

Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

2.5 Evaluation Process and Reforms

2.5.3 Reforms in examination procedures and processes including automation of the examination system

Reforms in examination procedures

SMVMCH takes timely effective measures in the implementation of reforms in the examination procedures. Reforms in exam conduction procedures facilitate to improve the efficiency, fairness and effectiveness of the assessment process. The various reforms are:

- ***Reforms in the exam committee***

The exam committee was reframed and Internal Assessment Examination Committee (IAEC) was formed. The IAEC is involved in ensuring proper performance of the various duties in conducting theory examination, namely, paper setting, exam time table preparation, evaluation and declaration of results. The invigilation team and flying squad were sensitized with their roles and responsibilities, which further facilitated smooth conduction of the internal assessment.

- ***Reforms in the evaluation process***

The evaluation process was reformed with central evaluation in college and hospital block. The custodian will prepare the list of the evaluators and communicate with the concerned departments. Custodian will be guided by the IAEC for arranging the answer sheets for evaluation. Evaluation should be complete within 7 days after exam completion.

- ***Blueprint for the question papers***

Blueprint refers to the detailed plan for designing and conducting assessments. It ensures alignment between assessment and specific learning objectives. It provides a road map for the question paper setter and reduces the risk of repetition, including irrelevant or extraneous topics in assessment. Blueprint workshops were organized by Medical Education Unit to sensitize and prepare faculty for preparing blueprint for question paper setting for Internal assessments. A

Dr. KAGNE. R.N
DEAN

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

common blueprint template was designed and shared with all departments. Blueprint along with the question paper needs to be submitted to the Dean Academic office one week prior to the date of exam conduction.

- ***Replacing the answer sheets with note books***


Answer sheets were replaced with note books. The concept of introducing note books for the internal assessment had greater advantages compared to the answer sheets like enhanced organization, reduce paper wastage, improved review and revision, enhanced exam security and helps in long-term documentation. It enables the students to reflect on their thought processes and faculty to provide personalized feedback and track the progress of the students.

- ***Reforms in the exam grievance redressal procedures***

Exam related grievances will be addressed by the exam grievance redressal committee. The students are instructed to fill the exam grievance redressal form within 7 days of exam result declaration. The exam grievance redressal forms are available in the concerned departments. The students can fill the form and the concerned faculty has to re-evaluate the answer sheet which will be countersigned by the respective department HOD. Re-evaluated marks should be reported to the custodian along with the form for mark rectification.

- ***Reforms in the exam pattern***

Multiple Choice Questions (MCQs) were introduced in to the assessment along with the long and short answer type questions. The MCQs were assessed using the google form or Learning Management System (LMS).


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

2.5.3.1

Examination Committee

Date: 01.02.2017

Minutes of meeting

The exam committee meeting was held on 1st February 2017 in the Library of Department of Physiology. Dr Shivayogappa welcomed all the members and initiated the discussion.

Agenda of Meeting


1. To discuss the duties of committee during model exams
2. To prepare monthly schedule
3. To discuss a standard attendance format for students and faculties during exams
4. To discuss the steps to prevent malpractice during exams
5. To discuss on SOP
6. Any other issues

Salient features of Meeting

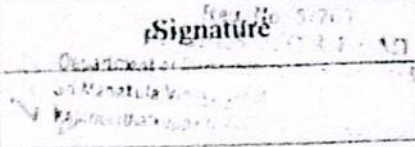
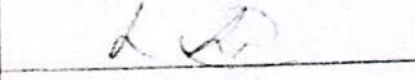
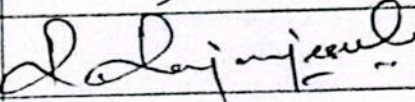
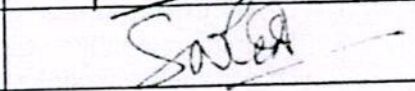
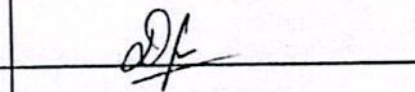
1. Committee members will help the concerned departments in conducting model exams. Model exams will be of 3hrs duration and each member will monitor exams for an hour.
2. Monthly schedule prepared by the coordinator was discussed and finalized.
3. A common attendance format for all exams was discussed and will be finalized with the approval of Dean sir
4. If any student is involved in malpractice of any kind, he/she will be sent out of exam hall and has to report to Director Sir.
5. A standard format for committee SOP was discussed and finalized. Dr Sunil will prepare the final draft and submit to Director
6. A proposal for installation of CCTV camera, Clock, Notice board and Speakers for announcement was discussed.
7. Members have raised the concern that few clinical department faculties are coming late for exam hall and exams started late.
8. Next meeting will be on 1st August 2017

The minutes of meeting will be submitted to Director Sir for further suggestions and approval.

TRUE COPY ATTESTED


 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE AND HOSPITAL
 KALITHEERTHA KUPPAM,
 MAURAGANPET, PUDUCHERRY-605 002.

Dr. K. KARTHIKEYAN, M.D.

S No	Exam committee Member	Signature
1	Dr. K. KARTHIKEYAN	
2	R. SUDHA	
3	Dr. N. A. Priyadharsini	N. A. Priyadharsini
4	N. Suman	N. Suman
5	D. DATARATESWARI	
6	Balakrishna Puri R.	R. B. Puri
7	Dr. Shivayogappa S. Teli	
8	Dr. G. Ganja	G. Ganja
9		
10		
11	DR. DEEPIKA	
12		
13		
14		
15		
16		
17		

TRIPURA UNIVERSITY

TRIPURA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
AGARTALA, TRIPURA
781005

Sri
MANAKULA VINAYAGAR

Medical college and Hospital

Examination Committee

Date: 01.08.2017

Minutes of meeting

The exam committee meeting was held on 1st August 2017 in the Library of Department of Physiology. Dr Shivayogappa welcomed all the members and initiated the discussion.

Agenda of Meeting

1. To discuss the duties of committee during model exams
2. To prepare monthly schedule
3. To discuss the steps to prevent malpractice during exams
4. Any other issues

Salient features of Meeting

1. Committee members will help the concerned departments in conducting model exams. Model exams will be of 3hrs duration and each member will monitor exams for an hour.
2. Monthly schedule prepared by the coordinator was discussed and finalized.
3. A common attendance format for all exams was discussed and will be finalized with the approval of Dean sir
4. If any student is involved in malpractice of any kind, committee members will mark as 'Malpractice' on the answer sheet and sign. Further actions will be taken by HODs of concerned department
5. Appointing new members was discussed with Dean Sir.
6. Members have raised the concern that few clinical department faculties are coming late for exam hall and exams started late. A meeting will be held with the clerks of all departments to sensitize about exam committee role, discipline during exam, seat numbering, distribution of question papers and answer sheets etc

The minutes of meeting will be submitted to Dean Sir for further suggestions and approval.

TRUE COPY ATTESTED

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

Dr. K. KARTHIKEYAN, M.D.,

S.No	Exam committee Member	Signature
1	Dr. K. KARTHIKEYAN	Reg. No: 57769 Department of Pathology, Head Sr. Manickula Vinayagar Medical College & Hospital Kalinjerthalkuppam, Madhavpet, Rodechery-565107.
2	D. SODHA	
3	Dr. N.A. Poyedharshini	N.A. Poyedharshini
4	N. Suman	N. Suman
5	P. PARATHESWARI	P. Paratheswari
6	Balakrishna Puri K.	R. B. Puri
7	Dr. K. SUNDARIMA	K. Sundarima
8	DR. DEEPIKA	Dr. Deepika
9	Dr. Shivayogappa. S. Teli	Dr. Shivayogappa. S. Teli
10	Dr. G. Ganys	G. Ganys
11		
12		
13		
14		
15		
16		
17		

DR. K. KARTHIKEYAN, M.D.,
Sr. Manickula Vinayagar Medical College & Hospital
Kalinjerthalkuppam, Madhavpet, Rodechery-565107.



Examination committee

Date: 4/3/2018

Minutes of meeting

The exam committee meeting was held on 4th March 2018 in Physiology Library, and all the members were presented for meeting

Dr. Sunil has welcomed all the members and initiated the discussion on

Agenda of Meeting

1. Permanent seat numbering system on table or floor
2. Department staff not coming on time for Examination
3. Inclusion and exclusion of members
4. PG Examination - Question papers and seating arrangement

Silent Features of meeting

The following points were suggested by the members

1. After the discussion the Dean has suggested that the permanent numbering can be given on tables for the convenience of student
2. The departmental staff, coming late for conducting Examination, should be reported to HOD of concern Department to take a necessary action
3. Dr Deepa has suggested few names of faculties be included in the Committee list
4. For PG examination seating arrangement, Dr. Karthikeyan has suggested a random seating arrangement in between departments
5. Sir has also suggested not to allow late comers to sit for examination

The meeting was ended with the vote of thanks by Dr Sunil

The minute of this meeting will be submitted to Director for the further approval for the issue and suggestions given by the members

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHAI, KUPPAM,
MADAGADIPET, PULUCHERRY-605 107.

S. No	Exam Committee member	Signature
	Dr. K. KARTHIGEYAN	
	S. SODHA	
	Dr. N A. Piyadharshini	N.A. Piyadharshini
	N. Suresh	N. Suresh
	D. RAJARAJESWARI	D. Rajarajeswari
	Balakrishna pai R.	R. B. Pai
	V. Suresh	V. Suresh
	DR. DEEPIKA	Dr. Deepika
	Dr. K. SOUNDARYA	K. Soundarya
	DR. S. HANGANI MANGALAYALI	S. Hangani Mangalayali
	Dr. Shirayegappa. S. TEL	S. Shirayegappa

2023/08/18 10:00 AM

2023/08/18 10:00 AM

Examination committee

Date: 10/8/2018

Minutes of meeting

The exam committee meeting was held on 10th August 2018 in Physiology Library, and all the members were presented for meeting

Dr. Sunil has welcomed all the members and initiated the discussion on

Meeting Agenda

1. Change of Examination time
2. Late commers file and action to be taken
3. Instruction to Department Technicians for smooth functioning of examination
4. Next batch PG Exam seating arrangement

Action to be taken

1. Dean Academic Dr Karthikeyan has suggested to change the examination time from 8.30 to 8.45
2. He also suggested that no student will be allowed after 8.45
3. Sir has instructed to all, committee members to be strict during examination
4. All the late student's attendance should be maintained and those, who are repeatedly coming late should be sent to Director sir for necessary action
5. Dean academic also suggested to take a step to improve the seating arrangement for next PG examination

The minute of this meeting will be submitted to Director for the further approval for the issue and suggestions given by the members

TRUE COPY ATTESTED

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

S. No	Exam Committee member	Signature
	Dr. B. HARTHIKEYAN	<i>[Signature]</i>
	R. SOLHA	<i>[Signature]</i>
	Dr. N. A. Priyadarshini	<i>[Signature]</i>
	N. Suman	<i>[Signature]</i>
	P. RATARAJESWARI	<i>[Signature]</i>
	Bale Krishna pai R.	<i>[Signature]</i>
	V. Saisum	<i>[Signature]</i>
	DR. DEEPIKA	<i>[Signature]</i>
	Dr. Shivayegappa, S. Tili	<i>[Signature]</i>
	DR. S. MANGAM MANGALAVALLI	<i>[Signature]</i>

THIS COPY IS...

RECEIVED...
 ...
 ...

**Examination committee****Date: - 4/3/2019****Minutes of meeting**

The exam committee meeting was held on 4th March. 2019 in Physiology Library, and all the members were presented for meeting

Dr. Sunil has welcomed all the members and initiated the discussion on

Meeting Agenda

1. Change of committee coordinators
2. Conversion of lecture hall 4 into exam hall
3. Painting of exam hall benches
4. Shifting of Friday internal assessment exams on Monday

Action to be taken



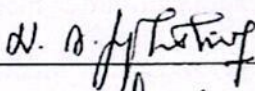
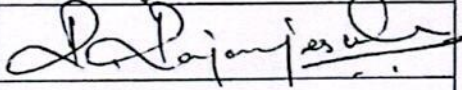
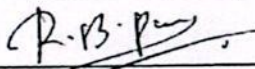


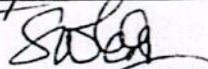
1. Director and deputy director suggested name of Dr Karthikeyan, Dean (Academic) & Dr Sunil Shivekar Associate professor Microbiology Department for the Coordinator and Co- coordinator for the committee
2. Deputy Director also told to relieve the faculties who got promoted as Professor and Associate professor from the committee
3. All the members recommended to paint benches kept in lecture hall 5
4. All the members were agreed to shift all Friday exams on Monday

The meeting was ended with the vote of thanks by Dr Sunil

The minute of this meeting will be submitted to Director for the further approval for the issue and suggestions given by the members

TRUE COPY ATTESTED

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

S. No	Exam Committee member	Signature
	D. K. HARTHIKEYAN	
	F. SUDHA	
	Dr. N. A. Priyadharshini	
	N. Suresh	N. Suresh
	R. DATARAJESWARI	
	Balakrishnan P. K.	
	V. Suresh	
	S. MANGANI MANGALAVALLI	S. Mangani Mangalavalli
	Dr. DEEPIKA	
	Dr. Shivayogappa. S. Teli	

Signature
 Department of Dentistry
 Sri Manakula Vinayaga Medical College Hospital
 Chittoor, Andhra Pradesh, India
 Phone: 805107

TRUE COPY ATTACHED
 SRI MANAKULA VINAYAGA MEDICAL COLLEGE HOSPITAL
 CHITTOOR, ANDHRA PRADESH, INDIA
 PHONE: 805107

Examination Committee

Minutes of meeting

The exam committee meeting was held on 1st October 2019 in Physiology Library, and all the members were presented for meeting.

Dr. Sunil welcomed all the members and initiated the discussion.

Agenda of Meeting

1. To discuss about Examination hall allotment
2. To discuss on Replacement of answer papers to Note books
3. Recruitment of new committee members
4. To discuss on the steps to prevent malpractice during exams (Student find with Mobile phone during examination time)
5. Any other issues related to Functioning of the committee and suggestions to improve

Salient features of Meeting

The following points were suggested by the members.

1. After discussion, all the members came to conclusion that the invigilation done by exam committee members is not necessary for 2nd year internal examination.
The Committee members will assist for invigilation only for initial 1 hour.
2. The members also suggested that for 3rd and 4th year examination, concerned department should take major role in conducting the exam.
3. Dr. Karthikeyan, Dean (Academic) suggested to replace Answer papers provided by the department with Notebooks for all semester students.
4. Dean also suggested the allotments of Exam halls as follows
 - a. Main Exam Hall -- Final year and first year
 - b. Lecture hall 4 - third year
 - c. Lecture hall II & III – second year
5. All the members also suggested that mobile phones should be sealed and submitted in Director's office for further action


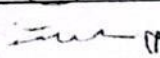

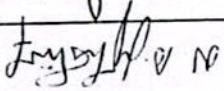

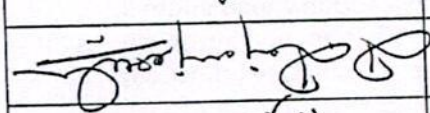
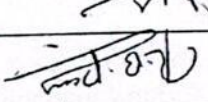
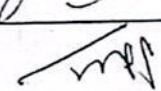
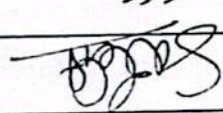
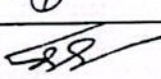

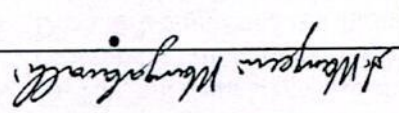
The minute of this meeting will be submitted to Director for further approval for the issue and suggestions given by the members

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHOLKUPPAM,
MADAGADIFET, PUDUCHERRY-605 107.

THE GOVERNMENT
OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
GOVT. OF KARNATAKA
DEPARTMENT OF MEDICAL EDUCATION
BANGALORE

09725770 4003 0110

S.No	Exam committee Member	Signature
1.	Dr. K. K. Kattikayam	
2.	Dr. Deepa Srinivas	
3.	Sudha R.	
4.	Dr. N. V. Panchanabha	
5.	Dr. Suresh	
6.	KARARAJESWARAI	
7.	Balakrishna Pai R.	
8.	V. Saravani	
9.	Dr. Sharayappa S. Ieli	
10.	Mr. Sri G. Srinivas	
11.	Dr. DEEPIKA	
12.	Dr. S. MANJUNATHI MANGALAVALLI	

DR. R. KARTHIKEYAN, M.D. (Genl)
DEPARTMENT OF MEDICAL EDUCATION
GOVT. OF KARNATAKA
BANGALORE

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	17.3.2020
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. To discuss the additional roles & responsibilities of Examination Committee.2. To discuss the functioning status of Examination Committee3. To discuss the addition of new invigilation team members4. To discuss the measures to prevent malpractice5. To discuss the action plan against the students coming late for examination6. Any other issue7. To discuss the minutes of last meeting
Key meeting outcomes: The exam committee meeting was held on 17/3/2020 in college council hall at 9.30am. Dean (Academic) welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting,
2	Dean Sir has suggested expanding the role of exam committee from invigilation, evaluatio process to feedback. He told Dr. Sunil & Dr. Shivayogiappa. to prepare the road map for same and present it in the next meeting
3	Dean academic has suggested all members to take active participation in the functioning of committee and also requested all members to attend all meetings regularly
4.	Dean academic recommended including clinical faculties from medicine, ENT and Dental department in exam committee
5	The members have suggested to divide the invigilation duty time among two faculty members instead of a single faculty for two hours
6	Dean Sir has instructed that students should not carry mobile phones in exam hall. Any student found guilty, his mobile should be sealed and submitted to director sir for further

TRUE COPY ATTESTED

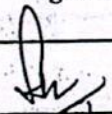
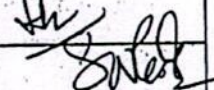
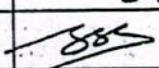
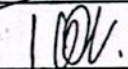
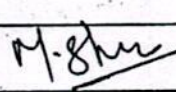
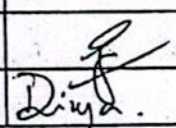
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY 605 407.

	action. Dr. Kalaiselvan also suggested about the use of digital watch for the same and should be prohibited
6	Dean academic instructed all committee members to not allow any student coming late more than 5min. however any student with a valid reason for late coming should obtain permission from director sir. He also told to keep the record of chronic late comers to take necessary action

Future Plans:

1	To arrange separate lockers for students in front of exam hall to keep their belongings.
2	Installation of water purifier for exam students in front of examination hall
3	Addition of more faculty names in invigilator list
4	New attendance format will be prepare for students and faculty involved in examination activity

Members attended

Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU - Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	15.10.2020
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. To discuss the pasting of permanent roll number on examination table2. To discuss the installation of CCTV camera in Exam hall3. To discuss the type of punishment against malpractice during examination4. Preparation of SOP for examination process in SMVMCH5. To discuss the addition of new invigilation members6. Any other issue7. To discuss the minutes of last meeting
Key meeting outcomes: The exam committee meeting was held on 15/10/2020 in college council hall at 11.30am. Dr.Shivayogiappa welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean academic has suggested giving numerical numbers starting from 1 instead of student registration number on examination table. The same number can be used for different semester students.
3	Dr. Soundariya advised secretary of examination committee to enquire about CCTV camera with EDP department. He also suggested asking for quotations from various companies.
4	Dean sir has suggested names of few other faculties to be included in invigilation member list
5	Dean sir have asked Dr. Shivayogiappa to check the university guidelines for punishment for malpractice during theory examination. They also told him to enquire about the same

TRUE COPY ATTESTED


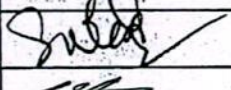
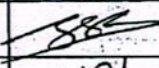
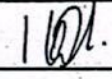
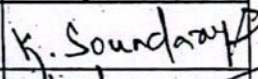
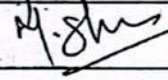
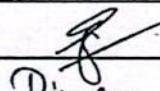
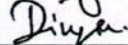
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, RUDUCHERRY-605 107.

	other medical institutes
6	The members of committee have raised the issue with old SOP and suggested that it should be updated and explained to all members in details
7	Many members have raised the issue regarding the absence of clinical faculties for invigilation

Future Plans:

1	Purchase of additional tables and chairs for examination hall
2	Pasting of numbers on examination tables
3	Purchase of new clock for examination hall

Members attended

Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

THIS COPY ATTACHED

Handwritten notes and stamps at the bottom of the page, including a circular stamp and some illegible text.

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	5.3.2021
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none"> 1. To discuss the omission of senior invigilation members and addition of new members 2. To discuss the inclusion of new executive committee members 3. To discuss the preparation of sop for central evaluation process 4. To discuss the role and responsibility of committee members in central evaluation process 5. To discuss the repairing of examination tables, chairs & window 6. Any other issue 7. To discuss the minutes of last meeting
Key meeting outcomes: The exam committee meeting was held on 5/3/2021 in college council hall at 2.30mm. Dr. Shivayogiappa welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean sir has suggested to relieve the invigilator members who have been promoted as associate professor and include the name of new faculties for the same work
3	Dean sir has suggested to included the name of MEU coordinator and NAAC coordinator in Exam committee members list
4	Dean sir has suggested to initiate the work for implementation of central evaluation process. So that students can get their performance card as early as possible. He also told Dr. Shivayogiappa to prepare the SOP for the same
4	Dr. Kalaiselvan suggested to define the role of newly elected members and include it in SOP

TRUE COPY ATTESTED


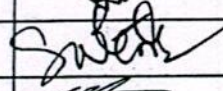
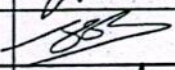
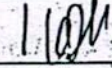
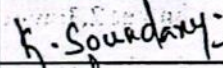
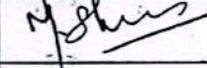
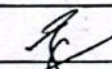
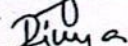
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY 605 006.

5	Dean Sir has instructed all committee members to be strict during invigilation. He also suggested to keep record of students appearing 5min late in exam hall,
6	Dean sir has told Dr. Sunil to inform Mr. Bala to take necessary action for arrangement of Examination hall for PG examination

Future Plans:

1	Preparation of central evaluation hall
2	Preparation of SOP for the central evaluation process
3	Inclusion of new members in committee

Members attended

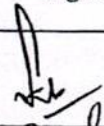
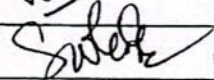
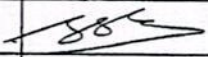

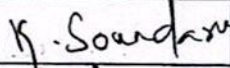
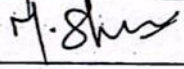
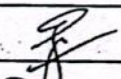
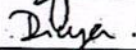
Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanti	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	21.9.2021
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. To discuss the function of Examination committee2. To discuss the installation of new alarm bell in exam hall3. To discuss the replacement of answer paper with answer book4. To discuss implementation of new university theory & practical examination pattern in internal assessment.5. To discuss the minutes of last meeting6. Any other issue
Key meeting outcomes : The exam committee meeting was held on 21/9/2021 in college council hall at 11.30am. Dr. Shivayogiappa welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean academic Sir has appreciated the efforts of examination committee members for strict invigilation, discipline and timely conduction of examination and requested same efforts for the future too.
3	Dr. Shivayogiappa has conveyed the non functional status of alarm bell installed in exam hall. Deputy Director Sir has suggested to get quotations for the new alarm bell and forward it to purchase department after director's approval.
4	Dean Sir has instructed the secretary of examination committee to prepare a circular regarding the replacement of answer papers with 200 pages answer book. He also told to circulate it to all departments and students notice board in college and hostel block
5	Dr. Soundariya has told Dr. Sunil to collect the revised guidelines for UG/PG theory and practical examination from Pondicherry University. He also suggested that MCQ should be included in theory assessment.

TRUE COPY ATTESTED

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

6	Dr. Soundariya has suggested that the term ending & model exam practical exam should be conducted as per university pattern		
Future Plans:			
1	Purchase for new alarm bell will be initiated		
2	Inclusion of MCQ in theory examination will be implemented from next examination		
Members attended			
Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Divya	Member	



Medical college and Hospital

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	17.3.2022
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none">1. Preparation of new SOP for Evaluation process2. Fix the exam evaluation venue3. To discuss the role of Librarian as custodian of answer book4. To discuss the submission of Question paper blue print to dean academic for approval5. To prepare the guidelines for examination evaluation feedback session for students6. To discuss the minutes of last meeting7. Any other issue
Key meeting outcomes : The exam committee meeting was held on 17/3/2022 in college council hall at 11.30am. Dr. Shivayogiappa welcomed all the members and initiated the discussion.	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean sir told Dr Sunil & Dr. Shivayogiappa to prepare a detailed draft for theory answer book evaluation procedure and present it to the executive committee members for suggestion and approval in next committee meeting
3	Dr. Soundariya has suggested reading hall opposite to library can be acquired and arrangement can be made for evaluation after discussion with librarian in charge. Sir also suggested to arrange multiple tables and chairs for different departments.
4	Dean academic has suggested Chief librarian as custodian of answer books. He will also maintain the movement register for the same. He will also be responsible for the transportation of answer books from exam hall to evaluation room and vice-versa.
5	Dr. Shivayogiappa has told that student feedback regarding examination should be taken


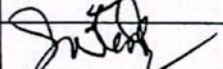
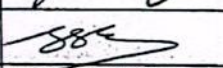
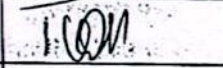
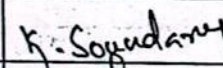
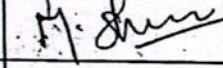
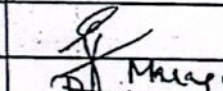
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHESWARAPALLE,
MADAGADIPET, PUDUCHERRY-605 107.

	by the concern departmental faculty. Students can obtain their answer book regarding evaluation issues from the librarian and take it to departmental faculty for clarification.
6	Dr. Kalaiselvan has suggested that all Head of department should submit the blue print of question paper 10 days prior to examination for the approval from Dean academic.

Future Plans:

1	Installation of CCTV camera in examination hall
2	Audio system will be installed in the exam hall to give instruction to students
3	Inclusion of library staff in examination evaluation process
4	New trolley to be purchased to carry students answer books

Members attended

Sl. No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Maragathapriya	Member	

Minutes of Meeting

Meeting Title	Examination Committee Meeting
Date of meeting	23.9.2022
Meeting Venue	College Council Hall
Meeting Agenda	<ol style="list-style-type: none"> 1. To discuss the minutes of last meeting 2. To discuss the duties of committee members during model examination 3. To discuss the seating arrangement for theory model examination 4. To discuss the steps to prevent the malpractice during examination 5. SOP to prevent the use of digital gadgets during examination 6. To discuss the monthly exam duty schedule
<p>Key meeting outcomes: The exam committee meeting was held on 23/9/2022 in college council hall at 11.30am. Dr.Sunil welcomed all the members and initiated the discussion.</p>	
1	The meeting was opened by Dr. Sunil with the discussion of the minutes of last meeting
2	Dean academic has suggested splitting the examination invigilation time between two faculties instead of one.
3	Dr. Shivayogiappa advised to accommodate 1 st & 2 nd year in main examination hall and third year in lecture hall 4 on second floor. Dean academic has suggested checking the availability of hall with Mr.Bala for the exam dates.
4	Dean sir advised all members to be strict during examination. Any student found doing malpractice during examination should not be allowed to write the exam and his answer book should be collected and highlighted with the same.

TRUE COPY ATTESTED

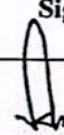
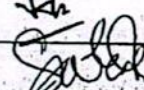


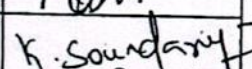
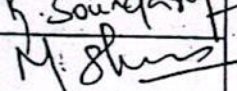
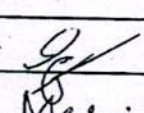
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHUR, PPAH,
MADAGADIPET, PUDUCHERRY-605 107.

5	Most of the members have suggested that students should not carry mobile phones or digital watch or Bluetooth device in exam hall.
6	Dr. Sunil has discussed the monthly exam duty schedule with members. He also told that any faculty exchanging duty time and date should be intimated to secretary

Future Plans:

1	Implementation of central evaluation process
2	Arrangement of computer in evaluation hall for recording and entry of students marks
3.	Develop a software for entry of students marks

Members attended

Sl.No	Name	Designation	Signature
1	Dr. K. Karthikeyan	Dean (Academic), Sri Manakula Vinayagar Medical College & Hospital, Pondicherry	
2	Dr. Shivayogiappa	Co- chairman	
3	Dr. Sunil Shivekar	Secretary	
4	Dr. Kalaiselvan	NAAC- Coordinator	
5	Dr. Soundariya	MEU – Coordinator	
6	Dr. Shanthi	Member	
7	Dr. Manoharan	Member	
8	Dr. Girija	Member	
9	Miss. Maragathapriya	Member	



meu smvmch <meu@smvmch.ac.in>

Blue print template

2 messages

meu smvmch <meu@smvmch.ac.in>

Wed, Apr 7, 2021 at 9:08 PM

To: "Dr. Sivayogappa S Teli" <shivateli222@yahoo.com>, "Mrs. Senthamil Selvi. K" <selvi66@gmail.com>, "Mrs. Rajarajeswari. R" <raje.cool1987@gmail.com>, anatpriya29@gmail.com, sudhaanatomy@gmail.com, thara.keloth@gmail.com, "Dr. Mangaiyarkarasi.T" <drtmangai76@yahoo.in>, "Mr. Sunil. S. Shivekar" <sunisad@rediffmail.com>, "Dr. Vinayagamoorthy. V" <drvinayagamoorthy@gmail.com>, pravin7feb@gmail.com, poornima bhat <poornimasbhat86@gmail.com>, "Dr. Suresh Babu. S" <vsbsuresh87@gmail.com>, "Nivedita.K." <niveog91@yahoo.com>, "Dr. Preethi. T" <preethi.dr@gmail.com>, "Dr.Nitya Selvaraj" <drnityapharmacology@gmail.com>, "Dr. Nishanthi" <drnishanthipharm@gmail.com>, "R. Ganesh FM" <doctorganesh6776@yahoo.co.in>, jsbadwolf@gmail.com, drjayanthichandran@gmail.com, drkiruthikasivagourou@gmail.com, sriram11988@gmail.com, "Uthayasankar. M. K." <drmk2009@gmail.com>, shanthibabu24@gmail.com

Dear all,

Kindly find attached the "Blueprint template" for your reference and usage. A gentle reminder for making question wise entry of marks in the upcoming tests, to facilitate mapping process. Hope to meet in another session....

Thank you all...

Dr.K.S. Senthil
Coordinator MEU

2 attachments

Blueprint template (Basic Sciences).docx

17K 100%
SRI MANAKULA VINAYAGAR MEDICAL COLLEGE
KALITHEERTHUR
PONDICHERRY. PHONE NO. 0422-2611911

Blueprint template (Others).docx

19K 100%
SRI MANAKULA VINAYAGAR MEDICAL COLLEGE
KALITHEERTHUR
PONDICHERRY. PHONE NO. 0422-2611911

priya dharshini <anatpriya29@gmail.com>

Thu, Apr 8, 2021 at 12:04 PM

To: meu smvmch <meu@smvmch.ac.in>

Thank you mam..

Dr.Priyadharshini N.A

Associate professor of Anatomy

Sri Manakula vinayagar medical college,
Pondicherry.

[Quoted text hidden]

Sri Manakula Vinayagar Medical College & Hospital

Blueprint Template

Department:

Semester/Year:

Assessment type: Formative/Summative

Date of the assessment:

System/Module/Topics:

Total Marks:

Domain tested :

Distribution of weightage:

Content

System	Correlation level	Weightage (W) (Correlation/T)	Distribution of Marks (W*Total test marks)
Topic 1			
Topic 2			
Topic 3			
Topic 4			
Topic 5			
Total (T)			

Type of Questions

Type of Question	Marks	Number of Questions	Total Marks
MCQs			
LAQs			
SAQs			

Level of Cognition

Level	Weightage	Marks
LOT	40%	
HOT	60%	

LOT – Lower order thinking – Recall, Understanding

HOT – Higher order thinking – Application, Analysis, Evaluate, Create

TRUE COPY ATTESTED

**SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALPESBERTHA KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.**

Table of test specifications

System	MCQ		LAQ		SAQ		Total
	LOT	HOT	LOT	HOT	LOT	HOT	
Topic 1							
Topic 2							
Topic 3							
Topic 4							
Topic 5							
Total							

Summary Table

Q.No	Question	Competency addressed with number	Bloom's Taxonomy	Maximum marks	Threshold for each question

Suggested threshold : LOT(Recall): 90% of the total, LOT (Understanding):70% of the total, HOT (Apply, Analyze, Evaluate, Create): 50% of the total marks

Level of attainment

Levels of attainment	%age of students reaching the threshold
0	Less than 30%
1	31-49%
2	50-70%
3	Greater than 70%

TRUE COPY ATTESTED

SRI RANGA RAJU
 MEDICAL COLLEGE AND HOSPITAL
 KALITHEERTHE, GUDIPATI,
 MADAGADIPET, PUDUCHERRY-605 107.

Sri Manakula Vinayagar Medical College & Hospital

Blueprint Template

Department:

Semester/Year:

Assessment type: Formative/Summative

Date of the assessment:

System/Module/Topics:

Total Marks:

Domain tested:

Time Duration:

Distribution of weightage:

Content

System	Perceived Importance (I)	Frequency of occurrence (F)	I X F	Weightage (W) (Correlation/T)	Distribution of Marks (W*Total test marks)
Topic 1					
Topic 2					
Topic 3					
Topic 4					
Topic 5					
Total (T)					

Type of Questions

Type of Question	Marks	Number of Questions	Total Marks
MCQs			
LAQs			
SAQs			

Level of Cognition

Level	Weightage	Marks
LOT	40%	
HOT	60%	

LOT – Lower order thinking – Recall, Understanding

HOT – Higher order thinking – Application, Analysis, Evaluate, Create

TRUE COPY ATTESTED



 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE AND HOSPITAL
 KALITHEERTHUR ROAD,
 MADACADIPET, POST OFFICE: 600 107.

Table of test specifications

System	MCQ		LAQ		SAQ		Total
	LOT	HOT	LOT	HOT	LOT	HOT	
Topic 1							
Topic 2							
Topic 3							
Topic 4							
Topic 5							
Total							

Summary Table

Q.No	Question	Competency addressed with number	Bloom's Taxonomy	Maximum marks	Threshold for each question

Suggested threshold: LOT(Recall): 90% of the total, LOT (Understanding):70% of the total, HOT (Apply, Analyze, Evaluate, Create): 50% of the total marks

Level of attainment

Levels of attainment	%age of students reaching the threshold
0	Less than 30%
1	31-49%
2	50-70%
3	Greater than 70%

TRUE COPY ATTESTED
 SRI MANAKI... YAGAR
 MEDICAL COLLEGE... HOSPITAL
 KALITHEERTH...
 MADAGADIPET, PUDUCHERRY-605 008

Medical Education Unit

Workshop on 'Designing a Multiple choice question'

Date : 13th January, 2020

Time : 9:00 am to 1:00 pm

Venue : Medical Education Unit meeting hall, Ground Floor, College Block

Participants : First and Second year faculty of SMVMCH

Registration fees : Nil

Resource Persons:

1. Dr. B.Abbishekh Gowda
Associate Professor,
Department of Transfusion Medicine,
JIPMER, Puducherry

2. Dr. Mahalakshmy T
Associate Professor
Department of Social & Preventive Medicine
JIPMER, Puducherry

For any clarification please contact:

Dr. Soundariya K
Professor of Physiology,
SMVMCH, Pondicherry, India
Mobile No: 9786895193 / Email- drsoundariya@gmail.com

(or)

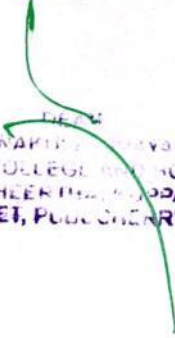
Dr. G. Kalaiselvan
Professor of Community Medicine,
SMVMCH, Pondicherry, India
Mobile No.: 9843155060 / Email - kalaiselvanmd@gmail.com


Coordinator MEU


DIRECTOR

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

TRUE COPY ATTESTED


SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHI, PUDUCHERRY
ADAGADIPET, PUDUCHERRY-605 107

67



Director College office <director@smvmch.ac.in>

Revised One day training program for faculty

3 messa

Ganapathy Kalaiselvan <kalaiselvanmd@gmail.com> Wed, Apr 3, 2019 at 4:23 AM
 To: Rajendrakumar Kagne <rnkagne@gmail.com>, Kaliaperumal Karthikeyan <karthikderm@gmail.com>, Amol Dongre <amolrdongre@gmail.com>, jayasree manivasakan <jayasreevyshali@gmail.com>, "Dr.Suguna Elayaperumal" <drsuguna.e@gmail.com>, "Dr. Ramya. G" <ramya2path@yahoo.co.in>, Soundariya Krishnamurthy <drsoundariya@gmail.com>
 Cc: Director College office <director@smvmch.ac.in>

Dear All,
 Kindly find the attachment for the revised program for faculty on medical education. Kindly note down your role, the change in date and session timing.
 Thanks for your cooperation.
 With regards

Dr.G.Kalaiselvan MD, PSG FAIMER Fellow 2011, SAC dip
 Professor, Department of Community Medicine
 Sri Manakula Vinayagar Medical College and Hospital
 Pondicherry - 605107, India
 Email kalaiselvanmd@gmail.com
 Mobile - 9843155060

Curriculum_faculty_Program.docx
 127K

Soundariya Krishnamurthy <drsoundariya@gmail.com> Wed, Apr 3, 2019 at 8:11 AM
 To: Ganapathy Kalaiselvan <kalaiselvanmd@gmail.com>
 Cc: Rajendrakumar Kagne <rnkagne@gmail.com>, Kaliaperumal Karthikeyan <karthikderm@gmail.com>, Amol Dongre <amolrdongre@gmail.com>, jayasree manivasakan <jayasreevyshali@gmail.com>, "Dr.Suguna Elayaperumal" <drsuguna.e@gmail.com>, "Dr. Ramya. G" <ramya2path@yahoo.co.in>, Director College office <director@smvmch.ac.in>

Thank you sir...

Dr.K.Soundariya
 [Quoted text hidden]

Director College office <director@smvmch.ac.in> Wed, Apr 3, 2019 at 8:14 AM
 To: Ganapathy Kalaiselvan <kalaiselvanmd@gmail.com>

[Quoted text hidden]

TRUE COPY ATTESTED
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE AND HOSPITAL
 KALITHEERU, MADAGADIPET, PONDICHERRY-605 007

53

No: SMVMCH/DO/Circular/Workshop / 1115 /2018

Date: 17.07.2018

CIRCULAR

All the First year faculty members are informed that Dr. Amol Dongre, Dean (Research) will conduct a workshop on "OSPE & Feedback" on 19th July 2018.

As assessment and feedback play very crucial role, this workshop will help to foster efficient learning among First year students, hence all the Head of the department's are informed to instruct their faculty for active participation.

Venue: Medical Education Hall

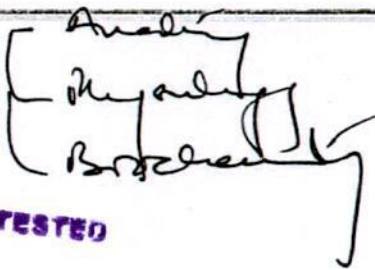
Time : 9.00 am onwards

Copy to:

- The Chairman & Managing Director
- The Director
- The Dean (Academic)
- The Dean (Research)

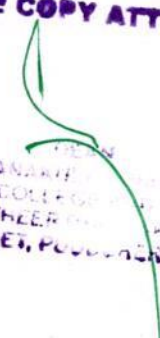
Concerned department

File.


 [Amol Dongre, Anand, B. Srinivasan]


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

TRUE COPY ATTESTED


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



Medical Education Unit

Sri Manakula Vinayagar Medical College and Hospital,
Pondicherry 605 107

No: SMVMCH/MEU/Lecture Series/ 14 /2017

Date: 14.11.2017

Patrons:

Thiru.M.Dhanasekharan
Chairman&ManagingTrustee

Thiru.S.V.Sukumaran
Vice-Chairman

Dr.Narayanaswamy Kesavan
Secretary

Ex – Officio
Dr.D.Rajagovindan
Director

Dr.R.N.Kagne
Deputy Director

Chairperson:

Dr.Amol Dongre
Dean (Research)

Co-ordinator:

Dr.G.Kalaiselvan

Secretary:

Dr.M.Jayasree

Members

Dr.K.Karthikeyan

Dr. S. Girija

Dr.Senthilvelou

Dr. Pragash. M

Dr.P.Ravikumar

Dr.K.Soundarya

Dr.Niveditha Roy

Dr.Vimal

CIRCULAR

On behalf of Medical Education Unit at SMVMCH, we are happy to invite all interested faculty's to attend a session on **"Principles in Student Assessment"**

by

Dr. D. Kadambari

Head of the Department & Convener

Department of Medical Education, JIPMER

Date: 22nd November, 2017

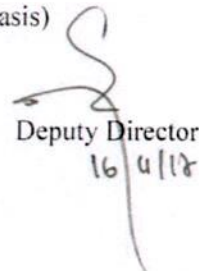
Time: 2.00pm sharp

Venue: Medical Education Unit, College building

No. of participants - 40 (on first-come-first-serve basis)


MEU Coordinator




Deputy Director
16/11/17

Copy to:

The Chairman and Managing Trustee
The Director
The Dean (Academic) / Dean (Research)
All HOD's
All Faculty's
Electrical Incharge / EDP
File

TRUE COPY ATTESTED

The Co-ordinator, Medical Education Unit

Phone: 0413 – 2643000 (Ext-2073), Fax: 0413 - 2643014 -Mobile: 9843155060

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHUR, PONDICHERRY
MADAGADIPET, PONDICHERRY-605 107.
E mail: kalaiselvanmd@gmail.co/ Kaliselvanmd@yahoo.co.in



Medical Education Unit

Sri Manakula Vinayagar Medical College and Hospital,
Pondicherry 605 107

No:SMVMCH/MEU/Lecture Series/ 13 /2017

Date: 06.11.17

Patrons:

Thiru.M.Dhanasekharan
Chairman&ManagingTrustee

Thiru.S.V.Sukumaran
Vice-Chairman

Dr.
Dr.Narayanaswamy Kesavan
Secretary

Ex – Officio

Dr.D.Rajagovindan
Director

Dr.R.N.Kagne
Deputy Director & Dean

Dr.S.Vetrikodi
Vice-Principal

Chairman:

Dr.Amol Dongre
Dean(Research)
Dr

Co-ordinator:

Dr.G.Kalaiselvan

Secretary:

Dr.M.Jayasree

Members

Dr.K.Karthikeyan

Dr. S. Girija

Dr.Senthilvelou

Dr. Pragash. M

Dr.P.Ravikumar

Dr.K.Soundarya

Dr.Niveditha Roy

Dr.Vimal

To

Dr. D. Kadambari

Head of the Department & Convener

Department of Medical Education

JIPMER, Puducherry-6.

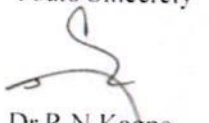
Dear Madam,

It gives me a great pleasure to formally invite you as a resource person for facilitating session on '**Principles in Student Assessment**' at Sri Manakula Vinayagar Medical College and Hospital, Pondicherry on 22nd November, 2017.

I am sure that your expertise will help us to build the capacity of Medical educators at SMVMCH in the field of Medical Education. I look forward to your enlightening session at SMVMCH.

Thanking you

Yours Sincerely



Dr.R.N.Kagne
6/11/17

Deputy Director & Dean

TRUE COPY ATTESTED

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEER
MADAGADIPET, PUDUCHERRY-605 007

Medical Education Unit

Circular

No: SMVMCH/MEU/15/2021

Date: 30.03.21

It is proposed to conduct a half-day “Workshop on Blueprinting in Assessment” & “Hands on training on Competency Mapping” for the faculty of SMVMCH, by Medical Education Unit on 07.04.2021. The following faculties have been nominated by Director/Dean for this workshop. The program schedule & list of participants is attached for the reference. The participants may kindly confirm your availability.

Note: The HODs are requested to relieve the participants / facilitators / faculty in charge of the workshop.

K. Soundarya
Dr.K.Soundariya

Coordinator, Medical Education Unit

[Signature]
Deputy Director/ Dean
30/3/21
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

Copy to

1. The Director/Dean
2. The Dean (Academic)
3. The Medical Superintendent
4. All HODs

TRUE COPY ATTESTED

[Signature]
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605107.


Sri MANAKULA VINAYAGAR

Medical college and Hospital

**Workshop on "Blueprinting in Assessment &
Hands on training on Competency Mapping"**

Program Schedule

Date: 07.04.2021

Venue: MEU Hall

Time	Program	Facilitators	Faculty Incharge
9.00-10.30 AM	Blueprinting in Assessment with "Hands on Training"	Dr.K.Soundariya / Dr.N.Suresh	Dr.Ramya.G / Dr.Udhayasankar.R
10.30-11.00 AM	Tea Break	-	
11.00 AM-1.00 PM	Hands on training on Competency Mapping	Dr.Deepika.V/ Dr.K.Soundariya	
1.00 PM-1.15 PM	Feedback & Closure		

Instructions for the participants

Participants are requested to bring the following for the workshop

1. Laptop
2. UG CBME Curriculum (Respective discipline)
3. Question Paper, IA marks of recently conducted test (With question wise entry of marks)

For any queries, please contact Dr. K. Soundariya - 978689513

Medical Education Unit

Workshop on "Blueprinting in Assessment & Hands on training on Competency Mapping"

07.04.2021

Attendance Sheet

MEU Hall

S.No	Name	Designation	Department	Workshop on Blueprinting in Assessment	Hands on training on Competency Mapping
1	Dr.Shivayogappa S Teli	Professor & HOD	Physiology	<i>S.Teli</i>	<i>S.Teli</i>
2	Mrs.K.SenthamilSelvi	Assistant Professor	Physiology	<i>K. Senthamil selvi</i>	<i>K. Senthamil selvi</i>
3	Mrs.R.Rajarajeswari	Assistant Professor	Biochemistry	<i>R.Rajarajeswari</i>	<i>R.Rajarajeswari</i>
4	Dr.N.A.Priyadarshini	Associate Professor	Anatomy	<i>N.A.Priyadarshini</i>	<i>N.A.Priyadarshini</i>
5	Mrs.R.Sudha	Assistant Professor	Anatomy	<i>R.Sudha</i>	<i>R.Sudha</i>
6	Dr.Jayanthi.C	Associate Professor	Pathology	<i>C.Jayanthi</i>	<i>C.Jayanthi</i>
7	Dr.Sriram.V	Assistant Professor	Pathology	<i>V.Sriram</i>	<i>V.Sriram</i>
8	Dr.Thara.K	Assistant Professor	Pathology	<i>Thara</i>	<i>Thara</i>
9	Dr.Gopal.R	Professor & HOD	Microbiology		
10	Dr.Mangaiyakarasi.T	Professor	Microbiology	<i>T.Mangaiyakarasi</i>	<i>T.Mangaiyakarasi</i>
11	Dr.Sunil S Shivekar	Associate Professor	Microbiology	<i>S.Shivekar</i>	<i>S.Shivekar</i>
12	Dr.Janarthan	Assistant Professor	Forensic Medicine	<i>J.Janarthan</i>	<i>J.Janarthan</i>
13	Dr.V.Vinayagamoorthy	Associate Professor	Community Medicine	<i>V.Vinayagamoorthy</i>	<i>V.Vinayagamoorthy</i>
14	Dr.S.Pravin	Assistant Professor	Community Medicine	<i>S.Pravin</i>	<i>S.Pravin</i>
15	Dr.Poornima S Bhat	Assistant Professor	ENT	<i>Poornima</i>	<i>Poornima</i>
16	Dr.Renugadevi.K	Assistant Professor	Ophthalmology	<i>R.Renugadevi</i>	<i>R.Renugadevi</i>
17	Dr.Suresh Babu.S	Assistant Professor	General Medicine	<i>S.Suresh Babu</i>	<i>S.Suresh Babu</i>
18	Dr.Rajavel.M	Associate Professor	General Surgery	<i>M.Rajavel</i>	<i>M.Rajavel</i>
19	Dr.Nivedita.K	Associate Professor	OBG	<i>K.Nivedita</i>	<i>K.Nivedita</i>
20	Dr.Preethi.T	Assistant Professor	Paediatrics	<i>T.Preethi</i>	<i>T.Preethi</i>
21	Dr.Shanthi.M	Professor & HOD	Pharmacology		<i>M.Shanthi</i>
22	Dr.Nitya.S	Associate Professor	Pharmacology		<i>S.Nitya</i>
23	Dr.Nishanthi.A	Assistant Professor	Pharmacology		<i>A.Nishanthi</i>
24	Dr.S.Kiruthika	Assistant Professor	Pharmacology		<i>S.Kiruthika</i>
25	Dr.Ganesh.R	Associate Professor	Forensic Medicine		<i>R.Ganesh</i>

26. TRUE COPY ATTESTED
Dr. R. Ushaya Sankar AP

MICROBIOLOGY

R. Ushaya Sankar

SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHUR
 MADAGADIPET, P.O. KALITHUR
 MADURAI DISTRICT, TAMIL NADU

Medical Education Uni

**Workshop on “Workshop Blueprinting in Assessment” and “Hands on
Training on Competency Mapping**

The Following Participants Received The Certificate of BPAHTCM

S.no	Faculty Name	Department	Signature
1.	Dr. Sivayogappa S Teli	Physiology	M. Senthin
2.	Mrs. Senthamil Selvi. K	Physiology	M. Senthin
3.	Ms. Rajarajeswari. R	Biochemistry	R. Rajarajeswari
4.	Dr. Priyadharshini. N.A	Anatomy	R. Priyadharshini
5.	Mrs. Sudha. R	Anatomy	R. Sudha
6.	Dr. Jayanthi. C	Pathology	C. Jayanthi
7.	Dr. Sriram. V	Pathology	V. Sriram
8.	Dr. Thara. K	Pathology	K. Thara
9.	Dr. Ramya.G	Pathology	Thavamani
10.	Dr. Mangaiyarkarasi.T	Microbiology	T. Mangaiyarkarasi
11.	Dr. Sunil.S. Shivekar	Microbiology	S. Shivekar
12.	Dr.Udhaya Sankar.R	Microbiology	R. Udhaya Sankar
13.	Dr. R. Janarthanan	Forensic Medicine	R. Janarthanan
14.	Dr. Ganesh. R	Forensic Medicine	R. Ganesh
15.	Dr. Vinayagamoorthy. V	Comm. Medicine	V. Vinayagamoorthy
16.	Dr. Pravin. S	Comm. Medicine	S. Pravin
17.	Dr. Poornima S Bhat	ENT	P. Poornima
18.	Dr. Renuga Devi. K	Ophthalmology	K. Renuga Devi
19.	Dr. Suresh Babu. S	General Medicine	S. Suresh Babu
20.	Dr. Nivedita. K	OBG	K. Nivedita
21.	Dr. Preethi. T	Paediatrics	T. Preethi
22.	Dr. Shanthi. M	Pharmacology	M. Shanthi
23.	Dr. Nitya. S	Pharmacology	S. Nitya
24.	Dr. Nishanthi. A	Pharmacology	A. Nishanthi
25.	Dr. Kiruthika. S	Pharmacology	S. Kiruthika
26.			



MANAKULA VINAYAGAR
Medical college and Hospital

No:17 MEU/SMVMCH/2021

Date:13.04.2021

To

The Director

SMVMCH,

Puducherry.

[Through proper channel]

Respected sir,

Sub: Request to approve the Expenditure statement of [WBAHTCM]

I kindly request you to approve the attached Expenditure statement on ["Workshop Blueprinting in Assessment" and "Hands on Training on Competency Mapping "] organized by MEU at our institute on 07.04.2021

S.no	Topic	Date/ Bill Number	Amount
1	Refreshment tea snacks	07.04.2021	550
2	Certificate printing	10.04.2021	280
3	Banner printing	08.04.2021/ 04	354
TOTAL			1184
Advance Amount			1400
Remaining Balance			216

Thanking You.

Yours Faithfully.

K. Soundarya
Dr.K.Soundariya.

Professor and MEU, Coordinator

SMVMCH

PROFESSOR
DEPARTMENT OF PHYSIOLOGY
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL,
KALITHEERTHAKURUPPAM,
PUDUCHERRY - 605 107.

12/4/21

TRUE COPY ATTESTED

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

Sri Manakula Vinayagar Medical College & Hospital

Blueprint Template

Department:

Semester/Year:

Assessment type: Formative/Summative Date of the assessment:

System/Module/Topics:

Total Marks:

Domain tested:

Time Duration:

Distribution of weightage:

Content

System	Perceived Importance (I)	Frequency of occurrence (F)	I X F	Weightage (W) (Correlation/T)	Distribution of Marks (W*Total test marks)
Topic 1					
Topic 2					
Topic 3					
Topic 4					
Topic 5					
Total (T)					

Type of Questions

Type of Question	Marks	Number of Questions	Total Marks
MCQs			
LAQs			
SAQs			

Level of Cognition

Level	Weightage	Marks
LOT	40%	
HOT	60%	

LOT – Lower order thinking – Recall, Understanding

HOT – Higher order thinking – Application, Analysis, Evaluate, Create



Table of test specifications

System	MCQ		LAQ		SAQ		Total
	LOT	HOT	LOT	HOT	LOT	HOT	
Topic 1							
Topic 2							
Topic 3							
Topic 4							
Topic 5							
Total							

Summary Table

.No	Question	Competency addressed with number	Bloom's Taxonomy	Maximum marks	Threshold for each question

Suggested threshold: LOT(Recall): 90% of the total, LOT (Understanding):70% of the total, HOT (Apply, Analyze, Evaluate, Create): 50% of the total marks

Level of attainment

Levels of attainment	%age of students reaching the threshold
0	Less than 30%
1	31-49%
2	50-70%
3	Greater than 70%

TRUE COPY ATTESTED

SRINIVASARAO
 MEDICAL COLLEGE HOSPITAL
 KATTHEERU
 MADAGADIPET, FLEET STREET
 TEL: 0805 1071

Reference No.: 45 / 2021

Sri
MANAKULA



VINAYAGAR

Medical college and Hospital

Outward No: SMVMCH / MED / 15 / 2021

Date: 01-04-2021

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: WORKSHOP ON BLUE PRINTING IN ASSESSMENT
& HANDS ON TRAINING ON COMPETENCY MAPPING
3. Name of the organising department: MEDICAL EDUCATION UNIT,
SMVMCH
4. Date and time: 07.04.2021 9.00 am to 1.30 pm
5. Venue: MEU-HALL, GROUND FLOOR, COLLEGE BLOCK,
SMVMCH
6. Number of delegates expected to participate (internal and external):
Internal: 25
External:
7. List of Resource person with complete details: (Internal)

Dr. K. Sundaraj

Dr. V. Deepika

Dr. N. Suresh

Dr.

THIS COPY ATTACHED

8. Total anticipated expenditure details: Rs. 1100/- ONE THOUSAND & FOUR HUNDRED

Refreshment (Tea & Snacks)	750
Banner	350
Certificate	300

9. Source of funding: Participants Management Sponsorship

10. Sponsoring Agencies, if any: _____

11. Accreditation from Tamil Nadu Medical Council / Any other agency: Yes No

12. Format of invitation / brochure and certificate of participation (please attach): _____

13. Additional information / Remark: _____

14. Funding required from management: Yes No
 If yes, funding required: Rs. 1100/- (in words) ONE THOUSAND AND FOUR HUNDRED ONLY.

K. Soundary
 HOD, Organising Secretary
 (Signature with seal)

Member / Secretary
 Conference committee

Chairperson
 Conference committee

Director / Dean
 SMVMCH

Registrar
 SMVMCH

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

TRUE COPY ATTESTED
 DEAN
 SRI SANKAR NARAYANAR
 MEDICAL COLLEGE HOSPITAL
 KALTHEERU, CHENNAI - 600 031, TAMIL NADU.
 MADRAGAPET, CHENNAI - 600 031, TAMIL NADU.

List of participants for the workshop

S.No	Name	Designation	Department	Program
1	Dr.Shivayogappa S Teli	Professor & HOD	Physiology	Workshop on Blueprinting in Assessment
2	Mrs.K. SenthamilSelvi	Assistant Professor	Physiology	
3	Mrs.R. Rajarajeswari	Assistant Professor	Biochemistry	
4	Dr.N.A.Priyadarshini	Associate Professor	Anatomy	
5	Mrs. R. Sudha	Assistant Professor	Anatomy	
6	Dr.Jayanthi.C	Associate Professor	Pathology	Workshop on Blueprinting in Assessment & Hands on training on Competency Mapping
7	Dr.Sriram.V	Assistant Professor	Pathology	
8	Dr.Thara.K	Assistant Professor	Pathology	
9	Dr.Gopal.R	Professor & HOD	Microbiology	
10	Dr.Mangaiyakarasi.T	Professor	Microbiology	
11	Dr.Sunil.S.Shivekar	Associate Professor	Microbiology	
12	Dr.Janarthanan	Assistant Professor	Forensic Medicine	
13	Dr.V.Vinayagamoorthy	Associate Professor	Community Medicine	
14	Dr.S. Pravin	Assistant Professor	Community Medicine	
15	Dr.Poornima S Bhat	Assistant Professor	ENT	
16	Dr.Renugadevi.K	Assistant Professor	Ophthalmology	
17	Dr.SureshBabu.S	Assistant Professor	General Medicine	
18	Dr.Rajavel.M	Associate Professor	General Surgery	
19	Dr.Nivedita.K	Associate Professor	OBG	
20	Dr.Preethi.T	Assistant Professor	Paediatrics	
21	Dr.Shanthi.M	Professor & HOD	Pharmacology	Hands on training on Competency Mapping
22	Dr.Nitya.S	Associate Professor	Pharmacology	
23	Dr.Nishanthi.A	Assistant Professor	Pharmacology	
24	Dr.Kiruthika.S	Assistant Professor	Pharmacology	
25	Dr.Ganesh.R	Associate Professor	Forensic Medicine	

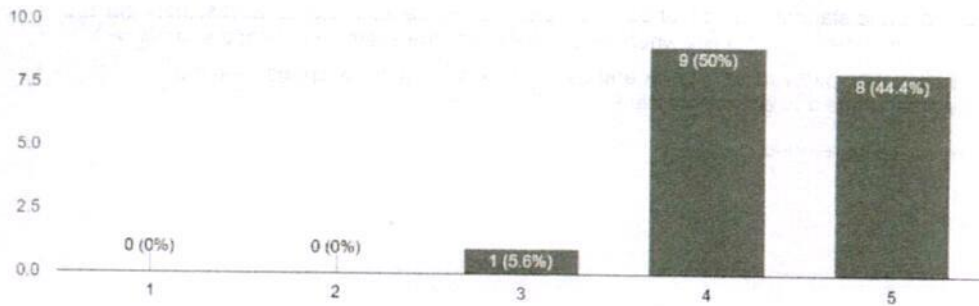
Medical Education Unit

“Workshop on Blueprinting in Assessment and Hands on training on Competency mapping” (07.04.2021)

Feedback Analysis

Rate the session

18 responses



What was good about the session?

Explained with examples

Hands on (4)

well presented easy to understand

Crisp and presented in an easy understanding way (2)

Introduction to new concept

Hands on was good. Making us to do gave us confidence (3)

Content

Clear presentation (2)

The session is a good initiation. Practically experiencing the procedures along with the other faculties was good too.

Templates for blue printing

Very Clear dedicated presentation

Each aspect

TRUE COPY ATTESTED


SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALATHUR, MADURAI DISTRICT,
MADAGADIPET, PHONE NO. 0451-805 107.



Suggestions for improvement

One blueprint for clinical or practical exam would have been shown

Nil (7)

Need some more time

More clear instructions

Blueprinting topic could have been emphasized little bit more clearly

Sessions were little fast

Please provide standard format for our requirements. Eg Sample internal assessment question paper. So that there's uniformity when we compare with the example provided and our task

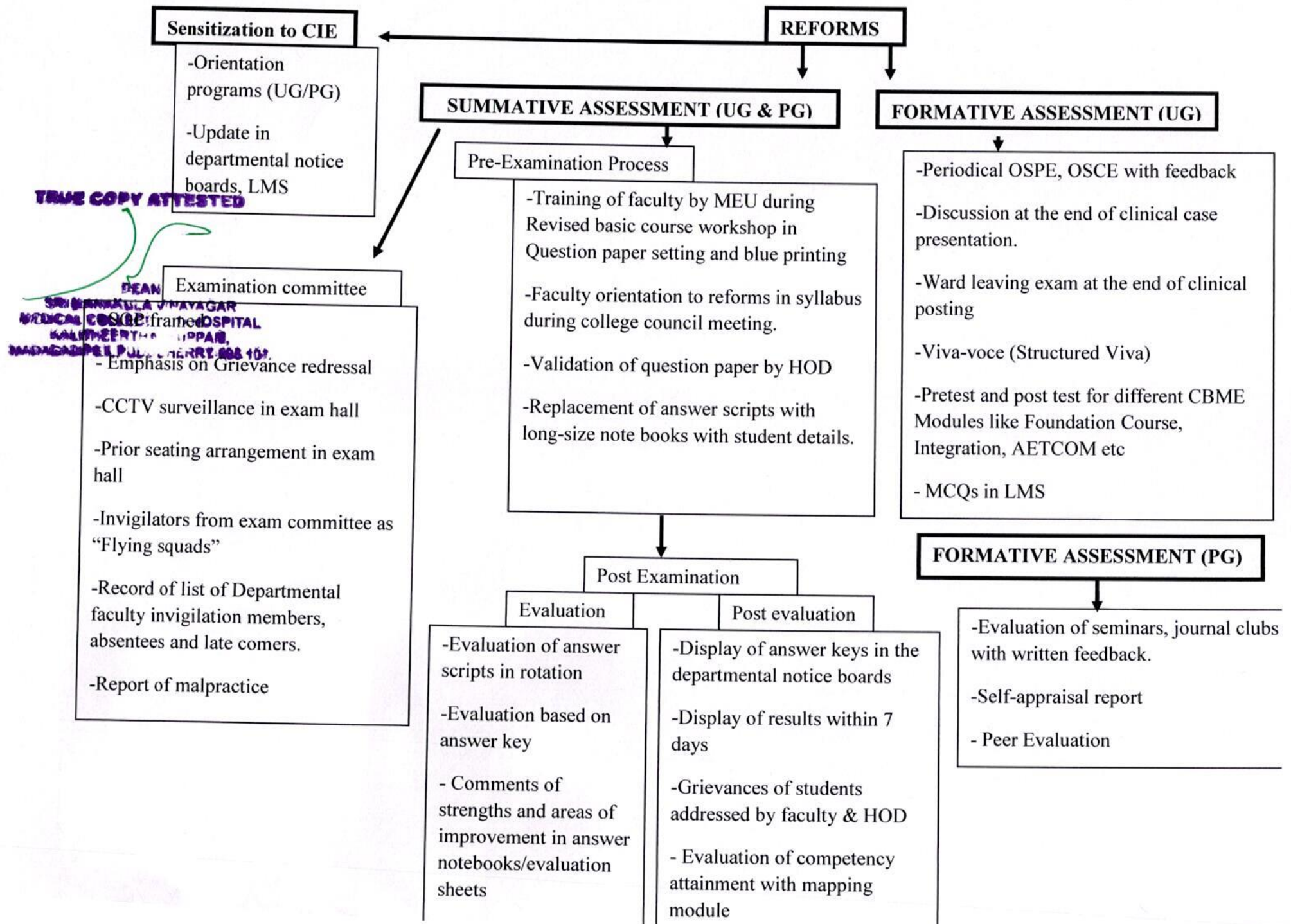
The explanation part was very quick and couldn't catch up with the speed. And the time for practical working out of the procedures was less.

Totally areas were good

THIS COPY ATTACHED

DATE: 10/06/2014
TIME: 11:15 AM
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL

Sri Manakula Vinayagar Medical College and Hospital



Continuous Internal Evaluation Grievance Redressal Form

Name :
Batch :
Roll Number :
Subject (for which the grievance is addressed) :
Details of the Internal Evaluation
Name of the Exam (Formative/Notified) :
Date of conduct of the Exam :

Grievance to be addressed

Signature of the Student

For Office Use only

Grievance redressal

TRUE COPY ATTESTED

Signature of the Faculty

Signature of the HOD

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHE VILIPPAAM,
MAGGADIPET, PUDUCHERRY-605 107.