dr. Geetha M. Director, Student Affairs	0820 - 2922601
Dr. Veena Maben Deputy Director (Technical)	0820 – 2923435
Dr. Ashwini Kumar Deputy Director (Health Sciences)	0820 – 2923435
Mr. Roshan David Jathanna Deputy Director (Technical)	0820 – 2923435
Dr. Arathi Rao Deputy Director (Mangalore Campus)	0824 2422271 (Extn - 5537)
Dr Shilpa Kalyan Deputy Director (Bangalore Campus)	08024494153
Mr Jaseem T Deputy Director (Jamshedpur Campus)	+91-9986163336
Chief Security Officer (Campus Safety)	7022632484 / 0820-2922848
Security Control Room	0820—2922515 / 2925000
Emergency Mobile Patrol	9945670912 / 994567091
Student Health Clinic (Kasturba Hospital)	0820-2922057
Emergency Helpline Numbers (Manipal Campus)	
Toll Free number for Ragging related Complaints / General Helpline	1800-425-6090
Sexual Harassment Helpline (ICC Helpline No.)	0820-2922960
Emergency / Trauma Triage	0820—2922721 / 2922246 / 2922761
Ambulance	0820—2923153 / 2575555 / 2922761
Ambulance (MIT) after 6 PM	0820-2929100
KMC Helpdesk	0820-2922761
Psychiatry OPD	0820-2922217
Medicine OPD	0820-2922236
Student Support Centre	0820-2922430
Emergency Helpline Numbers (Mangalore campus)	
Chief Security Officer (Mangalore Campus)	9845068101
Dr. Arathi Rao Deputy Director (Mangalore Campus)	0824 2422271 (Extn - 5537)
MAHE Student Counsellors	
Mrs. Karuna Devadiga	0820 2922903, +91 9148591543
Mrs. Shilpa Joshi	0820 2933516, +91 9148591546
Dr. Rayan Mathias	0820 2933515, +91 9148591545
Mr. Calvin D'souza	+91 9606035373
Mr. Jeevan Lewis	+91 9964643260
Ms Josna M J	+91 9148591544
Ms Sujatha	+91 9148591547
Mr. Divyaprabha D'souza (Mangalore campus)	+91 9481079572
Mr. Chaithra Nayak (Mangalore campus)	+91 7022457887
Ms. Sneha V Ebenezer (Jamshedpur campus)	+91 9003289721



**Ms. Divyaprabha D'souza**



**Ms. Karuna Devadiga**



**Ms. Shilpa Joshi**



**Ms. Chaithra Nayak**



**Dr. Rayan Mathias**



**Ms. Sneha V Ebenezer**



**Mr. Calvin D'souza**



**Ms. Josna M J**



**Mr. Jeevan Lewis**

## EDITORIAL BOARD

- Dr Veena Maben - Deputy Director of Student Affairs (Technical), MAHE, Manipal
- Dr Ashwini Kumar - Deputy Director Student Affairs (Health Sciences), MAHE, Manipal
- Mr Calvin D'Souza - Student Counsellor, MAHE, Manipal
- Ms Ruth Karkada - Office Associate, DSA, MAHE, Manipal

## SOCIAL MEDIA PRESENCE



**Ms. Sujatha**