


Sri MANAKULA VINAYAGAR

Medical College and Hospital

3	Roll of Parent in Student Support System	Dean informed the parents that, the Student support system implemented for their ward is functioning and monthly meet of mentor-mentee is regularly taking place. The students are interacting with the mentors and by this time parents may be already aware about this program through your wards. The first parent mentor (teacher) meet was conducted on the last day of Foundation course were the mentor-mentee program was introduced to both parent and student. Dean requested on behalf of the entire faculty member to parents to have full involvement by interacting with the mentors and support the student support system, so that the student (their ward) will get benefited.
4	To brief about the status of teaching training Phase I	Dean requested to the Phase I HOD's to brief about the progress of training in the respective department. All three HOD's of Phase I briefed about the theory class, practical, dissection, Early clinical exposure, AETCOM, Extracurricular activities (sport, yoga and cultural) conducted till date by the respective department. They also informed the parents about the number of Internal Assessment Examination conducted on which feedback was given to the students and about the Modular Examination conducted.
5	Any other issues	The meeting ended with vote of thanks and the parents were informed to meet respective mentor along with their ward after the refreshment.

Date: 21/11/2020
 Place: Induraj

Co-ordinator


 Chairperson
Dr. KAGNE.R.N
 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL,
 KALITHEERTHALKUPPAM,
 PUDUCHERRY-605 107.

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Sri

MANAKULA VINAYAGAR



Medical College and Hospital

No: SMVMCH/DO/MOM/I MBBS- Mentors/ 74 & e/2022

Date: 26.05.2022

Minutes of Meeting

A meeting of mentors of Student Support System (MBBS Phase - I students – Batch 2021-22) was conducted on 26.05.2022 at 11.00 AM in the Anatomy Departmental Library.

All mentors participated in the meeting and the following objectives were met.

1. It was decided to conduct mentor-mentee meetings in the months of June, August, October and December in the year 2022 and to conduct parent's meeting in the months of August and December 2022.
2. It was finalised to use the feedback format that is already in use.
3. It was decided to discuss the internal assessment marks, attendance percentage and Denis Congo's study skills scores during the upcoming mentor-mentee meeting.

Coordinator – Phase I
Student Support System

Chairperson
Student Support System

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Copy to:

The Chairman & Managing Director
The Director
The Dean (Academic)
The Dean (Research)
All mentors

Performance Percentage from 06.09.2018 to 11.01.2019
 First Year 2018-23 Batch

List of the students for Parents meeting on 21.01.2019 at 10.30 am

S. No	Name	Parent's Name	Signature
1	ANNAMPALLI YUVA SREE	A-MANIKYALU	A-Manikyalu
2	BHARATH BALAJI. R K	R-KANNAN	R-Kannan
3	CHANDRAKANTH. K	S. Kalyandhan	S.Kalyandhan
4	GURUPRASANTH. S.P	S. PAZHAMAALI	S.Pazhamalai
5	JAI SARABESH. R	Pramila Rajcumar	P.Rajcumar
6	JEFFRIK E CHRISTUS	T. Edwin Christus	T. Edwin Christus
7	JEYA ABARNA. C	C. Chandu.	C. Chandu
8	MANOJ KUMAR. M	U.R. Manikandan	U.R. Manikandan
9	NITHIYASHREE. S	NOT POSSIBLE	
10	RUFINA. M	J. Manavalan	J. Manavalan
11	SHARVIKA. S	S. Srinivasan	S. Srinivasan
12	SUBITSHA. R	NOT POSSIBLE	
13	KARTHIKRAJ. C	David Paul. K	David Paul. K
14	KEVIN ROSHAN. F	Daughter Marriage	

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Sri Manakula Vinayagar Medical College and Hospital

8th Semester - 2014-19 Batch

List of the Student for Parents Meeting

S. No	Name	Signature
1	ARULMANI. V	<i>[Signature]</i>
✓2	BADMAVILASHNE. K.S	<i>[Signature]</i>
✓3	BALAMURUGAN. K	<i>[Signature]</i>
✓4	BONYFACE. M	<i>[Signature]</i>
5	CHIRANJEEVI. G	<i>[Signature]</i>
✓6	ESAIVANAN. S	<i>[Signature]</i>
✓7	HARISHKUMAR. A	<i>[Signature]</i>
✓8	JERIN PAUL. P	<i>[Signature]</i>
✓9	KISHOREKUMAR. R	<i>[Signature]</i>
10	LATHIKA PENUGONDA	<i>[Signature]</i>
✓11	MALARMANNAN. M	<i>[Signature]</i>
✓12	MANOJ ADITYA. B	<i>[Signature]</i>
13	POOJASRI. S	<i>[Signature]</i>
✓14	SAMUEL SMITH PAUL. W	<i>[Signature]</i>
✓15	SNEKALATHA. S	<i>[Signature]</i>
16	SOUNDARRAJAN. M	<i>[Signature]</i>
17	SUBI MANEESHA. J	<i>[Signature]</i>
✓18	SUMAN UDHAM MAHALINGAM	<i>[Signature]</i>
✓19	UMA SHANKAR. B 5/6/18	<i>[Signature]</i>
✓20	RAGA SUDHA. B	<i>[Signature]</i>

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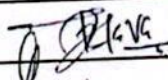

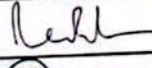
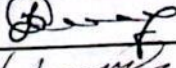
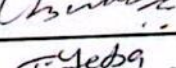
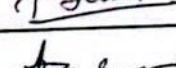
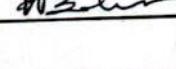
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List of student for parents meeting on 21.01.2019 at 10.30 am
 7th Semester 2015-20 Addl. Batch

S.No.	Name	Parent's Name	Signature
1	IBADHUR RAHMAN. N.N	Dr. N. Nalathay Rhee.	
2	PRAVEEN RAJ. M	G. Mathivanay	
3	SETHURAJAN. R	Ra Ramade	
4	VISHNUPRIYAN. V	D. Vengalasa	
5	ABISHEK ROBINSON. V	Vasudevan	
6	DERIN. D	T. Yeba Kiruba T. Yeba	
7	FRANDEESH. S	A. SELVAKUMAR	
8	GOWTHAM MURUGESAN.		

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Medical College and Hospital

Annual Review Meeting - Report

Mentorship programme is not new to SMVMCH. It has its roots since long back but, strengthened by the introduction of CBME. It was restructured and renamed as Student Support System.

The following are the events during implementation of program in the year of 2019-20.

- **Orientation for Faculty** - on 17.06.2019 by Dr Amol Dongre
- **Selection of mentors** - 10 faculty members were selected as mentors and each mentor was assigned 10 mentees
- **Introduction of programme to the students** - During orientation programme in the foundation course
- **Mentor - Mentee introduction** - During foundation course, the mentees selected their mentors by picking up the lot (12.09.19)
- **I Mentor - Parents meeting** - During the valedictory of foundation course (13.09.19), parents had a meeting with the mentor of their wards and they were sensitized about this program
- **Regular meetings of mentors and mentees:** Scheduled for fourth Saturday afternoon from 2.30-4.30 PM and done regularly till the students went home due to COVID 19 crisis. A proforma of mentees details was obtained. Mentors documented the perceived weaknesses and strengths of students and their action plans. The mentors gave their supportive suggestions.

..Mentorship\Feedback .docx

The academic performance and the regularity of the mentees were discussed on the basis of their Internal Examinations mark percentage and monthly attendance percentage. Health issues and psychosocial issues of the students were also addressed during the meetings.

- **Review meetings:** I review meeting was held on 11.01.20 to discuss about the proceedings of mentor-mentee meetings. The second parents-mentors meeting was scheduled for 20.01.20

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- **I parents – mentors meeting:** Held on 21.01.20. Mentors discussed the previous three months performance and attendance of their wards. They also collected the feedback from the parents about the teaching programme of the college. The perceived strengths and suggestions for improvement were analyzed and actions were planned and executed for the possible items

- **SSS activities during COVID 19 lockdown:**

As per the guidance from administrators, the mentors had a one to one video call with the parents on 28.05.20 and 29.05.20 and clarify them about the online revision examination schedule and emphasized the parents' role in that.

After the online revision examination, mentors had another video call with the parents from 07.09.20 to 12.09.20 to give feedback about online attendance percentage and examination performance.

An online survey was taken to evaluate the perception of mentees on the role of SSS in their academic activities .

- **II review meeting: (online)**

Held on 24.09.20. The responses of mentees to the above survey were discussed. As the students had mentioned about the psychological disturbances during covid lockdown, it was decided to have a general counseling session for mentees by Dr Venkatrangan, Psychiatrist, SMVMCH.

- **Counselling session: (online)**

Held on 06.10.20. Dr Venkatrangan, Psychiatrist, SMVMCH talked about self precautionary measures to be taken against COVID infection and gave tips to maintain general mental well being.

- **III Parents – Mentors meeting:**

Held on 21.01.21. The parents were notified about the academic performance of their wards before they went for study holidays.

K. Senthambal seli

Co-ordinator
Student Support System

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Chairperson
Student Support System


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STUDENT SUPPORT SYSTEM
 I REVIEW MEETING – Minutes Of Meeting

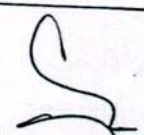
DATE	11.01.2020	VENUE	Council Hall	TIME	2.00 PM
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Dean, Dean (Academic), Dean (Research), HODs and faculty (Phase I MBBS) attended the meeting. Dean chaired the meeting and asked the mentors to brief the proceedings of “STUDENT SUPPORT PROGRAMME”.

S.NO	AGENDA	DISCUSSION and ACTION PLAN
1	Mentor – Mentee Monthly meeting	The meetings were held for the months of October 2019 and November 2019. Students were asked to write their perceived Strengths, weaknesses and plan of action in the feedback form. Then the mentors gave their suggestions for improvement
2	Problems perceived by mentors in the meeting	Most of the students admitted that they are spending more time on mobile. All members requested Dean to have workshop on mobile deaddiction
3	II Parents – Mentor meeting	The second Parents-Mentor meeting was scheduled on 20.01.2020. Parents will be notified about the aggregate percentage of 3 months internal examination marks and attendance percentage of their wards. Parents will be requested to give their suggestions about the institution

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Sri MANAKULA VINAYAGAR



Medical college and Hospital


MINUTES OF MEETING

Meeting Title	I Parents – Teachers Meeting
Date	5-1-2022
Venue	Respective Mentor's room
Attendees	II Phase mentors, students and parents
Agenda	Overall Attendance and academic performance
KEY OUTCOMES	
The parents had one to one interaction with the respective mentor of their ward. The parents were provided with consolidated attendance percentage and internal examination performance of Phase 2 .There was a discussion on the student's strength and areas of improvement.	


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Student Support System

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Student Support System


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Online meeting of Parents and administrators

Date: 30.05.2020

Time : 10.30 AM

Platform: Google meet

Dean, Dean (Academic), Dean (Research), HODs and faculty (Phase I MBBS) attended the meeting.

S.No	Agenda	Discussion And Action Plan
1	Online revision exam	Parents were emphasized about the online revision examination
2	Role of parents during revision examination	Parents were requested to invigilate the online revision examination scheduled for the months of June and July

K. Senthani Selvi

Co-ordinator
Student Support System



Chairperson
Student Support System

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Student Support System
PARENTS FEEDBACK ANALYSIS REPORT

The feedbacks obtained from parents was analyzed and grouped into strengths, weaknesses and suggestions. The points collected from all mentors are as follows:

STRENGTHS:

1. The academic training of the college is really good (20)
2. Good teachers and their guidance support the students in their studies (14)
3. Parents – mentor meeting give the status of the ward's performance and the meeting is very useful (14)
4. Mentorship program is an innovative method and will help the students (5)
5. College has very good infrastructure
6. Meeting addressed by director, dean and all HODs made us to understand that our children are taken into right direction(2)
7. Happy with the time and response given by all the faculty members to talk to the parents
8. Well organized mentorship program (2)
9. Conduction of regular exams is appreciated
10. Well discipline is maintained in the college (2)
11. Everything is good about the college (2)

SUGGESTIONS:

1. Hospital exposure to the students can be increased (2)
2. Internal examinations can be conducted on Friday instead of Monday.
3. Focus on students who are lagging behind the bench mark (2)
4. Create specific login ID for parents in college website to view the activities of the college.
5. Arrange for interactive sessions of parents with all faculties
6. Bus route can be extended to more areas
7. Mobile addiction of students to be addressed.

ACTIONS TAKEN:

1. More clinical exposure is given through ECE and AETCOM programs
2. Slow learners are listed out in each department and they are given special coaching after working hours from 4.30 to 5.50 PM.
3. Separate domain has been created in website for parents login
4. Students are given login ID and password LMS and J-gate.
5. Bus services are extended to maximum possible areas.
6. Conducting of Internal assessment examinations is only possible Monday.
7. Parents are encouraged to have interactive sessions with any faculty on any working day.

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Online Meeting with Mentees and Parents — I

Date: 28.05.20 & 29.05.20

Platform: ZOOM / Whatsapp video call

The following points were discussed

1. Enquiry about the general physical health and mental well being of the mentees and their family members.
2. Enquired about the problems encountered during online classes and suggested the best possible solution
3. Explained the details of online revision examination time table for the months of June and July 2020
4. Parents were requested to invigilate the examination and make their wards to finish their examinations on time and upload the document through online platform within stipulated time.
5. Parents were explained that the examination timing is schedule to evening 7-8 PM in accordance with convenience of parents

K. Senthani Selvi
Co-ordinator
Student Support System

[Signature]
Chairperson
Student Support System

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Student Support System – II review meeting – Google meet on 12.08.2020

Report of activities:

1. As per decided in the 1st review meeting, the second parents meet with administrators and also one to one meeting with mentors took place on 21.01.20.
2. The parents – administrator meeting was held in lecture hall 1. Director, Dean, HODs and faculties of I phase MBBS and parents attended the meeting. Director chaired the meeting and dean conducted the meeting. He briefed the parents about Pondicherry university guidelines regarding attendance and performance, updated the MCI modules in CBME, emphasized the role of parents in student support system and clarified them about the status of teaching and training of I phase.
3. In one to one meeting with parents, mentors discussed the previous three months performance and attendance of their wards. They also collected the feedback from the parents about the teaching programme of the college. The perceived strengths and suggestions for improvement were analyzed and actions were planned and executed for the possible items
4. During the period of COVID 19, an online meet of mentors with administrators was held on 24.05.2020. The tentative schedule for the month of June and July were discussed and a decision was taken to conduct online revision exams and put a request to parents to invigilate the exam and to take care of the uploading of answer paper within stipulated time. The mentors were requested to inform this to parents.
5. The mentors had a one to one video call with the parents on 28.05.20 and 29.05.20 and clarify them about the online revision examination schedule and emphasized the parents' role in that.
6. On 30.05.20, the administrators hold an online meeting with parents and emphasized about the role of parents in online revision examination.

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