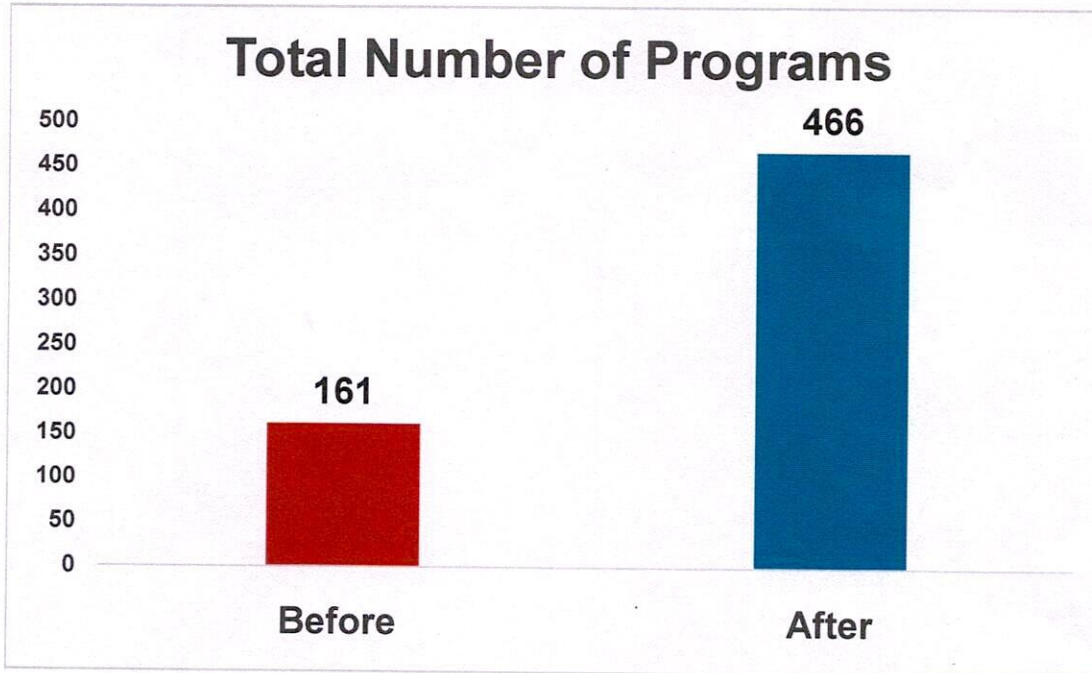


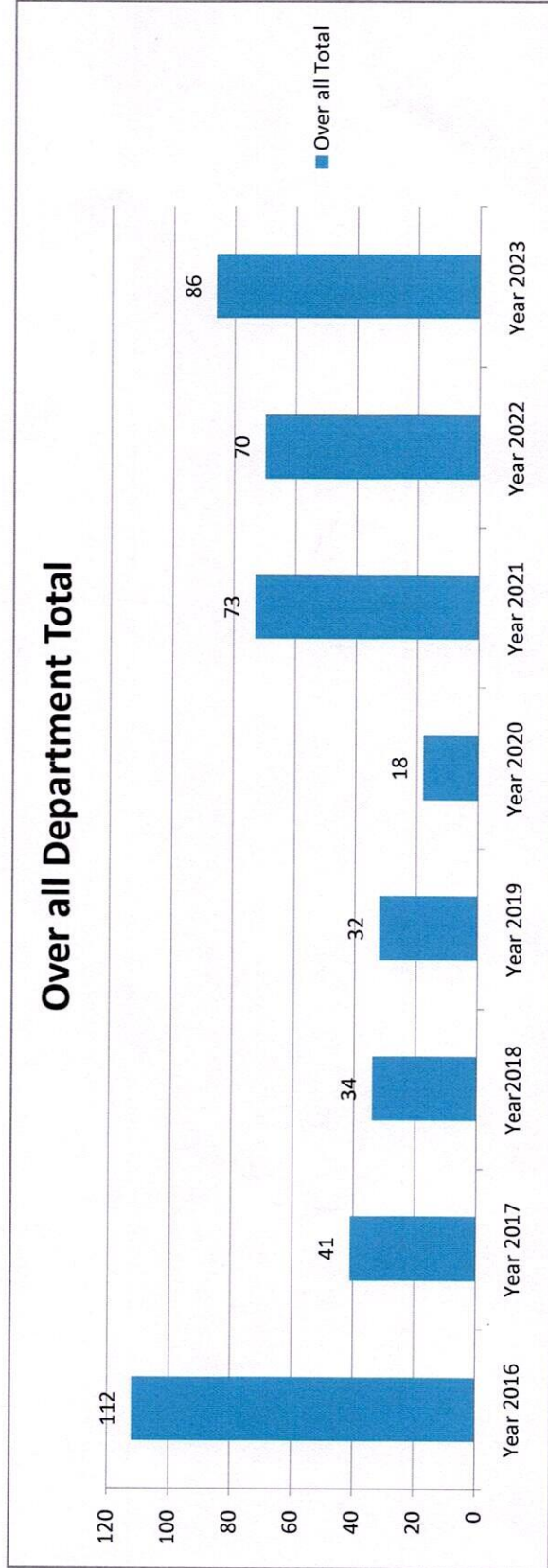
CO-CURRICULAR ADVISORY COMMITTEE

BEFORE CAC vs AFTER CAC




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

GRAPHICAL REPRESENTATION OF EVENTS 2016 TO 2023



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


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STANDARD OPERATING PROCEDURES



CO-CURRICULAR ADVISORY COMMITTEE MANUAL

SMVMCH

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1. PURPOSE:

The purpose of this co-curricular advisory committee is to guide and monitor the departments for smooth conduction of the conferences, workshops, quiz programs and any event in the department.

2. SCOPE:

The scope of the committee is to help the students to gain exposure out of their regular curriculum in recent trends/ upgradation in medical field.

3. RESPONSIBILITY:

Applicable to all departments of Sri Manakula Vinayagar Medical College and Hospital.

3.1.Organizing committee.

3.2.Advisory committee.

a) Chairperson : Dr. M. Pragash, Medical Superintendent

b) Secretary : Dr. R. Ganesh, Tutor (Dentistry)


c) Members : Dr. S. Arun, Professor and HOD (Psychiatry)

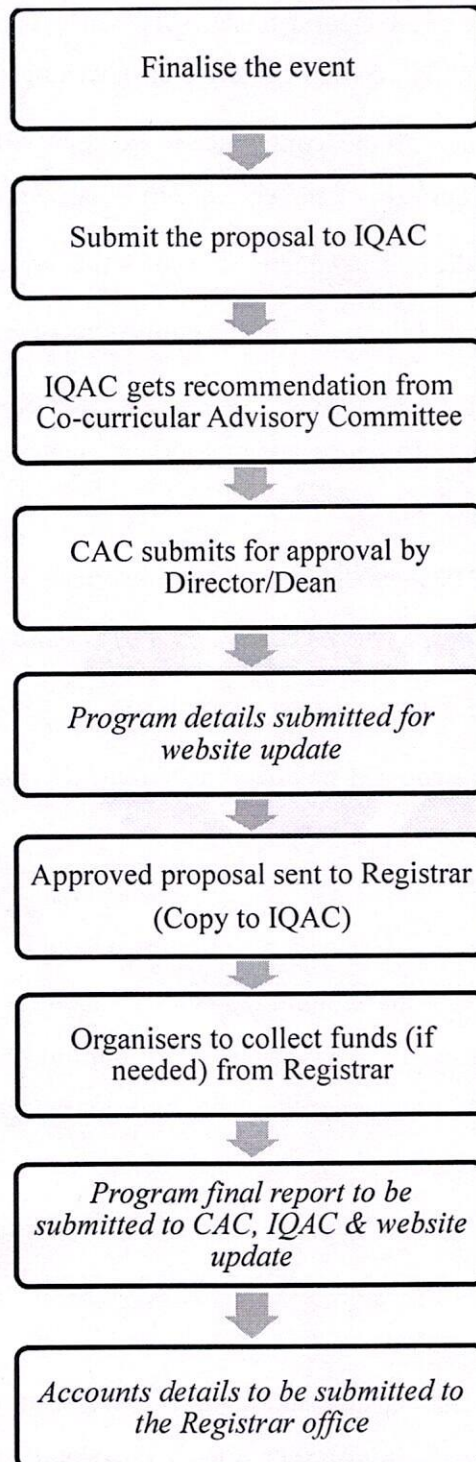
Dr. K. S. Venkatarangan, Senior Resident (Psychiatry)


Dr. Reena Mohan, Assistant Professor (Community Medicine)

3.3 Tenure:

The tenure of chairperson, secretary and members of co-curricular advisory committee shall be for 3 years.


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main registration counter of the conference (for workshops included along with the conference). The registration committee should strive for maximum delegate participation through advertising/propaganda. It should also ensure proper updates of the conference to the participating delegates in advance.

- iv) The scientific committee shall draft the scientific program with utmost details like the invited speakers, duration of each lecture with scope for discussion. It should strictly adhere to maintaining time schedule. The committee shall involve in finalizing the papers/ posters for presentation by the undergraduates/ postgraduates. The committee shall inform the selected candidates regarding the slot for presentation and other rules of presentation in advance. The committee will apply for the CME credit point to state medical council. The committee shall also finalize the judges for each presentation category along with the criteria for judging.
- v) For workshops included in the main conference, a separate workshop committee may be formed/ as deemed necessary. The workshop committee shall make necessary arrangements for the smooth conduct of the workshop. All workshops related material must include the logo of the college prominently on the first page.
- vi) The reception committee is responsible for smooth conduct of the inauguration ceremony. The inaugural function has to be meticulously planned with special attention to the dignitaries on the dais, the speakers, and bouquets/mementoes/shawls for the dignitaries and to be given by whom, and other routine protocol for the inauguration. The entire schema has to be approved by the advisory committee before execution. The reception committee is responsible for preparing invitation and brochure in consultation with the advisory committee.
- vii) The transport committee shall ensure safe transport of delegates/ invited speakers to and from the venue. The committee shall work in association with transport in-charge of SMVMCH and draft a schedule of bus/car trips. A separate requisition for availing the transport services of SMVMCH has to be submitted to the Director.

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d) Conference report:

The organizing secretary of the conference shall submit a report of the conference to IQAC with photos, invitation, brochure, attendance sheet, feedback form, certificate and program report within 10 working days from the end of the conference.

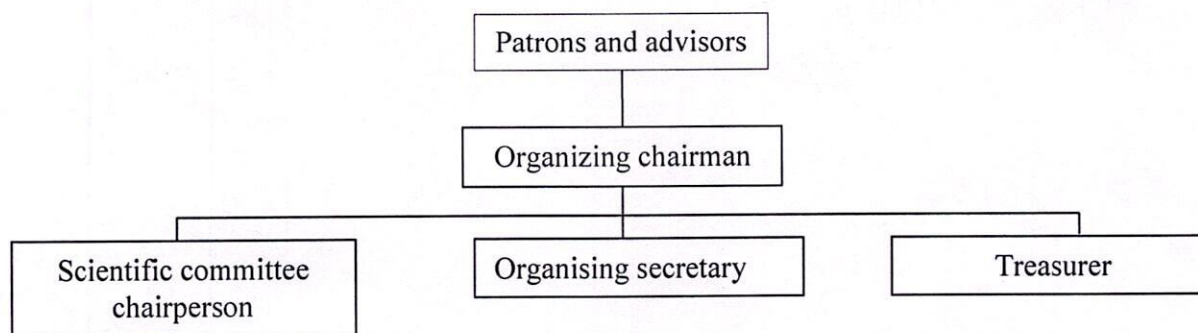
e) Disputes and Jurisdiction:


In case of any disputes, the decision of the organizing committee shall be final.

f) Function of the advisory committee:

- i) The advisory committee shall review the proposal submitted by each sub-committee and approves/ disapproves as deemed necessary. In case of disapproval, the committee shall recommend suggestions for smooth conduct of the conference. After necessary rectifications, the proposal can be resubmitted for final approval.
- ii) Once the proposal is approved, the organizing committee shall seek advice/approval during every step of implementation of the plan.

4.3. The hierarchy of the conference/ workshop:



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ANNEXURE - I

Reference No.: _____ / _____ Submission date and time: _____



Outward No.:

Date:


To

The Director/ Dean,
 Sri Manakula Vinayagar Medical College and Hospital,
 Puducherry.

Sub: Submission of proposal for conference / CME / Workshop / Guest lecture / Quiz / Day celebration – Reg.

Official use only

1. Type of event:
 Conference / CME / Workshop / Guest lecture / Quiz / Day celebration /
 Others:
2. Title of the event:
3. Name of the organising department:
4. Date and time:
5. Venue:

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14. Additional information / Remark:

15. Funding required from management: Yes / No

If yes, funding required: Rs. _____ (in words) _____

_____.

Chairperson
Co-curricular committee

Member / Secretary
Co-curricular committee


HOD / Organising Secretary
(Signature with seal)

Director
SMVMCH

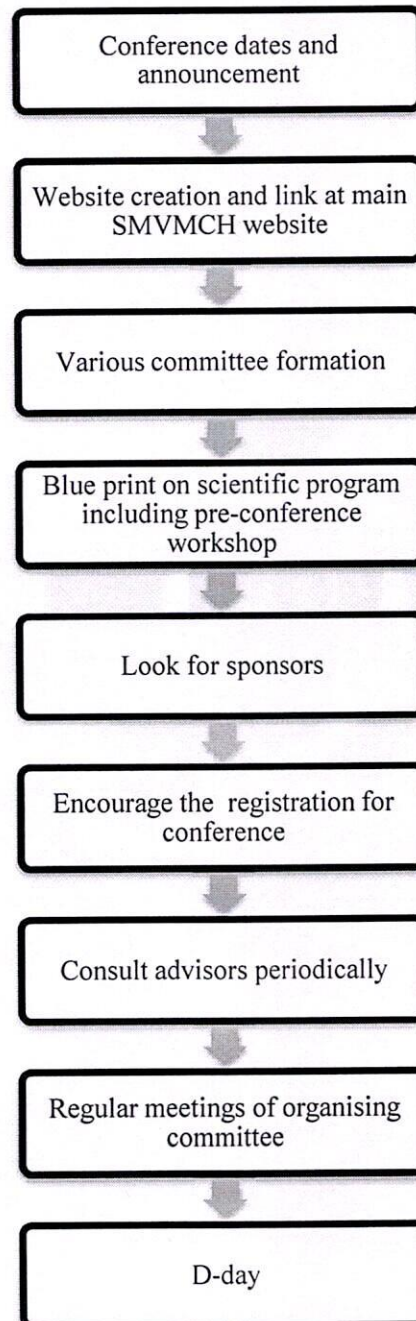
Dean
SMVMCH


Registrar
SMVMCH

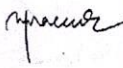
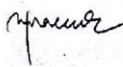
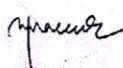
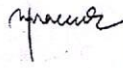
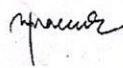
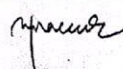
Note: A copy of the proposal should be sent to IQAC after Director/ Dean approval.


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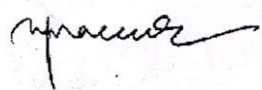

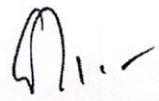
Suggest the timelines of execution of various tasks



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Sl. No.	Page No	Section/ Clause/ Para/Line	Date of Amendment	Amendment Made	Reasons For Amendment	Amended By	Approved by
4	7	4.3(a)-ix, 4.3(c)-ii		Section 4.2(a)-ix, Section 4.3(c)-ii – has been modified	Up-gradation of CAC manual	Chairperson-CAC	
5	8	4.3(d)		Section 4.3(d) - modified	Up-gradation of CAC manual	Chairperson-CAC	
6	13	Annexure - II		Point 4-updated	Up-gradation of CAC manual	Chairperson-CAC	
7	3	1 and 2	24.11.2023	Purpose and Scope updated	Up-gradation of CAC manual	Chairperson-CAC	
8	3	3 c)		2 members updated	Replacement for 2 old members	Chairperson-CAC	
9	3	3.3		Tenure	New addition in SOP	Chairperson-CAC	

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	Designation	Signature
Prepared by	Dr. K. Karthikeyan Dean (Academic)	
	Dr. M. Pragash Medical Superintendent	
Reviewed by	Dr. R.N.Kagne Deputy Director and Dean	
Approved and Issued by	Dr. D. Rajagovindan Director	

INSTITUTIONAL BEST PRACTICE - 2

OUTCOME-BASED EDUCATION (OBE) - CO-PO MAPPING

Objectives:

To evaluate the student learning outcomes by attainment percentage level calculation based on mapping of defined program and course outcomes, since it is the most important aspect in the outcome-based education. It includes both direct as well as indirect methods to assess the learning.

The context

The graduate attributes and the competencies are stated as per the regulatory bodies: National Medical Council and Pondicherry University. The process of calculating the competency attainment for the assessments further confirms that the teaching learning process are in alignment with each other. The process assists in identifying the competencies which are; attained; not attained; tested; not tested in the assessment. The **final attainment** is calculated based on grading-20% weightage to internal attainment and 80 % weightage to external attainment (60% weightage to theory and 20% weightage to practical and viva together).

The practice:

The competencies are mapped with the PSOs and the correlation matrix is prepared for each course. Workshops on mapping and correlation matrix are conducted phase wise by the Medical Education Unit. Correlation matrix is leveled as 1, 2, 3; where 3 represents that the specified competency and PSO/specified PSO and graduate attribute are in perfect alignment and hold high degree of correlation, 2 represents moderate alignment and correlation while 1 represents low alignment and correlation.

Action plan

Based on the correlation matrix and competency attainment calculation, the gaps are analyzed for which action plans are worked out for the non-attained competencies/PSOs.

Framing of Course Outcomes:

The alignment part of the “constructive alignment” process is taken care by the respective teacher. The faculty is mindful regarding the “Bloom’s taxonomy” to understand different levels of cognition. They are also trained in framing and mapping the learning outcomes with appropriate Teaching Learning Methods and assessments during the “Revised Basic Competency Workshop in Medical Education Technologies” organized by the Institution as per the NMC guidelines. The trained faculty frame the objectives for the competencies stated

by the NMC. The teaching learning method and assessment for all the competencies are planned by the respective department at the beginning of the academic year.

a. Communication to the students

During orientation program for students, the basic attributes and roles of an “Indian Medical Graduate” are elaborated. Mentors and the faculty utilize all the possible ways to inculcate the graduate attributes through effective pedagogic strategies.

b. Methods of assessment


The different assessment methods employed are Formative and Summative assessments. The marks secured by students in every question of the Examinations are considered to determine the attainment of corresponding CO and it is matched with attendance, internal assessment exams and university exams.

5. Evidence of success

Evaluating the attainment of learning outcomes had resulted in better understanding of the competency level of students, identify the gaps in their learning process and provide tailor made teaching learning as per the learners’ needs.

6. Problems encountered and resources required

Time commitment of the faculty to plan and design the course outcomes amidst their academic and clinical workload is a major challenge.


Dr. KAGNE. R.N
DEAN
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INSTITUTIONAL BEST PRACTICE - 1

Title: CONFERENCE ADVISORY COMMITTEE

Objectives of the Practice: The Conference advisory committee (CAC) is aimed to provide astute advice, from a department's perspective for smooth conduct of academic programs and judiciously allocate the resources for the Conference / Workshop / Quiz.


The Context: CAC is a strategic venture to share opinions and perspectives, and develop recommendations in a structured manner on design, budget and execution of the program, following submission of the proposal by the concerned department. CAC is constituted of Chairperson, secretary and members and requires collaboration from various departments.

The pre-requisites to be submitted by event organizers:

- A) Advanced booking of the venue.
- b) Identification of financial sponsors
- c) Requirement of funding from the institution
- d) Detailed Program schedule.

The Practice: CAC motivates and guides the faculty to conduct need based conferences/workshops or academic events by adopting the following protocol.

1. Submission of the proposal to the IQAC in the prescribed format
2. IQAC gets recommendation from CAC
3. CAC submits for approval by Director/ Dean
4. Approved proposal sent to Registrar (Copy to IQAC)
5. Organisers to collect funds (if needed) from the Registrar


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a. Organizing committee:

The applicant forms an organizing committee constituting of Organizing Chairman, Secretary, Treasurer, and various sub-committees representing the departments/allied specialties.

b. Conference funding:

The management assists and facilitate the event, but the final responsibility of arranging finances remains with the conference organizers. The organizers shall obtain PAN card if the budget exceeds one lakh INR.

c. Conference conduct:

The conference shall be conducted in compliance with all applicable rules and regulations. They will also submit an application for CME credit points to TNMC.

d. Conference report:

Upon completion of the conference, the Organizing Secretary shall submit a report to IQAC within 10 working days.

e. Disputes and Jurisdiction:

In case of any disputes, the organizing committee's decision is final.

f. Function of the advisory committee:

CAC reviews the proposal submitted by each sub-committee and approves/disapproves as deemed necessary. In case of disapproval, the committee recommends suggestions and after necessary rectifications, the proposal can be resubmitted for final approval. Once approved, the organizing committee shall seek advice/approval from CAC during implementation of the proposal.

Evidence of Success:

The involvement of the CAC in organizing presentations by professional experts has not only supported the professional development of the faculty but also the students to plan and execute

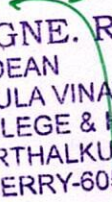
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programs like 'SIMSCON'. The success of CAC is evident from the dramatic increase in number of events organized by the institution. Apart from reiterating the departments to follow

systematic protocols in conducting programs, CAC greatly enhances the academic visibility of the institution globally.

Problems Encountered and Resources required:

Submission of proposal at last minute without proper window time for CAC results in lack of coordination, difficulty in obtaining approval from authorities and allocation of various resources. Allotment of venue for events planned on same date, allocation of funds for over budgeting proposals with international resource persons and accommodating delegates from the out station are also challenging.


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