

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.

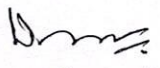
**II REVIEW MEETING-Minutes of Meeting**


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.

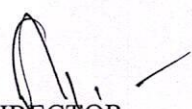
S. No.	Agenda	Discussion	Action plan
1.	Meeting with parents of slow learners	Some of the parents of slow learners have not met the heads of the departments of Phase I on 17.8.22	To intimate the parents of slow learners who were absent to meet the heads of the departments of Phase I at the earliest
2.	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 &amp; 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 &amp; 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.

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

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

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  
SRI MANAKULA VINAYAGAR  
MEDICAL COLLEGE & HOSPITAL

# 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.

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


No: SMVMCH/DO/MOM/ 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	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
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	
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:  
 The Chairman & Managing Director  
 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  
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**STUDENTS SUPPORT SYSTEM(Batch: 2019-24)**

PARENTS – TEACHERS MEETING

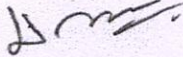
<b>DATE:</b>	05.01.2022	<b>PLATFORM:</b>	Respective Mentor's room	<b>TIME:</b>	3.00 – 4.30 PM
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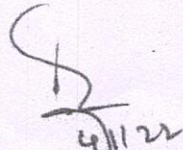
**INDIVIDUAL MEETING WITH MENTEES AND PARENTS**

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
<b>KEY OUTCOMES</b>	
<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