

SMVMCH/ DO/Circular / Phase III – 2023 /8&0.

Date: 30.05.2023

CIRCULAR

The parents Mentor – Mentee meet of **Student Support System of Phase III Part – 1** will be held on **5.06.2023**, between **8.30 to 10.30am**.

Venue: For Ophthal and ENT Mentors : FM Dept.

For Community Medicine Mentors: Community Medicine dept.

Hence, we request the HOD's to relieve the Mentors on 5.06.2023 in the stipulated time. The scheduled theory class will be withheld in the respective time slot for the Mentees.

Agenda:

1. To have a introduction with Mentees and parents.
2. To discuss the regularity of the mentees and their attendance percentage.
3. To discuss the performance in the internal assessment
4. To document their participation in academic and extracurricular activities.
5. Revision of “ Force Field Analysis”
6. Any other issues.

All the mentor and mentees are requested to attend the meeting without fail.


Coordinator

Phase III –Part 1

Dr. G. JAYALAKSHMI, MBBS, DO, DNB,

Regd. No: 96397

ASSISTANT PROFESSOR

Department of Ophthalmology

Sri Manakula Vinayagar Medical College & Hospital

Kalitheerthalkuppam, Madagadip, Puducherry-605107.


Dean

Dr. KAGNE. R.N

DEAN

**SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.**

Copy to:

- The Director /Dean
- The Dean Academic
- The Dean Research
- All HOD's
- All Mentors of Phase III Part I

Sri
MANAKULA



VINAYAGAR

————— Medical college and Hospital —————

SMVMCH/DO/CIRCULAR/PHASEIII- PART1-2023

Date : 27.06.2023


CIRCULAR

A review meeting Phase III-Part1(on parent –mentor-mentee meet held on 5.06.2023) is to be conducted on 28.06.2023 at 11 am in college council hall.

Hence, we request the HOD's to relieve the Mentors on 28.06.2023 in the stipulated time.


Co ordinator

Phase III-part1
Dr. G. JAYALAKSHMI, MBBS, DO, DNB,
Regd. No: 96397
ASSISTANT PROFESSOR
Department of Ophthalmology
Sir Manakula Vinayagar Medical College & Hospital
Kalitheerthalkuppam, Madagadipet, Puducherry-605107.


Dean
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

Copy to :

- The Director/Dean
- The Dean Academic
- All Hods of Phase 3 part 1
- All Mentors of Phase3- part 1

SMVMCH/ DO/Circular / Phase III – 2023/1065

Date: 28.06.2023

II - REVIEW MEETING - MINUTES OF MEETING

A review meeting on the proceedings of parent's mentor-mentee meeting (held on 5.06.23) was conducted and chaired by the Dean on 28.06.23 at 11AM in the college council hall. All mentors of Phase III Part-I attended the meeting. The following points were discussed during the meeting:

1. Slow learners list is to be prepared by the HOD's of Phase III Part- I, based on the student's I/A performance
2. Slow learners list is to be considered as a dynamic one, which can be changed based on forthcoming individual I/A performance.
3. Aforesaid mentee's parents to interact with the mentors through video conferencing at the stipulated time mentioned by the mentors.
4. Dean Sir insisted the mentors to pay attention to the slow learners mentees after each I/A.


Dr. C
Coordinator

Phase III –Part 1
Department
Sir Manakula Vinayagar Medical College & Hosp
Kalitheerthalkuppam, Madagadipt, Puducherry-605107

Copy to

- The Director /Dean
- The Dean Academic
- The Dean Research
- All HOD's
- All Mentors of Phase III Part I



Dean

28/6/23
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.


SMVMCH/ DO/Circular / Phase III – 2023

Date: 01.06.2023

I REVIEW MEETING –Minutes of meeting


A review meeting on the proceedings of mentor- mentee- meeting (held on 17.5.2023) was conducted and chaired by the Dean on 31.05.23 at 2PM in the College Council Hall. All mentors of students Phase III-Part I attended the meeting. The following are the discussions and action plans decided during the meeting.

S.No	Discussion	Action Plan
1.	By Force Field Analysis, we noticed that “usage of mobile phones” plays the major distracting factor among the students.	To conduct Awareness program to the students regarding “use and misuse of technology”.
2.	Lack of concentration and laziness plays the second major distracting factor among the students.	To strengthen the “Students Discussion Forum” in SMVMCH.
3.	Strategy towards upcoming parents Mentor-Mentee meet was discussed.	


Coordinator
Phase III –Part 1

Copy to : The Director /Dean

The Dean Academic,
The Dean Research,
All HOD's
All Mentors of Phase III Part I


Dean
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.



STUDENTS SUPPORT SYSTEM(Batch: 2021-26)

Circular

Date :31.05.2023

PARENTS-MENTOR MENTEE MEETING

The Parents- Mentor Meeting of Student support system Phase II will be held on **05.06.2023(Monday)** between **8.30 to 10.30am**.The meeting will be held in their respective departments at the Mentor's cabin /room.


Hence, we request the HOD's to relieve the Mentors on 05.06.2023 in the stipulated time.


The scheduled theory class will be withheld in the respective time slot for the Mentees.

Agenda:

- 1.To have introduction with Mentees and Parents.
2. To discuss the regularity of mentees and their attendance percentage.
3. To discuss the performance in Internal assessment exams.
4. To record the interactions with the parents in the feedback form.
- 5.Any other issues.

Note:The Parents of the repeaters of Phase II Batch 2020-2025 to meet the respective mentors and HOD's during the meeting.


Co-ordinator Phase II
Student Support System


Chairperson
Student Support System
21/5/23

Copy to

The Director/Dean,
The Dean Academic,
The Dean Research,
All HOD's,
All Mentors of Phase II.

N0: SMVMCH/DO/Circular/II MBBS- Mentors

STUDENTS SUPPORT SYSTEM (Batch: 2020-25)

Circular

Date :16.12.2022


PARENT – TEACHERS MEETING


On behalf of Student support system Phase II, a teleconference with the parents of mentees is planned to be conducted from 19.12.2022 to 31.12.2022 by the respective mentors. The Mentors are requested to fix a convenient time slot for the date and time of the teleconference in communication with the mentee.

Agenda :

1. To discuss the regularity of mentees and their monthly attendance percentage.
annual
2. To discuss the overall performance in Internal assessment exams.
3. To discuss the preparation of upcoming university examination.
4. To discuss the health and psychological issues of students, if any
5. To record the interactions with the parents in the feedback form.

Note: Kindly collect the soft copies of overall performance report of each mentee and feedback forms from the respective department clerks


Co-ordinator
Student Support System


Chairperson
Student Support System
16/12/22

No: SMVMCH/DO/Circular/I MBBS- Mentors /2036

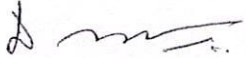
Date: 14.12.2022


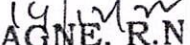
CIRCULAR

On behalf of the Student Support System, a teleconference with the parents of mentees is planned to be conducted from 19.12.2022 to 31.12.2022. The respective mentors are requested to fix a convenient time slot for the date and time of the teleconference in consultation with the mentees prior.

The following are the objectives.

1. To discuss the regularity of mentees and their monthly attendance percentage
2. To discuss the performance in internal assessment exams
3. To discuss the preparation for upcoming university examination
4. To address the health and psychological issues of students, if any and
5. To record the interactions with the parents in the feedback form


Coordinator- Phase I
Student Support System


Chairperson
Student Support System

Dr. KAGNE. R.N
DEAN

**SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.**

Copy to:
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The Director
The Dean (Academic)
The Dean (Research)
All mentors


II REVIEW MEETING-Minutes of Meeting


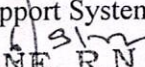
A review meeting on the proceedings of mentor-mentee-parents meeting (held on 17.08.22) was conducted on 05.09.22 at 10.40 AM in the College Council Hall. All HODs and mentors of students Phase I MBBS attended the meeting. The following are the discussions and action plans decided during the meeting.

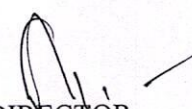
S. No.	Agenda	Discussion	Action plan
1.	Meeting with parents of slow learners	Some of the parents of slow learners have not met the heads of the departments of Phase I on 17.8.22	To intimate the parents of slow learners who were absent to meet the heads of the departments of Phase I at the earliest
2.	To discuss the parents' feedback and to implement the supportive suggestions given by them	<p>a. Screen-size in the Lecture Hall I to be made bigger to increase the visibility</p> <p>b. To update the emails and contact numbers of parents to the office for the time to time communications of marks and attendance</p>	<p>a. The EDP dept will be instructed to install a wide projection screen in Lecture hall I & faculty using the smart board will be informed to increase the font size in the PPT.</p> <p>b. The mentors to instruct parents of mentees to update their email ids and contact numbers to the college office & also to EDP to update in the software accordingly.</p>

Attendees of the meeting:

- | | | |
|----------------------|---------------------------|----------------------------|
| 1. Director | 6. Dr. N. Suresh | 11. Dr. S. Poonguzhalai |
| 2. Dean (Academics) | 7. Dr. N.A. Priyadarshini | 12. Dr. R. Sudha |
| 3. HOD Anatomy | 8. Mr. Balakrishna Pai. R | 13. Dr. B. Ramya |
| 4. HOD Physiology | 9. Mr. B. Vengadesan | 14. Dr. Deepika. V |
| 5. Dr. Soundariya. K | 10. Dr. Deepa Somanath | 15. Mrs. K.Senthamil selvi |


 Coordinator- Phase I
 Student Support System


 Chairperson
 Student Support System

Dr. KAGNE. R.N
 DEAN


 DIRECTOR
Dr. D. RAJAGOVINDAN, M.D.
 DIRECTOR
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE AND HOSPITAL
 MADAGADIPET, PUDUCHERRY- 605 107.

Copy to:

- The Chairman & Managing Director
- The Director
- The Dean (Academic)
- The Dean (Research)
- All and HODs and mentors of Phase I

SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHALKUPPAM,
 PUDUCHERRY-605107.

No. SMVMCH/Circular/SSS / 1171 / 2022

Date: 08.08.2022

CIRCULAR

STUDENT SUPPORT SYSTEM

This is to inform that Mentor – Mentee – Parent meeting for I MBBS is scheduled on 17.08.2022 at 8.30 am. All the parents are requested to attend the meet for discussion on following agenda.

1. To discuss about overall progress of student.
2. To discuss on National Medical Commission / Pondicherry University norms and guidelines.
3. To discuss on day to day assessment and attendance of student.
4. To received feedback from parents.
5. Reddressal of grievance if any.

DEAN
Dr. ~~K. R. N.~~ R.N
DEAN

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

Copy to:

The Chairman & Managing Director
The Director
The Dean (Academic)
The Dean (Research)
Anatomy
Physiology
Biochemistry

Sri

MANAKULA VINAYAGAR



Medical College and Hospital

No: SMVMCH/DO/Circular/I MBBS- Mentors/ *dc 35*

Date: 14.12.2022

CIRCULAR

An introductory session on Student Support System for the MBBS Phase –I students (Batch 2022-23) is to be conducted on 19.12.2022 during the Foundation Course (1.5) from 11.30 AM to 12.30 PM in the auditorium near MIT.

The following are the objectives.

1. Briefing on Student Support System by the coordinator
2. Allotment of mentors and mentees and
3. Interaction among mentors, mentees, and parents

All mentors and students are requested to attend the program without fail.

14/12/22
Coordinator- Phase I
Student Support System

14/12/22
Chairperson
Student Support System

Dr. KAGNE. R.N
DEAN

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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- The Director
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- The Dean (Research)
- All mentors

Sri

MANAKULA VINAYAGAR



Medical College and Hospital


No: SMVMCH/DO/MOM/I MBBS- Mentors/ 427

Date: 27.04.2023

REVIEW MEETING-Minutes of meeting

A review meeting on the proceedings of mentor-mentee meeting (held on 25.02.23) was conducted and chaired by the Dean on 26.04.23 from 11.00 AM to 12.00 PM in the College Council Hall. All HODs and mentors of students Phase I MBBS attended the meeting.

S. No.	Agenda	Discussion	Action plan
1	To welcome Dr. Sweta Kulkarni and Dr. M. Jayakumar to the team of Student Support System		
2	To analyze the factors resisting changes in the Force Field Analysis	It was inferred that the mobile usage was the major factor that deterred the students from achieving their goals	It was decided to invite a resource person to give a talk on effective usage of mobile phones
3	To know the mobile usage by students	The duration of mobile activity by students is to be monitored	The students are to be instructed to send a screenshot of the screen activity time from mobiles to their mentors
4	To meet the parents of slow-achievers in the upcoming mentor-mentee meet on 29.05.23	It was decided to identify the slow-achievers by a cut-off mark of 30% and below	Mentors and respective HODs to meet the parents of slow-achievers in the upcoming SSS meet
5	To handover the SSS documents of Mr. Vinubalan to Dr. Jayakumar		Mr. Vinubalan was requested to handover the documents to Dr. Jayakumar


Coordinator- Phase I
Student Support System


Chairperson
Student Support System


Dr. KAGNE. R.N
DEAN

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MEDICAL COLLEGE & HOSPITAL
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PUDUCHERRY-605107.

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The Dean (Research)
MEU Coordinator
HODs of Depts of MBBS Phase I
All mentors

Sri

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VINAYAGAR

Medical College and Hospital

No: SMVMCH/DO/Circular/I MBBS- Mentors/725

Date: 27.04.2023

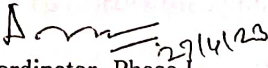
CIRCULAR

A mentor-mentee meeting is to be conducted for MBBS Phase I Batch 2022-23 on 29.04.2023 from 2.30 PM to 04.30 PM in the concerned departments of the mentors.

The following are the objectives.


1. To review the Force Field Analysis
2. To obtain a feedback regarding Galaxy'23
3. To obtain screen activity time from mentees' cell phones
4. To meet the parents of slow achievers and update them about the marks in IA exams
5. To inform the mentees about the Students' Grievances Redressal System of our institution
6. To discuss the regularity of mentees and their monthly attendance percentage
7. To discuss the performance in the previous internal assessment exams
8. To address the health and psychological issues of students, if any and
9. To record the interactions and assessment of mentees

All mentors and mentees are requested to participate in the meeting without fail.


Coordinator- Phase I
Student Support System

Copy to:

The Chairman & Managing Director
The Director
The Dean (Academic)
The Dean (Research)
MEU Coordinator
HODs of Depts of MBBS Phase I
All mentors


Chairperson
Student Support System
28/4/23
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.



No: SMVMCH/DO/SSS-Circular/ 260 /2013

Date: 27.04.2023


Student Support System

CIRCULAR

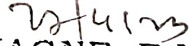
A meeting is to be held including the HODs of MBBS Phase I (Anatomy, Physiology and Biochemistry), Dean, Dean Academic, MEU Coordinator and Student Support System Coordinator on 22.05.2023 at 9.00 AM in the College Council Hall regarding the following agenda.

Agenda

1. To discuss and analyse the results of MBBS Phase I (Batch 2021-2022) university exam
2. To discuss the results of identified slow learners
3. To discuss the results of identified advanced learners
4. To discuss the approval of the timetable of the MBBS Phase I supplementary batch
5. To plan Parent-Teacher's meet for supplementary batch of students


27/4/23
Coordinator- Phase I
Student Support System


Chairperson
Student Support System


Dr. KAGNE. R.N
DEAN

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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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The Dean (Research)
MEU Coordinator
HODs of Depts of MBBS Phase I
All mentors

Sri

MANAKULA VINAYAGAR



Medical College and Hospital

No: SMVMCH/DO/SSS-MOM/ 859 /2013

Date: 27.04.2023

Minutes of the Meeting

A meeting was held including the HODs of MBBS Phase I (Anatomy, Physiology and Biochemistry) Dean, Dean Academic, MEU Coordinator and Student Support System Coordinator on 22.05.2023 at 9.00 AM with the following agenda.

Agenda

1. Discussion and analysis of the university examination results of MBBS Phase I (2021-2022 Batch)
2. Discussion on the results of identified list of slow-learners
3. Discussion on the results of identified list of advanced learners
4. Approval of the timetable of the MBBS Phase I Supplementary batch
5. Planning of the meeting with parents of supplementary batch of students and
6. Any other issues

The following were the major issues discussed:

- 1. Discussion and analysis of the university examination results of MBBS Phase I (2021-2022 Batch)**

The MBBS Phase I results were presented by the HODs and Dean appreciated the efforts of the HODs, faculty and students in achieving the results. A detailed analysis of the results was done and it was identified that our institute results were good compared to the other affiliated colleges of the Pondicherry University. The pass percentage was 80% with 30 failures in anatomy, 14 in Physiology and 22 in Biochemistry. However, the faculty team was encouraged to increase the pass percentage, university ranks and distinctions in the upcoming university examinations.

- 2. Discussion on the results of identified list of slow-learners**

Earlier there were 21 identified slow-learners. Among them, the number of failures were 13.

3. Discussion on the results of identified list of advanced learners

There were 7 distinctions in Anatomy, 14 distinctions in Physiology and 23 distinctions in Biochemistry. In Physiology- 2nd, 3rd, 7th and 10th ranks, in Biochemistry-3rd, 5th, 6th and 8th ranks were obtained.

4. Approval of the timetable of the MBBS Phase I Supplementary batch

The timetable prepared by the HODs were analysed and approved by the Dean

5. Planning of the meeting with parents of supplementary batch of students

It was planned to conduct the meeting with the parents of supplementary batch students on 30.05.23 at the College Council Hall. In this meeting, the parents are to be made aware of the maximum number of attempts in the university examination.

Coordinator- Phase I
Student Support System

Chairperson
Student Support System

Dr. KAGNE. R.N
DEAN

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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- The Dean (Research)
- MEU Coordinator
- HODs of Depts of MBBS Phase I
- All mentors

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SRI MANAKULA VINAYAGAR
Medical College and Hospital

MANAKULA VINAYAGAR

Medical College and Hospital

No: SMVMCH/DO/Circular/I MBBS- Mentors/858/2023

Date: 26.05.2023

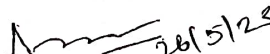
CIRCULAR

A mentor-mentee meeting including parents is to be conducted for MBBS Phase I Batch 2022-23 on 05.06.2023 from 08.30 AM to 10.30 AM in the concerned departments of the mentors.

The following are the objectives.

1. To review the Force Field Analysis
2. To discuss the regularity of mentees and their monthly attendance percentage
3. To discuss the performance in the previous internal assessment exams
4. To inform the parents of slow achievers about the marks scored in IA exams and subsequent meet with respective HODs
5. To inform the parents about the minimum marks and attendance eligibility to appear for the university examination and the number of attempts allowed to complete Phase I
6. To address the health and psychological issues of students, if any and
7. To record the interactions and assessment of mentees

All mentors and mentees are requested to participate in the meeting without fail.


Coordinator- Phase I
Student Support System


Chairperson
Student Support System

26/5/23
Dr. KAGNE. R.N
DEAN

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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- The Dean (Research)
- MEU Coordinator
- HODs of Depts of MBBS Phase I
- All mentors

Chairperson
Student Support System
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL

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ANAKULA VINAYAGAR

Medical College and Hospital


No: SMVMCH/DO/MOM/I MBBS- Mentors/ 844 /2023


Date: 25.05.2023

REVIEW MEETING-Minutes of meeting

The following are the minutes of the review meeting conducted on 24.05.23. All HODs and mentors of students Phase I MBBS attended the meeting.

1. The individual screen time activity from the students to be obtained and analysed
2. During the upcoming parent-mentor-mentee meet, to inform the parents about the minimum marks and attendance eligibility to appear for the university examination and the number of attempts allowed to complete Phase I
3. Seating arrangements and refreshments to the parents to be arranged on the day of meet
4. The list of slow-achievers to be finalised by the HODs and to interact with them during the meeting
5. The parents to meet the mentors within 10 days from the day of the meeting, and if there is an inability, then to interact through online video call and
6. The parents of the repeaters of Phase I Batch 2021-22 to meet the respective mentors and HODs during the second week of June.


25/5/23
Coordinator- Phase I
Student Support System


Chairperson
Student Support System
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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 - The Dean (Academic)
 - The Dean (Research)
 - MEU Coordinator
 - HODs of Depts of MBBS Phase I
 - All mentors


No: SMVMCH/DO/MOM/1 MBBS- Mentors/17122

Date: 04.11.2022


II REVIEW MEETING-Minutes of Meeting

A review meeting on the proceedings of mentor-mentee meeting (held on 29.10.22) was conducted on 03.11.22 at 02.00 PM in the College Council Hall. All advisors and mentors of MBBS Phase I attended the meeting. The following are the discussions and action plans decided during the meeting.

Agenda	Discussion	Action plan
1. To discuss the regularity of mentees and their monthly attendance percentage	1. The attendance percentage of students were discussed	
2. To discuss the performance in internal assessment exams	2. The performance of all mentees was discussed	
3. Head of the departments of Phase I to interact with the parents of the identified slow achievers	3. Many of the parents of slow achievers met the respective mentors and HODs of concerned departments	3. The parents who did not attend the meeting were telephonically informed about the attendance and performance of their wards and informed to meet the HODs within a fortnight. Those who cannot meet in a fortnight were asked to communicate a convenient date of the meeting
4. To facilitate mentees to perceive their weaknesses and strengths and to decide the plan of action	4. The strengths, weaknesses and the plan of action of mentees were discussed and recorded	
5. To obtain updated e-mail ID and contact number of parents	5. Mentees were instructed to update the changed email Id of their parents	
6. To address the health and psychological issues of students, if any and	6. General health and psychological issues were discussed	
7. To record the interactions and assessment of mentees	7. The interactions with the mentees were recorded in the feedback form	


 Coordinator- Phase I
 Student Support System

Copy to:
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 The Director
 The Dean (Academic)
 The Dean (Research)
 All mentors


 Chairperson
 Student Support System
 4/11/22
Dr. KAGNE. R.N
 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHALKUPPAM,
 PUDUCHERRY-605107.

STUDENTS SUPPORT SYSTEM(Batch: 2019-24)

PARENTS – TEACHERS MEETING

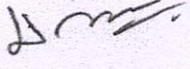
DATE:	05.01.2022	PLATFORM:	Respective Mentor's room	TIME:	3.00 – 4.30 PM
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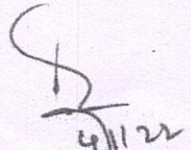
INDIVIDUAL MEETING WITH MENTEES AND PARENTS

S.NO	AGENDA	DISCUSSION AND ACTION PLAN
1	Overall Attendance and academic performance	Discuss about the aggregate percentage of internal examination marks and the attendance .If needed, mentors can also provide some inputs to improve their performance.

Kindly fill an overview of the discussion and mention about strengths and area for improvement of the mentees in the feedback form which is provided, individually for each student.

Note: Kindly collect the hard copies of overall performance report of each mentee and feedback forms from the respective department clerks.


 Co-ordinator
 Student Support System


 4/1/22
 Chairperson
 Student Support System

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	
<p>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.</p>	

Co-ordinator
Student Support System

Chairperson
Student Support System

Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

No: SMVMCH/DO/Circular/III MBBS- Mentors

STUDENTS SUPPORT SYSTEM (Batch: 2019-24)

Circular

Date : 16.12.2022

PARENTS – TEACHERS MEETING

On behalf of Student support system Phase III, a teleconference with the parents of mentees is planned to be conducted from 19.12.2022 to 31.12.2022 by the respective mentors. The Mentors are requested to fix a convenient time slot for the date and time of the teleconference in communication with the mentee.

Agenda:

1. To discuss the regularity of mentees and their annual attendance percentage.
2. To discuss the overall performance in Internal assessment exams.
3. To discuss the preparation of upcoming university examination.
4. To discuss the health and psychological issues of students, if any and
5. To record the interactions with the parents in the feedback form.

Note: Kindly collect the soft copies of overall performance report of each mentee and feedback forms from the respective department clerks

Co-ordinator
Student Support System

Chairperson
Student Support System

16/12/22