



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL

Kalitheerthalkuppam, Madagadipet, Puducherry-605 107

MEDICAL EDUCATION UNIT

Vision:

To evolve into a globally recognized center of excellence in Medical Education

Mission:

To continuously upgrade the quality of Medical Education by

1. Adopting and updating with the emerging curricular trends
2. Developing globally eminent faculty in Medical Education by enhancing capacity-building
3. Cultivating the usage of innovative, student-centric Teaching-Learning methods by promoting Medical educational research
4. Integrating Technology into Medical Education
5. Promoting national and international collaborations for enlightening the educational process
6. Orienting undergraduate & postgraduate students to the Curriculum, Skills, Ethics and Professionalism

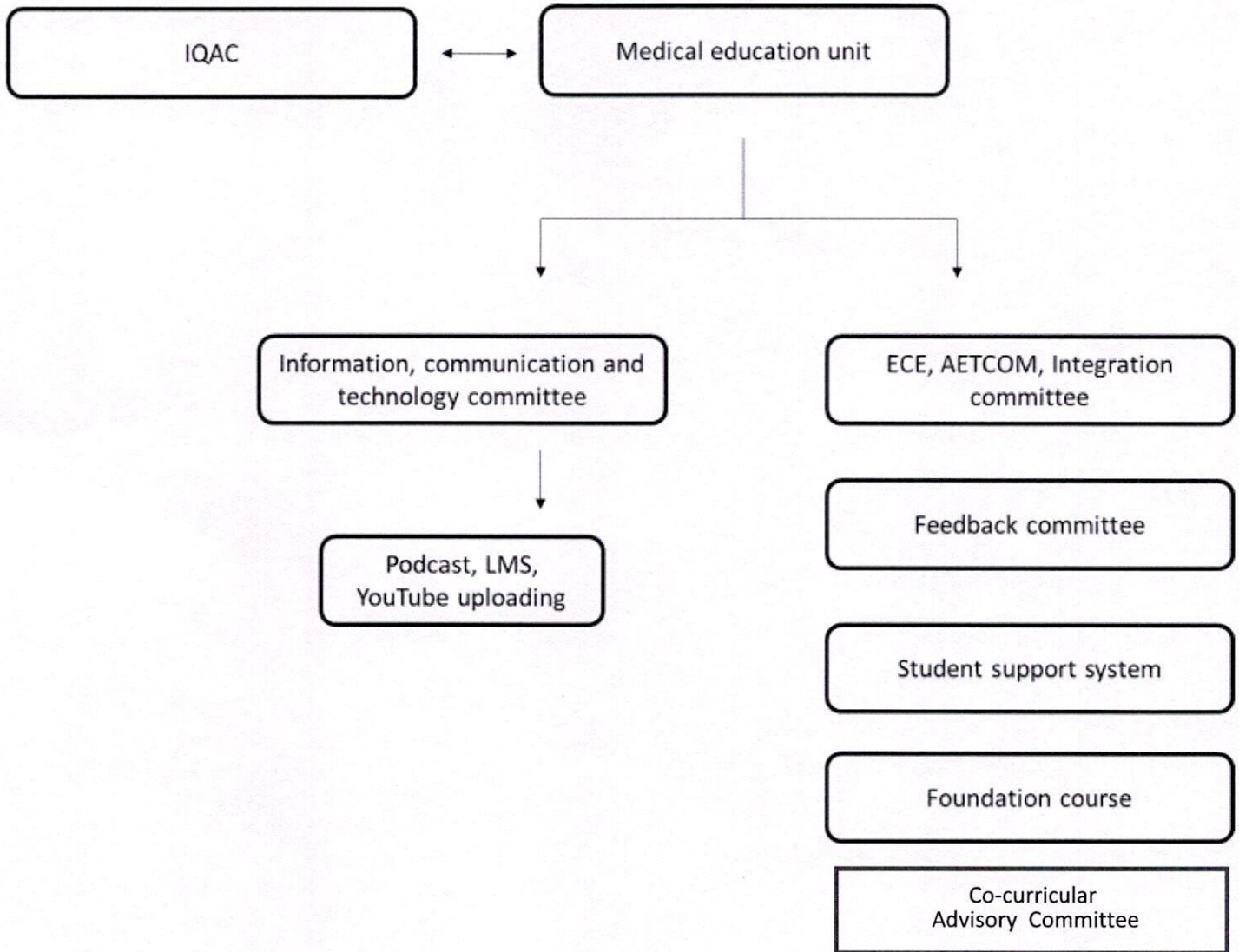
Objectives:

1. To organize periodic faculty development programs, for training the faculty with the updates in the medical curriculum including CBME
2. To motivate faculty to pursue fellowships/PhD in Medical Education
3. To organize Revised Basic Course Workshop in Medical Education & AETCOM and Curriculum Implementation Support Program with the guidance from the Nodal/Regional center
4. To orient and train the faculty with the implementation of student-centric innovative teaching learning methods
5. To organize workshops that enhance e-learning and integration of technology into medical education
6. To increase the visibility and scope through national/international collaborations
7. To organize state/national/international conferences that enlighten the medical education process
8. To sensitize the undergraduates and postgraduates to curricular trends, research methodologies, skill acquisition, inculcating ethics and professionalism through Orientation programs
9. To own a medical education journal of MEU.

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Organisational structure of MEU



Outcome:

1. ICT, ECE, AETCOM, foundation course, integration, feedback subcommittees were formed and functioning effectively
2. Framed policy for slow and advanced learners
3. Blueprinting and CO PO mapping periodically updated by the department faculties
4. CBME implemented and evaluated
5. Institutional podcast – “Mana Kural” launched
6. All students, faculties and clerks of the departments were trained on using LMS.
7. Student support system effectively functioning (regular feedback from students and parents)
8. Communication and soft skills training for undergraduate students

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Members of MEU:

S. No	Faculty Name	Designation	Position
1.	Dr.R.N.Kagne	Deputy Director/ Dean	Chairperson
2.	Dr.K.Karthikeyan	Dean (Academic), Professor, Department of Dermatology	Advisor
3.	Dr.G.Kalaiselvan	Dean Research, Professor & HOD, Department of Community Medicine	Advisor
4.	Dr.K.Soundariya	Professor, Department of Physiology	Coordinator
5.	Dr.G.K.Poomalar	Professor, Department of Obstetrics & Gynecology	Co-Coordinator
6.	Dr. S. Girija	Professor & Head, Department of Medicine	Member
7.	Dr.M.Jayasree	Professor & Head, Department of Obstetrics and Gynecology	Member
8.	Dr.M.Vimal	Professor, Department of Pathology	Member
9.	Dr.Shivayogappa.S.Teli	Professor & Head, Department of Physiology	Member
10.	Dr.G.Ramya	Professor, Department of Pathology	Member
11.	Dr.K.Vinoth	Professor, Department of Psychiatry	Member
12.	Dr.N.Suresh	Associate Professor, Department of Anatomy	Member
13.	Dr.M.Rajalakshmi	Assistant Professor, Department of Community Medicine	Member
14.	Dr.R.Udhayasankar	Assistant Professor, Department of Microbiology	Member

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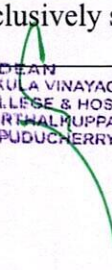
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CBME Gap Analysis

These were the gaps identified in common and not specifically pertaining to any department.

Components of CBME	Gaps identified	Action Plan
Aligning competencies with TL methods & Assessment	Competencies not sorted out exclusively for small group teaching, Only reinforcement of content covered in lecture was done	Topics for SGT may be sorted out at the beginning of academic year and included in the timetable Non-core competencies may be planned
	No lesson plan for SGT	Timely framing and sharing of lesson plan to be implemented
	Lack of proper documentation	Timely documentation will be implemented
	Lack of formative assessments	Recommended MEU for sessions on formative assessment and workshops to be organized
	No feedback obtained from the students	- Feedback will be routinely obtained from the students at the completion of academic year and at the end of each module
Alignment & Integration	Lack of mutual discussion among departments	Workshops to be planned Guidelines to be prepared and adopted
	Redundancy and common lesson plan not derived during preparatory phase	
	Not time-bound, exceeding time limits	To be taken care of by the AIT coordinator
	Despite sharing of objectives, they were not met (High level content for first year level)	Reinforcement of the objectives and lesson plan to be shared in advance
	Lack of sharing of content from clinical departments	PowerPoints of the integration departments may be shared in advance AIT team to overview the coordination
	Lack of SDL in Integration	Workshops to be planned and Guidelines to be prepared and adopted
	Lack of formative assessment	
	Linkers not created	
Feedback not obtained	Feedback will be routinely obtained from the students at the end of every session	
Early Clinical Exposure	Competencies not exclusively sorted out for ECE	To be planned at the beginning of each academic year


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	Lack of assessment	Effective planning of formative assessments
	Lack of patients in the allotted time	Usage of other resources
	Lack of co-ordination with faculty in clinical side	Recommended faculty allotment of ECE incharge from clinical side by HOD
	Difficulties in handling the students during small group hospital visits	Use of Postgraduates, technicians as process experts
	Documentation of student observation not done for the session	To be incorporated during the session plan
AETCOM Module	Reactions of the learner informally observed but not documented	Planned to be incorporated in the future sessions
	Multiple sessions not planned for each module	
	No formative assessment	
Skills Module	No specific guidelines were followed for certifiable competencies	- Skill modules are to be planned and prepared for certifiable competencies with appropriate lesson plan, assessment methods - Skills incharge to take up the initiative
	No module was developed for certifiable competencies	
	Only practical manual was followed	
	No lesson plan	
	No formative assessment, except for OSPE	
Assessment	Lack of formative assessment for the sessions	Recommended workshops from MEU regarding sensitization to formative assessment and feedback
	Lack of awareness on the tools used for formative assessment	
	Less orientation to giving structured feedback	
	All domains not assessed with IA	To be discussed with Dean for strategic management process
	Day to day records, seminars, Problem solving skills not given weightage in IA	
	No blue print preparation – suggested template	Workshop organized by MEU and being routinely adopted by all the departments
	No answer key preparation	
	Lack of plan for slow learners and high achievers (Lack of documentation)	Timely documentation to be initiated
	Lack of awareness on planning attitudinal assessment	To be discussed with Dean for strategic management process
	Self-Directed Learning	Lack of guidelines for SDL
Need sensitization		

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Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall

Date: 03.06.2022

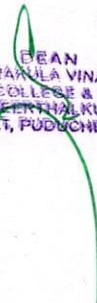
Agenda:

1. Review of previous minutes
2. Presentation of the MEU activities from January to May 2022
3. Presentation of subcommittee activity report by the subcommittee coordinators
4. Discussion on PG “Basic Presentation Skills Program” and “Intern Orientation Program”
5. Intern log book as per CRMI regulations
6. Any other issues

1. Review of previous minutes

Action Plan	Progress
Planning of Foundation course for 2021-2022 batch of students.	Foundation course has been implemented as per latest NMC guidelines and sessions are in progress
Planning of skill modules for undergraduates (Phase II, Phase III Part I)	Planned and implemented routinely in their clinical postings
Review meeting with Phase II and Phase III Part I faculty for orientation to Mapping Module	Workshop conducted for Phase II and Phase III Part I faculty for orientation to Mapping Module
Formation of team for coordination of Student Support System in Phase III Part I	First mentor - mentee meet of Phase III Part I has been conducted
Podcast and Youtube competition to be planned for students in month of July and creation of SOP for uploading contents in the institutional YouTube channel	To be planned SOP has been created and approved
Meeting with Phase I faculty for discussion over Module based teaching	Alignment and Integration discussion meeting happened with Phase I faculty and is implemented
Formation of team for coordination in the implementation of AETCOM modules in Phase III Part I	AETCOM subcommittee meeting has been held and decisions taken


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2. Presentation of the MEU activities from January to June 2022

Month	Name of the Event	Date	Number of Days
January	Workshop on "Learning Management System"	18.01.2022 to 21.01.2022	4 days
	Orientation cum Sensitization program to CBME	18.01.2022 to 20.01.2022	3 days
	Orientation Program for "Compulsory Rotatory Residential Internship"	24.01.2022 & 25.01.2022	2 days
February	Orientation Program for I year undergraduates (ONLINE MODE)	14.02.2022 to 18.02.2022	5 days
	Workshop on "Mapping Module for measuring competency attainment" – Phase II, Phase III Part I	17.02.2022	3 hours
March	II Professional year Orientation Program along with first mentor mentee meet	07.03.2022	1 day
	AIT Meeting Phase I & II	10.03.2022	Afternoon Session
	I mentor mentee meet of SSS Phase III Part I	25.03.2022	-
	Meeting on Logbook discussion	28.03.2022	
	Quality Enhancement Workshop on Mapping Module – Phase III Part II	29.03.2022	1 day
April	Revised Basic Course Workshop in Medical Education	7 th – 9 th April, 2022	3 Days
	Mapping workshop for clerks	23.04.2022	Half day
May	----		
June	First mentor mentee meet of students of Phase III Part II	To be held on 06.06.2022	

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3. Presentation of the subcommittee activity report by the subcommittee coordinators

Foundation Course

Dr.Soundariya presented the activity report of the Foundation Course. One-week online orientation program was conducted for the first-year students from February 14th to February 18th 2022. Currently Skills training is given for 6 modules in rotation during the 1st and 3rd Saturdays of every month. The afternoon sessions of the 1st and 3rd Saturdays are utilized for sessions on Professional Development and Ethics.

Feedback

Dr.Kalaiselvan presented feedback subcommittee activity report. Members approved for the continuation of the year end feedback received from the students. As 1st and 2nd year university results have been declared, feedback will be obtained from them shortly. Dr.Kalaiselvan informed that this time the feedback will be obtained using google forms and feedback report will be submitted at the end of the next month to MEU. There was recommendation from the members to maintain uniformity in the format of the feedback forms. Dean insisted on the feedback to be collected from other stakeholders like parents, supporting staff and also from examiners. Dr.Shivayogappa shared the experience of the feedback sessions routinely conducted in the Physiology department. It was decided to finalize the feedback forms for the Postgraduates in the next MEU meeting.

Skills

Dr.Jayasree will update with the skill lab activity report in the next MEU meeting. Meanwhile Dean updated the members with the progress of the new skill lab under construction. He insisted on the need of equipment to be brought for skills lab, supportive staff and meticulous planning of schedule for certification of the competencies across all the phases.

Alignment and Integration

Dr.Poomalar presented the AIT subcommittee report. The implementation of Alignment in the teaching schedule of pre and paraclinical departments was shared with the members. Dr.Poomalar madam insisted on notifying the subcommittee with any modifications in the timetable. Around 27 topics were recommended phase wise to plan for vertical integration. Dean recommended circulation of department wise schedule from Dean office to MEU and subcommittee for making alignment process easier. Dean recommended the comparison of the 2019 batch academic schedule with current schedule for suggestions on alignment and integration. It was decided to call for curriculum committee meeting on 6th June 2022 followed by meeting with the heads of the departments to opine on the modules considered for vertical integration and to emphasize on the smooth implementation of Alignment and Integration.

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Early Clinical exposure

Dr. Shivayogappa presented the ECE subcommittee report to the members. There was lack of clarity on the implementation of ECE for the current first year. It was clarified by Dean regarding the allotment of protected hours of ECE (30 hours each) for the existing first year. Dr. Shivayogappa highlighted on the ECE sessions held in classroom settings by Physiology department.

Mapping

Dr. Soundariya presented the Mapping subcommittee report to the members. It was clarified to do mapping for both formative and summative assessments. Dean recommended submission of Mapping report within week after evaluation of the answer sheets. Dean Research suggested a checklist to be submitted to all the departments for smooth implementation of mapping.

AETCOM

Dr. Vimal presented the AETCOM subcommittee report. He updated the members with the progress of the AETCOM modules implemented in Phase I and Phase II. It was decided to include Dr. Ramya from Phase I and Dr. Aswathy from Community Medicine to include in AETCOM subcommittee in replacement for Mrs. Rajarajeswari and Dr. Ganesh.

Student Support system

Dr. Vinoth presented the SSS subcommittee activity report. First mentor mentee meet has been completed in Phase I, II and Phase III Part I. First mentor mentee meet of Phase III Part II has been planned on 06.06.2022. Dean recommended meeting with parents periodically after Pongal and summer holidays. Dr. Vinoth emphasized on including the recording of co and extracurricular activities in the mentor diary. Dean appreciated the idea of maintaining a "Mentor diary" as a booklet with all essential details for the Student Support System.

ICT

Dr. Suresh presented the ICT subcommittee activity report. The details of the ICT workshops conducted for the faculty were presented to the members. The progress of podcast was also presented. It was decided to launch the first podcast on Doctor's day. Dr. Soundariya informed the members about the rectification of errors in the LMS. It was decided to request the HODs to promote LMS usage by students during small group sessions. Dean recommended orientation sessions for usage of LMS for students using digital lab.

4. Discussion on PG "Basic Presentation Skills Program" and "Intern Orientation Program"

It was decided to conduct the Basic presentation skills program for the postgraduates after the submission of their thesis protocol, probably in the month of October. Intern Orientation program will be planned once the final year results are declared.

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5. Intern log book as per CRMI regulations

It was decided to discuss the preparation of Intern Logbook as per new CRMI guidelines of NMC, after discussion in the HOD meeting.

6. Any other issues

Dr.Soundariya presented the statement of expenditure of MEU activities held from December 2021 to May 2022. Dean recommended maintenance of a register and approval by registrar for the statement of accounts.

Statement of Expenditure (From the Month of December 2021 to May 2022)

(Savings from the amount collected for TNMC registration)

S.No	Event	Date	Amount Received	Amount Spent	Balance
1	Orientation cum Sensitization program to CBME	07.12.2021 to 09.12.2021	Rs. 3100	Rs.1925	Rs.1175
2	Workshop on LMS	18.01.2022 to 21.01.2022	Rs. 2200	Rs.959	Rs.1241
3	Orientation cum Sensitization program to CBME	18.01.2022 to 20.01.2022	Rs.1700	Rs.1576	Rs.124
4	Workshop on Mapping Module	17.02.2022	Rs.1900	Rs.750	Rs.1150
5	Workshop on Mapping Module	29.03.2022	Rs.1500	Rs.665	Rs. 835
Total			Rs.10,400	Rs.5875	Rs.4525

Statement of accounts on the expenditure with the funds sponsored by the management

S.No	Event	Date	Amount Received	Amount Spent	Balance returned
1	Orientation cum Sensitization program to CBME	07.12.2021 to 09.12.2021	Rs.1500/-	Rs. 650/-	Rs.850/-
2	Workshop on LMS	18.01.2022 to 21.01.2022	Rs.1000/-	Rs.600/-	Rs.400/-
3	Orientation cum Sensitization program to CBME	18.01.2022 to 20.01.2022	Rs.500/-	Nil	Rs.500/-
4	Workshop on Mapping Module	17.02.2022	Rs.650/-	Rs.650/-	Nil
5	Workshop on Mapping Module	29.03.2022	Rs.950/-	Rs.950/-	Nil

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6	Workshop for clerks	23.04.2022	Rs.950/-	Rs.550/-	Rs.400/-
7	Revised Basic Course workshop	7 th to 9 th April 2022	Rs.17,150/-	Rs.16,913/-	Rs.237/-

Action Plan

1. Finalization of the feedback forms to be obtained from postgraduates after their university exams in July
2. Discussion and implementation of Alignment and Integration modules across all the phases after discussion with HODs.
3. Emphasize the departments for periodical submission of competency mapping report
4. Planning of a "Mentor diary" for the upcoming batches through student support system
5. Discussion and preparation of Intern logbook as per CRMI guidelines after discussion with HODs.
6. Planning of podcast release on July 1st (Doctors' Day)
7. Planning of orientation sessions on LMS for the students

The meeting ended with vote of thanks.

Members attended the meeting

1. Dr.R.N.Kagne, Dean
2. Dr.K.Karthikeyan, Dean Academic
3. Dr.G.Kalaiselvan, Dean Reserach
4. Dr.Shivayogappa S Teli, Professor & HOD, Department of Physiology
5. Dr.K.Soundariya, Coordinator, MEU
6. Dr.G.K.Poomalar, Co-coordinator, MEU
7. Dr.Vimal.M, Professor in Pathology
8. Dr.K.Vinoth, Professor, Department of Psychiatry
9. Dr.N.Suresh, Associate Professor, Department of Anatomy
10. Dr.M.Rajalakshmi, Assistant Professor, Department of Community Medicine

K. Soundariya
 Coordinator, MEU
Dr. K.SOUNDARIYA
 MEU Coordinator,
 Sri Manakula Vinayagar Medical College and Hospital
 Kalitheerthalkuppam

R.N. Kagne
 Chairperson, MEU
Dr. KAGNE. R.N
 DEAN
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Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall

Date: 21.10.2022

Agenda:

1. Review of previous minutes
2. Discussion on planning of 4th "Revised Basic Course Workshop"
3. Any other issues

1. Review of previous minutes

Action Plan	Progress
Planning of LMS orientation sessions and reflective writing workshops for the undergraduates	LMS orientation sessions have been completed, Reflective writing workshop to be initiated
Planning of framework for e-portfolio	In process (Dean suggested training of faculty followed by training of students and tentatively workshop has been planned for pre and paraclinical faculty on November 25 th or 26 th , 2022)
Issue of skill training certificates to the Interns	Successfully distributed to the students
Conduct of "Workshop on Basic Presentation Skills and Orientation to CBME" for postgraduates to be held in the month of October	Successfully completed for both A and B batches
Exit Feedback to be collected from postgraduates	To be planned
RBCW to be planned in the month of November after approval from Regional Centre	Current Agenda
Workshop on "E-Content and E-Course development" to be conducted in October/December for faculty	As in the month of October slots were not available, it has to be planned in the month of November/December
Feedback to be collected from the undergraduates and faculty regarding clinical clerkship	Not yet initiated (To be discussed with Dean Academic, questionnaire to be finalized and shared with the students and faculty)
Inclusion of agenda in college council meeting for discussion over clinical postings through MEU	Successfully discussed in the College Council meeting

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2. Discussion on the planning of the "4th Revised Basic Course Workshop"

Dr.Soundariya informed the members about the invite received from the regional centre for the proposals on the conduct of RBCW. The dates November 29th, 30th and December 1st were proposed and approved by the members.

It was decided to finalize the venue depending on the availability of the newly constructed MEU Hall.

List of participants were prepared by Dr.Soundariya depending on the information obtained from the respective departments and a tentative list of participants have been prepared after discussion with Dean Academic. It was decided to communicate to the participants to sensitize them regarding the workshop and facilitate their availability in the allotted dates.

There was discussion on the Resource faculty allotment for the individual sessions. The following changes were made with the consent from the members.

1. Icebreaking session – will be facilitated by Dr.Soundariya and Dr.Jayasree in collaboration with Dr.Pravin.
 2. Dr.Shivayogappa will facilitate the session on "Adult learning principles" and Dr.Asmathulla will cover Systems approach
 3. Dr.Mangaiyarkarasi will be joining with Dr.Ramya for the session on "Introduction to Assessment"
 4. Dr.S.Asmathulla will be covering the session "Writing a lesson plan" along with Dr.K.V.P.Suriyakumari
 5. Dr.Ramya will be facilitating the session on "Framing Short answer questions"
 6. Dr.C.Prasath will be joining the team for the session on "Effective Clinical and Practical skill teaching and assessment" on Day 3
 7. Dr.Shivayogappa will be facilitating the session on feedback
- Sharing of responsibilities by the MEU members and Resource faculty will be as follows for the smooth conduct of the program

Day 1	Dr.K.Soundariya Dr.G.K.Poomalar	Dr.M.Vimal	Forenoon – Dr.G.Ramya
			Afternoon – Dr.Shivayogappa S teli
Day 2	Dr.K.Soundariya Dr.G.K.Poomalar	Dr.R.Udhayasankar	Forenoon – Dr.N.Suresh
			Afternoon – Dr.T.Mangaiyarkarasi
Day 3	Dr.K.Soundariya Dr.G.K.Poomalar	Dr.S.Pravin	Forenoon – Dr.KVP.Suriyakumari/ Dr.S.Asmathulla
			Afternoon – Dr. Prasath (preferably all faculty invited for Valedictory)

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Logistics, Venue arrangement, Snacks & Refreshment – Mr.Ragavendra

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3. Any other issues

Dean academic insisted on the planning a framework for "Electives" and invited for a discussion with Dr.Soundariya and Electives subcommittee members. As some members have been relieved from the Electives subcommittee, it was decided to reframe the subcommittee. Further he emphasized on the importance of framing logbook for the CBME batch of postgraduates.

Feedback questionnaire on "Clinical Clerkship" to be framed and discussed with Dean Academic and then to be distributed to the students and the faculty

Action Plan

1. Planning of Reflective writing workshop for students
2. Planning of workshop on E-Portfolio for Pre and paraclinical faculty on November 25th or November 26th 2022
3. Proposal on RBCW to be sent to regional center for approval
4. Planning and execution of the RBCW after approval from regional centre
5. To plan a framework for "Electives"
6. To design a feedback questionnaire on "Clinical Clerkship" and to be administered to students and faculty

The meeting ended with vote of thanks.

Members attended the meeting

1. Dr.R.N.Kagne, Dean
2. Dr.K.Karthikeyan, Dean Academic
3. Dr.Shivayogappa S Teli, Professor & HOD, Department of Physiology
4. Dr.K.Soundariya, Coordinator, MEU
5. Dr.Vimal.M, Professor, Department of Pathology
6. Dr.Ramya.G, Professor, Department of Pathology
7. Dr.N.Suresh, Associate Professor, Department of Anatomy
8. Dr.S.Pravin, Assistant Professor, Department of Community Medicine

Special Invitee:

1. Dr.Prasath, Professor, Department of Anaesthesiology
2. Dr.K.V.P.Suriyakumari, Professor & Head, Department of Anatomy
3. Dr.S.Asmathulla, Professor & Head, Department of Biochemistry
4. Dr.T.Mangaiyarkarasi, Professor, Department of Microbiology

K. Soundariya
Coordinator, MEU

[Signature]
Chairperson, MEU

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No: SMVMCH/POD/ 06 /11/2022

Date: 12.11.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Advisors

Dr. D.Rajagovindan
Director

Dr.R.N. Kagne
Deputy Director/ Dean

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Dr. M. Pragash
Medical Superintendent

Coordinator

Dr.S.Nitya

Co-coordinator

Dr. R. Udhayasankar

Members

Dr. K. Soundariya

Dr. N. Suresh

Dr. S. Radha

Circular

The HODs of Super speciality Departments are requested to submit minimum one PODCAST in topics related to public health awareness/ Continuing Medical Education/ Research and Innovation on/before 25th November, 2022.

The departments allotted for the respective "Day Celebrations" are requested to submit at least one PODCAST on/before 25th November, 2022.

Files to be submitted:

- ❖ Audio recording not exceeding duration of 2 minutes
- ❖ Transcript duly signed in the prescribed template
- ❖ One Photograph of Resource Person.

Note:

Templates shall be downloaded from the Institutional website

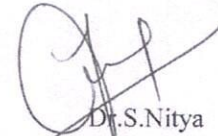
Kindly check the website <https://smvmch.ac.in/institutional-podcast/> for more information

Files should be submitted to podcast@smvmch.ac.in

For any queries:

Dr.S.Nitya, Professor of Pharmacology, SMVMCH – 9787679839

Dr.R.Udhayashankar, Assistant Professor of Microbiology - 9790602334



Dr.S.Nitya

Coordinator, PODCAST Committee

Copy to:

The Director

The Deputy Director

The Dean (Academic)

The Dean (Research)

The Medical Superintendent

The Deputy Medical Superintendent (Medical & Surgical)

EDU Department
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