



Medical Education Unit

No:SMVMCH/MEU/93/2022

Date: 18.05.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Dr. D. Rajagovindan
Director

Chairperson

Dr. R.N. Kagne
Deputy Director/ Dean

Advisors

Dr. K. Karthikeyan
Dean (Academic)

Dr. G. Kalaiselvan
Dean (Research)

Coordinator

Dr. K. Soundariya

Co-coordinator

Dr. G. K. Poomalar

Members

- Dr. S. Girija
(DMS Medical)
- Dr. M. Jayasree
(DMS Surgical)
- Dr. Shivayogappa. S. Teli
- Dr. M. Vimal
- Dr. G. Ramya
- Dr. K. Vinoth
- Dr. N. Suresh
- Dr. M. Rajalakshmi
- Dr. R. Udhayasankar

Circular

The first Mentor-Mentee meet of Student Support System Phase III Part II will be held on 06.06.2022, between 11.00 AM to 01.00 PM. The mentor-mentee meet will happen in their respective departments at the Mentors Cabin/Rooms.

Hence, we request the HODs to relieve the mentors on 06.06.2022 in the stipulated time. The Clinical Postings will be withheld in the respective time slot for the mentees.

Note: Dr.R.Praveen, SSS Coordinator is requested to overview the necessary arrangements

Attachments: Mentor -Mentee List

K. Soundariya
Coordinator
MEU

[Signature]
Chairperson
MEU

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

The Medical Superintendent

All HODs

Mentors of Phase III

File

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

ONLINE – MENTOR MENTEE MEETING


DATE:	16.07.2021	PLATFORM:	GOOGLE MEET & WHATS APP VIDEO CALL	TIME:	9.00 – 11AM
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GROUP MEETING WITH MENTEES - GOOGLE MEET PLATFORM

Mentors are requested to schedule a Google meet session (duration around 10-15 minutes) along with their allotted mentees. (The students mail id is enclosed as email attachment).

S.NO	AGENDA	DISCUSSION AND ACTION PLAN
1	College reopening	Letter has been sent to NMC When information regarding the same is received, the students will be intimated through email or SMS.
2	Second year University exam	Tentatively exams might be scheduled during the month of February / March 2022
3	Online class time table	Online classes will be continued as per the present schedule If any changes arise, it will be intimated to the students through SMS / email

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

INDIVIDUAL MEETING WITH MENTEES – WHATS APP VIDEO CALL

After completing the group meeting with the mentees, mentors are requested to continue individual meeting with mentees through Whats app video call (Short break of 10-15 minutes, if needed can be allowed before starting individual meeting)

S.NO	AGENDA	DISCUSSION AND ACTION PLAN
1	COVID 19 crisis	Enquiry about the general physical health and mental well-being of the mentees and their family members.
2	Online Teaching	Enquiry about the problems encountered during online classes and can suggest the best possible solution.
3	Online class attendance and performance (The attendance and performance report of the students is enclosed as email attachment)	Enquire about their attendance and performance, can ask about their feedback for the same. If needed, mentors can also provide some inputs to improve their performance
4	For each student their perceived strengths, weaknesses and student's plan of action is enclosed in the set of feedback forms which has been given to the respective department clerks. (Kindly collect the feedback forms from the respective department clerks)	Enquire about any other problems faced by the student and remedial measures suggested. Kindly fill an overview of the discussion in the feedback form which is provided, individually for each student.

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KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

STUDENTS SUPPORT SYSTEM(Batch: 2019-24)

PARENTS – TEACHERS MEETING

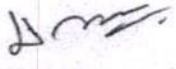
DATE:	05.01.2022	PLATFORM:	Respective Mentor's room	TIME:	3.00 – 4.30 PM
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INDIVIDUAL MEETING WITH MENTEES AND PARENTS

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.

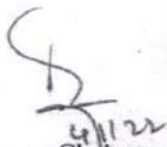
Kindly fill an overview of the discussion and mention about strengths and area for improvement of the mentees in the feedback form which is provided, individually for each student.

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

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-606 107.


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	
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.	

Co-ordinator
Student Support System

Chairperson
Student Support System

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/74/2022

Date: 16.02.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

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Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

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Dr.K.Soundariya

Co-coordinator

Dr.G.K.Poomalar

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(DMS Surgical)
Dr. Shivayogappa. S. Teli
Dr.M.Vimal
Dr.G.Ramya
Dr.K.Vinoth
Dr.N. Suresh
Dr.M.Rajalakshmi
Dr.R.Udhayasankar

Circular

It is proposed to conduct a meeting with the mentors of Phase-I, Phase-II & Phase III Part-1 regarding the handing over of mentee to next respective Mentors as follows:

Venue	Date & Time	Handing Over
First Floor Own Book Reading Hall (College Block)	03 rd March 2022 02.00 pm - 03.30 pm	Phase II to Phase III
	04 th March 2022 02.00 pm - 03.30 pm	Phase I to Phase II

Hence, we request the HODs of the concern departments to relieve their faculties to attend the meeting on the respective date & timings.

Note: Kindly bring the mentees documents to be handed over without fail.

K. Soundariya
Coordinator
MEU

[Signature]
16/2/22
Chairperson
MEU

Copy to
The Director/Dean
The Dean Academic
The Dean Research
The Medical Superintendent
All HODs of Phase I, Phase II & Phase III
File

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUBUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/ 80/2022

Date: 17.03.2022

Patrons-

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

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Dr.M.Vimal

Dr.G.Ramya

Dr.K.Vinoth

Dr.N. Suresh

Dr.M.Rajalakshmi

Dr.R.Udhayasankar

Circular

It is proposed to conduct an orientation session on "Student Support System" with Phase III Part I mentors with Dean at College Council Hall on 18.03.2022 by 12 noon.

The first mentor-mentee meet of Student Support System Phase III Part I will be held on 18.03.2022, between 2 to 4 PM. The mentor-mentee meet will happen in their respective departments.

Hence, we request the HODs to relieve the mentors on 18.03.2022 in the stipulated time

Note: SSS Coordinators are requested to overview the necessary arrangements

K. Soundary
Coordinator

MEU

Copy to

The Director/Dean

The Dean Academic

The Dean Research

The Medical Superintendent

All HODs

Mentors of Phase III Part I

File

K. Soundary
Chairperson

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

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGABIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/84/2022

Date: 21.03.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

Co-coordinator

Dr.G.K.Poomalar

Members

Dr. S. Girija
(DMS Medical)

Dr.M.Jayasree
(DMS Surgical)

Dr. Shivayogappa. S. Teli

Dr.M.Vimal

Dr.G.Ramya

Dr.K.Vinoth

Dr.N. Suresh

Dr.M.Rajalakshmi

Dr.R.Udhayasankar

Circular

The first Mentor-Mentee meet of Student Support System Phase III Part I will be held on 25.03.2022, between 08.30 AM to 10.30 AM. The mentor-mentee meet will happen in their respective departments at the Mentors Cabin/Rooms.

Hence, we request the HODs to relieve the mentorson 25.03.2022 in the stipulated time. The classes will be withheld in the respective time slot for the mentees

Note: Dr.R.Praveen, SSS Coordinator is requested to overview the necessary arrangements

Attachments: Mentor -Mentee List

K. Soundariya
Coprinator

MEU

Copy to

The Director/Dean

The Dean Academic

The Dean Research

The Medical Superintendent

All HODs

Mentors of Phase III Part I

File

K. Soundariya
Chairperson
Dr. K.R.N. R.N.
MEU DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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K. Soundariya
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADI PET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/96/2022

Date: 16.06.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Jr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

Co-coordinator

Jr.G.K.Poomalar

Members

Dr. S. Girija
(DMS Medical)
Dr.M.Jayasree
(DMS Surgical)
Dr. Shivayogappa. S. Teli
Dr.M.Vimal
Dr.G.Ramya
Dr.K.Vinoth
Dr.N. Suresh
Dr.M.Rajalakshmi
Dr.R.Udhayasankar

Circular

It is proposed to conduct a review meeting with the mentors of Phase III Part I with Dean and SSS (Student Support System coordinators) on 20.06.2022 by 11.00 AM at College Council Hall. All the mentors are requested to attend the meeting without fail.

K. Soundariya
Coordinator, MEU

[Signature]
Chairperson, MEU
16/6/22

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
The Medical Superintendent
All HODs
SSS Coordinators
All Mentors – Phase III Part I
File

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



Medical Education Unit

No:SMVMCH/MEU/98/2022

Date: 22.06.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

E-Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

Coordinator

Dr.G.K.Poomalar

Members

Dr. S. Girija

(DMS Medical)

Dr.M.Jayasree

(DMS Surgical)

Dr. Shivayogappa. S. Teli

Dr.M.Vimal

Dr.G.Ramya

Dr.K.Vinoth

Dr.N. Suresh

Dr.M.Rajalakshmi

Dr.R.Udhayasankar

Circular

The Second Mentor-Mentee meet of **Student Support System Phase III Part I** will be held on **30.06.2022**, between **10.30 AM to 1.00 PM**. The mentor-mentee meet will happen in their respective departments at the Mentors Cabin/Rooms.

Hence, we request the HODs to relieve the mentors on 30.06.2022 in the stipulated time. The clinical postings will be withheld in the respective time slot for the mentees.

Note: Dr.Praveen, SSS Coordinator, and Phase III Part I is requested to overview the necessary arrangements

K. Soundary
Coordinator
MEU

[Signature]
Chairperson

MEU
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

The Medical Superintendent

All HODs

Mentors of Phase III Part I

File

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

I REVIEW MEETING – REPORT

Date: 09.06.21

Good morning to all,

We are entering into the second year of student support system. Following the discussion and decision of final review meeting of SSS, we handed over the particulars of the previous batch mentees to the 2nd phase mentors. Student support system activities for the 2020-21 batch started with a presentation on "Mentorship" to students on 30.01.21 during orientation program of foundation course followed by selection of mentors by the mentees by lot system.

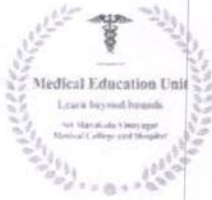
The 1st mentor meeting with administrators was conducted on 20.05.21 through online platform to discuss about the mentor – mentee meeting for this year. As decided in the meeting, the mentors had a general google meet with all the mentors followed by individual whatsapp video call with mentees and their parents. The average percentage of marks scored and the attendance for the offline and online tests and sessions for the months of March, April and May 2021 were discussed with mentees and parents. The parents were also requested to get involved in the academic activities of their wards and to take care of online exams to avoid any malpractices. Asked the students to update their vaccination status and to give their feedback on online classes conducted for them.

K. Senthamil selin
Co-ordinator
Student Support System

S
Chairperson
Student Support System
9/6/21

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**DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGABIPET, PUDUCHERRY-606 107.**



Medical Education Unit

No:SMVMCH/MEU/ 74/2022

Date: 16.02.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

—Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

—coordinator

Dr.G.K.Poomalar

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Dr.G.Ramya
Dr.K.Vinoth
Dr.N. Suresh
Dr.M.Rajalakshmi
Dr.R.Udhayasankar

Circular

It is proposed to conduct a meeting with the mentors of Phase-I, Phase-II & Phase III Part-1 regarding the handing over of mentee to next respective Mentors as follows:

Venue	Date & Time	Handing Over
First Floor Own Book Reading Hall (College Block)	03 rd March 2022 02.00 pm - 03.30 pm	Phase II to Phase III
	04 th March 2022 02.00 pm - 03.30 pm	Phase I to Phase II

Hence, we request the HODs of the concern departments to relieve their faculties to attend the meeting on the respective date & timings.

Note: Kindly bring the mentees documents to be handed over without Fail.

K. Soundariya
Coordinator
MEU

[Signature]
Chairperson
MEU

Copy to
The Director/Dean
The Dean Academic
The Dean Research
The Medical Superintendent
All HODs of Phase I, Phase II & Phase III. (Part I)
File

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKURUPAN,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/77/2022

Date: 24.02.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio
Dr. D.Rajagovindan
Director

Chairperson
Dr.R.N. Kagne
Deputy Director/ Dean

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Dean (Research)

Coordinator
Dr.K.Soundariya

Co-coordinator
Dr.G.K.Poomalar

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Dr.M.Jayasree
(DMS Surgical)
Dr. Shivayogappa. S. Teji
Dr.M.Vimal
Dr.G.Ramya
Dr.K.Vinoth
Dr.N. Suresh
Dr.M.Rajalakshmi
Dr.R.Udhayasankar

Circular

It is proposed to conduct a one-day orientation program for 2nd year undergraduates (Phase II -2020 Batch) of SMVMCH.

Date: 07.03.2022

Venue: Lecture Hall 2

Program Schedule

Time	Session	Faculty
8.30 – 8.45 AM	Welcome Note	Director/Dean
8.45 – 9.00 AM	Code of Conduct at Hospital, SMVMCH	Medical Superintendent
9.00 – 10.30 AM	Introduction to Phase III Part I & II departments conducting postings and lecture classes in Phase II	HOD's of Medicine, Surgery, Paediatrics, OBG, Orthopaedics, Forensic Medicine & Community Medicine
10.30 – 1.30 PM	Orientation to clinical postings	Concerned departmental faculty
Lunch		
2.30 – 4.30 PM	Introduction to Phase II Departments and Student Support System	HODs of Pathology, Pharmacology, Microbiology and Mentors of Phase II

K. Soundariya
Coordinator, MEU

Copy to

The Director/Dean,

The Dean Academic,

The Dean Research

The Medical Superintendent,

All HODs

Kagne R.N.
Chairperson, MEU

Dr. KAGNE. R.N

DEAN

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

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/97/2022

Date: 20.06.2022

Patrons

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Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

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Dr.N. Suresh
Dr.M.Rajalakshmi
Dr.R.Udhayasankar

Circular

The Second Mentor-Mentee meet of **Student Support System Phase II** will be held on **24.06.2022**, between **10.30 AM to 1.00 PM**. The mentor-mentee meet will happen in their respective departments at the Mentors Cabin/Rooms.

Hence, we request the HODs to relieve the mentors on 24.06.2022 in the stipulated time. The clinical postings will be withheld in the respective time slot for the mentees.

Note: Dr.Revathi, SSS Coordinator, Phase II is requested to overview the necessary arrangements.

K. Soundariya
Coordinator
MEU

R.N. Kagne
Chairperson
MEU
Dr. KAGNE. R.N
DEAN

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

Copy to

The Director/Dean

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The Dean Research

The Medical Superintendent

All HODs

Mentors of Phase II

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/99/2022

Date: 22.06.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
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Ex-Officio

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Dr.M.Vimal
Dr.G.Ramya
Dr.K.Vinoth
Dr.N. Suresh
Dr.M.Rajalakshmi
Dr.R.Udhayasankar

Circular

In view of the ward leaving exams to be held for Phase II students on 24.06.2022, the Second Mentor-Mentee meet of **Student Support System Phase II** planned on 24.06.2022 has been postponed to **30.06.2022 between 10.30 AM to 1.00 PM**. The mentor-mentee meet will happen in their respective departments at the Mentors Cabin/Rooms.

Hence, we request the HODs to relieve the mentors on 30.06.2022 in the stipulated time. The clinical postings will be withheld in the respective time slot for the mentees.

Note: Dr.Revathi, SSS Coordinator, Phase II is requested to overview the necessary arrangements

K. Soundariya
Coordinator
MEU

Copy to
The Director/Dean
The Dean Academic
The Dean Research
The Medical Superintendent
All HODs
Mentors of Phase II
File

Kagne R.N.
Chairperson
MEU
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAI KUPPAM,
PUDUCHERRY-605107.

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Kagne R.N.
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHAI KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

STUDENTS SUPPORT SYSTEM(Batch: 2020-2025)

MENTOR MENTEE MEETING

Date:	30.06.2022	Venue	Respective department of mentors	Time:	9.30-11.30AM
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INDIVIDUAL MEETING WITH MENTEES

S.NO	AGENDA	DISCUSSION AND ACTION PLAN
1.	Offline class attendance and performance (The soft copy of attendance and performance report of the students will be provided before the meeting)	Enquire about their attendance and performance, can ask about their feedback for the same. If needed, mentors can also provide some inputs to improve their performance
2.	Extra-curricular /Co-curricular activities. (Inform the students to submit their certificates (winner or participation) to their respective mentors).	To enquire about the student's participation in extra-curricular/ co-curricular activities (sports, quiz and other competitions) and to collect the corresponding certificates Co-curricular for updating the mentees bio data form
3.	Questionnaire for Personality Development Screening.	Mentees are requested to fill the Questionnaire for Personality Development Screening. If grievance noted, encourage the students to drop in the suggestion box

Note:Kindly collect the soft copies of feedback forms and Personality Development Screening form from the respective department clerks.


 Co-ordinator
 Student Support System

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 Chairperson
 Student Support System

DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE AND HOSPITAL
 KALITHEERTHALKURPAM,
 MADAGADIPET, PUDUCHERRY-605 107.

Sri
MANAKULA VINAYAGAR
Medical College and Hospital

No: SMVMCH/DO/Circular/I MBBS- Mentors/ 501 (A)/2022

Date: 21.04.2022

CIRCULAR

The selection of mentors for the MBBS Phase -I students Batch 2021-22 is to be conducted on 22.04.2022 at 11.30 AM in the Student Council Hall as a part of the Foundation Course.

The following faculties are selected as mentors from the departments of Anatomy, Physiology and Biochemistry and they are requested to attend the meeting.

1. Dr. K.V.P. Suriyakumari / Mr. B. Vengadesan
2. Dr. N.A. Priyadharshini
3. Dr. N. Suresh
4. Dr. Deepa Somanath
5. Dr. R. Sudha
6. Dr. Shivayogappa Teli / Mr. Vinu Balan.V
7. Dr. Soundariya. K
8. Dr. Deepika. V
9. Dr. S. Poonguzhalai
10. Mr. Balakrishna Pai. R
11. Dr. S. Asmathulla as stand-in faculty

Copy to:

The Chairman & Managing Director
The Director
The Dean (Academic)
The Dean (Research)
All mentors



DEAN
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSP
KALITHEERTHALKUPPAN
PUDUCHERRY-605107.

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SRI MANAKULA VINAYAGAR
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KALITHEERTHALKUPPAN,
MADACADIPET, PUDUCHERRY-605 107.

Sri
MANAKULA VINAYAGAR



Medical College and Hospital

No: SMVMCH/DO/MOM/I MBBS- Mentors/ ~~2020~~/2022

Date: 23.04.2022

Minutes of Meeting

The selection of mentors for the MBBS Phase -I students (Batch 2021-22) was conducted on 22.04.2022.

The following faculty members have been selected as mentors for the Phase-I students. The names of the mentors and roll numbers of students assigned are as follows:

S. No	Name of the faculty	Roll no of students
1	Dr. Soundariya. K	1-15
2	Dr. N. Suresh	16-30
3	Dr. N.A. Priyadharshini	31-45
4	Mr. Balakrishna Pai. R	46-60
5	Mr. B. Vengadesan under guides of Dr. K.V.P. Suriyakumari /	61-75
6	Dr. Deepa Somanath	76-90
7	Dr. S. Poonguzhalai	91-105
8	Dr. R. Sudha	106-120
9	Mr. Vinu Balan.V under guides of Dr. Shivayogappa Teli	121-135
10	Dr. Deepika. V	136-150
11	Dr. S. Asmathulla (Stand-in faculty)	

DEAN
[Signature]
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)
All mentors

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MANAKULA VINAYAGAR

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No: SMVMCH/DO/Circular/I MBBS- Mentors /51400

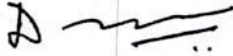
Date: 23.04.2022

CIRCULAR

The selection of mentors for the MBBS Phase -I students (Batch 2021-22) was conducted on 22.04.2022 during the foundation course.

The heads of departments of MBBS Phase I are informed to act as advisors to the Student Support System of Phase I and the following faculty members have been selected as mentors for the Phase-I students. The names of the mentors and roll numbers of students assigned are as follows:

S. No	Name of the faculty	Roll No of students
1	Dr. Soundariya. K	1-15
2	Dr. N. Suresh	16-30
3	Dr. N.A. Priyadharshini	31-45
4	Mr. Balakrishna Pai. R	46-60
5	Dr. K.V.P. Suriyakumari / Mr. B. Vengadesan	61-75
6	Dr. Deepa Somanath	76-90
7	Dr. S. Poonguzhalai	91-105
8	Dr. R. Sudha	106-120
9	Dr. Shivayogappa Teli / Mr. Vinu Balan. V	121-135
10	Dr. Deepika. V	136-150



Coordinator- Phase I
Student Support System



Chairperson
Student Support System

23/4/22
Dr. KAGNE. R.N
DEAN

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MEDICAL COLLEGE & HOSPITAL,
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

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The Chairman & Managing Director
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The Dean (Academic)
The Dean (Research)
All mentors

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Sri MANAKULA VINAYAGAR



Medical College and Hospital

No: SMVMCH/DO/Circular/I MBBS- Mentors/ 545 /2022

Date: 26.04.2022

CIRCULAR

A session on Student Support System for the MBBS Phase –I students (Batch 2021-22) will be held on 30.04.2022 as a part of foundation course from 10.30 AM to 12.30 PM in Lecture Hall I. The objectives of the session will be:

1. To obtain biodata and Dennis Congo study skills inventory from the students
2. Briefing on Student Support System
3. Allotment of mentors and mentees and
4. Interaction between mentors and mentees

All mentors & students are expected to attend the programme without fail.

DEAN

Handwritten signature

Dr. KAGNE. R.N

DEAN

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

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Copy to:

The Chairman & Managing Director *V. S. Srinivasan*

The Director

The Dean (Academic) *For N. V. Srinivasan*

The Dean (Research) *V. S. Srinivasan*

All mentors

Anatomy *S. Srinivasan*

Physiology *K. M. Srinivasan*

Biochemistry *A. P. Srinivasan*

DEAN

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

Date: 02.05.2022

No: SMVMCH/DO/MOM/I MBBS- Mentors/ 63167)2022

MINUTES OF MEETING

A session on Student Support System for the MBBS Phase -I students (Batch 2021-22) was conducted on 30.04.2022 during the Foundation Course from 10.30 AM to 12.30 PM in Lecture Hall I.


The following objectives were met.

1. Briefing on Student Support System by Dr. Deepa Somanath
2. To obtain biodata and Denis Congo's study skills inventory from the students
3. Allotment of mentors and mentees and
4. Interaction between mentors and mentees


All the mentors and students of Phase I MBBS (Batch 2021-22) participated in the programme.

Copy to:

The Chairman & Managing Director
The Director
The Dean (Academic)
The Dean (Research)
All mentors


DEAN
25/5/22
Dr. KAGNE. R.N
DEAN
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PUDUCHERRY-605107.

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MADAGADIPET, PUDUCHERRY-605 107.



No. SMVMCH/Circular-SSS / 71467 2022

Date: 23.05.2022

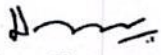
CIRCULAR


A meeting of mentors of Student Support System (MBBS Phase-I students –Batch 2021-22) is to be conducted on 26.05.2022 at 11.00 AM in the Anatomy Departmental Library.

The following are the objectives.

1. To discuss the schedule of mentor-mentee meetings for the MBBS Phase-I students – Batch 2021-22.
2. To finalise the feedback form.
3. To finalise the agenda of the upcoming mentor-mentee meeting.


All mentors are requested to participate in the meeting.


Coordinator – Phase I
Student Support System


Chairperson
Student Support System
V3 SW

Copy to:
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The Dean (Research)
All mentors

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MADAGADIPET, PUDUCHERRY-606 107.

Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

No: SMVMCH/DO/MOM/MBBS- Mentors/ 748 e/2022


Date: 26.05.2022


Minutes of Meeting

A meeting of mentors of Student Support System (MBBS Phase - I students – Batch 2021-22) was conducted on 26.05.2022 at 11.00 AM in the Anatomy Departmental Library.

All mentors participated in the meeting and the following objectives were met.

1. It was decided to conduct mentor-mentee meetings in the months of June, August, October and December in the year 2022 and to conduct parent's meeting in the months of August and December 2022.
2. It was finalised to use the feedback format that is already in use.
3. It was decided to discuss the internal assessment marks, attendance percentage and Denis Congo's study skills scores during the upcoming mentor-mentee meeting.


Coordinator – Phase I
Student Support System


Chairperson
Student Support System

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The Dean (Research)
All mentors


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MANAKULA VINAYAGAR
Medical College and Hospital

No. SMVMCH/Circular-SSS / 860 / 2022

Date: 17.06.2022

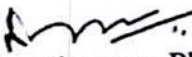
CIRCULAR

A mentor-mentee meeting is to be conducted on 25.06.2022 from 2.30 PM to 04.30 PM in the concerned departments of the mentors.

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. Head of all three departments of Phase I to interact with the identified slow performers (as decided in the meeting conducted by all HODs and students support system coordinator at the office of the department of Anatomy on 16.06.22 at 12.30 PM)
4. To analyze Denis Congo's study skills inventory
5. To facilitate mentees to perceive their weaknesses and strengths and to decide the plan of action
6. To give suggestions based on students' perception
7. To address health and psychological issues of students, if any and
8. 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

Dr. KAGNE. R.N
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The Dean (Research)
All mentors

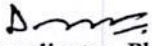
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KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605107.

I REVIEW MEETING-Minutes of meeting

A review meeting on the proceedings of mentor-mentee meeting (held on 25.06.22) was conducted and chaired by the Dean on 01.07.22 at 10.30 AM 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 analyze the students' feedback	<p>Difficulty in attending evening lecture classes</p> <p>Anxiety on the curricular content</p>	<p>Extra evening classes from 04.30 to 05.30 PM were stopped on 30.06.2022.</p> <p>Mentors were requested to reassure the students by explaining the importance of the curricular content. It was recommended to include the students in planning the teaching schedule. Students to be encouraged to frame their own MCQs after a workshop on "How to frame MCQs?"</p>
2.	To finalise the date of upcoming mentor-mentee-meeting in the month of August 2022	The mentor-mentee meeting for the month of August to be conducted after Independence day holidays	The mentor-mentee meeting for the month of August will be conducted on the FN of 17.08.22 from 08.30 to 10.30 AM.
3.	Creating an uniform content as mentor diary for student support system	<p>Different components to be included in the diary was discussed</p> <p>It was recommended to introduce E portfolio for students</p>	The faculty viewpoints in framing the components of the E portfolio will be obtained.


 Coordinator- Phase I
 Student Support System


 Chairperson
 Student Support System

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

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Sri
MANAKULA VINAYAGAR
Medical College and Hospital

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.

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The Dean (Academic)
The Dean (Research)
Anatomy
Physiology
Biochemistry

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.


DEAN
Dr. K. 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 & 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
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 PUDUCHERRY-605107.

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 MEDICAL COLLEGE AND HOSPITAL
 KALITHEERTHALKUPPAM,
 MADAGADIPET, PUDUCHERRY-605 107.

No: SMVMCH/DO/Circular/MBBS- MMM /1598/2022

Date: 13.10.2022


CIRCULAR

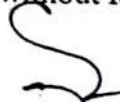
A mentor-mentee meeting is to be conducted on 29.10.2022 from 08.30 AM to 10.30 AM in the concerned departments of the mentors.

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. Head of the departments of Phase I to interact with the parents of the identified slow performers
4. To facilitate mentees to perceive their weaknesses and strengths and to decide the plan of action
5. To obtain updated e-mail ID and contact number of parents
6. To address 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

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The Director
The Dean (Academic)
The Dean (Research)
Anatomy
Physiology
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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 007.

Sri
MANAKULA VINAYAGAR



Medical College and Hospital

No: SMVMCH/DO/Circular/I MBBS- Mentors / 172

Date: 02.11.2022

CIRCULAR

A review meeting (on mentor-mentee meeting held on 29.10.2022) is to be conducted on 03.11.2022 at 2.00 PM in the College Council Hall.

All mentors and heads of departments of MBBS Phase I are requested to attend the meeting.

Coordinator- Phase I
Student Support System

Chairperson
Student Support System

Dr. KAGNE. R.N
DEAN

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The Dean (Research)
All mentors

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Sri MANAKULA VINAYAGAR
 Medical College and Hospital


No: SMVMCH/DO/MOM/ MBBS- Mentors/17124

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

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 The Chairman & Managing Director
 The Director
 The Dean (Academic)
 The Dean (Research)
 All mentors

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 KALITHEERTHAL KUPPAM,
 MADAGABIPET, PUDUCHERRY-605 107.


 Chairperson
 Student Support System
 4/11/22
Dr. KAGNE. R.N
 DEAN
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