

- Medical college and Hospital -

Date	24.12.2020/MOM: 01/2020-21	Venue	College Council	Hall		Time	11.00 AM to 12.00 PM
Chairperson		Dr.R.N.Kagne, Depu	uty Director / Dean				
/IQAC Coordin	nator	Dr.G.Kalaiselvan, Dean (Research)		IQAC Coordinator secretary	· cum	Dr.I	Deepika
Agenda:		action plan repo 2.Review of N 3. Submission o	he minutes of the proof of the year IRF data – 2020 of AQAR -2019-202 he quality initiatives	00	feedback or	f 2019	eport on stake holder -2020 es with the permission by
			Committee Members	Present			

TET	Dr.R.N.Kagne	Present	Dr.Mangaiyarkarasi.T	Present	Dr.M.Rajalakshmi	Apologies
	Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present	Mr.M.Dhanasekaran	Present
	Dr. K.Karthikeyan	Present	Dr.T.Preethi	Apologies	Dr.V.S.K.Venkatachalapathy	Apologies
ALLE D	Dr.M.Pragash Dr.M.Vimal,	Apologies	Dr.T.Kanimozhi	Present	Dr.Kalyani .R	Present
Dire	Dr.M.Vimal,	Present	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Apologies
	Dr.Soundariya.K,	Present	Miss Sri harini	Apologies	Dr.S.Subalakshmi	Apologies
	Dr. D. Duraimurugan	Apologies	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present

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Agenda	Discussion	Response	Action taken / Action to be taken	Responsible person	Target date
1	The minutes of meeting held on was presented by the Dr.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee			
2	NIRF ranking – The NIRF committee presented the NIRF data -2020 and was reviewed  Improvement Plan of action for 2021 ranking was presented by the NIRF team members	The External Expert commented to strengthen the Research and Professional Practice (RP) and Perception	To increase the patent and publication the following measures -To conduct FDP - To motivate the faculty to submit for Intramural Funding	For improvement in the Patent – Dr.Deepika, Coordinator, IPR  Publication- Dr.Sinduri, Secretary, Research committee FDP- IQAC committee  Funding – Chairman IQAC	To update every quarter.  By January 202
	Dr. Soundariya.K highlighted the measures initiated in metric Teaching learning resources.	Dr.V.S.K.Venkatachalapathy suggested to prepare the strategic plan for implementation of ICT	Preparation of strategic plan	Dr.Soundariyia – Co-ordinator MEU	By January 2021
	NABL	Director discussed about readiness of Laboratories for NABL accreditation	To submit a readiness report of clinical laboratories for NABL	Dr.Asmathulla, Head CL	Next IQAC meeting
	NABH	The coordinator updated about the status of NABH	Status Report of NABH	Dr.M.Pragash	
3	Review of AQAR 2019-2020	Was presented by the IQAC Coordinator	To be submitted before the due date	IQAC Coordinator	
4 TESTED	Annual Report MEU	The report for teaching learning was presented by Dr.Soundariyia – Cocoordinator MEU	The members stressed on the priority of ICT training for the faculties		-
AR LAVINAVA GE AND H THAI	Report on Research and publication was presented by Secretary research committee	Number of publication and Funded project is low,	Session on how to write an article.  Workshop on Research Grant writing	Research committee	Next IQAC meeting

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		Coordinate with student's welfare council			
		Appoint counselor separately for students,			
		Mentorship program,	FDP for Mentors		
		related to Students welfare:		System	meeting
	Student Support System	MEU would take the following activity	Support System.	Coordinator, Student Support	Next IQAC meeting
8	Standard Operating Procedure	MEIL would take the following activity	All the committees should prepare Standard Operating Procedure (SOP).  The SOP for Student	All committee secretaries	New 1040
6	AISHE	The data to be submitted to AISHE was discussed	Dean informed to cross- check the data before submission	Nodal officer, AISHE	-
5	Feedback	Members discussed to take feedback on the Online Teaching	To prepare Google form for feedback	MEU	April 2022
	Evaluation of CBME Curriculum – Phase I	The IQAC team along with MEU has planned to evaluate CBME	Evaluation report	MEU	April 2022
	Orientation Program for I MBBS as part of Foundation course, 2 <sup>nd</sup> year CRRI	Members suggested to include skill component in the orientation program	Schedule for implementing skill training to prepared	MEU	February 2022
			assessment, workshop on Literature search and reference manager		
	Conduct of FDP		The following FDP were approved by IQAC, workshop on PBL and	-	-

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ADAGAGIPET, PUDUCHERRY-505 107.

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Coordinator

**IQAC** 

Chairperson

IQAC

Dr. KAGNE. R.N

DEAN

SRI MANAKULA VINAYAGAR

MEDICAL COLLEGE & HOSPITAL

KALITHEERTHALKUPPAM.

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Medical college and Hospital -

Dr.R.N.Kagne, Deputy Director / Dean  Dr.G.Kalaiselvan, Dean (Research)  1. To review the minutes of previous meeting 2. To discuss the Faculty Development Programme 3. To plan orientation program for new batch of Interns 4. To discuss on Academic calendar  Dr.Deepika  Dr.Deepika  Dr.Deepika  Dr.Deepika  5. Review on the quality initiatives taken for the year 2020-2021  6. Any other issues with the permission by chair	Date	21.02.2021/MOM: 02/2020-21	Venue	College Council	Hall	Ti	me	11:00AM -12:00PM
Dean (Research)  1. To review the minutes of previous meeting 2. To discuss the Faculty Development Programme 3. To plan orientation program for new batch of Interns  Dean (Research)  5. Review on the quality initiatives taken for the year 2020-2021  6. Any other issues with the permission by chair	Chairperson		Dr.R.N.Kaş	gne, Deputy Director	/ Dean			
Agenda:  5. Review on the quality initiatives taken for the year 2020-2021  Programme  3. To plan orientation program for new batch of Interns  6. Any other issues with the permission by chair	IQAC Coord	linator				or cum	Di	r.Deepika
	Agenda:		2. To Pro 3. To bat	eting discuss the Face ogramme plan orientation ch of Interns	culty Development program for new	for the year 2  6. Any other	020-2	021

Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Present	Dr.M.Rajalakshmi	Apologies
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present	Mr.M.Dhanasekaran	Apologies COPY ATTESTED
Dr. K.Karthikeyan	Apologies	Dr.T.Preethi	Apologies	Dr.V.S.K.Venkatachalapathy	Present
Dr.M.Pragash	Present	Dr.T.Kanimozhi	Apologies	Dr.Kalyani .R	Present DEAN WAYAGAR
Dr.M.Vimal,	Apologies	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Present DEAN SRI MANAKULA VINAYAGAR APONEDISAL COLLEGE AND HOSPITAL APONEDISAL COLLEGE AND HOSPITAL KALITHEERTHALKUPPARI, KALITHEERTHALKUPPARI, KALITHEERTHALKUPPARI, APONEDISAL PUDUK HERRY-605 100
Dr.Soundariya.K,	Present	Miss Sri harini	Present	Dr.S.Subalakshmi	Apologies Apologies
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Present

Agenda. No	Discussion	Response	Action taken / Action to be taken	Responsible person	Target date	
1	The minutes of meeting held on was presented by Dr.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee		-		
	Updated on the IPR activities initiated	Dr.Deepika updated on the IPR activities	38 design patents were filed	-	-	
	Funding for Research and publication	Chairman IQAC updated on the Intramural funding process	The SOP for applying Intramural Funding / Funding for attending conference and Article Processing fee was approved by Chairman cum MD.	-	-	
	Strategic plan for implementation of ICT	Approved	Strategic plan for implementation of ICT submitted by Dr. Soundariya.Kwas approved	-		
	Dr.Asmathulla, Head CLsubmitted the readiness report of clinical laboratories for NABL	Approved	To apply for NABL accreditation	Head Clinical Laboratories	June 2021	
	Status Report of NABH	-	Waiting for the results	<u>-</u> 7. 1.397	_	
	FDP on Session on how to write an article and Workshop on Research Grant writing		Faculties will be motivated to attend the program online and submit the attendance certificate	Research committee	-	
	Orientation Program for students		I MBBS as part of Foundation course was held -27.01.2021 to 30.01.2021 2 <sup>nd</sup> Year orientation program is scheduled on 15.03.2021 Intern Orientation Program & Skills training is scheduled on 29.07.2021 & 30.07.2021,		RUE COPY ATTE	
	Feedback report on online teaching was submitted	Action taken report was discussed	-	- C	SRI MANAKULA VIN BEDICAL COLLEGE AN KALITHEERTHAL KALITHEERTHAL ADAGADIPET, PUDUCH	

2	NIRF ranking – Improvement Plan of action for 2022 ranking was presented by the NIRF team members	The External Expert commented to strengthen the Research and Professional Practice (RP) and Perception	To organize more number National / International level conference / workshop, etc	All the department heads- Conference committee to monitor	By Next IQAC meeting  By next quarter
			To grant intramural funding for faculties and Post graduates.  Dr.Deepikasuggested to disseminated during PG research methodology, UG orientation	Dean Research Secretary Research Committee	Next Research
3	Stack holders feedback	The feedback report and action to take report was presented by the feedback committee	Dean (Academic) suggested to take feedback through 'Google form'	Feedback committee	-
4	Student Support system		Allotment of Mentors for Phase III- Part I & Part II students (non- CBME batch)  - Handing over of mentees from Phase I to Phase II faculty, through Student Support System		
5	Report on Research and publication was presented by Secretary research committee		Training of how to write an article		
			MOU has been signed with Manakula Vinayagar Institute of Technology for		
5	Review of NIRF data AISHE	Presented by the Coordinator		.,	
	Teaching Learning	Dr.Soundaruya suggested the faculties to utilize LMS	Hands on Training should be conducted to the faculties	Dr.Udhayashankar	By next meeting
	Research and Professional practice	External expert emphasized on the number of publication	As discussed in Agenda-4		att
	Graduation outcome	Dr.Jayasree suggested to conduct Alumni meeting to collect the details of alumni	Inform the Alumni Secretary to conduct the same	Alumni Secretary	MAYLED COPY ATT
	Perception	External expert suggested asked	The chairman will inform the	Director / Dean	Next 3 months

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	organize National and International events	Heads of the department in the College Council Meeting	office	
SOP of the committee	Dr.Manoharan initiated to have SOP	All the committees should prepare Standard Operating Procedure (SOP).	Committee coordinators	By next meeting
Students welfare	Student representative suggested to have a counselor	MEU would take the following activity related to Students welfare: Mentorship program, Appoint counselor separately for students, Coordinate with student's welfare council	Office of Director / Dean	By next meeting
Ethics committee	Director suggested accreditation for Ethics committee from NABH	NABH Accreditation for Ethic committee to applied	Secretary of Ethics committee	Next 6 months
Mentor Mentee interaction	Evidence for Mentor mentee interaction	Mentor diary to be given as evidence  Screen shot of group mails Screen shot of messages	Coordinator Mentor Mentee	By next meeting
Employment, skill enhancement	Dr. Pragash suggested to conduct session by the Alumni working abroad	Photos of Interaction Action plan to be submitted	Alumni Secretary	April 2022

Coordinator

**IQAC** 

Chairperson

Dr. KAGNE. RINE COPY ATTESTED

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Date / No	25.06.2021/ MOM No:01/ 2021-22	Venue	College Council Hal	1			Time	11.00 AM to 12.00PM
Chairperson	1	Dr.R.N.Kagr	ne, Deputy Director / De	ean				
IQAC Coor	dinator	Dr.G.Kalaise	elvan, Dean (Research)	IQAC Coordinator c	um	secretary	Dr.Deepika	
Agenda:		action pla 2. Discussio 3. Review of	ove the minutes of the an report of the year on on Academic calen of NIRF data – 2020 of AQAR -2018-2019		6.	2020-2021. Analytical re 2020-2021	eport on sta	atives taken for the year keholders feedback of permission by chair

## **Committee Members**

Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Present	Dr.M.Rajalakshmi	Apologies
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Present	Mr.M.Dhanasekaran	Apologies
Dr. K.Karthikeyan	Apologies	Dr.T.Preethi	Apologies	Dr.V.S.K.Venkatachalapathy	Present COPY ATTESTED
Dr.M.Pragash	Present	Dr.T.Kanimozhi	Apologies	Dr.Kalyani .R	Present
Dr.M.Vimal,	Apologies	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Apologies DEAN VINAVAGAR
Dr.Soundariya.K,	Present	Miss Sri harini	Present	Dr.S.Subalakshmi	Apologies DEAN Apologies DEAN Apologies DEAN Apologies DEAN Apologies DEAN APOLOGIA
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	Dr.Balasubramanian.S	Presgnad AGADIPET, FIL

Agenda No	Discussion	Response	Action taken / Action to be taken	Responsible person	Target date
1	The minutes of meeting held on was presented by the Dr.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee		-	uate
2	The Academic calendar was presented for discussion	Approved by the members			
3	The NIRF committee presented the report of NIRF 2020 and was reviewed by the members	The External Expert commented to 1.strengthen the Research and Professional Practice (RP) and Perception	Apply to Pondicherry University for recognition as Research Institute  To apply for SIRO registration	Dean / Dean (Research)	August 2021
	Improvement Plan of action for 2021 ranking was presented by the NIRF team members	2. Proposed to increase the proportion of funded projects	To apply for onco registration	Dean (Research)	December 2021
		IQAC coordinator mentioned that the institute should have SIRO registration			
4	AQAR 2018-2019 and 2019-2020 data was presented by the IQAC Coordinator	Members approved the AQAR data	To be submitted before the due date	IQAC Coordinator	August 2021
5	Annual Report MEU - The report for teaching learning was presented by Dr.Soundariyia - Co-coordinator MEU	The following FDPs were approved by IQAC, workshop on PBL & assessment, workshop on Literature search and reference The members requested to prepare time plan.	Training calendar for same to be prepared	MEU Coordinator	July 2021
	MEU would take the following activity related to Students welfare: Mentorship program, Appoint counselor separately	MEU coordinator mentioned that the activities are in progress.	The report to submitted	Coordinator of Student Support System	Next IQAC meeting
	for students and Coordinate with student's welfare council				
	Report on Research and publication was presented by Secretary research committee	suggested conduct a workshop on Research Methodology for the Guides and Co-guides To conduct workshop on RCT	Training of how to write an article		IE CORY ATT
	Course and program objectives and its achievements	Course and program objectives and its achievements was presented		Dr.Deepika	15 days DEAN SRI MANAKULA SRI MANAKULA BICAL COLLEGE DICAL COLLEGE MALITHEERTH DAGADIPET, PUD
	Assessing student's performance and their competencies			JAM	AGADIPET, PUD

	Institute Innovation Council (IIC)	Dean Research briefed about the benefits of IIC	Chairman assigned the responsibility for registration	Dr.Deepika	August 2021
	Unlocking IPR	Training Program			
6	Stake holders feedback report and action	Approved by the members	The Chairperson recommended to		
	taken report was discussed		submit to the Governing Body		
7	Publication and Patent	recommended prepare the plan	The plan of action and the	Secretary of	February
		of action to increase the number of	implementation plan to be submitted.	Research	2022
		publication / Patent		Committee	
	All the committees should prepare Standard Operating Procedure (SOP)	Circular has to be sent regarding this		Dean Research	July 2022

Coordinator

**IQAC** 

Chairperson

**IQAC** 

Dr. KAGNE, R.N.

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Medical college and Hospital -

Date / No	25.02.2022 / MOM No:02 / 2021- 22	Venue	College Council Hall	1	Time	11.00 AM to 12.00 PM	
Chairpe	erson	Dr.R.N.K	agne, Deputy Director	/ Dean			
IQAC Coordinator		Dr.G.Kala (Research	i.Kalaiselvan, Dean earch) IQAC Coordinator cum secretar		ry Dr.Deepika		
Agenda:	Agenda:		1. To approve the minutes of the previous meeting and action plan report of the year  2.Review of metric related NIRF  3. Action Plan for quality initiatives for the year 2022-2023  4. Update on the process of NAAC  5. Any other issues with the permission by chair				

Dr.R.N.Kagne	Present	Dr.Mangaikarasi.T	Apologies	Dr.M.Rajalakshmi	Apologies
Dr.D.Rajagovindan	Apologies	Dr.Udhayasankar.R	Apologies	Mr.M.Dhanasekaran	Apologies
Dr. K.Karthikeyan	Present	Dr.T.Preethi	Present	Dr. V.S.K. Venkatachalapathy	Present
Dr.M.Pragash	Present	Dr.T.Kanimozhi	Present	Dr.Kalyani .R	
Dr.M.Vimal,	Present	Dr.DeepaSomnath	Present	Dr.Ramya.G,	Present TRUE COPY ATTESTED Apologies
Dr.Soundariya.K,	Present	Miss Sri harini	Present	Dr.S.Subalakshmi	Apologies
Dr. D. Duraimurugan	Present	Dr.S.Vijayasundaram	Apologies	D. D. I. I. G.	
Dr.G.Kalaiselvan	Present	Dr.V.Deepika	Present	-	Present  - SRI MANAKULA VINAYAGAF  - SRI MANAKULA VINAYAGAF  MEDICAL COLLEGE AND HOSP  KALITHEERTHALKUPPAM  KALITHEERTHALKUPPAM  MADAGADIPET, PUDUCHERRY-6

Agenda No	Discussion	Response	Action taken / Action to be taken	Responsible	Target date
1	The minutes of meeting held on was presented by the Dr.G.Kalaiselvan, IQAC coordinator	The minutes was approved by the committee after review by the members		person	
	Apply to Pondicherry University for recognition as Research Institute	Dean (Research) update the status	Application submitted	Dean	-
	SIRO registration	Institute should have status of Research Institute and Bank account with audited for 3 years	In process	Dean (Research)	Next 6 months
	Status of AQAR	IQAC coordinator undated about the status	Submitted	IQAC coordinator	-
	Training calendar of MEU	-	Training calendar was prepared and implemented	MEU Coordinator	Completed
	Student Support System report	The report was reviewed	-	Coordinator	-
	Workshop s on Research methodology	Dean (Research) submitted the training calendar	Members approved the training calendar	Member secretary	-
	Increase the number of publication / Patent	Plan of action to increase the number of publication / Patent was submitted	Members approved and forwarded for approval	Dean (Research)	-
		All the committees should prepare Standard Operating Procedure (SOP)Circular has to be sent regarding this		Dean Research	July 2022
	NABL Accreditation	The CL head informed that the Stage I of NABL accreditation was received by Sepetmeber 2021			
	Review of NIRF	sy septemiesti 2021			
	Teaching Learning	MEU coordinator presented the activities initiated and to be initiated	Members approved the same	-	-
	Research and Professional practice	Number of research projects and Publication to increased	Circular to be sent to department with target	Dean	In next one
	Graduation outcome	Dr.Deepika updated about the CO-PO mapping Dean informed about the UG/PG students performance	The results should be shared with the head of criteria-7 for best practice	-	month COPY
	Perception	External member suggested the	Immediate upload in the website and	NIRF coordinator	March

March DEAN
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		visibility of the activities conducted by the department	social media To have a dedicated team with a		
			faculty and Clerk for the same		
	Action Plan for quality initiatives for the year 2022-2023		radary and elerk for the same		
	Implementing Blueprinting &	The status of	Review meeting with faculty on	MEU coordinator	March
	competency mapping	Blueprinting and competency mapping status	Blueprinting is planned.	WEG Coordinator	Water
			Dean(Academic) informed that all	-	
			departments are submitting the		-
			blueprint along with the IA question		
	Learning Management System	MEU coordinator updated the status of	Training program on how to use	MEU coordinator	1
			Learning Management System was	MEU coordinator	April
		Learning Management System	planned		
			The technical issues faced were to be rectified	Manager, IT	Immediately
	Clinical Clerkship	Members asked the status of Clinical	Sensitization of the faculty in the	Dean (Academic)	-
		Clerkship	clinical departments to "Clinical		
			Clerkship" or "Student Doctor		1 m
			Method" of clinical training is		
			completed		
	Update on the process of NAAC				
	AQAR status	IQAC coordinator informed that	AQAR of 2018-2019 and 2019-2020		
1		AQAR is submitted	was submitted on 28.08.2021		
	Re-assessment for NAAC	Gap analysis of cycle -1 results were presented and Action Plan for reassessment was discussed	The gap analysis report will be shared with the Criteria –In charges, ask to submit action plan to fill the gap	IQAC coordinator	March
	Certificate and value added courses	The status of this was discussed	The in-charges of the these courses	Criteria- In-	Mar GORY A
			will be asked to submit the lesson plan to curriculum committee	THE RESERVE OF THE PERSON OF T	
	Best practices and Institute distinctiveness	Best practices and Institute	The Dean mentioned to monitor the	Dr.Ramya, In-	Mext meeting DE SRI MANAKU MEDICAL GOLL 4 KALITHEET, MADAGADIPET,
	districtiveness	distinctiveness mentioned below was	implementation and present the	charge of	meeting DE
Try protective		presented by the Dr.Ramya, In-charge	update in the next meeting.	Criteria-8.	GRI MANA

		of Criteria-8.  The best practices are,  1.Modular teaching for undergraduate students, 2.Outcome based education, 3.Acess to specialist care in Rural Health Centre Regular 4.Internal Assessment exam for students  Institute distinctiveness are 1. Quality education and free services to the society and Department monthly meeting facilitated by the administrators			
5	Any other issues with the permission by chair	and the definition of the defi			
	Alumni outcome	The outcome of the alumni is not complete	The external member suggested to call all the currently available alumni and asked to update the same.	Alumni secretary	15 days
	Website updation	The IQAC requested Dean to send circular to update the website.	To issue circular and IT department to coordinate the same	Dean office	15 days
	Stack holders feedback	The feedback report and action to take report was presented by the feedback committee	The external member asked to share the feedback report to MEU for action	Feedback team	-

Coordinator

**IQAC** 

Chairperson

IQAC Dr. KAGNE. R.N

DEAN

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

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