



SRI MANAKULA VINAYAGAR MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM, PUDUCHERRY – 605 107.
Phone 0413-2643000 Fax No. 0413-264 3014

SMVMCH/College Council Meeting/389/2015

15.05.2015

Minutes of the College Council Meeting - 14.05.2015

AGENDA

1. To discuss about the upcoming Pondicherry University Examination to the MBBS students.
2. To discuss about the inaugural function for the 5th batch of the New Post Graduate Medical students.
3. To discuss about the upcoming Doctors Day function celebration.
4. To discuss about the inaugural function for the 10th batch of the new MBBS students.
5. To discuss about the reconstitution of the Anti Ragging Committee and Squad.
6. To discuss about the students Attendance & Performance and teaching schedule.
7. To discuss on Interdepartmental and Intradepartmental postings.
8. To discuss on Institute Vision and Mission.
9. Any other important matters to be discussed.

The College Council Meeting was held on 14.05.2015 at 02.30 pm in the College Council Hall.

1. Director chaired the session and welcomed all the council members. He informed that the University MBBS Examination is scheduled from 25.05.2015 to 22.06.2015 and the practical examination is scheduled from 16.06.2015 to 11.07.2015. Brief discussion was held with the faculties about the upcoming MBBS Examinations. Director had given suggestions to all the head of the departments for the better results of the MBBS II, III professional part I and II additional batch students. He also invited all faculties to extend their suggestions and ideas for the improvement of the result of the students in examinations.. A discussion was held

with the Head of the departments of Anatomy Physiology and Biochemistry for the successive results of the MBBS I professional.

2. Interdepartmental and Intradepartmental postings were approved.
3. Director informed that the “Doctors Day” will be celebrated on 01.07.2015 and it was decided by the management to award mementos to the faculties, who are working in the institution for the last 10 years and above.
4. He also informed that the Induction Day for the MBBS I year students is scheduled on 03.07.2015. A discussion was held on the schedule of the orientation programme for the I year students.
5. The Vision and Mission of the institute was reviewed.
6. Director discussed about the reconstitution of the Anti ragging committee and squad with the members . After the discussion Anti ragging Committee and Squad for the year 2015 is unanimously reconstituted as below:

ANTI RAGGING COMMITTEE -2015

Sl. No.	Name	Mobile No.	email ID
1.	Dr.D.Rajagovindan, Chairman Director	94442 17687 / 0413-2643031	drrajagovindan@yahoo.co.in
2.	Dr. M. Amaranathan, Member Dean	91761 38861 / 0413-2643003	professoramar@gmail.com
3.	Dr.Kagne.R.N, Member Dean (Academic)	094867 48348 / 0413-2642413	rnk_deansmvmch@yahoo.in
4.	Dr. S. Vetrikodi, Member Vice Principal	94866 23095 / 0413-2643000/1242	s_vetrikodi@yahoo.co.in
5.	Dr.K.Karthikeyan , Member Dy.Registrar (Academic)	9443268208 0413-2643000/1022	karthikderm@yahoo.co.in
6.	Dr.S.Kothandapani, Member Prof. – General Surgery	94431 76250 / 0413-2643000/1045	dr.kdp50@gmail.com

7.	Mr.Jeyaraman, Nominee from Police Department, Member S.I. of Police, Thirubhuvanai Police Station	9442810164 / 0413-2640132	tbips.pon.nic.in
8.	Dr.S. Malarkkan, Member Principal, ManakulaVinayagar Institute of Technology	94443 48554 / 0413-2643002	malarkkan_s@yahoo.com
9.	Parents Representative (Will be nominated after the opening of the MBBS I year classes)		
10.	Students Representative Seniors 1.Jeevan Kumar Pandian.P 2.Arulmani.V 3.Jayasree.S Freshers (Will be nominated after the opening of the MBBS I year classes)	9952544955 9159592950 9487751472	drrajkumarpandianmbbs@gmail.com ajithk96@gmail.com sree931@gmail.com
11.	Mr.T.Dhatchinamourthy Administrative Officer (Non-Teaching Representative)	94431 58493 0413-2643005	ao@smvmch.ac.in

ANTI RAGGING SQUAD -2015

Sl. No.	Name	Mobile No.	email ID
1.	Dr. M. Amaranathan, Convenor Dean	91761 38861 / 0413-2643003	professoramar@gmail.com
2.	Dr.A.Murugan, Member Prof.& Head – Orthopaedics	94439 97676 0413-2643000/1055	smvmchmurugan@gmail.com
3.	Dr. M. Shanmugam, Member Professor - General Medicine	98431 17974 0413-264000/1039	smvmchshanmugam@gmail.com
4.	Dr.Meher Ali, Member Professor – Pharmacology	98843 51762 0413-2643000/2091	meher1950july@yahoo.com
5.	Dr.SenthilVelou Member Asso.Professor – Physiology	99445 40994/ 0413-2643000/2034	senthil_velou@yahoo.co.in
6.	Dr.Sumathi.S Member, Prof., Biochemistry	94433 44381 0413-2643000/2051	sumathisaravanakumar@yahoo.com
7.	Dr.DeepaSomanath, Member Asst. Prof. – Anatomy	99409 29903 0413-2643000/2011	deepa.somanath@gmail.com
8.	Mr. K.Subash, Member Physical Director cum Deputy Hostel Warden	98435 69761 / 0413-2643046	subapd@gmail.com
9.	Mrs.Thamilarasi Member Hostel Deputy Warden	7708806688 / 0413-2643044	tamil.perumal.arasi@gmail.com

7. PostGraduate and MBBS students attendance and performance was discussed with the Heads of the departments.
8. Approved to organize BLS and ACLS workshop for participants in college ground floor reading room for SIMSCON by the Department of Anesthesiology
9. Approved the activities like Problem Based Learning (PBL), Small group discussion and Self directed learning for UG students proposed by all the departments
10. Noted on the request by the Department of Dentistry to the management for appointment of new faculty.
11. Approved for the guest lecture on World Alzheimers Day and to organize guest lecture on International Day for Older people and SMV-SIPCON 15 in October 2015 by the Department of General Medicine
12. Approved to conduct a conference on Molecular Techniques in Microbiology by the Department of Microbiology.
13. Approved to conduct a CME on "Pediatric Asthma" by the Department of Pediatrics.
14. Noted that it is planned to invite senior consultant in Pediatric Pulmonology Dr.So.Sivabalan.
15. Approved for the WBF celebration in Aug 2015.
16. Approved on the new method of teaching- "Film Based Learning" by the Department of Psychiatry
17. Approved on the observance of Important Days would be organized by the respective departments throughout the year.

All the council members attended the meeting and the meeting came to an end with vote of thanks.

Copy to

Chairman and Managing Director
Dean
Dean (Academic)
File.



DIRECTOR

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



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SMVMCH/College Council Meeting/2016/272

09.03.2016

Minutes of the College Council Meeting - 08.03.2016

AGENDA

1. To discuss about the conduct of convocation
2. Policy for retention of clinical records in MRD
3. Policy for retention of student internal assessment record
4. To discuss on Interdepartmental and Intradepartmental postings.
5. To discuss about status of NABH
6. To discuss about NAAC status
7. To discuss about different committee and their functioning status
8. To discuss about ARENA
9. To discuss about performance of students
10. Any other important matters to be discussed.

The College Council Meeting was held on 08.03.2016 at 02.00 P.M.in the College Council Hall .

Dean Dr.M.Amaranathan chaired the session and welcomed all the college council members. Director Dr.D.Rajagovindan informed that the graduation day celebrations for the MBBS 2008 batch students will be held on 10.03.2016. He added that Dean (Academic) Dr.K.Karthikeyan and Deputy Medical Superintendent Dr.M.Pragash will be the contact persons for the function. He briefed the graduation day function proceedings and details of the university toppers for the award of gold medals.

Director put forward a proposal in the council for the retention of clinical records maintained by the MRD and MBBS Internal & Practical Examination Answer sheets .

The following decision is taken and approved by all members.

1. Clinical Records –The indoor clinical records will be retained up to 5 years from the last visit of the inpatient .
2. The IP record can be kept for more than 5 years on request of the HOD of concerned department for academic purpose.

3. Internal Assessment Answer Sheets – The answer sheets will be retained up to 2 years after the student has passed the subject.
4. Practical Examination Answer sheets - The answer sheets will be retained up to 5 years after the student has passed the subject.
5. Interdepartmental and Intradepartmental postings were approved.

Discussion was held about pre works performed for the NABH approval. Director informed that most of the planning works has been completed and implementation works are under process which will be completed in March 2016 for the application process.

Director informed that NAAC approval is mandatory for the institution and the application process will start in the end of the April 2016. He welcomed the suggestions from members and asked if they know any consultant available for NAAC.

Deputy Director Dr.R.N.Kagne put forward the reconstitution of different committees along with the members list for suggestions and approval of college council.

The following committees are approved by the council with some suggestions.

1. Pharmaco Vigilance Committee .
2. Library Committee.
3. Disciplinary Committee for students.
4. Sports Committee.
5. Hostel Committee.
6. Grievance Redressal Committee for patients.
7. Students welfare committee
8. Staff welfare committee.
9. Transport Committee.
10. Canteen Committee.
11. Hospital Administration Committee.
12. Pharmacy Committee.
13. Maintenance Committee.
14. Medical Audit committee(Medicine)
15. Medical Audit committee(Surgery)
16. Purchase committee.

17. Death Audit committee.
18. Central Sterilization Committee.
19. Antibiotic committee.
20. Waste disposal committee.
21. Grievance Redressal and disciplinary Committee (for students and staff)
22. Gender Bios committee.
23. Anti Ragging Committee
24. Animal Ethics Committee
25. Institutional Ethics Committee
26. Medical Education Unit.

Director informed that the inter college tournament will be held in our campus and scheduled during 29.03.2016 to 01.04.2016. All the Puducherry medical colleges will be participating in the tournament, he added.

Director informed with the members that the management is having a proposal to celebrate its 10 years completion and welcomed suggestions and ideas from all departments to achieve the No 1 position by our college in Puducherry state.

Director and Deputy Director requested all heads of the departments to submit a 10 minutes presentation of highlighting their department's 10 years achievements, functions, events, scope, small plan and budget for the celebration. The schedule for the presentation is accepted by all members as per below.

14.03.2016	Morning	Anatomy, Physiology, Biochemistry.
15.03.2016	Morning	Pharmacology, Pathology, Microbiology, Forensic Medicine, Community Medicine.
16.03.2016	Morning	Medicine, Pediatrics, Dermatology, Pulmonary Psychiatry.
17.03.2016	Morning	Surgery, Orthopedics, Ophthalmology, ENT.
18.03.2016	Morning	OBG, Radiology, Anesthesiology.
19.03.2016	Morning	Cardiology, Urology, Nephrology, Plastic Surgery, Gastro, Surgery Surgery.

Long discussion was held on the movement of the samples for pathology reports and blood collection.

Director requested the head of the department of pathology to send the reports in time and instructed to regularize the dispatch of the sample reports. The members suggested some ideas for the timely submission of the reports.

Regarding the blood collection director insisted to accept any blood group from the patient attender not insisting to give the same blood group of the patient. Blood bank may make the necessary arrangements for the required blood group from the volunteers if its required at that time.

It has been suggested by the director to utilize the short expiry blood bags in advance. He requested the blood bank to intimate short expiry in advance and requested the clinical heads of the departments to utilize that bags in advance.

The meeting came to an end with vote of thanks.



DIRECTOR

Dr. D. RAJAGOVINDAN, M.D.
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