

Vinayaka Missions Research Foundation
Crisis Management Plan - Ver 0.3

Table of Contents

1	Objective	4
1.1	Overview.....	4
2	Response Teams	4
2.1	Leadership Response Team (LRT).....	4
2.2	Administrative Response Team (ART)	5
2.3	Emergency Response Team (ERT).....	6
2.4	Institutional Response Team (IRT).....	7
2.5	Program Management Office (PMO).....	8
3	Frequency of Meetings.....	8
4	Escalation Procedure	8

Revision History

Date	Version	Description	Author
29-03-2020	V0.1	Crisis Management Plan - Draft version	Syed Mohamed
30-03-2020	V0.2	Reviewed by Suresh Samuel, Sridhar and updates done.	Syed Mohamed
31-03-2020	V0.3	Update based on Sridhar review	Syed Mohamed

1 Objective

1.1 Overview

COVID 19 Pandemic has been disastrous over the last 4 weeks in India and to prevent further spread of the virus, a Crisis Management Plan (CMP) has been put in place to ensure that VMRF business continue to work as normal and deliver its mission critical services during such event of a national/local calamity and/or disaster. The objective of the document is to create required environment to ensure continuity of service during calamity or disaster time.

A calamity or disaster is understood to be an event that significantly reduces the ability to provide normal and emergency health care services to the people and also services to the students across its insitutions.

Depnding on the nature of the crisis and directive from the Government of India and State Governments/Statuaoary bodies, VMRF will ensure that services are provided as needed/rendered causing minimal disruptions as need be to the other critical services.

Having its spread across four locations (Chennai, Salem, Puducherry and Karaikkal) the CMP team will ensure un-interrupted services to people and the student community.

2 Response Teams

To ensure continuity of service, VMRF will have the following teams that will ensure to provide all required services with minimal disruptions.

- Leadership Response Team (LRT)
- Administrative Response Team (ART)
- Emergency Response Team (ERT)
- Institutional Response Team (IRT)
- PMO

2.1 Leadership Response Team (LRT)

LRT will be the Strategy & Decision making team and will meet on a daily basis during the crisis period to ensure all services across various institutions are carried out as per agreed plans and being a health care provider, utmost care is taken to ensure minimal disruption to health care service delivery. LRT will provide necessary authority and responsibility to other teams/members to ensure the continuation of required service.

Following are the members of the team:

Sl No:	Role	Name	Email ID
1	Chancellor	Dr. A.S. Ganesan	chancellor@vinayakamissions.com
2	Vice President	Mr. N.V. Chandrasekar	chandru.vinayak@gmail.com

3	Member Board	Mr. Suresh Samuel	Suresh.samuel@healthsana.com
4	Vice Chancellor	Dr. P.K. Sudhir	vc@vmu.edu.in
5	Registrar	Dr. B. Jaykar	registrar@vmu.edu.in

2.2 Administrative Response Team (ART)

ART will constitute senior members from Academics, Quality and Research to ensure that work in their respective areas are not impacted during the time of crisis and will reach out to LRT for any support. This team will also include the Head of Institution of all its constituent colleges.

There will be required participation from LRT on a need to basis to ensure a cohesive delivery. This team will be chaired by a member from the LRT.

Following are the members of the team:

Sl No:	Role	Name	Contact Number	Email ID
1	Director – Academics	Dr. J. Sabarinathan	9843190022	director.academics@vmu.edu.in
2	Director – IQAC	Dr. P. Gnanasekar	9159277000	director.iqac@vmu.edu.in
3	Director – Research	Dr. S. Satyamurty	9442626484	director.etr@vmu.edu.in
4	Principal – VMKV Engg College, Salem	Dr.A.Nagappan	9362121432	principal.vmkvec@vmu.edu.in
5	Principal – AVIT, Chennai	Dr.K.L.Shanmuganathan	9788833336	principal.avit@vmu.edu.in
6	Dy Director – Dept of Management, Paiyanoor	Dr. Balaganapathy	7358619997	dy_director.mgtavit@vmu.edu.in
7	Principal – Dept of Management, Salem	Dr. Ramigopal	9345696777	dy_director.mgtslm@vmu.edu.in
8	Principal – VMKV Arts and Science, Salem	Dr. Anbalagan	9566658559	principal.vmkvarts@vmu.edu.in
9	Director – School of Arts & Science, AVIT Campus	Dr. Shanmugavalli	9442021514	director.sasavit@vmu.edu.in
10	Director – School of Architecture & Planning, AVIT Campus	Mr. M. Uma Chakravarthy	9600066356	director.sapavit@vmu.edu.in
11	Principal – VM College of Physical Education, Salem	Dr. C. Kaba Rosario	9842018398	principal.vmcpe@vmu.edu.in

12	Principal – VM College of Pharmacy, Salem	Dr. B.S. Venkateswaralu	9080412909	principal.pharmacy@vmu.edu.in
13	Principal – VM Homeopathy Medical College, Salem	Dr. A. Nagarajan	9364644978	principal.vmhmc@vmu.edu.in
14	Dean – VMKV Medical College & Hospital, Salem	Dr. Milind	7639552776	dean.vmkvmc@vmu.edu.in
15	Dean - AVMC&H, Puducherry	Dr. Premanath Kotur	9578941414	dean.avmc@vmu.edu.in
	Dean HPE – AVMC & H Puducherry	Dr.Mahalakshmi	7397780707	Deanhpe.avmc@vmu.edu.in
16	Dean - Vinayaka Mission's Medical College, Karaikal	Dr. Ambujam	9360365722	dean.vmmckkl@vmu.edu.in
17	Director - School of Allied Health Sciences, Salem & Puducherry	Dr. B. Senthilkumar	9360730433	director.sahsslm@vmu.edu.in
18	Dy. Director - BASLP, Puducherry	Dr. Rajan	9787717615	director.sahspdy@vmu.edu.in
19	Director – School of Allied Health Sciences, VMMC Campus, Karaikal			director.sahskkl@vmu.edu.in
20	Principal - VMS Dental College, Salem	Dr. J. Babyjohn	9842753645	principal.vmsdc@vmu.edu.in
21	Principal - VM College of Nursing, Salem	Dr. Selvanayaki	9360309388	principal.vmacon@vmu.edu.in
22	Principal - VM College of Nursing, Puducherry	Dr. G. Muthamilselvi	9965922233	principal.vmcnpondy@vmu.edu.in
23	Principal - VM College of Nursing, Karaikal	Dr. K. Kamala	9345790099	principal.vmcnkl@vmu.edu.in
24	Principal - VM College of Physiotherapy, Salem	Dr. Rajan Samuel	9362128860	principal.vmcpt@vmu.edu.in
25	Principal - School of Physiotherapy, AVMC Campus, Puducherry	Dr. Murali Shankar	9366666683	director.sptpdy@vmu.edu.in

2.3 Emergency Response Team (ERT)

Emergency Response Team will constitute members from various VMRF institutional campuses across locations who will be responsible for all operational matters related to their Campus Management. They will support the respective teams in all aspects to ensure support in the areas of Transport, Facility Management, IT, Telecommunication, Payment, Vendor Management etc. They will also need to coordinate with local

government agencies/officials and take care of any requirements either to them or from them in needs of emergency etc.

LRT on a need to basis to ensure that the ERT team has the required support to deliver their services. Any non-standard decisions that is not an emergent one will be provided by the member from the LRT.

The ERT will be chaired by a member from the LRT to ensure seamless operational support.

Following are the members of the team:

Sl No:	Role/Location	Name	Contact Number	Email ID
1	Joint Registrar	Mr. Dhanasekar	9362104178	dracademic@vmu.edu.in
2	PRO	Mr. Dhanabal	9362104180	pro@vmu.edu.in
3	PRO	Mr. Anbalagan	9362103929	pro@vmu.edu.in
4	Manager – HR	Mr. Prakasam	9361789000	hr@vmu.edu.in
5	IT Head	Mr. Murugan	9362104515	ithead@vmu.edu.in
6	KV Star	Mr. Deepan	9360105569	kvstar@vmu.edu.in
7	KV Star	Mr. Vinoth	9944117474	kvstarpurchase@vmu.edu.in
8	Deputy Registrar Chennai	Dr. Murugan	9840636321	drmurugan@vinayakamissions.com
9	AVIT	Mr. Padmanaban	9444813067	padmanaban@avit.ac.in
10	AVIT	Mr. Lakshmi Mohan	9865823829	placement@avit.ac.in
11	PRO- AVMC & H Puducherry	Mr. Perumal	9750980244	perumalavmc@gmail.com
12	Operations – AVMC & H Puducherry	Mr.Solomom	9972954990	solomon.p@avmc.edu.in
12	RMO – Karaikkal	Dr. Easwar	9443122168	rmo@vmmckkl.com
13	Karaikkal	Mr. Ravi Varman	8608137823	ravivarman.d@gmail.com

2.4 Institutional Response Team (IRT)

This team will be constituted at the Institutional level and will work to ensure that the operations of the Institutions are carried out with minimal impact to the service delivery depending on the nature of service delivery that is being rendered.

2.5 Program Management Office (PMO)

PMO will be a liaising office that will have the following responsibility:

- Coordinate with the Leadership Response Team to set up all required meetings
- Conduct meetings and ensure participation of all stake holders
- Record the meetings
- Publish Minutes of the Meeting
- Work with LRT members to ensure that any assigned tasks are completed and reported back

Following are the members of the team:

Sl No:	Role	Name	Contact Number	Email ID
1	Member	Sridhar	9840879632	sridhar_hr@vinayakamissions.com
2	Member	Syed	9840778909	Director.internationalrelations@vmu.edu.in

3 Frequency of Meetings

#	Team	Meeting Frequency
1	Leadership Response Team	Daily
2	Administrative Response Team	At least 2 per week
3	Emergency Response Team	Daily
4	Institutional Response Team	Daily

4 Escalation Procedure

When any service or service component gets impacted for any reasons and is beyond the team's capability to control and solve any issues/solutions, then the respective team should immediately escalate the same to the Registrar or the Vice Chancellor from the Leadership Response Team.

Once the same is notified to the LRT, appropriate support/resolution would be provided for continuation of the impacted service.