

----- Medical College and Hospital

Outward No: SMVMCH/DO/Committee/ 346/2021

Date: 19.02.2021

CURRICULUM COMMITTEE

Deputy Director & Dean Chairperson

Dean (Academic) Member

Deputy Medical Superintendent (Surgical) Member

Dr. N. Suresh, Assoc. Professor of Anatomy Member

Dr.G.Ramya, Assoc. Professor of Pathology Member

President, Student Council Member

MEU, Co-ordinator Secretary

Copy to:

The Chairman and Managing Director

The Director

The Dean (Academic)

The Dean (Super Specialty & Special Clinic)

The Medical Superintendent

All Committee Members

File.

DEAN

SRI MANAKULA VINAYAGAR

ME DICAL COLLEGE & HOSPITAL

KALITHEERTHAI KUPPAM

KALITHEERTHALKUPPAM, PUDUCHERRY-605107.

SRI MANAKURA VINAYAGAR MEDICAL COLLEGE 8 HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

Kalitheerthalkuppam, Madagadipet, Puducherry - 605107.

Tel: 0413 - 2643000, 2643014, College: 2643023 | Fax: 0413 - 2641549 | E-mail: principal@smvmch.ac.in | Web: www.smvmch.a

5. Proposed Plan of Central Evaluation

The proposed plan of central evaluation was presented by Dr.Soundariya and approved by the members.

- Library will be utilized as common centre for evaluation
- Librarian will be the custodian
- The clerks will be entering marks at the common centre
- Evaluation time will be 1 week
- Blueprint, question paper and answer key to be submitted in advance to the Dean
- A format will be prepared for grievance addressal by the students through proper channel
- OMR reader will be used for correcting MCQs
- Centralisation and digitalisation are the predominant reforms introduced in the evaluation system.

Action Plan

- Implementation of Student-Doctor method of Clinical training and Pandemic module
- Presentation of the assessment strategies and recommendations of curriculum committee to college council for approval
- Active functioning of the subcommittee for smooth implementation of CBME
- Planning of induction program for postgraduates
- Phase II CBME evaluation to be initiated by Dr.Ramya.G
- Framing of policy for identification of slow and advanced learners
- Presentation of "Central evaluation proposal" to college council for approval
- FDPs on Skills training, Soft skills training, Self-Directed learning, Integration, Assessment of Reflective writing to be planned

Members attended the meeting

- Dr.R.N.Kagne, Dean
- 2. Dr.K.Karthikeyan, Dean Academic (Medicine & Allied coordinator)
- 3. Dr.G.Kalaiselvan, Dean Research
- Dr.M.Jayasree, Professor & HOD, OBG (Surgery & Allied Coordinator)
- Dr.K.Soundariya, Coordinator, MEU
- Dr.G.Ramya, Phase II Coordinator
- 7. Dr.N.Suresh, Phase I Coordinator

Secretary, Curriculum Committee

Copy to The Director/Dean The Dean Academic The Dean Research The Medical Superintendent All Curriculum Committee members

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MADAGADIPET, PUDUCHERRY-805 107.

Deputy Director/Dean Chairperson

2. Discussion of the PG Curriculum

Dean Academic highlighted the major changes incorporated in the PG Curriculum

- BLS and ACLS training for the postgraduates
- CBME Curriculum will be implemented in the upcoming academic year
- Research Methodology and Ethics training for the postgraduates
- Basic sciences training
- Emergency medicine posting for all the postgraduates

Dr.Jayasree recommended BLS and ACLS training for the postgraduates in the first year itself. The certified training was recommended to be carried out in the second year. It was suggested to include all the postgraduates for the BLS and ACLS training. The Dean academic insisted induction program for the postgraduates incorporating BLS training, soft skills training, introduction to college and hospital and Pandemic module.

Dr.Jayasree was given suggestions to send a requirement to Director for recruiting supporting staff for the skills lab (Simulation educator, clerk etc). Dean suggested on preparing a working plan for the skill lab activities.

3. Report on CBME Evaluation - Phase I

Dr.Soundariya presented the CBME evaluation report of Phase I. The identified gaps and the proposed action plan were projected to the members for discussion.

- FDPs were recommended for Integration, SDL and skills training
- Suggestions were given for conduct of formative assessments
- Feedback subcommittee was requested to plan for obtaining periodic year-end feedback from the students.
- It was suggested to obtain feedback from phase II at the last day of their university practical exams.
- Phase II coordinator Dr.Ramya was suggested to evaluate the CBME implemented in Phase II, with suggestions from Dr.Soundariya.

4. Policy for Slow and Advanced Learners

The need for institutional policy in identifying slow and advanced learners was emphasized by Dr.Soundariya and Dean Academic. It was suggested to choose an objective method incorporating multiple components (Like practical assessments, day to day observations) for identification of slow learners. So, the existing model of identification of slow and advanced learners with Internal assessments alone was planned to be modified Dean Academic and Dean Research volunteered to come out with a modified policy, to be implemented in future. Dean suggested implementation of grading system rather than percentage for the identification of the slow and advanced learners.

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(b) Notified tests and Formative assessments (Internal assessments)

The proposed number of notified tests as recommended by NMC/Pondicherry University was projected to the members. The proposed plan of formative and notified tests for Phase I, Phase II and Phase III Part I was projected to the members for their approval. The following were suggested to be presented before the college council as recommendation from curriculum committee:

- 1. The number of notified tests will be as per university norms
- 2. The notified test will be conducted for 3 hours and 100 marks, strictly adhering to the university pattern.
- Rest of the assessments will be formative assessments, associated with feedback to the students
- Remedial measures/Retests will be conducted only for notified tests, as they will be considered for Internal assessment
- 5. The formative assessments (Theory) will be for 70 marks and 2 hours duration. The following are the recommended formats for formative assessment
 - (a) Minimum one formative assessment should be in the form of reflective writing (FDPs will be organized by MEU for assessment of reflective writing)
 - (b) 40 MCQs, 2 Long Answers, 4 Short answers
 - (c) Assertion and Reasoning kind of questions
 - (d) Quiz
 - (e) Seminars
- 6. Absentees and the students scoring < 50% should mandatorily attend the remedial exams.

However, students scoring above 50% may also be permitted to write the remedial exams for betterment and the highest marks will be considered.

- Absentees can attend the remedial exams, only after obtaining permission from the departmental HOD/Dean Academic by the parents in person, through a proper representation (It was suggested to prepare a format for the same).
- 7. The remedial exams for the exam going subjects in each phase will be conducted in the subsequent month following the notified test. For clinical subjects in Phase II, Phase III Part I remedial measures will be taken in the form of makeup assignments. The marks of the assignments will be added to the marks obtained in the notified test. If needed, Mondays of clinical postings may be utilized for the same.

Phase I, each month, one subject will be having notified test and the 4th Monday of the same month will be utilized for remedial exams.

(c) - (g) PD & Ethics, AETCOM, Skills, Electives and Integration

Dean recommended the active functioning of the different subcommittee formed under MEU for the smooth implementation of CBME. It was suggested to inform all the coordinators of the subcommittee (MEU members), to update their progress and action plan in the upcoming meeting of the Medical Education Unit. It was decided to include PD& Ethics along with AETCOM subcommittee. The MEU coordinator was requested to update the proceedings of the different subcommittee to the Curriculum Committee

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Curriculum Committee

Minutes of Meeting

Venue: College Council Hall

Date: 12.01.2022

Agenda

- 1. Discussion on planning and implementation of CBME Curriculum
 - a. Time table 1st Final year MBBS
 - b. Notified tests and Formative assessments (Internal assessments)
 - c. PD & Ethics
 - d. AETCOM
 - e. Skills
 - f. Electives
 - g. Integration
- 2. Discussion on PG Curriculum
- 3. Report on CBME Evaluation Phase I
- 4. Framing policy for slow and advanced learners
- 5. Discussion on proposed "Central Evaluation" System
- 6. Any other issues

The secretary, Curriculum committee welcomed all the members for the meeting and the following were discussed

1. Discussion on planning and implementation of CBME Curriculum

(a) Timetable - Phase I to Phase III MBBS

Dr.Soundariya projected the proposed CBME timetables (submitted to NMC Task force) of Phase I, Phase II and Phase III Part I MBBS. The hours distribution recommended by NMC and allotted by the institute were discussed. Emphasis was made in the inclusion of Pandemic module in the time table across all the phases and it was decided to utilize hours of Pandemic module by the respective departments. However, it was suggested to allot extra hours in Pathology for Pandemic Module of Community Medicine in Phase II. Dean recommended Medical Superintendent to overview the conduct of the Pandemic Module.

Incorporation of Student-Doctor method of clinical training between 4.30 PM - 6.00 PM was discussed with the members and Dean academic insisted on transport arrangement for the students undergoing Student Doctor Method of clinical training.

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— Medical college and Hospital

No: SMVMCH/CC/51/2021

07.01.2022

Circular

It is proposed to conduct Curriculum Committee meeting with all the members at College Council Hall on 12.01.2022 by 11.00 AM for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda

- 1. Discussion on planning and implementation of CBME Curriculum
 - (a) Time table I MBBS Final year MBBS
 - (b) Notified tests and Formative assessments (Internal assessments)
 - (c) PD & Ethics
 - (d) AETCOM
 - (e) Skills
 - (f) Electives
 - (g) Integration
- 2. Discussion on PG Curriculum
- Report on CBME Evaluation Phase I
- 4. Framing policy for slow and advanced learners
- 5. Discussion on proposed "Central Evaluation" System

6. Any other issues

Coordinator, MEU

Secretary, Curriculum Committee

Deputy Director/Dean Chairperson

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The Dean Academic
The Dean Research
The Medical Superintendent
All Curriculum Committee members

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Superintendent

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2022 to be incorporated in the existing pattern of logbook. The sample format given in the CRMI regulations was decided to be shared with the HODs for preparation of the same. Dr.Jayasree recommended training of the undergraduates in reflective writing and FDP on assessment of reflective writing for the faculty.

Action Plan

- 1. Implementation of Pandemic Module
- 2. CBME Evaluation of Phase II
- 3. Framing policy for slow and advanced learners
- 4. Approval of teaching schedule by curriculum committee and to be shared with MEU and Integration subcommittee
- 5. Preparation of lesson plan by the parent departments for the Integration modules
- 6. Planning of uniform format for ward leaving exams
- 7. Emphasis on submission of mapping report atleast 2 weeks within the completion of internal assessment evaluation
- 8. Preparation of the template for certifiable competencies to be included in CRMI Logbook

Members attended the meeting

- 1. Dr.D.Rajagovindan, Director
- 2. Dr.R.N.Kagne, Dean
- 3. Dr.K.Karthikeyan, Dean Academic
- 4. Dr.G.Kalaiselvan, Dean Research
- 5. Dr.K.Soundariya, Coordinator, MEU
- 6. Dr.M.Jayasree, Professor & Head, OBG
- 7. Dr.N.Suresh, Associate Professor, Department of Anatomy
- 8. Dr.G.K.Poomalar, Integration subcommittee coordinator, Special Invitee

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Chairman, Curriculum Committee

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

2. Discussion on implementation of CBME Curriculum

Dean presented the subcommittee activities (Foundation course, Feedback, Mapping, ICT, Student Support System, Alignment and Integration) to the Director, Dean Research and the members of the Curriculum committee. Regrading the foundation course skills training is given for 6 modules in rotation during the 1st and 3rd Saturdays of every month. The afternoon sessions of the 1st and 3rd Saturdays are utilized for sessions on Professional Development and Ethics. Regarding the feedback forms it was decided to maintain uniformity in the feedback forms in all the departments. Dr.Jayasree updated the members with the skill lab postings ongoing for Phase III Part I. The Phase II students are given communication skills training on the allotted days of skills training in the respective departments. Dean recommended submission of Mapping report within 2 weeks after evaluation of the answer sheets. It was also suggested to have a uniform formatting of the ward leaving exams in the clinical departments. Dean Research suggested a checklist to be submitted to all the departments for smooth implementation of mapping. AETCOM modules completed in Phase I and Phase II was updated to the members. Dr.Jayasree insisted on the allotment of the AETCOM modules for the Phase III Part II for prior planning of the sessions. Dean informed the proceedings of student support system to all the members with successful conduct of first mentor meet across all the phases. Dr.Soundariya informed the members about the rectification of errors in the LMS. It was decided to request the HODs to promote LMS usage by students during small group sessions. Dean recommended orientation sessions for usage of LMS for students using digital lab.

3. Overviewing of teaching schedules by curriculum committee

Dean recommended sharing of the teaching schedule with the Curriculum Committee, MEU and AIT subcommittee

4. Alignment & Integration implementation status and progress of subcommittee functioning

Dr.Poomalar presented the progress on alignment in the teaching schedule in Phase I and Phase II. Probable alignment topics for phase III part I was shared with the members for presentation to the HODs. 27 topics were recommended by the Integration subcommittee for inputs from the heads of the departments. An Integration coordinator was selected for all the departments to ease communication, framing and implementation of the modules. Each integration topic will be allotted a parent and additional department. The hours for integration will be utilised from the parent department. Dean recommended the curriculum committee to inform the departments to prepare a lesson plan, after removing the redundant objectives and a deadline was decided to be given to the departments for submission of the same. The feasibility of the implementation of the integration modules for the current academic year will be discussed later with inputs from the heads of the departments. Dean clarified that integrated sessions are to be planned only for lecture sessions and not for skill sessions/revision sessions.

5. Discussion on CRMI regulations and logbook

Dean Academic highlighted the members with the CRMI regulations and the changes in the number of weeks allotted for the clinical postings. The need for revision of logbook for the upcoming batch of interns was recommended by Dean. A certifiable competency for each department was presented by the Dean Academic to the members. Director recommended to inform the HODs to submit the format of logbook with certifiable competencies on or before 10th June

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Curriculum Committee

Venue: College Council Hall

Date: 06.06.2022

Agenda

1. Review of previous minutes

2. Discussion on implementation of CBME Curriculum

3. Overviewing of teaching schedules by curriculum committee

4. Alignment and Integration implementation status and progress of subcommittee functioning

5. Discussion on CRMI regulations and logbook

6. Any other issues

1. Review of Previous Minutes

Action Plan	Progress	
Implementation of Student-Doctor method of Clinical training and Pandemic module	Student -Doctor method implemented successfully. Pandemic Module implementation to be addressed.	
Presentation of the assessment strategies and recommendations of curriculum committee to college council for approval	Presented in the college council meeting held in January 2021 and received approval	
Active functioning of the subcommittee for smooth implementation of CBME	Subcommittee functioning initiated and periodically overviewed by MEU	
Planning of induction program for postgraduates	To be planned after submission of thesis protocol, probably month of October 2022	
Phase II CBME evaluation to be initiated	Not yet initiated	
Framing of policy for identification of slow and advanced learners	Not yet initiated	
Presentation of "Central evaluation proposal" to college council for approval	Presented an approved by college council and implemented	
FDPs on Skills training, Soft skills training, Self-Directed learning, Integration, Assessment of Reflective writing to be planned	Yet to be planned	
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SRI MANAGULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



No: SMVMCH/DO/ CC/794 /2022

03.06.2022

Circular

It is proposed to conduct Curriculum Committee meeting with all the members at College Council Hall on 06.06.2022 by 11.00 AM for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda

- 1. Discussion on implementation of CBME Curriculum
- 2. Over viewing of teaching schedules by Curriculum Committee.
- Alignment and Integration implementation status and progress of Subcommittee functioning.
- 4. Discussion on CRMI regulations and Logbook

Coordinator, MEU

Secretary, Curriculum Committee

Copy to

The Director/Dean
The Dean Academic
The Dean Research
The Medical Superintendent
All Curriculum Committee members
File

Deputy Director/Dean Chairperson

Dr. KAGNE. R.N

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CURRICULUM COMMITTEE

MINUTES OF THE MEETING

VENUE: COLLEGE COUNCIL HALL

DATE: 29.01.2021

Agenda

- 1. Planning of Foundation course
- 2. Discussion over the progress of orientation program
- 3. Planning of white coat ceremony
- 4. Planning of skill modules

Planning of Foundation course

- Dr.Priyadarshini instructed to prepare schedule on sessions for PD & E
- 2nd Saturdays may be planned for enhancement of language & computer skills

Discussion over the progress of orientation program

- Issues related to passive role of students in the lecture hall with projection
- Change of venue to Auditorium planned for 4th day
- Documentation of lesson plan of all the sessions recommended

Planning of White Coat Ceremony

- Dr.Priyadarshini was given I/C
- Student Council may be involved
- SMVMCH Oath planned to be recited at the ceremony
- Venue fixed at the auditorium near MIT

Planning of Skill Modules

- 7 modules identified as follows BLS, First aid, communication skills, Universal precautions, Fire safety, Documentation, Learning skills
- To be clubbed with field visit Community Medicine
- Students will be divided into 8 batches with 18 members roughly in each group, will be rotated for 8
 Saturdays
- Dr. Mangani & Mrs.Rajeswari instructed to arrange meeting for all the resource faculty for skill module

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MENGAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MABAGADIPET, PUDUCHERRY-605 107.

Members attending the meeting

- 1. Dr. R. N. Kagne, Dean
- 2. Dr. K. Karthikeyan, Dean Academic (Medicine & Allied Coordinator)
- 3. Dr. G. Kalaiselvan, Professor, MEU Coordinator
- 4. Dr. M. Jayashree, Professor & HOD, OBG (Surgery & Allied Coordinator)
- 5. Dr. K. Soundariya, Professor, Physiology.
- 6. Dr. G. Ramya, Associate Professor Pathology,

Secretary, Curriculum Committee

Dr. G. KALAI SELVAN, M.D. PROFESSOR Department of Community Medicine

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Chairperson Dr. KAGNE. R.N DEAN BRI MANAKULA VINAYAGAR MEDICAL COLVEGE & HOSPITAL KALITHEERTHALKUPPAM, PUDUCHERRY-605107

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MADAGADIPET, PUDUCHERRY-605 107.

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Presentation of the gaps identified with CBME evaluation to the preclinical faculty

- Presentation of the gap analysis following CBME evaluation to the members by Dr.K.Soundariya
- Dean had an interactive discussion with the preclinical faculty towards the remedial measures that can be planned for the identified gaps
- Preclinical faculty requested refreshment sessions for assessment, blueprinting, giving feedback and self-directed learning
- Dr.Kalaiselvan was instructed to plan the refresher sessions as requested by the faculty
- Discussion over planning of attitudinal assessment
- · Mrs.Senthamil selvi will continue as I/C for student support system with involvement of Dr.Suresh
- Extension of the role of SSS recommended with involvement of student mentors

Members attending the meeting

- 1. Dr. R. N. Kagne, Dean
- 2. Dr. K. Karthikeyan, Dean Academic (Medicine & Allied Coordinator)
- 3. Dr. G. Kalaiselvan, Professor, MEU Coordinator
- 4. Dr. M. Jayashree, Professor & HOD, OBG (Surgery & Allied Coordinator)
- 5. Dr. K. Soundariya, Professor, Physiology.
- 6. Dr. G. Ramya, Associate Professor Pathology,

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Secretary, Curriculum Committee

Dr. G. KALAI SELVAN, u.b.,
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Chairperson

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CURRICULUM COMMITTEE MINUTES OF THE MEETING

VENUE: COLLEGE COUNCIL HALL

DATE 22.01.2021

Agenda

- 1. Planning of Foundation course
- 2. Discussion over Phase I timetable for 2020-2021 batch
- 3. Presentation of the gaps identified with CBME evaluation to the preclinical faculty
- 4. Any other issues

Planning of the foundation course

- NMC guidelines discussed with the conduct of foundation course
- Department of Physiology allotted the responsibility over the conduct of foundation course and Mrs.Senthamil Selvi was selected as the overall I/C of the foundation course with consensus with all the members
- Dean recommended allotment of incharges for different modules of the Foundation course
- Dr.Soundariya & Dr.Deepika .V I/C for Orientation program, Orientation program to be planned from 27th to 30th January, Venue fixed at Auditorium near MIT & parallel projections at Lecture halls 2 & 3 in the college block
- CORONA precautionary measures to be followed in all the sessions
- Dr.Privadarshini and Dr.Deepa Incharge for PD & E
 - Online sessions may be planned on Tuesdays between 4.30 5.30 PM
- Dr.Suresh & Dr.Sudha Incharge for enhancement of language & computer skills
 - 3rd Saturday planned in every month
- Dr.Mangani & Mrs.Rajeswari Incharge for Skills module
 - Planned on 1st & 3rd Saturdays of every month
 - · To be clubbed with field visit
- Dr.Shiyayogappa & Mr.Balakrishna Pai Incharge for Sports & ECA
- Progress to be periodically updated by Mrs.Selvi to the CC

Discussion over the Phase I timetable

- Hours allotment planned by MCI and framed hours for implementation were presented by the Dean for discussion
- Exchange of first hour done between Physiology & Biochemistry
- ECE planned for 5 hour session
- No of tests decided with 4, 7& 9th test marked as notified tests
- Cancellation of Module exams with respect to practical difficulties
- Time table was finalized with consensus with HODs and CC members

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MEDICAL COLLEGE 8 HOSPITAL
KALITHEETHALKUPPAM,
KALITHEETHALKUPPAM,
HADAGADIPET, PUDUCHERRY-605 107.

Members attending the meeting

- 1. Dr. R. N. Kagne, Dean
- 2. Dr. K. Karthikeyan, Dean Academic (Medicine & Allied Coordinator)
- 3. Dr. G. Kalaiselvan, Professor, MEU Coordinator
- 4. Dr. M. Jayashree, Professor & HOD, OBG (Surgery & Allied Coordinator)
- 5. Dr. K. Soundariya, Professor, Physiology.
- 6. Dr. G. Ramya, Associate Professor Pathology,
- 7. Mr. Jaswanth Kumar, 4TH Year MBBS Student,

Secretary, Curriculum Committee

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Dr. G. HALAI SELVAR, M.D.,

Department of Community Medicine
In Manager of the Community Medicine
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Chairperson

Dr. KAGNE. R.N

DEAN

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MEDICAL COLLEGE & HOSP

KALITHEERTHALKUPPAM.

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MEDICAL COLLEGE & HOSPITAL
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MADAGADIPET, PUPUCHERRY-605 107.



CURRICULUM COMMITTEE MINUTES OF THE MEETING

VENUE: COLLEGE COUNCIL HALL

DATE: 13.01.2020

Agenda

- 1. Discussion on the progress of phase I CBME curriculum gap analysis
- 2. Planning of Foundation course
- 3. Framing and discussion over Phase I timetable for 2019-2020 batch
- 4. Any other issues

Discussion on the progress of Phase I CBME curriculum gap analysis

- Dr. Soundariya presented the progress of the curriculum evaluation of Phase I
- Interview with pre clinical departmental faculty done & report compiled by Dr. Rajalakshmi & Dr. Sindhuri
- HOD interview planned by Dr. G. Kalaiselvan
- Checklist created with reference from CBME modules released by MCI and identified gaps were compiled and presented to the CC members
- Action report planned to be obtained from the HODs of all the three departments
- Dean insisted on the remedial measures planned and to be documented
- CC members were informed that the completion of curriculum evaluation can be done after the completion of University exams

Planning of Foundation course

- Meeting to be planned with preclinical faculty for discussion and decision over foundation course implementation of the batch 2019-2020
- Feedback obtained from resource faculty of the foundation course to be considered during the implementation for the current academic year
- Details of the feedback to be collected from Dr. V. Deepika

Framing and Discussion over Phase I time table for 2019-2020 batch

- Preparation of timetable for phase I by Dean, considering the duration of I MBBS between February 2020 – December 2020
- Meeting to be planned with preclinical faculty for discussion and decision over foundation course implementation of the batch 2019-2020

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CURRICULUM COMMITTEE

MINUTES OF THE MEETING

VENUE COLLEGE COUNCIL HALL

DATE 09.12.2019

Agenda

- 1. Planning of CBME Curriculum evaluation for Phase I
- 2. Any other issues

Planning of CBME Curriculum evaluation for Phase I

- Evaluation of CBME curriculum for phase I to be planned for improvement of the existing program
- The proposal was presented by Dr. Soundariya and approved by the members
- It will be done in 4 stages
 - Interview with preclinical faculty over the strategies adopted, challenges faced during planning stage and the implementation stage
 - 2. Checklist to be created from the CBME modules designed by MCI
 - 3. Gaps to be identified with the checklist
 - Dr. Rajalakshmi and Dr. Sindhuri were recommended for conducting Interview with the preclinical faculty
 - Interview scheduled with three departments individually in the last week of December, first week of January
 - Dr. G. Kalaiselvan to take care of the interview with HODs to derive the remedial measures and the action plan for the upcoming year
 - Completion of the competency attainment and mapping after the completion of University exams

 Dr. Deepika made incharge of the mapping process

Members attending the meeting

- 1. Dr. R. N. Kagne, Dean
- 2. Dr. K. Karthikeyan, Dean Academic (Medicine & Allied Coordinator)
- 3. Dr. G. Kalaiselvan, Professor, MEU Coordinator
- 4. Dr. M. Jayashree, Professor & HOD, OBG (Surgery & Allied Coordinator)
- 5. Dr. K. Soundariya, Professor, Physiology.
- 6. Dr. G. Ramya, Associate Professor Pathology,
- 7. Mr. Jaswanth Kumar, 4TH Year MBBS Student,

Secretary, Curriculum Committee

Dr. G. HALAI SELVAN, MD.

Department of Community Madicine
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Chairperson

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



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

Phone 0413-2643000

Fax No. 0413-264 3014

SMVMCH/ Curriculum Committee Meeting/842/2018-19

Date / Time: 17.12.2018 / 10.30 am

Venue: College Council Hall

Minutes of Meeting

Agenda:

- 1. Approval of previous minutes of meeting
- 2. To discuss the teaching schedule of UG program
- 3. To share the students feedback with the members for comments
- 4. Any other issue

Agendal: The Minutes of pervious meeting was approved

Agenda 2: The Undergraduate teaching plan for entire professional year of 2nd professional, 3nd professional part-1 and part-2 was approved by the members. The teaching schedule submitted by the members was approved.

Agenda 3: The MEU submitted the end of the year UG students feedback and the members discussed on the action to be taken

Agenda 4: No other issue was discussed

The meeting ended with vote of thanks.

Dr.K.Karthikeyan

Chairman, Curriculum committee

Dean (Academic)

Dr. K.KARTHIKEYAN, MD. DEAN (ACADEMIC) Sri Manakula Vinayagar Medical College and Hospital Kalitheerthalkuppam, Madagadipet.

Puducherry - 605 107

DEAN SRI MANAKULA VINAYAGAR MEDICAL GOLLEGE AND HOSPITAL KALITHEERT - IPPAM, MADAGADIPET, PUDLIMERRY-605 197.

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The following good practices can be followed:

- 1. Lesson plan for the session (lecture/ Case presentation/ Practical) should be followed.
- 2. Faculty sessions can be peer reviewed.
- 3. Faculty's Self reflection about their session.
- 4. Peer review for junior faculty.

The meeting ended with a vote of thanks.

Dr.K.Karthikeyan

Chairman, Curriculum committee

Dean (Academic)

Dr. K.KARTHIKEYAN, M.D.

DEAN (ACADEMIC)

Sri Manakula Vinayagar Medical College and Hospital

Kalitheerthalkuppam, Madagadipet,

Puducherry - 605 107

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SMVMCH/ Curriculum Committee Meeting/496/2018-19/

Date / Time: 21.05.2018 / 10.30 am

Venue: College Council Hall

Minutes of Meeting

The Agenda for this meeting was,

- 1. Approval of the previous Minutes of meeting.
- 2. To discuss the Teaching schedule of UG and PG program
- 3. To discuss on the Inter-departmental and Intra-departmental posting of PG
- To share the students feedback with the members for comments.
- 5. To discuss on Academic calendar.
- 6. To approve the lesson plan of SIMSCON pre-conference workshops.
- 7. Review of Internal Evaluation methodology.
- 8. Any other issue.

Agenda 1: The Minutes of previous meeting was approved.

Agenda 2: The Postgraduate Teaching schedule and the teaching schedule for revision classes for the undergraduates was approved.

Agenda 3: The Dean Academic shared the Inter-departmental and Intra-departmental posting schedule of the post graduates and was approved by the members.

Agenda 4: The students' feedback and action to be taken report was shared by the MEU.

Agenda 5: The Academic calendar was shared with the members and revised as per the members comment.

Agenda 7: The mentor-mentee allotment was approved.

Agenda 8: The lesson plan submitted by the Resource persons for the pre-conference workshop to be held in SIMSCON 2018 was approved.

Agenda 9: Any other issue:

Suggestions for the change of lecture timings from 1.30 to 2.30 pm to 9.30 to 10.30 am.

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MEDICAL COLLEGE & HOSPITAL
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MADAGADIPET, HUDUCHERRY-605 107.

- 2. Preparation of Power Point Bank for department.
- 3. Uniform template for peer review and lesson plan can be followed.
- We are currently following the syllabus, we should develop our own curriculum, implemented, evaluated and documented.

The meeting and meeting ended with vote of thanks.

Dr.K.Karthikeyan

Chairman, Curriculum committee

Dean (Academic)

Dr. K.KARTHIKEYAN, M.D.,
DF AN (ACADEMIC)
Sri Manakula Vinayagar Medical College and Hospital
Kalitheerthalkuppam, Madagadipet,
Puducherry - 605 107

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SMVMCH/ Curriculum Committee Meeting/1125/2017-18/

Date / Time: 15.12.2017 / 10.30 am

Venue: College Council Hall

Minutes of Meeting

Agenda:

- Approval of previous Minutes of meeting.
- 2. To discuss /the teaching schedule of UG program.
- 3. To share the students feedback with the members for comments.
- 4. To discuss on orientation program.
- 5. Review of Internal Evaluation methodology.
- 6. Revision of curriculum committee as per new MCI norms for implementation of CBME.
- 7. Any other issue.

Agenda1: The Minutes of previous meeting was approved.

Agenda 2: The Undergraduate teaching plan for the entire professional year of 2nd professional, 3nd professional part-1 and part-2 was approved by the members. The teaching schedule submitted by the members was approved.

Agenda 3: The MEU submitted the end of the year UG students feedback and the members discussed on the action to be taken.

Agenda 4: To orientation program for interns was approved by the members. The intern's orientation program was approved by the committee.

Agenda 5:

- Faculty sessions can be peer reviewed.
- Faculty's Self reflection about their session.

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Peer review for junior faculty.

Agenda 6: The curriculum committee was revised as suggested by the MCl for the implementation of CBME. The members suggested that the existing committee will be retained.

Agenda 7: The following good practices can be followed.

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1. Lesson plan for the session (lecture/ Case presentation/ Practical) should be followed.

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- 2. Department of Obstetrics and Gynecology is conducting Symposium for students
- 3. Department of Biochemistry introduced case based learning
- 4. Peer review was adopted by the Department of Dermatology
- 5. HODs should review the session plan and feedback should be given.

The meeting ended with a vote of thanks.

Dr.K.Karthikeyan

Chairman, Curriculum committee

Dean (Academic)

Dr. K.KARTHIKEYAN, M.D., DE AN (ACADEMIC) Sri Manakula Vinayagar Medical College and Hospital Kalitheerthalkuppam, Madagadipet. Puducherry - 605 197

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SMVMCH/ Curriculum Committee Meeting/468/2017-18

Date / Time: 08.05.2017/10.30 am

Venue: College Council Hall

Minutes of Meeting

Agenda:

- 1. Approval of previous Minutes of meeting
- To discuss the Teaching schedule of UG and PG program.
- 3. To discuss on the Inter-departmental and Intra-departmental posting of PG.
- 4. To share the students feedback with the members for comments.
- 5. To discuss on Academic calendar.
- 6. To discuss on orientation program
- 7. To discuss on Mentor-mentee list
- To approve the lesson plan of SIMSCON pre-conference workshops
- 9. Any other issue

Agenda 1: The Minutes of pervious meeting was approved.

Agenda 2: The Postgraduate teaching schedule and the Teaching schedule for revision for undergraduate was approved.

Agenda 3: The Dean Academic shared the Inter-departmental and Intra-departmental posting schedule of the post graduates and was approved by the members. The members requested to submit the list of skills to be learned during this posting.

Agenda 4: The students' feedback and action to be taken report was shared by the MEU.

Agenda 5: The Academic calendar was shared with the members and revised as per the members comment.

Agenda 6: The revised orientation program for the first year was approved.

Agenda 7: The mentor-mentee allotment was approved

Agenda 8: The lesson plan submitted by the resource persons of the pre-conference workshop to be held in SIMSCON 2017 was approved.

Agenda 9: Any other issue:

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Medical college and Hospital

SOP code: SOP 02/ V2

Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

Title: Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the terms of reference (TOR), which provide the framework for constitution, selection, roles and responsibilities of the Sri Manakula Vinayagar Medical College and Hospital Ethics Committee (SMVMCH-EC) and procedures for maintaining confidentiality of all activities and documents.

2. Scope

This SOP applies to the constitution of the EC, selection, roles and responsibilities of members of the EC and maintenance of confidentiality of all activities and documents.

3. Responsibility

The selection of Chairman, Member Secretary and EC members will be done by the Director. It is the responsibility of all the EC members and the Secretariat to read, understand, follow and respect this SOP.

4. Detailed Instructions

4.1 Composition of the Sri Manakula Vinayagar Medical College and Hospital Ethics Committee

The EC will be established by the Director. The Chairman and EC members can suggest names of potential members but the final decision will remain with the Director.

- Its hierarchical position in the organisation and authority under which it is established will be clearly indicated (AX 02/SOP 02/V2)
- The EC will be multidisciplinary and multi-sectoral in composition.
- The EC will be composed of at least 7 members up to a maximum of 15 (as per current CDSCO requirements and 2017 ICMR guidelines). A minimum of 5 members should be present to meet the quorum requirements of which minimum one non affiliated member

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SOP code: SOP 02/ V2 Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

should be present, preferably, the lay person should be part of the quorum. The quorum for reviewing regulating clinical trials should be in accordance with current CDSCO requirements. No decision is valid without fulfillment of the quorum.

- · The members will
 - ✓ include a combination of medical and non-medical, scientific and non-scientific
 persons including lay person to represent the different points of view.
 - √ have differing backgrounds to promote complete and adequate review of research.
 - ✓ Have the required qualifications as prescribed by applicable regulations and guidelines from time to time
 - ✓ Have the expertise, time and commitment to perform all functions
- The EC will have representation that is varied in terms of gender, age and social background to safeguard the interests and welfare of all sections of the community / society.
- The committee should include at least one member whose primary area of expertise is in a non-scientific area, a clinician and at least one member who is independent of the institution/ research site.
- Preferably 50% of the members should be non-affiliated or from outside the institution.
- The EC may invite member(s) of specific patient groups or other special interest groups for an EC meeting (if required, based on the requirement of research area, e.g. HIV AIDS, genetic disorders, stem cell research etc.) for eliciting their views. Such individuals will have to sign confidentiality agreement (AX 05/SOP 02/V2) and declare in writing, conflicts of interest, if any prior to attending the meeting. They will attend the meeting in the capacity of 'Guest/ Observer' and will not have right to vote. (See SOP 05/V2)
- · The Composition shall be as follows:
 - ✓ Chairman (non -affiliated to the institution)
 - √ Vice-Chairman (non-affiliated to the institution)
 - ✓ One Member Secretary (institutional)
 - ✓ One Assistant Member Secretary (institutional)

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- One or more persons from basic medical science. In case of EC reviewing clinical trials with drugs, the basic medical scientist should preferably be a pharmacologist affiliated/Non affiliated
- ✓ One or more Clinician affiliated/Non affiliated
- ✓ One legal expert affiliated/Non affiliated
- ✓ One social scientist/philosopher, ethicist or theologian affiliated/Non affiliated
- ✓ One or more lay person non affiliated

4.2 Criteria for selection of members of EC

Chairman

- · From outside the institution.
- A well respected person from any background with prior experience of having served/serving in an EC.

Vice-Chairman (if applicable)

- · From outside the institution.
- A well respected person from any background with prior experience of having served/serving in an EC.

Member-Secretary and Assistant Member-Secretary

- · Will be a staff member of the institution.
- Preferably be a medical professional with state medical council recognized postgraduate degree.
- Should have domain speciality experience, clinical research and ethics knowledge, personal interest and capacity, good communication skills.

Members

- Members will be selected in their personal capacities based on their qualification, experience in domain field, interest, ethical and/or scientific knowledge and expertise, as well as on their commitment and willingness to volunteer the necessary time and effort for the EC. They should not have any known record of professional misconduct.
- Medical scientists and clinicians should have post graduate qualifications.

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Effective Date: 01.11.2018

 Conflict of interest will be avoided while making appointments, but where unavoidable, there will be transparency with regard to such interests (See SOP 03/V2).

4.3 Agreement regarding Maintenance of Confidentiality

- It is the responsibility of each EC member, reviewing research project or attending EC meetings, to read, understand, accept and sign the agreement contained in the confidentiality Form (AX 03A/SOP 02/V2).
- The staff of the secretariat will sign confidentiality agreement which should be filed with the EC.(AX 03B/SOP 02/V2)
- . The Secretariat will obtain the signature of the EC Chairman on the Confidentiality form.
- The secretariat will provide EC member a photocopy of the Confidentiality Form for their records (duly signed and dated by them and EC Chairman) and acknowledge the receipt of agreement with their signature.
- The Secretariat will keep the original copies of the signed Agreements in the EC office in the file entitled 'Confidentiality Agreement file" for members and photocopies of the agreement in the individual members files.

4.4 Tenure of Membership

 The tenure of EC members as per DCGI registration will be for a period of 3 years from the date of registration.

4.5 Appointment of New Members

- a) The EC members will be appointed by the Director.
- b) New members will be appointed under the following circumstances:
 - 1. When a regular member completes his/ her tenure.
 - 2. If a regular member resigns before the tenure is completed.
 - If a regular member ceases to be a member for any reason including death or disqualification.
 - 4. To fulfill the membership requirements as stated in this SOP

New members will be identified by the Chairman according to the membership requirement (i.e. as per the composition specified in Section 4.1 of this SOP) ensure that the potential member fulfils the conditions of appointment. The names of new

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Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

members to be appointed may be suggested by the EC members and the Chairman to the Director. The final decision regarding appointment of members will be taken by the Director.

4.6 Conditions to be fulfilled by a member after appointment

Members to be appointed on the EC will need to fulfill the following conditions:

- Members must submit
 - ✓ a recent signed CV
 - ✓ training certificates in Ethics and/ or GCP.
- Members must be willing to
 - ✓ publicize his/her full name, profession and affiliation.
 - ✓ sign the Confidentiality Agreement (as per Annexure 3A/SOP 02/V2) and regarding meeting, deliberations, applications, information on research participation and related
 - ✓ read, understand, accept and follow the Conflict of interest policy and sign the Conflict of interest agreement/form (See SOP 03/V2).

4.7 Resignation and Disqualification of Members.

- Resignation: An EC member may resign from membership by submitting a letter of resignation to the Chairman. The member may or may not assign reasons for resignation. The resignation will become effective from the day it is accepted by the Chairman.
- Disqualification for conduct unsuitable of an EC member: A member may be disqualified from continuance should EC determine by a three-fourth majority specifically called for the purpose that the member's conduct has been inappropriate of an EC member.
 - (i) The process will be initiated if EC Chairman or Member-secretary receives a communication in writing (provided by EC member or a member of the public) alleging misconduct by a member.
 - (ii) The Chairman will satisfy himself/ herself that a prima facie case exists before initiating action. If, in the opinion of the Chairman, the matter is of grave significance where integrity of EC could be questioned, the Chairman may suspend

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the membership of the concerned EC member till final decision is taken by EC. During the period of suspension, the concerned individual will not have any rights, privileges or responsibilities of an EC member and will not perform any duties of EC member.

- (iii) The Chairman may call for a meeting of the EC specifically to discuss this issue or the matter will be taken up for discussion. The meeting convened will follow the usual rules of quorum. The allegation will be discussed at the EC meeting and the member alleged of misconduct will be provided adequate opportunity to defend himself / herself.
- (iv) The member would stand disqualified, if members present approve of disqualification by voting (voting by 2/3rd of majority of members present in the meeting and voting). The Chairman will convey the disqualification to the concerned member through a written communication.
- Disqualification for not attending EC meetings: A member may be disqualified from EC membership if the member fails to attend more than 3 regular consecutive EC meetings without prior intimation. The process conducted will be as follows:
 - (i) The Member Secretary will inform Chairman (if required), in writing, if a member has not attended more than three consecutive regular meetings of the EC without prior intimation to the EC.
 - (ii) The Chairman will initiate the process of review of membership of such a member by including the matter in the Agenda of the next regular EC meeting.
 - (iii) A written communication will be sent to the concerned EC member informing him/ her that the issue of disqualification would be discussed at the meeting inviting the member to be present at the meeting to put up his/ her case. Alternately, the concerned EC member will be allowed to state his/ her arguments regarding unauthorized absence in writing by a letter addressed to the Chairman
 - (iv) The matter will be discussed and reviewed at the EC meeting. The concerned member will be provided adequate opportunity to represent his/ her case. A written communication, if received from the concerned member will be read and reviewed at the meeting.

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Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

The Chairman or Member-Secretary will inform the EC members about the cessation of membership by a confidential written communication to the concerned and other members of EC will be informed during the upcoming meeting of EC.

4.8 Training of the EC Members in Research Ethics

- An individual selected as a new member of the EC will be required to attend one meeting as an 'Observer' before being inducted as a member of the EC.
- Member Secretary or an EC member will provide introductory training in Research Ethics, GCP and SOPs to the new member.
- A newly inducted member should submit certificate of training.
- All members including Chairman and Member Secretary will be encouraged to receive continued training by participating in a workshop, conference and/ or re-training program related to research ethics, as a delegate, faculty, facilitator, etc.
- The EC will conduct workshops on ethics in clinical research, GCP and SOPs from time to time to impart training and update the EC Members and Institutional faculty members.

4.9 Hierarchy

- There will be one Chairman, one Vice-Chairman, one Member Secretary and one Assistant Member Secretary.
- The Chairman and Vice-Chairman will head the committee.
- The Member Secretary and the Assistant Member Secretary will be the guardian of all documents and funds in the possession of the committee.
- Other EC members will be regular committee members with equal ranking.

4.10a Functions of Chairman

- · The Chairman will be responsible for conducting committee meetings, leading all discussions and deliberations pertinent to the review of research proposals.
- The Chairman will preside over all elections as well as administrative and financial matters pertinent to the committee's functions. The Chairman will represent the EC at various meetings and forums.

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- · The Chairman will sign documents and communications related to EC functioning.
- The Chairman will delegate his/ her responsibilities to the Vice-Chairman in accordance with EC SOPs.
- In case of anticipated absence of both Chairman and Vice-Chairman at a planned meeting, the Chairman will nominate a committee member as Acting Chairman or the members present may elect the Acting Chairman. The Acting Chairman should be non affiliated and will have all the powers of the Chairman for that meeting.

4.10b Functions of Co- Chairman

· To act as Chair in the absence of Chairman and to perform all functions of Chairman.

4.11 Functions of the Member secretary

- · Receive research proposals
- · Organize an effective and efficient tracking procedure for each proposal received.
- Prepare, maintain and distribute study files.
- · Schedule and organize EC meetings
- · Prepare and maintain meeting agenda and minutes.
- · Maintain EC documentation and to archive them.
- Sign documents and communications related to EC functioning.
- · Communicate with the EC members and applicants/ investigators.
- Notify the Principal Investigator regarding EC decisions related to the submitted research proposal.
- · Arrange for training of personnel and EC members.
- Organize the preparations, review, revision and distribution of SOPs and guidelines.
- Provide necessary administrative support for EC related activities to the Chairman.
- Provide updates on relevant and contemporary issues to ethics in health research as well
 as relevant contemporary literature to the committee members.
- A reasonable fee for review may also be charged by the EC to cover the expenses related to optimal functioning in accordance to the institutional policies.

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- · Delegate various responsibilities to appropriate and authorized individuals
- · Ensure adherence of EC functioning as per SOPs
- Prepare for accreditations and inspections
- Prepare compliance report
- Ensure availability of funds for smooth functioning of EC.

4.12 Functions of the Assistant Member Secretary

The Assistant Member Secretary will perform the same functions of Member Secretary in his/her absence.

4.13 Functions of EC members

- Attend EC Meetings and participate in discussions and deliberations so that appropriate decisions can be arrived at.
- · Review, discuss and consider research Proposals submitted for evaluation.
- Monitor Serious Adverse Event reports and recommend appropriate action(s)
- · Review the progress reports and monitor ongoing studies as appropriate.
- · Do onsite visits whenever needed
- · Evaluate final reports and outcomes.
- · Maintain confidentiality of the documents and deliberations of EC meetings.
- · Declare any conflict of interest in writing to the Chairman, if any, at each meeting.
- Participate in continuing education activities in biomedical ethics and biomedical research.
- Provide information and documents related to training obtained in biomedical ethics and biomedical research to the EC secretariat
- Provide an updated CV when requested for by the EC secretariat
- Carry out the work delegated by Chairman, Vice-Chairman, Member-secretary and Assistant Member-secretary
- Assist Chairman, Vice-Chairman, Member-secretary and Assistant Member-secretary in carrying out EC work as per SOPs

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DEAN
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MEDICAL COLLEGE & HOSPITAL
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Effective Date: 01.11.2018

· Be updated on relevant laws and regulations

4.14 Secretariat

- The Secretariat will be composed of the scientific officer/s, the administrative Officer/s
 and other administrative supporting staff.
- The Secretariat will support the Member Secretary and Assistant Member Secretary in all their functions
- All the staff of the Secretariat will sign confidentiality agreement which should be filed with the EC.(AX 03-B/SOP 02/V2)
- The working rules for the Secretariat are stated in (AX 01/SOP 02/V2)

4.15 Types of projects reviewed by EC

The EC will review scientific and ethical aspects of all types of research studies involving human participants; sponsored by pharmaceutical companies, sponsored by Government of India / NGOs, studies in collaborations with international organisations/universities, all dissertation projects of (postgraduate students: MD, MS & PhD) research projects of undergraduate students carried out under guidance of teachers (e.g. Indian Council for Medical research studentship or any other) and investigator initiated research studies which are self funded / funded by institutional funding bodies.

4.16 Quorum Requirements

- · The full board meeting will be held as scheduled provided there is quorum.
- For the EC meeting, a quorum will consist of at least 5 members for regulatory clinical
 trials with the following representation: one basic medical scientist (preferably one
 pharmacologist), one clinician, one legal expert, one social scientist/representatives of
 non-governmental voluntary agency/Philosopher/ethicist/theologian or a similar person,
 one Lay person from the community, <u>apart from</u> Member Secretary and Chairman as
 mandated by Schedule Y.
- Without satisfying this condition, any decision taken by the committee shall remain null and void.
- In absence of the Chairman, Vice-Chairman will chair the meeting.

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DEAN SRI MANAKULA VNAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

MANAKULA VINAYAGAR

Medical college and Hospital

SOP code: SOP 02/ V2 Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

4.17 Honorarium to the Members

Reimbursement of travelling expense and /or reasonable honorarium for attending the EC meetings will be given to the non – affiliated/external EC members.

4.18 Preparing an annual activity report of the EC for submission to the Head of the Institute

The Member Secretary will make a yearly activity report for submission to the Head of the Institute which will include the following elements:

- a. Number and dates of the EC meetings of full board
- b. Number of SAE subcommittee and any other subcommittee, as applicable) Number and type of proposals (Pharma/ Government sponsored/ Dissertations/ investigator initiated) reviewed in a year, status of each study proposal whether completed / ongoing / terminated
- c. Number of approvals for full board review/ expedited review with decisions
- Brief details about workshops, training programmes and other activities undertaken by the EC and those attended by EC members
- e. Any other matter

5. Reference to other applicable SOPs

SOP 03/V2 - Conflict of Interest Policy for Institutional Ethics Committee
SOP 08/V2 - Agenda Preparation, Meeting Procedures and Recording of Minutes

6. Annexures

Annexure 1 AX 01/SOP 02/V2 - EC Administrative Staff: Working rules

Annexure 2 AX 02/SOP 02/V2 - Organizational Chart of the Institution

Annexure 3A AX 03 A/SOP 02/V2 - Confidentiality Agreement Form for EC members

Annexure 3B AX 03B/SOP 02/V2 - Confidentiality Agreement Form for Staff of the Secretariat

Annexure 1: AX 01/SOP 02/V2

The EC Administrative Staff: Working Rules

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SOP 02	MANAKULA VINAYAGAR Medical college and Hospital	
SOP code: SOP 02/ V2	Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC	Effective Date: 01.11.2018

- There will be administrative officer / assistant /s and attendant/s /helper/s who will help the EC Chairman and Member-Secretary in executing functions of the EC. Additional staff may be appointed and duties assigned; as and when deemed necessary by the EC. The eligibility criteria for new staff to be appointed will be laid down depending on the required job profile. The need for appointment of administrative staff, job profile and qualifications, office timing, salary structure and number of leaves may be recommended by EC members and discussed during regular EC meeting and will be recorded in minutes.
- · The administrative staff will report to the Chairman and/or Member Secretary.
- The administrative staff will be appointed by the Head of the institute by conducting formal interviews.

Duties of Administrative officer/ assistant

- · Correspondence with EC members and external experts
- · Correspondence with the investigators
- · Preparing agenda and minutes of the EC meetings
- · Answering queries of the investigators
- · Filing study related documents
- · Archiving and maintaining the study files, SOPs, all correspondences
- · Maintaining electronic database of the EC records

Duties of the attendant/s /helper/s

- · Assisting the secretariat in arranging the EC meetings
- · Dispatching sets of study documents to EC members and external experts
- Receiving the study related documents from and dispatching the EC letters to the investigators
- Filing study related documents

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- · Archiving and maintaining the study files
- · Assisting the Secretariat during the meetings

Annexure 2: AX 02/SOP 02/V2

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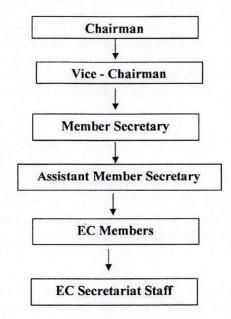
SOP 02

Sop code: SOP 02/V2

Sop code: Sop code

Organizational flow chart of SMVMCH-EC

After the Director of SMVMCH constitutes the EC and after registration with DCGI, the newly registered body will function in the following hierarchical order.



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SOP code: SOP 02/ V2 Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC Effective Date: 01.11.2018

Annexure 3A: AX 03A /SOP 02/V2 Confidentiality Agreement Form for SMVMCH-EC Members

In recognition of the fact, that I,

(Member's name, and his/her affiliation) herein referred to as the "undersigned", have been appointed as a member of the SMVMCH-EC and have been asked to assess research studies involving research participants in order to ensure that they are conducted in a humane and ethical manner, adhering to the highest standards of care as per the national, and local regulations and institutional policies and guidelines and international and national guidelines;

Whereas, the appointment of the undersigned as a member of the EC is based on individual merits and not as an advocate or representative of a home province, territory or community nor as a delegate of any organization or private interest;

Whereas, the fundamental duty of an EC member is to independently review both scientific and ethical aspects of research protocols involving human subjects and make a determination and the best possible objective recommendations, based on the merits of the submissions under review;

Whereas, the EC must meet the highest ethical standards in order to merit the trust and confidence of the communities in the protection of the rights and well-being of research participants;

The undersigned, as a member of the EC, is expected to meet the same high standards of ethical behavior to carry out its mandate.

This Agreement thus encompasses any information deemed Confidential or Proprietary provided to the Undersigned in conjunction with the duties as a member of the EC. Any written information provided to the undersigned that is of a Confidential, Proprietary, or Privileged nature shall be identified accordingly.

As such, the undersigned agrees to hold all Confidential or Proprietary trade secrets ("information") in trust or confidence and agrees that it shall be used only for contemplated purposes and shall not be used for any other purpose or disclosed to any third party. Written Confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the EC.

The Undersigned agrees not to disclose or utilize, directly or indirectly, any Confidential or Proprietary information belonging to a third party in fulfilling this agreement. Furthermore,

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SOP code: SOP 02/ V2

Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

the Undersigned confirms that institute's policies and any cont	그 경기를 하고 있다. 그 사람들이 가장 가장 하는 것 같아서 없을까지 않는데 다른	of this agreement is consistent with the ey may have to third parties.
Undersigned Signature	-	Date
Agreement on Confidentiality		
	original (signed and a	dersigned agrees with the terms and dated Agreement) will be kept on file in on to you for your records.
information and documentation (to applicable legislation, includi reasonable measures to protect that to any person; not to use the Co mandate, and in particular, in a party; and to destroy all Confider	(which we will refer to ing the Access to "Con- he Information Act, not infidential Information manner which would re- ntial Information (inclu-	C, I may be provided with confidential as the Confidential Information; subject infidential Information"). I agree to take to disclose the Confidential Information for any purpose outside the Committee's result in a benefit to myself or any third ding any minutes or notes I have made as my functions as a Committee member.
I,	oned terms and condition	(name of the member) have ons as explained in this Agreement.
Signature	Date	
Chairman's Signature	Date	
I acknowledge that I have received.	ved a copy of this Agre	eement signed by the EC Chairman and
Signature	Date	
	15 of 18	TRUE COPY ATTESTE

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SOP code: SOP 02/ V2 Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC Effective Date: 01.11.2018

Annexure 3B: AX 03-B/SOP 02/V2 Confidentiality Agreement Form for Staff of the Secretariat

In recognition of the fact, that I,

(Member's name, and his/her affiliation) herein referred to as the "undersigned", have been appointed as a member of the SMVMCH-EC and have been asked to assess research studies involving research participants in order to ensure that they are conducted in a humane and ethical manner, adhering to the highest standards of care as per the national, and local regulations and institutional policies and guidelines and international and national guidelines;

Whereas, the appointment of the undersigned as a member of the EC is based on individual merits and not as an advocate or representative of a home province, territory or community nor as a delegate of any organization or private interest;

Whereas, the fundamental duty of an EC member is to independently review both scientific and ethical aspects of research protocols involving human subjects and make a determination and the best possible objective recommendations, based on the merits of the submissions under review;

Whereas, the EC must meet the highest ethical standards in order to merit the trust and confidence of the communities in the protection of the rights and well-being of research participants;

The undersigned, as a member of the EC, is expected to meet the same high standards of ethical behavior to carry out its mandate.

This Agreement thus encompasses any information deemed Confidential or Proprietary provided to the Undersigned in conjunction with the duties as a member of the EC. Any written information provided to the undersigned that is of a Confidential, Proprietary, or Privileged nature shall be identified accordingly.

As such, the undersigned agrees to hold all Confidential or Proprietary trade secrets ("information") in trust or confidence and agrees that it shall be used only for contemplated purposes and shall not be used for any other purpose or disclosed to any third party. Written

Confidential information provided for review shall not be copied or retained. All Confidential information (and any copies and notes thereof) shall remain the sole property of the EC.

The Undersigned agrees not to disclose or utilize, directly or indirectly, any Confidential or Proprietary information belonging to a third party in fulfilling this agreement. Furthermore, the undersigned confirms that his/her performance of this agreement is consistent with the institute's policies and any contractual obligations they may have to third parties.

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BRI MANAKULA VINAYAGAR
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KALITHERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



SOP code: SOP 02/ V2

Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC

Effective Date: 01.11.2018

Undersigned Signature		Date
Agreement on Confidentiality		
	original (signed and	dersigned agrees with the terms and dated Agreement) will be kept on file in ryour records.
information and documentation (to applicable legislation, includi reasonable measures to protect that to any person; not to use the Co mandate, and in particular, in a party; and to destroy all Confider	(which we will refer to ing the Access to "Co- ne Information Act, no infidential Information manner which would intial Information (inclu-	EC, I may be provided with confidential of as the Confidential Information; subject confidential Information"). I agree to take to to disclose the Confidential Information of for any purpose outside the Committee's result in a benefit to myself or any third adding any minutes or notes I have made as my functions as a Committee member.
I.		(name of the member) have
read and accept the aforementio	ned terms and condit	ions as explained in this Agreement.
Signature	Date	
	-	
Chairman's Signature	Date	
I acknowledge that I have receiv	ved a conv of this Ag	reement signed by the EC Chairman and
me.	ea a copy or imprig	continuing needs, the Se shamman and
	-	
April 1		
- 71		•
7. Flow Chart		TRUE COPY ATTESTE

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DEAN SRI MANAKULA VINAYAGAR MEDIGAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

SOP 02	MANAKULA VINAYAGAR Medical college and Hospital		
SOP code: SOP 02/ V2	Constitution of SMVMCH Ethics Committee (EC), Selection, Roles and Responsibilities of Members of the EC	Effective Date: 01.11.2018	

Activity	Responsibility	
Composition of the Ethics Committee	Director as per DCGI guidelines	
Selection and appointment of Chairman	Director as per DCGI guidelines	
Appointment of new members	Director as per DCGI guidelines	
Conditions of appointment	All EC Members	
Initiation of the process of appointment	nt Secretariat	
Tenure of Membership	Chairman, EC Members and Secretariat	
Resignation and disqualification of Members	EC Members and Secretariat	
Quorum requirements	EC Members and Secretariat	
	Composition of the Ethics Committee Selection and appointment of Chairman Appointment of new members Conditions of appointment Initiation of the process of appointment Tenure of Membership Resignation and disqualification of Members	

8. References

- Forum for Ethics review Committees in India (FERCI). Standard Operating Procedures of Institutional Ethics Committee (cited 22nd October 2018). Available from: http://www.ferci.org/sops/
- Ethical guidelines for biomedical research on human participants. (2017). Indian Council of Medical Research. Available from: http://www.icmr.nic.in/guidelines/ICMR_Ethical_Guidelines_2017.pdf

	Name	Designation	Signature
	Dr. Vimal. M	Member	Downal
Prepared	Dr. Nishanthi. A	Member	al. Wishouthin
Reviewed	Dr. R. N. Kagne	Member Secretary	1
	Dr. Amol Dongre	Member	11
Approved	Dr. T. Thiagarajan	Chairman	Drysili 2018
Issued	Dr. D. Rajagovindan	Director, SMVMCH	Mil

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SOP 03	MANAKUI
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VINAYAGAR

Medical college and Hospital

SOP code: SOP 03/ V2

Handling Conflict of Interest among Ethics Committee Members

Effective Date: 01.11.2018

Title: Handling Conflict of Interest among Ethics Committee Members

1. Purpose

The purpose of this SOP is to describe the process to identify and manage conflict of interest among Sri Manakula Vinayagar Medical College and Hospital Ethics Committee (SMVMCH - EC) members.

2. Scope

This SOP covers the policy related to identification, declaration and management of conflict of interest and is applicable to all EC members.

3. Responsibility

All EC members (regular and alternate) are responsible for understanding definition of conflict of interest (COI) and for self-identifying and disclosing these. The Chairman would need to ensure that COI are identified, declared and managed by all members during initial and continuing review of research studies.

4. Detailed Instructions

- Voluntary disclosure regarding COI by EC member The EC member should determine
 whether he/she has a COI before reviewing research and declare all certain or potential
 conflicts of interest prior to engaging in any review process.
- EC members should not participate in discussing, or decision making on research
 proposals applications reviewed at any level (exempt, expedited, or full-board) when they
 have conflicts of interest except to provide information requested by the EC.
 - a) If an EC member has a COI for review outside a meeting (e.g., the expedited procedure/ amendments), he or she should notify the EC Secretariat and return the documents.

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SOP 03	MANAKULA VINAYAGAR Medical college and Hospital
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SOP code: SOP 03/ V2

Handling Conflict of Interest among Ethics Committee Members

Effective Date: 01.11.2018

b) If an EC member has a COI for a study for which he or she has been assigned as a primary reviewer, he or she will inform the EC secretariat so that the review is reassigned to other members.

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- c) If an EC member has a COI for review of research study at a meeting, he or she will inform the Chairman and leave the meeting room while discussion of the study takes place. He/she may stay in the meeting room only to answer questions about the research. This is applicable also for EC meetings at which discussion on serious adverse events, deviations/violations, amendments/ continuing review reports related to studies are discussed.
- d) Recusal EC member who declares COI and leaves the meeting does not count towards the quorum for the vote. The member's absence under these circumstances is called a *recusal*, not an abstention or an absence.
- e) If an EC member finds that he/she has a COI during the conduct of a research project approved by EC, he/she shall report the conflict to the EC at the next EC meeting.
- At the beginning of each meeting, the EC Chairman asks the members to disclose any COI concerning any of the items on the agenda. During the meeting, EC member having conflict discloses the existence of the conflict just before the review of the relevant item begins.
- If the Chairman has a conflict of interest for a particular project, this should be so
 declared and handled like any other member's conflict is handled. An acting Chair should
 be appointed for discussion on such a project.
- When determination regarding existence of COI is uncertain, more information is gathered from relevant sources and determination is done by EC member with the help of EC Chairman / Member Secretary
- The EC Chairman has the final authority to determine whether a COI has been managed or eliminated appropriately for research participant protection.

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SOP code: SOP 03/ V2	Handling Conflict of Interest among Ethics Committee Members	Effective Date: 01.11.2018	

- The EC shall not approve a research study proposal where a COI is not managed or eliminated
- Management of CO In case of a COI,
 - o EC members will disclose the COI as discussed above
 - o EC members will not serve as reviewers
 - EC members will not influence the discussion and decision making of the concerned study by staying away during the EC meeting.
- EC Member Secretary and the Secretariat will record the points related to disclosure and management of COI of EC members in the EC minutes.

Definitions and Mandate

Definitions

- Conflict of interest is a set of conditions in which professional judgment concerning a
 primary interest like patient's welfare or the validity of research tends to be or appears to
 be unduly influenced by a secondary interest like non-financial (personal, academic or
 political) or financial gain. [http://icmr.nic.in/ethical_guidelines.pdf accessed on 23rd
 Nov 2015].
- Types of COI
- o A personal COI is said to exist when
 - There is immediate family relationship (spouse, parent or parent of a spouse, child or child of a spouse, sibling or sibling of a spouse, or a dependent -who resides with an EC member or consultant or who receives 50% or more support from an EC member, regardless of age) or other close personal relationship ("step" relationships included) with the investigator, or with co-investigators.
 - EC member or his/her immediate family member serves as a contributor to the research project as a collaborator, consultant, research staff or financer.

research study is submitted by a departmental colleague/senior (may be regarded as a personal conflicting interest if applicable)

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Handling Conflict of Interest among Ethics Committee Members

Effective Date: 01.11.2018

- A professional COI means the EC member or his/her immediate family member serves as trustee, director, manager, or scientific advisor of the funding agency sponsoring the research.
- o A financial COI for EC members and immediate family exists when the EC member or the spouse or dependent of a member receives monetary benefits including, but not limited to, salary or payments for other services (e.g., consulting fees or honoraria), equity interests (e.g., stock, stock options, or any other ownership interests) and intellectual property rights (e.g., patents, copyrights, product or service being evaluated)...

Mandate

- G.S.R. 12(E). Registration of Ethics Committee. Ministry of Health and Family Welfare, Department of Health notification dated 8th February 2013 http://www.cdsco.nic.in/writereaddata/G.S.R%2072(E)%20dated%2008.02.2013.pdf accessed on 23rd Oct 2018
 - 2h. There should be no conflict of interest. The members shall voluntarily withdraw from the Ethic committee meeting while making a decision on an application which evokes conflict of interest which may be indicated in writing to the chairman prior to the review and to be recorded so in the minutes. All members shall sign a declaration on conflict of interest.
- http://rgcb.res.in/wp-content/uploads/2014/07/Good-Clinical-Practice-Guideline.pdf accessed on 23rd Oct 2018.
 - 2.4.2.6. "A member must voluntarily withdraw from the EC while making a decision on an application which evokes a conflict of interest which should be indicated in writing to the Chairman prior to the review and should be recorded so in the minutes. If one of the members has her/his own proposal for review, then the member should not participate when the project is discussed".

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SOP code: SOP 03/V2

Handling Conflict of Interest among Ethics Committee Members

Effective
Date:
01.11.2018

□ http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/cfrsearch.cfm?fr=56.107 accessed on 23rd Oct 2018.

<u>56.107</u> "No Institutional review board (IRB) may have a member participate in the IRB's initial or continuing review of any project in which the member *h*as a conflicting interest, except to provide information requested by the IRB. [45 CFR 46.107(e) and 21 CFR 56.107(e), Sec. 56.107 EC membership".

- 5. Reference to other applicable SOPs Nil
- 6. Annexure Annexure 1 AX 01/SOP 03/V2 Conflict of Interest Form/ Declaration for SMVMCH - EC Members

Annexure 1: AX 01/SOP 03/V2

Conflict of Interest Form/ Declaration for SMVMCH-EC Members

I am aware of the policy of the EC regarding conflict of interest and that no reviewer may participate in the review, comment or participate in decision making of any activity in which he/she has actual/potential conflict of interest except to provide information as requested by the EC.

I declare	(actual or potential COI)	in relation to	the proposal entitled
""su	bmitted for review to the EC. The rea	ason for COI i	s
I will refrain	from the review process and /or disc	cussion at the	EC meeting / and also will not
take part in o	ngoing and periodic review and mon	itoring of this	study.
	Signature of EC Member		Chairman's Signature
	Date	Date	

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SOP code: SOP 03/ V2

Handling Conflict of Interest among Ethics Committee Members

Effective Date: 01.11.2018

7. Flow Chart

No.	Activity	Responsibility
1	Determination of Conflict of Interest (COI)	EC Member
2	Disclosure and management of COI	EC Member
3	Ensuring declaration and management of COI during review process	EC Chairman
4	Recording of COI in minutes of EC meeting	EC Member Secretary/ Secretariat

8. References:

- Part 56 -institutional review boards, Subpart B--Organization and Personnel, Sec. 56.107 IRB membership, 45 CFR 46.107(e) and 21 CFR
 56.107(e)http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/cfrsearch.cfm?fr=56.107 accessed on 23rd Oct 2018.
- 2. http://irb.northwestern.edu/sites/default/files/documents/hrp-050-sop-conflicting-interests-members.pdf accessed on 23rd Oct 2018.
- Forum for Ethics review Committees in India (FERCI). Standard Operating Procedures of Institutional Ethics Committee (cited 23rd Oct 2018). Available from: http:// www.ferci.org/sops/
- Indian Council of Medical Research (ICMR). National Ethical guidelines for biomedical and health research involving human participants, October 2017. (cited 23rd October 2018) available from: http://www.icmr.nic.in.
- G.S.R. 12(E). Registration of Ethics Committee. Ministry of Health and Family Welfare, Department of Health notification dated 8th February 2013 http://www.cdsco.nic.in/writereaddata/G.S.R%2072(E)%20dated%2008.02.2013.pdf accessed on 23rd Oct 2018

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SOP 03	MANAKULA VINAYAGAR Medical college and Hospital		
SOP code: SOP 03/ V2	Handling Conflict of Interest among Ethics Committee Members	Effective Date: 01.11.2018	

- http://rgcb.res.in/wp-content/uploads/2014/07/Good-Clinical-Practice-Guideline.pdf accessed on 23rd Oct 2018.
 http://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/cfrsearch.cfm?fr=56.107 accessed on 23rd Oct 2018.

	Name	Designation	Signature
	Dr. Vimal. M	Member	Daimal.
Prepared	Dr. Nishanthi. A	Member	d. Vishaghi
Reviewed	Dr. R. N. Kagne	Member Secretary	2
	Dr. Amol Dongre	Member	to.
Approved	Dr. T. Thiagarajan	Chairman	Mollingon
Issued	Dr. D. Rajagovindan	Director, SMVMCH	

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MADAGADIPET, PUDUCHERRY-605 107.)

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ANTI RAGGING COMMITTEE - 2020

Sl. No.	Name	Mobile No.	Email ID
1.	Dr. D.Rajagovindan, Chairman Director	94442 17687 / 0413-2643031	drrajagovindan@yahoo.co.in
2.	Dr. R.N Kagne, Member Deputy Director & Dean	094867 48348 / 0413-2643030	dydirector@smvmch.ac.in
3.	Dr. K. Karthikeyan, Member Dean (Academic)	94432 68208 / 0413-2643000/1022	karthikderm@yahoo.co.in
4.	Dr. M. Jayasree, Member Deputy Medical Superintendent (Surgical)	9443769196/ 0413-2643000/1226	drmjayasree1@yahoo.co.in
5.	Dr.S.Girija, Member Deputy Medical Superintendent (Medical)	98949 76919 0413-2643000/1225	girijagops@gmail.com
6.	Mr.K.T. Ajaykumar, Member Nominee from Police Department S.I. of Police, Thirubhuvanai Police Station	9995182381/ 0413-2640132	ajayatall4r@gmail.com
7.	Dr.S. Malarkkan, Member Principal, Manakula Vinayagar Institute of Technology	94443 48554 / 0413-2643002	malarkkan_s@yahoo.com
8.	Parents Representative Mrs. N.Revathy	9443787763/ 0413-2643045	revathyn1970@gmail.com
9.	Students Representative Seniors 1. Naveen. I 2. Subhiksha. A G 3.Vishva.C Freshers 1.Kanmaniarasi S 2.Vijayakash A	9042401919 9791543965 6382892274 8825707968 9443914185 9566621862	naveeniyyappan1919@gmail.com subhi10061999@gmail.com vishvavisu2001@gmail.com kanmaniarasi16072001@gmail.com yajiv1408@gmail.com aishukarthi008@gmail.com
10.	3.Aishwarya K Mr.T.Dhatchinamourthy Registrar (Non-Teaching Representative)	94431 58493 / 0413-2643005	ao@smvmch.ac.in
11.	Dr.Vinoth.K, Secretary Associate Professor Department of Psychiatry	9865789890 0413-2643000/1074	vinothkrishnadass@gmail.com

NATIONAL ANTI RAGGING HELP LINE 1800-180-55-22 In Madagadipet, Puducherry - 605107. Toll Free

Madagadipet, Puducherry - 605107.

2643014 , College : 2643023 | Fax : 0413 - 2641549 | E-mail : principal@smvmch.ac.in | Web DEANS mvmch.ac.in

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PUDUCHERRY-605107

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Sl. No.	Name	Mobile No.	Email ID	
1.	Dr. R.N. Kagne, Member Deputy Director & Dean	094867 48348 / 0413-2643030	dydirector@smvmch.ac.in	
2.	Dr. G.V.Manoharan, Member Prof. & HOD – General Surgery	9840036785/ 0413-2643000/1045	gvmfhm@yahoo.co.in	
3.	Dr. M.Shanthi, Member Prof.& HOD - Pharmacology	9842176821/ 0413-2643000/2091	shanthibabu24@gmail.com	
4.	Dr.P. Nallamuthu, Member Prof.& HOD - Ophthalmology	9843890074/ 0413-2643000/1078	drpnallamuthu@gmail.com	
5.	Dr.Shivayogappa.S. Teli, Member Prof.& HOD - Physiology	81225 57996 / 0413-2643000/2034	shivateli222@yahoo.com	
6.	Dr. Karthik Ragupathy, Member Professor – Dentistry Chief Warden – Boys Hostel	98410 10308/ 0413-2643000/1210	drsrkarthik@gmail.com	
7.	Dr.V.Deepika, Member Associate Professor - Physiology Chief Warden – Girls Hostel	9962279360/ 0413-2643000/2035	deepy843@gmail.com	
8.	Mr.K.Sambasivam, Member Deputy Hostel Warden – Boys Hostel	91595 41834/ 0413- 2643046	sambasivamk52@gmail.com	
9.	Miss.D.Lakshmi, Member Deputy Hostel Warden - Girls Hostel	97519 29373 / 0413-2643044	dlakshmimba05@gmail.com	
10.	Miss.K.Malliga, Member Deputy Hostel Warden - Girls Hostel	81110 18593 / 0413-2643042	malligamercy@gmail.com	
11.	Mr.S.Kaliaperumal, Member Hostel Warden – Boys Hostel	9787354605 / 0413-2643046	skaliaperumal7196@gmail.com	
12.	Mr.R Jayaprakash Deputy Resident Hostel Warden & Mess Supervisor – Boys Hostel	9442875037/ 0413-2643046	jayaprakash2077@gmail.com	
13.	Mrs. N.Revathy Deputy Hostel Warden cum Supervisor – Girls Hostel	9443787763/ 0413-2643045	revathyn1970@gmail.com	

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

Dr. KAGNE R.N

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE 8 HOSPITAL KALITHEERTHALKUPPAM, PUDUCHERRY-605107.

Kalitheerthalkuppam, Madagadipet, Puducherry - 605107.

Tel: 0413 - 2643000, 2643014, College: 2643023 | Fax: 0413 - 2641549 | E-mail: principal@smvmch.ac.in | Web: www.smvmch.ac.in



Medical College and Hospital-

Minutes of the Anti Ragging Committee Meeting

Venue: College Council Hall

Date: 19.02.2021

The meeting for the Anti Ragging Committee and Anti Ragging Squad of our college was held on 19.02.2021 at 2.30 m in the College Council Hall. Dr. D. Rajagovindan, Director chaired the session and welcomed all the existing members of the committee and squad. He discussed briefly with the members towards the reconstitution of anti ragging committee for the academic year 20-21.

After the discussion and suggestion given by the members it is decided to include Mrs.N.Revathy, as member (Parents Representative) instead of Er. R. Kanchana.

It is also decided to include Dr.M.Jayashree, Deputy Medical Superintendent (Surgical), Dr.s.Girija, Deputy Medical Superintendent (Medical), instead of Dr.Amol.R.Dongre, Dean (Research) Dr.M.Pragash, Medical Superintendent and Dr.R.Sasikala, Professor & Head, Department of OBG.

Mr.K.T.Ajay will be added as the Nominee from the Police Department replacing Ms.Priya.K. It was decided to have a secretary for the committee to coordinate meetings and maintains documents related to the committee and Dr. Vinoth. K, Associate Professor of Psychiatry was recruited to be the Secretary.

students Mr. Kanmaniarasi.S, following Director suggested names of the Mr.Vijayakash.A, and Ms.Aishwarya.K who will be representing the Freshers and Ms.Subhiksha.A.G, Mr.Naveen.I and Ms.Vishva.C will be representing the seniors by replacing TRUE COPY ATTESTED the current senior students in the Anti Ragging Committee.

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL OPLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

1

Manakula Vinayagar Medical College and Hospital

Continuation Sheet

ANTI	RAGGING	COMMITTEE - 2020

Sl. No.	Name	Mobile No.	Email ID
1.	Dr. D.Rajagovindan, Chairman Director	94442 17687 / 0413-2643031	drrajagovindan@yahoo.co.in
2.	Dr. R.N Kagne, Member Deputy Director & Dean	094867 48348 / 0413-2643030	dydirector@smvmch.ac.in
3.	Dr. K. Karthikeyan, Member Dean (Academic)	94432 68208 / 0413-2643000/1022	karthikderm@yahoo.co.in
4.	Dr. M. Jayasree, Member Deputy Medical Superintendent (Surgical)	9443769196/ 0413-2643000/1226	drmjayasree1@yahoo.co.in
5.	Dr.S.Girija, Member Deputy Medical Superintendent (Medical)	98949 76919 0413-2643000/1225	girijagops@gmail.com
6.	Mr.K.T. Ajaykumar, Member Nominee from Police Department S.I. of Police, Thirubhuvanai Police Station	9995182381/ 0413-2640132	ajayatall4r@gmail.com
7.	Dr.S. Malarkkan, Member Principal, Manakula Vinayagar Institute of Technology	94443 48554 / 0413-2643002	malarkkan_s@yahoo.com
8.	Parents Representative Mrs. N.Revathy	9443787763/ 0413-2643045	revathyn1970@gmail.com
9.	Students Representative Seniors 1. Naveen. I 2. Subhiksha. A G 3. Vishva. C	9042401919 9791543965 6382892274	naveeniyyappan1919@gmail.com subhi10061999@gmail.com vishvavisu2001@gmail.com
	Freshers 1.Kanmaniarasi S 2.Vijayakash A 3.Aishwarya K	8825707968 9443914185 9566621862	kanmaniarasi16072001@gmail.com yajiv1408@gmail.com aishukarthi008@gmail.com
10	Mr.T.Dhatchinamourthy	94431 58493 / 0413-2643005	ao@smvmch.ac.in
11		9865789890 0413-2643000/1074	vinothkrishnadass@gmail.com

NATIONAL ANTI RAGGING HELP LINE 1800-180-55-22 Toll Free

All the members unanimously accepted the suggestions and the Squad is now reconstituted as per below details.

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

SI.	Name			
No.	Dr. R.N. Kagne, Member	Mobile No.	Email ID	
	Deputy Director 9 P	094867 48348 /		
2.	Deputy Director & Dean	0413-2643030	dydirector@smvmch.ac.in	
2.	Dr. G.V.Manoharan, Member	9840036785/		
	Prof. & HOD – General Surgery	0413-2643000/1045	gvmfhm@yahoo.co.in	
3.	Dr. M.Shanthi, Member	9842176821/		
	Prof.& HOD - Pharmacology	0413-2643000/2091	shanthibabu24@gmail.com	
1.	Dr.P. Nallamuthu, Member	9843890074/	and the second s	
	Prof. & HOD - Ophthalmology		drpnallamuthu@gmail.com	
5.	Dr.Shivayogappa.S. Teli Member	0413-2643000/1078		
	Prof.& HOD - Physiology	81225 57996 /	shivateli222@yahoo.com	
6.	Dr. Karthik Ragupathy, Member	0413-2643000/2034		
	Professor – Dentistry	98410 10308/		
	Chief Warden – Boys Hostel	0413-2643000/1210	drsrkarthik@gmail.com	
7.	Dr.V.Deepika, Member			
	Associate Professor - Physiology	9962279360/	10420 "	
	Chief Warden - Girls Hostel	0413-2643000/2035	deepy843@gmail.com	
8.	Mr.K.Sambasivam, Member	91595 41834/	samhasiyamk52@amail	
	Deputy Hostel Warden - Boys Hostel	0413- 2643046	sambasivamk52@gmail.com	
9.	Miss.D.Lakshmi, Member	97519 29373 /	dlakshmimba05@gmail.com	
	Deputy Hostel Warden - Girls Hostel	0413-2643044	graksimmoaos(a/gman.com	
10.	, 110111001	81110 18593 /	malligamercy@gmail.com	
-	Deputy Hostel Warden - Girls Hostel	0413-2643042	g-assis, @gman.com	
11	r,	9787354605 /	skaliaperumal7196@gmail.com	
10	Hostel Warden – Boys Hostel	0413-2643046		
12	The state of the s	9442875037/		
	Deputy Resident Hostel Warden &	0413-2643046	jayaprakash2077@gmail.com	
13	Mess Supervisor – Boys Hostel B. Mrs. N.Revathy			
13	Deputy Hostel Warden cum	9443787763/		
	Supervisor – Girls Hostel	0413-2643045	revathyn1970@gmail.com	

The meeting concluded after the new members were oriented to their roles and responsibilities.

Chairperson

Anti Ragging Committee

Copy to:

Chairman & Managing Director, Registrar, Dean, Medical Superintendent, All Members of Antiragging Committee and Squad.

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DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUPUCHERRY-605 107. 3



Medical Education Unit

No:SMVMCH/MEU/ 119/2022

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan Secretary

Ex-Officio

r. 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

It is proposed to conduct MEU meeting with the members at College Council Hall on 19.10.2022 by 11.30AM for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda:

- 1. Review of previous minutes
- 2. Discussion on planning of 4th "Revised Basic Course Workshop"
- 3. Any other issues

Coordinator

MEU

Chairperson Dr. KAGNE, R.N

Date: 14.10.2022

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

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

Special invitee -Dr. Prasath, Professor, Department of Anaesthesiology

Dr. T. Mangaiyarkarasi, Professor, Department of Microbiology

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DEAN
RRI MANAKULA YINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALTHEERTHALKUPPAM,
MADAGADIPET, PUDUQHERRY-605 107.

MEDICAL EDUCATION UNIT MEETING

DATE: 21.10.2022

TIME: 10.30 AM

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N.Kagne	, \$
2	Dr.K.Karthikeyan	In
3	Dr.G.Kalaiselvan	
4	Dr.S.Girija	_
5	Dr.M.Jayasree	-
6	Dr.K.Soundariya	α
7	Dr.Shivayogappa S Teli	Swerz
8	Dr.G.Ramya	GR ft
9	Dr.N.Suresh	N. James.
10	Dr.G.K.Poomalar	<u> </u>
11	Dr.M.Vimal	Dimal
12	Dr.M.Rajalakshmi	-
13	Dr.R.Udhaya Sankar	- 1
14	Dr.S.Pravin	Pur

SPECIAL INVITEE

1	Dr.S.Asmathulla	8
2	Dr.K.V.P.Suriyakumari	tre
3	Dr.Prasath	(D)
4	Dr.T.Mangaiyarkarasi	all are

TRUE OOPY ATTESTED

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



Medical college and Hospital

Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall

Date: 21.10.2022

Agenda:

1. Review of previous minutes

2. Discussion on planning of 4th "Revised Basic Course Workshop"

3. Any other issues

1. Review of previous minutes

Action Plan	Progress	
Planning of LMS orientation sessions and reflective writing workshops for the undergraduates	LMS orientation sessions have been completed, Reflective writing workshop to be initiated	
Planning of framework for e-portfolio	In process (Dean suggested training of faculty followed by training of students and tentatively workshop has been planned for pre and paraclinical faculty on November 25 th or 26 th , 2022)	
Issue of skill training certificates to the Interns	Successfully distributed to the students	
Conduct of "Workshop on Basic Presentation Skills and Orientation to CBME" for postgraduates to be held in the month of October	Successfully completed for both A and B batches	
Exit Feedback to be collected from postgraduates	To be planned	
RBCW to be planned in the month of November after approval from Regional Centre	Current Agenda	
Workshop on "E-Content and E-Course development" to be conducted in October/December for faculty	As in the month of October slots were not available, it has to be planned in the month of November/December	
Feedback to be collected from the undergraduates and faculty regarding clinical clerkship	Not yet initiated (To be discussed with Dean Academic, questionnaire to be finalized and shared with the students and faculty)	
Inclusion of agenda in college council meeting for discussion over clinical postings through MEU	Successfully discussed in the College Council meeting	

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2. Discussion on the planning of the "4th Revised Basic Course Workshop"

Dr.Soundariya informed the members about the invite received from the regional centre for the proposals on the conduct of RBCW. The dates November 29th, 30th and December 1st were proposed and approved by the members.

It was decided to finalize the venue depending on the availability of the newly constructed MEU Hall.

List of participants were prepared by Dr.Soundariya depending on the information obtained from the respective departments and a tentative list of participants have been prepared after discussion with Dean Academic. It was decided to communicate to the participants to sensitize them regarding the workshop and facilitate their availability in the allotted dates.

There was discussion on the Resource faculty allotment for the individual sessions. The following changes were made with the consent from the members.

- Icebreaking session will be facilitated by Dr.Soundariya and Dr.Jayasree in collaboration with Dr.Pravin.
- 2. Dr.Shivayogappa will facilitate the session on "Adult learning principles" and Dr. Asmathulla will cover Systems approach
- 3. Dr.Mangaiyarkarasi will be joining with Dr.Ramya for the session on "Introduction to Assessment"
- 4. Dr.S.Asmathulla will be covering the session "Writing a lesson plan" along with Dr.K.V.P.Suriyakumari
- 5. Dr.Ramya will be facilitating the session on "Framing Short answer questions"
- 6. Dr.C.Prasath will be joining the team for the session on "Effective Clinical and Practical skill teaching and assessment" on Day 3
- Dr.Shivayogappa will be facilitating the session on feedback
- Sharing of responsibilities by the MEU members and Resource faculty will be as follows for the smooth conduct of the program

Day 1	Dr.K.Soundariya Dr.G.K.Poomalar	Dr.M.Vimal	Forenoon – Dr.G.Ramya	
			Afternoon - Dr.Shivayogappa S teli	
Day 2	Dr.K.Soundariya Dr.G.K.Poomalar	Dr.R.Udhayasankar	Forenoon – Dr.N.Suresh	
	Dr.G.K.Foomalai		Afternoon – Dr.T.Mangaiyarkarasi	
Day 3	Dr.K.Soundariya	Dr.S.Pravin	Forenoon - Dr.KVP.Suriyakumari/	
	Dr.G.K.Poomalar		Dr.S.Asmathulla	
			Afternoon - Dr. Prasath (preferably	
			all faculty invited for Valedictory)	

Logistics, Venue arrangement, Snacks & Refreshment - Mr.Ragavendra

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KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

3. Any other issues

Dean academic insisted on the planning a framework for "Electives" and invited for a discussion with Dr.Soundariya and Electives subcommittee members. As some members have been relieved from the Electives subcommittee, it was decided to reframe the subcommittee. Further he emphasized on the importance of framing logbook for the CBME batch of postgraduates.

Feedback questionnaire on "Clinical Clerkship" to be framed and discussed with Dean Academic and then to be distributed to the students and the faculty

Action Plan

- 1. Planning of Reflective writing workshop for students
- 2. Planning of workshop on E-Portfolio for Pre and paraclinical faculty on November 25th or November 26th 2022
- 3. Proposal on RBCW to be sent to regional center for approval
- 4. Planning and execution of the RBCW after approval from regional centre
- 5. To plan a framework for "Electives"
- 6. To design a feedback questionnaire on "Clinical Clerkship" and to be administered to students and faculty

The meeting ended with vote of thanks.

Members attended the meeting

- 1. Dr.R.N.Kagne, Dean
- 2. Dr.K.Karthikeyan, Dean Academic
- 3. Dr.Shivayogappa S Teli, Professor & HOD, Department of Physiology
- 4. Dr.K.Soundariya, Coordinator, MEU
- 5. Dr. Vimal.M, Professor, Department of Pathology
- 6. Dr.Ramya.G, Professor, Department of Pathology
- 7. Dr.N.Suresh, Associate Professor, Department of Anatomy
- 8. Dr.S.Pravin, Assistant Professor, Department of Community Medicine

Special Invitee:

- 1. Dr. Prasath, Professor, Department of Anaesthesiology
- 2. Dr.K.V.P.Suriyakumari, Professor & Head, Department of Anatomy
- 3. Dr.S.Asmathulla, Professor & Head, Department of Biochemistry
- 4. Dr.T.Mangaiyarkarasi, Professor, Department of Microbiology

MEU Coordinator.

Sri Manakula Vinayagar Madical College and Hospital

Kalitheerthulkuppam, Fudu-herr; 635 197.

Chairperson, MEU

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BRI MANAKUL VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-805 107.



Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran

Dr. Narayanasamy Kesavan

Vice-Chairman

Medical Education Unit

No: SMVMCH/MEU/\O2_/2022

Circular

It is proposed to conduct MEU meeting with the members at College Council Hall on 11.08.2022 by 02.00 PM for discussion over the following agenda. All the members are requested to attend the meeting.

Ex-Officio

Secretary

Patrons

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

Agenda:

- 1. Review of previous minutes
- 2. Update on the MEU activities held in the month of June, July
- 3. Update on progress of the new MEU block
- 4. Discussion on upcoming MEU activities
- 6. Discussion on Clinical postings, Clinical clerkship
- 7. Any other issues

Coordinator

MEU

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

5. Discussion on role of subcommittee for conducting Internal audits

Chairperson

Date: 09.08.2022

Dr. MEGNE. R.N

DEAN SRI MANAKULA VINAYAGAP MEDICAL COLLEGE & HOSPITA

KALITHEERTHALKUPPAM, PUDUCHERRY-605107.

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DEAN
BRI MANAKULA VINAYAGAR
MEDICAL COLLEGE 8 HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



MEDICAL EDUCATION UNIT MEETING

DATE: 11/08/2022

TIME: 2:00 PM

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N.Kagne	. \$
2	Dr.K.Karthikeyan	Jan 1
3	Dr.G.Kalaiselvan	
4	Dr.K.Soundariya	
5	Dr.M.Jayasree	M. Sayasue
6	Dr.Shivayogappa S Teli	Sa to Co
7	Dr.G.Ramya	GRA
8	Dr.N.Suresh	Old A.
9	Dr.G.K.Poomalar	We
10	Dr.M.Vimal	& imal
11	Dr.S.Girija	R.
12	Dr.M.Rajalakshmi	lighter
13	Dr.R.Udhaya Sankar	~

TRUE COPY ATTESTED

BRI MANAKUĀA VINAYAGAR MEDIGAL COLLĒGE & HOSPITAL KALITHEERTHALKUPPAM, KADAGADIPET, PUQUCHERRY-805 107.



Medical college and Hospital

Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall

Date: 11.08.2022

Agenda:

- 1. Review of previous minutes
- 2. Update on the MEU activities held in the month of June, July
- 3. Update on progress of the new MEU block
- 4. Discussion on upcoming MEU activities
- 5. Discussion on role of subcommittee for conducting Internal audits
- 6. Discussion on Clinical postings, Clinical clerkship
- 7. Any other issues

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1. Review of previous minutes

Action Plan	
Finalization of the feedback forms to be obtained from postgraduates after their university exams in July	Progress To be discussed and finalized (Dean suggested to collect the feedback through google form since the students left the college. Based on the number of responses, initiative can be taken to collect feedback during the delivery of course complete.
Discussion and implementation of Alignment and Integration modules across all the phases after discussion with HODs.	the delivery of course completion certificate) Meeting with the HODs held and Integration subcommittee is overviewing the implementation of the modules (Integration subcommittee was recommended to collect the integration lesson plan from the defaulters)
Emphasize the departments for periodical submission of competency mapping report	Mapping subcommittee meeting held and Phase wise representatives requested to periodically overview the process (Dean recommended scheduling deadline for mapping reports
Planning of a "Mentor diary' for the upcoming batches through student support system	In process (Dean recommended Dr.Shivayogappa S Teli to take incharge of designing the components of
Discussion and preparation of Intern logbook as per CRMI guidelines after discussion with HODs.	training for each batch of students) Finalized after discussion with the HODs
Planning of podcast release on July1st (Doctors' Day)	Successfully launched on Doctor's Day and Podcasts for the month of August has also been launched in the website with the support of Podcast committee (Dean recommended publishing podcasts from guest speakerswith approval from the MEU members and the same may be incorporated in the SOP. It was also decided to relieve the departments from their monthly slots, in case of multiple podcast releases for day celebrations)
Planning of orientation sessions on LMS for the students	Discussed with ICT subcommittee coordinator and orientation session for Phase III Part I students held on 10.08.2022. Session for Phase II is tentatively scheduled on 23.08.2022 and yet to be planned for Phase III Part II

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2. Presentation of the MEU activities held in the month of June and July 2022

Dr.Soundariya updated the members with the MEU activities held in the month of June and July 2022 . Dr.G.K.Poomalar enquired regarding the issue of skill training certificate to the Interns , based on their attendance in the Intern orientation program. Dean and Dean Academic opined to give the certificates for individual skill modules with the signature of the respective skill incharge faculty in the certificates.

Month	Name of the Event	Date	Number of Days
June	First mentor mentee-meet of students of Phase III Part	06.06.22	-
	Review meeting with Phase III Part I Mentors	20.06.22	
	Mentor- Mentee meet for students of Phase II and Phase III Part I	30.06.22	
July	Intern Orientation Program	18 th to 21 st July 2022	4 days
	Workshop on Reflective Writing	27 th July 2022	Half day

Update on progress of the new MEU block

Dean updated the members with the progress of the new MEU block under construction. Dean informed the members about the pending furniture and door fixation works in the new block.

Discussion on upcoming MEU activities

Dr. Soundariya presented the proposals of the upcoming activities of MEU to the members.

Programs for Undergraduates

- Orientation to LMS sessions will be planned for Phase III Part II students after discussion with ICT subcommittee
- It was suggested to include volunteers from the faculty trained in Reflective writing to act as resource faculty for session on Reflective writing for students
- Session on "Framing MCQs" will be implemented after completion of the LMS orientation and reflective writing sessions for the students

Postgraduates

Workshop on "Basic presentation skills and orientation to CBME" was decided to be conducted for the first year postgraduates.. It was decided by the members to include Dr.S.Pravin, Assistant Professor, Department of Community Medicine, in replacement for Dr. Vinoth. K, as a MEU member following his completion of FAIMER. The workshop may be tentatively fixed in the month of October. Dr. Vimal and Dr. Pravin.S will be coordinating the conduct of the program.

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Faculty

- It was decided to conduct the Workshop on E-content and E-course development tentatively in the month of October/November.
- Dr. Soundariya recommended clubbing the offline "Workshop on Mentoring" and "Problem Based Learning" by the resource faculty Mr. Anand from Melaka Manipal Medical College.
- It was recommended by the members to discuss about the 3rd Revised Basic Course workshop with the Regional Center, JIPMER.
- Dr. Soundariya requested the members to suggest resource faculty for the FDP on Flipped classroom, team based learning, Integration. Planning and assessment of skills.
- Dr. Jayasree recommended faculty from Father Muller Medical College for Faculty skill training workshops.
- With the inputs from the members other FDPs will be planned according to the available timeslots.

5. Discussion on role of subcommittee for conducting Internal audits

- Dr.Soundariya proposed conduct of "Internal Audits" for smooth implementation of CBME modules and also facilitating accreditation process. The practical difficulties in implementation of the internal audits were discussed by the members particularly for skills training.
- Dean Academic suggested audit of past 5 yrs question paper with the help of a checklist
- It was also suggested to conduct audit of test notebooks
- External audit with members of different departments was also suggested by the members.

6. Discussion on Clinical Postings and Clinical Clerkship

- The need for bringing uniformity in Ward leaving examswas discussed among the members. The departments may be requested to mention the name of the assessment method followed and the framework may be discussed with the HODs relevant to their discipline. Dr. Jayasree recommended implementation of aloba type of feedback and Dr.Shivayogappa shared the (PASS = Peer assessment of skills) feedback system followed in the Physiology department.
- Dr.Girija and Dr.Jayasree shared the proceedings of clinical clerkship and highlighted the pitfalls observed. It was recommended to obtain feedback from students and faculty regarding Clinical clerkship
- Dr. Soundariva suggested subcommittee for Clinical postings and Logbook, which may be decided after discussion with advisors.
- It was decided to reinforce the role of competencies in induction programfor II year
- Dean recommended inclusion of agenda in upcoming College Council meeting for discussion over clinical postings through MEU presentation

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Action Plan

- 1. Planning of LMS orientation sessions and reflective writing workshops for the undergraduates,
- 2. Planning of framework for e-portfolio
- 3. Workshop on Reflective writing to be planned for students
- 4. Issue of skill training certificates to the Interns.
- 5. Conduct of "Workshop on Basic Presentation Skills and Orientation to CBME" for postgraduates to be held in the month of October
- 6. Exit Feedback to be collected from postgraduates
- 7. RBCW to be planned in the month of November after approval from Regional Centre
- 8. Workshop on "E-Content and E-Course development" to be conducted in October/December for faculty
- 9. Feedback to be collected from the undergraduates and faculty regarding clinical clerkship
- 10. Inclusion of agenda in college council meeting for discussion over clinical postings through MEU

The meeting ended with vote of thanks,

Members attended the meeting

- 1. Dr.R.N.Kagne, Dean
- 2. Dr.K.Karthikeyan, Dean Academic
- 3. Dr.S.Girija, Professor & HOD, Department of General Medicine
- 4. Dr.M.Jayasree, Professor & HOD, Department of Obstetries & Gynaecology
- 5. Dr.Shivayogappa S Teli, Professor & HOD, Department of Physiology
- Dr.K.Soundariya, Coordinator, MEU
- Dr.G.K.Poomalar, Co-coordinator, MEU
- Dr. Vimal.M, Professor, Department of Pathology
- Dr.Ramya, G, Professor, Department of Pathology
- 10. Dr.M.Rajafakshmi, Assistant Professor, Department of Community Medicine

Chairperson, MEU

Dr. KAGNE. R.N DEAN

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1 Coordinator

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Medical Education Unit

No:SMVMCH/MEU/ 94 /2022

Patrons

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Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan Secretary

-Officio

r. 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

o-coordinator r.G.K.Poomalar

Members

Dr. S. Girija

(DMS Medical)

Dr.M.Jayasree

(DMS Surgical)

Dr. Shivayogappa. S. Teli

Dr.M.Vimal

Dr.G.Ramva

Dr.K.Vinoth

Dr.N. Suresh

Dr.M.Rajalakshmi

Dr.R.Udhayasankar

Circular

It is proposed to conduct MEU meeting with the members at College Council Hall on 03.06.2022 by 11.00 AM for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda:

- 1. Review of previous minutes
- 2. Presentation of the MEU activities from January to May 2022
- Presentation of subcommittee activity report by the subcommittee Coordinators
- Discussion on PG "Basic Presentation Skills Program" and "Intern Orientation Program"
- 5. Intern log book as per CRMI regulations
- 6. Any other issues

Coordinator

MEU

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

Zalm

Chairperson

Dr. KAGNE. R.N

Date: 31.05.2022

DEAN
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KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

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Medical college and Hospital

Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall

Date: 03.06.2022

Agenda:

1. Review of previous minutes

2. Presentation of the MEU activities from January to May 2022

3. Presentation of subcommittee activity report by the subcommittee coordinators

4. Discussion on PG "Basic Presentation Skills Program" and "Intern Orientation Program"

5. Intern log book as per CRMI regulations

6. Any other issues

1. Review of previous minutes

Action Plan	Progress			
Planning of Foundation course for 2021-2022 batch of students.	Foundation course has been implemented as per latest NMC guidelines and sessions are in progress			
Planning of skill modules for undergraduates (Phase II, Phase III Part I)	Planned and implemented routinely in their clinical postings			
Review meeting with Phase II and Phase III Part I faculty for orientation to Mapping Module	Workshop conducted for Phase II and Phase III Part I faculty for orientation to Mapping Module			
Formation of team for coordination of Student Support System in Phase III Part I	First mentor - mentee meet of Phase III Part I has been conducted			
Podcast and Youtube competition to be planned for students in month of July and creation of SOP for uploading contents in the institutional YouTube channel	To be planned SOP has been created and approved			
Meeting with Phase I faculty for discussion over Module based teaching	Alignment and Integration discussion meeting happened with Phase I faculty and is implemented			
Formation of team for coordination in the implementation of AETCOM modules in Phase III Part I	AETCOM subcommittee meeting has been held and decisions taken			

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2. Presentation of the MEU activities from January to June 2022

Month	Name of the Event	Date	Number of Days		
January	Workshop on "Learning Management System"	18.01.2022 to 21.01.2022	4 days		
	Orientation cum Sensitization program to CBME	18.01.2022 to 20.01.2022	3 days		
	Orientation Program for "Compulsory Rotatory Residential Internship"	24.01.2022 & 25.01.2022	2 days		
February	Orientation Program for I year undergraduates (ONLINE MODE)	14.02.2022 to 18.02.2022	5 days		
	Workshop on "Mapping Module for measuring competency attainment" – Phase II, Phase III Part I	17.02.2022	3 hours		
March	II Professional year Orientation Program along with first mentor mentee meet	07.03.2022	1 day		
	AIT Meeting Phase I& II	10.03.2022	Afternoon Session		
	I mentor mentee meet of SSS Phase III Part I	25.03.2022	-		
	Meeting on Logbook discussion	28.03.2022			
	Quality Enhancement Workshop on Mapping Module – Phase III Part II	29.03.2022	1 day		
April	Revised Basic Course Workshop in Medical Education	7 th – 9 th April, 2022	3 Days		
	Mapping workshop for clerks	23.04.2022	Half day		
May					
June	First mentor mentee meet of students of Phase III Part II	To be held on 06.06.2022			

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3. Presentation of the subcommittee activity report by the subcommittee coordinators

Foundation Course

Dr.Soundariya presented the activity report of the Foundation Course. One-week online orientation program was conducted for the first-year students from February 14th to February 18th 2022. Currently Skills training is given for 6 modules in rotation during the 1st and 3rd Saturdays of every month. The afternoon sessions of the 1st and 3rd Saturdays are utilized for sessions on Professional Development and Ethics.

Feedback

Dr Kalaiselvan presented feedback subcommittee activity report. Members approved for the continuation of the year end feedback received from the students. As 1st and 2nd year university results have been declared, feedback will be obtained from them shortly. Dr.Kalaiselvan informed that this time the feedback will be obtained using google forms and feedback report will be submitted at the end of the next month to MEU. There was recommendation from the members to maintain uniformity in the format of the feedback forms. Dean insisted on the feedback to be collected from other stakeholders like parents, supporting staff and also from examiners. Dr.Shivayogappa shared the experience of the feedback sessions routinely conducted in the Physiology department. It was decided to finalize the feedback forms for the Postgraduates in the next MEU meeting.

Skills

Dr.Jayasree will update with the skill lab activity report in the next MEU meeting. Meanwhile Dean updated the members with the progress of the new skill lab under construction. He insisted on the need of equipment to be brought for skills lab, supportive staff and meticulous planning of schedule for certification of the competencies across all the phases.

Alignment and Integration

Dr.Poomalar presented the AIT subcommittee report. The implementation of Alignment in the teaching schedule of pre and paraclinical departments was shared with the members. Dr.Poomalar madam insisted on notifying the subcommittee with any modifications in the timetable. Around 27 topics were recommended phase wise to plan for vertical integration. Dean recommended circulation of department wise schedule from Dean office to MEU and subcommittee for making alignment process easier. Dean recommended the comparison of the 2019 batch academic schedule with current schedule for suggestions on alignment and integration. It was decided to call for curriculum committee meeting on 6th June 2022 followed by meeting with the heads of the departments to opine on the modules considered for vertical integration and to emphasize on the smooth implementation of Alignment and Integration.

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Early Clinical exposure

Dr.Shivayogappa presented the ECE subcommittee report to the members. There was lack of clarity on the implementation of ECE for the current first year. It was clarified by Dean regarding the allotment of protected hours of ECE (30 hours each) for the existing first year. Dr.Shivayogappa highlighted on the ECE sessions held in classroom settings by Physiology department.

Mapping

Dr.Soundariya presented the Mapping subcommittee report to the members. It was clarified to do mapping for both formative and summative assessments. Dean recommended submission of Mapping report within week after evaluation of the answer sheets. Dean Research suggested a checklist to be submitted to all the departments for smooth implementation of mapping.

AETCOM

Dr.Vimal presented the AETCOM subcommittee report. He updated the members with the progress of the AETCOM modules implemented in Phase I and Phase II. It was decided to include Dr.Ramya from Phase I and Dr. Aswathy from Community Medicine to include in AETCOM subcommittee in replacement for Mrs.Rajarajeswari and Dr.Ganesh.

Student Support system

Dr.Vinoth presented the SSS subcommittee activity report. First mentor mentee meet has been completed in Phase I, II and Phase III Part I. First mentor mentee meet of Phase III Part II has been planned on 06.06.2022. Dean recommended meeting with parents periodically after Pongal and summer holidays. Dr.Vinoth emphasized on including the recording of co and extracurricular activities in the mentor diary. Dean appreciated the idea of maintaining a "Mentor diary" as a booklet with all essential details for the Student Support System.

ICT

Dr.Suresh presented the ICT subcommittee activity report. The details of the ICT workshops conducted for the faculty were presented to the members. The progress of podcast was also presented. It was decided to launch the first podcast on Doctor's day. Dr.Soundariya informed the members about the rectification of errors in the LMS. It was decided to request the HODs to promote LMS usage by students during small group sessions. Dean recommended orientation sessions for usage of LMS for students using digital lab.

4. Discussion on PG "Basic Presentation Skills Program" and "Intern Orientation Program"

It was decided to conduct the Basic presentation skills program for the postgraduates after the submission of their thesis protocol, probably in the month of October. Intern Orientation program will be planned once the final year results are declared.

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5. Intern log book as per CRMI regulations

It was decided to discuss the preparation of Intern Logbook as per new CRMI guidelines of NMC, after discussion in the HOD meeting.

6. Any other issues

Dr.Soundariya presented the statement of expenditure of MEU activities held from December 2021 to May 2022. Dean recommended maintenance of a register and approval by registrar for the statement of accounts.

Statement of Expenditure (From the Month of December 2021 to May 2022)

(Savings from the amount collected for TNMC registration)

S.No	Event	Date	Amount Received	Amount Spent	Balance
1	Orientation cum Sensitization program to CBME	07.12.2021 to 09.12.2021	Rs. 3100	Rs.1925	Rs.1175
2	Workshop on LMS	18.01.2022 to 21.01.2022	Rs. 2200	Rs.959	Rs.1241
3	Orientation cum Sensitization program to CBME	18.01.2022 to 20.01.2022	Rs.1700	Rs.1576	Rs.124
4	Workshop on Mapping Module	17.02.2022	Rs.1900	Rs.750	Rs.1150
5	Workshop on Mapping Module	29.03.2022	Rs.1500	Rs.665	Rs. 835
		Total	Rs.10,400	Rs.5875	Rs.4525

Statement of accounts on the expenditure with the funds sponsored by the management

S.No	Event	Date	Amount Received	Amount Spent	Balance returned
1	Orientation cum Sensitization program to CBME	07.12.2021 to 09.12.2021	Rs.1500/-	Rs. 650/-	Rs.850/-
2	Workshop on LMS	18.01.2022 to 21.01.2022	Rs.1000/-	Rs.600/-	Rs.400/-
3	Orientation cum Sensitization program to CBME	18.01.2022 to 20.01.2022	Rs.500/-	Nil * L*C	Rs.500/-
40,00	Workshop on Mapping Module	17.02.2022	Rs.650/-	Rs.650/-	Nil
5	Workshop on Mapping Module	29.03.2022	Rs.950/-	Rs.950/-	Nil

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6	Workshop for clerks	23.04.2022	Rs.950/-	Rs.550/-	Rs.400/-
7	Revised Basic Course workshop	7 th to 9 th April 2022	Rs.17,150/-	Rs.16,913/-	Rs.237/-

Action Plan

- Finalization of the feedback forms to be obtained from postgraduates after their university exams in July
- Discussion and implementation of Alignment and Integration modules across all the phases after discussion with HODs.
- 3. Emphasize the departments for periodical submission of competency mapping report
- 4. Planning of a "Mentor diary' for the upcoming batches through student support system
- Discussion and preparation of Intern logbook as per CRMI guidelines after discussion with HODs.
- 6. Planning of podcast release on July1st (Doctors' Day)
- 7. Planning of orientation sessions on LMS for the students

The meeting ended with vote of thanks.

Members attended the meeting

- 1. Dr.R.N.Kagne, Dean
- 2. Dr.K.Karthikeyan, Dean Academic
- 3. Dr.G.Kalaiselvan, Dean Reserach
- 4. Dr.Shivayogappa S Teli, Professor & HOD, Department of Physiology
- 5. Dr.K.Soundariya, Coordinator, MEU
- 6. Dr.G.K.Poomalar, Co-coordinator, MEU
- 7. Dr. Vimal.M, Professor in Pathology
- 8. Dr.K. Vinoth, Professor, Department of Psychiatry
- 9. Dr.N.Suresh, Associate Professor, Department of Anatomy
- 10. Dr.M.Rajalakshmi, Assistant Professor, Department of Community Medicine

Coordinator, MEU

Dr. K.SOUNDARIYA

MEU Coordinator,

Sri Manakula Vinayana Medical College and Pascollal Kalitheerthalkuppan Chairperson, MEU

Dr. KAGNE, R.N.

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Medical Education Unit

No:SMVMCH/MEU/68 /2022

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan 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

Date: 04.02.2022

It is proposed to conduct MEU meeting with the members at College Council Hall on 07.02.2022 by 2.00 PM for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda:

- 1. Review of previous minutes
- 2. Presentation of subcommittee activities &action plan by the MEU members
- 3. Updating the subcommittee member list
- 4. Any other issues

Coordinator

MEU

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

Chairperson

or. MAGNE. R.N

DEAN

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MEDICAL EDUCATION UNIT MEETING

DATE: 07/02/2022

TIME: 12:00 Noon

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N.Kagne	
2	Dr.K.Karthikeyan	In
3	Dr.G.Kalaiselvan	_
4	Dr.S.Girija	-
5	Dr.M.Jayasree	do
6	Dr.K.Soundariya	
7	Dr.G.K.Poomalar	W
8	Dr.Shivayogappa S Teli	Solen
9	Dr.M.Vimal	Munal
10	Dr.G.Ramya	G. R.A.
11	Dr.N.Suresh	N. Jumi
12	Dr.K.Vinoth	XIL
13	Dr.M.Rajalakshmi	_
14	Dr.R.Udhaya Sankar	2. Ook by

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Medical college and Hospital Medical Education Unit

Venue: College Council Hall

Date: 07.02.2022

Agenda:

1. Review of previous minutes

2. Presentation of subcommittee activities & action plan by the MEU members

3. Updating the subcommittee member list

4. Any other issues

1. Review of previous minutes

Action Plan	Progress
Meeting of the subcommittee members and planning of final presentation in the MEU meeting fixed on 07.02.2022	A sessioned advantaging Continue De
Publishing the annual report 2021 in the website	Will be submitted along with the reports of the events of January 2022

2. Presentation of subcommittee activities and action plan by the MEU members Dr.Soundariya invited the MEU members and requested the coordinators of different subcommittee to present their report on functioning of the sub-committee and the action plan.

a. Foundation Course

Faculty Incharge: Dean

Dean presented the Foundation course report of 2020 -2021 batch to the members. He also mentioned that for the batch of 2021-2022, after the orientation program, the sessions of the foundation course will be implemented as a longitudinal program as recommended by the NMC. Dr. Jayasree, Dr. Poomalar and Dr. Soundariya requested Dean to plan skill modules in one week, for the complete exposure of all the students to the 8 skill modules and also they expressed difficulty in organizing the sessions on Saturdays. Dean also recommended the conduct of sports and extracurricular activities for the batch of 2021-2022.

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b. Skills Lab

Faculty Incharge: Dr. M. Jayasree

Dr. Jayasree presented the skill lab report to all the members. She projected the proposed model of the new skill lab, to be constructed in near future. The members were highlighted on the equipments available in the skills lab, the program schedule for the Undergraduates (Final year) and the Interns. She also elaborated on the need for the submission of skill modules by the different departments. She explained the protocol for booking the skills lab for the conduct of skills sessions. The need for appointment of clerk for appropriate maintenance of records, equipments and coordination of the events was discussed by the members. MoU with sister institution was recommended by Dr. Jayasree for 3D Printing facilities.

c. Blueprinting and Mapping

Faculty Incharge:Dr.K.Soundariya

Dr.K.Soundariya presented the members with the progress of the mapping module by phase I and Phase II for 2019 and 2020 batches of students. She presented the prerequisites and the challenges faced with implementation of the mapping module. Dean suggested the incorporation of the pre-requisites in the SOP of the Internal Assessment Examination Committee. Dean recommended meeting with Phase II and Phase III for the completion of correlation matrix between competencies and Program Specific outcomes.

d. Mentoring/Student Support System

Faculty Incharge: Dr.R.Udhayasankar

Dr. Udhayasankar highlighted the proceedings of student support system of Phase I and Phase II, workshop on mentoring organized for all the mentors across the phases and the mentor — mentee proceedings of Phase III Part I and II, for non-CBME batches. Dean recommended formation of a team for effective implementation of Student Support System for Phase III Part I (2019 batch). There were suggestions from members on fixing up a single mentor across all the phases and the constraints in its implementation were also discussed. Dean emphasized the importance of 'Peer Mentoring'. It was recommended for postgraduates by Dean Academic.

e. ICT Team

Faculty Incharge: Dr.N.Suresh

Dr.Suresh presented the updates on the functioning of ICT subcommittee. The issues arising with the institutional LMS was discussed with the members. The outcomes of the workshop on e-content development, were discussed by Dr.Soundariya. Dean academic emphasized on framing of SOP for uploading of educational videos in the institutional Youtube channel. Coordination with SMVEC was recommended and utilization of sound proof room in proposed skill lab were suggested by the members for recording of podcast. Dean suggested organizing of podcast and youtube competitions for students in the month of July. Dr.Shivayogappa insisted on training of students in LMS.

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f. Integration

Faculty Incharge: Dr.G.K.Poomalar

Dr.Poomalar presented the challenges faced by the Phase I faculty in conducting the integration sessions. Dean suggested meeting with the clinical departments for effective planning and conduct of the integrated sessions. Alignment scheduled in Phase II was also projected to the members for discussion. The members recommended usage of nesting, sharing and correlation sessions for the conduct of Integrated sessions. The faculty incharges of the pre/para departments were suggested to communicate well in advance with the faculty incharge of clinical departments for sharing and screening the powerpoints for relevancy of the content.

g. AETCOM

Faculty Incharge: Dr.M.Vimal

Dr.Vimal presented the recommended number of AETCOM modules suggested by NMC for each professional year and updated on the progress of the AETCOM modules conducted by Phase I and Phase II for CBME batches. The variety of TL methods adopted and challenges faced were discussed with the members. Dean recommended formation of a team in third professional year for planning of AETCOM modules in coordination with the AETCOM subcommittee.

h. Early Clinical Exposure

Faculty Incharge: Dr.Shivayogappa S Teli

Dr.Shivayogappa updated the details of ECE sessions conducted by Phase I departments for 2019 and 2020 batches. He also highlighted the different methods adopted and the challenges faced during the implementation of the sessions. Suggestions were given by members to overcome the difficulties faced during the non-availability of patients for the respective disease. Dean academic recommended coordination with super specialty departments for allotting cases for the ECE sessions. Dean suggested inclusion of faculty from clinical departments for effective coordination and implementation of the ECE sessions.

3. Updating the Subcommittee members list

After discussion with the MEU members, the following changes have been made in the list of the subcommittee members.

Foundation Course: No change

Electives: No change

Skills lab: Dr.Arulselvan from surgery department replaced with Dr.Sararth and Dr.Jawahar. Dr.Ramya , Dr.Poonguzhalai, Dr.Dilip Chandar are included in the skills subcommittee

Blueprinting & Mapping: No change

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Student Support System: Dr. Vinoth made as the coordinator. Dr.Rajavel and Dr. Gayathri are included in the subcommittee, as replacement for Dr.Poornima S Bhat. Dr.Kiruthika is replaced with Dr.Revathi.

ICT team: Dr.Ramya, Dr.Sripal & Dr.Probin Joseph replaced with Dr.Radha, Dr. Vigneswaramoorthy, Dr. Umammageswari and Dr. Jeyalakshmi.

Integration team: Dr.Mangani is replaced with Mrs.Sudha

AETCOM team: Dr.Sharmi, Dr.Srinivasan, Dr.Nithyaraj has been added to the AETCOM team

Early Clinical Exposure: Dr.Santhanakrishnan replaced with Dr.G.V.Manoharan and Dr. Sarath and Mr. Balakrishna Pai.

Action Plan

- 1. Planning of Foundation course for 2021-2022 batch of students.
- 2. Planning of skill modules for undergraduates (Phase II, Phase III Part I)
- 3. Review meeting with Phase II and Phase III Part I faculty for orientation to Mapping Module
- 4. Formation of team for coordination of Student Support System in Phase III Part I
- 5. Podcast and Youtube competition to be planned for students in month of July and creation of SOP for uploading contents in the institutional Youtube channel
- 6. Meeting with Phase I faculty for discussion over Module based teaching
- 7. Formation of team for coordination in the implementation of AETCOM modules in Phase III Part I

The meeting ended with vote of thanks

Members attended the meeting

- Dr.R.N.Kagne, Dean
- 2. Dr.K.Karthikeyan, Dean Academic
- 3. Dr.M.Jayasree, Professor & HOD, OBG
- Dr. Shivayogappa S Teli, Professor & HOD, Department of Physiology
- 5. Dr.K.Soundariya, Coordinator, MEU
- Dr.G.K.Poomalar, Co-coordinator, MEU
- 7. Dr. Vimal.M, Professor in Pathology
- 8. Dr.Ramya.G, Professor in Pathology
- 9. Dr.K. Vinoth, Professor, Department of Psychiatry
- 10. Dr.N.Suresh, Associate Professor, Department of Anatomy
- Dr.R. Udhayasankar, Assistant Professor, Department of Microbiology

Chairperson, MEU

Dr. KAGNE. R.N.

DEAN

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

OPY ATTESTED

BRI MANAK ILA VINAYAGAR MEDIGAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/ 63 /2022

Date: 17.01.2022

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan Secretary

Ex-Officio

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



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 MEU meeting with the members at College Council Hall on 18.01.2022, 12 noon, for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda:

- 1. Review of previous minutes
- 2. Discussion on functions of subcommittee, under MEU
- Annual Report of MEU activities 2021
- 4. Any other issues

Soundary Coordinator

MDE. K.SOUNDARIYA MEU Coordinator,

Sri Manakula Vinayagar Medical College and Hospita Kalitheerthalkuppam, Puducherry-605 127.

Chairperson

Dr. KAGNE. R.N

DEAN SRI MANAKULA VINAYAGA MEDICAL COLLEGE & HOSPI KALITHEERTHALKUPPAM PUDUCHERRY-605107.

Copy to:

The Director

The Dean (Research)

The Dean The Dean (Academic)

Medical Superintendent

All Members

TRUE COPY ATTESTED

DE AN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERT HALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



MEDICAL EDUCATION UNIT MEETING

DATE: 18/01/2022

TIME: 12:00 Noon

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N.Kagne	8
2	Dr.K.Karthikeyan	18/11 2
3	Dr.G.Kalaiselvan	160
4	Dr.K.Soundariya	K. Soundarry
5	Dr.M.Jayasree	1000
6	Dr.Shivayogappa S Teli	Solo O
7	Dr.G.Ramya	CPAL
8	Dr.N.Suresh	G. D. Je.
9	Dr.K.Vinoth	N. Jane
10	Dr.G.K.Poomalar	MULT
11	Dr.M.Vimal	No. 1
12	Dr.S.Girija	fairal.
13	Dr.M.Rajalakshmi	1.6.6.7
14	Dr.R.Udhaya Sankar	Rejelet, w
		-

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BEI HANANULA VINAYAGAR MÉRICAL EBLLEGE & HOSPITAL RALITHEERTHALKUPPAM, MARASABIPET, PUDUCHERRY-605 107.)



Medical Education Unit

No: SMVMCH/MEU/65/2022

Date: 18.01.2022

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan Secretary

Ex-Officio

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

Dı 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

Minutes of Meeting

Venue: College Council Hall

Time: 12.00 - 01.00 PM

Agenda:

- 1. Review of previous minutes
- 2. Discussion on functions of subcommittee, under MEU
- 3. Annual Report of MEU activities 2021
- 4. Any other issues

1. Review of previous minutes

Action Plan	Progress
Arrangement of interactive session with professors and associate professors of clinical departments for planning and implementation of clinical clerkship	Conducted on 27.11.2021. All clinical departments have been sensitized with the Clinical
Submission of annual time table and details of clinical postings of II professional year (2020 batch) to NMC task force	Successfully submitted for Phase II and Phase III Part I
Discussion with chairman about the requirements for upgrading MEU to regional center and submission of proposal after approval	Approval obtained from chairman and proposal submitted to NMC, no reply has been received till date

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2. Discussion on functions of different subcommittee under MEU

Dr.Soundariya enlisted the members of different subcommittee formed under MEU. Dean recommended the active functioning of subcommittee to facilitate the implementation of CBME. The coordinators of the different subcommittee were requested to organize meeting with their team members for the following

- 1. Prepare SOP for the subcommittee
- 2. Prepare a report on the implementation of their CBME module for CBME batches 2019 and 2020 in Phase I and Phase II
- 3. Prepare the action plan for the smooth implementation of respective CBME module for the existing and upcoming CBME batches across all the phases
- 4. Identify potential areas for organizing faculty development programs
- 5. Present the report in the MEU meeting to be held on 06.02.2022

In addition to the common recommendations, subcommittee specific recommendations are as follows:

1. Foundation Course

Faculty Incharge: Dean, Dr.K.Vinoth

A meeting has to be organized with the preclinical departments for the planning of foundation course for the CBME batch 2021-2022

2. Electives

Faculty Incharge: Dr.K.Karthikeyan (Dean Academic)
Identification of potential areas for electives.

3. Skills Lab

Faculty Incharge: Dr.M.Jayasree

Action plan to be devised for the utilization of the skill lab for different phases, depending on NMC recommendations.

4. Blueprinting and Mapping

Faculty Incharge: Dr.K. Soundariya

Overview the blueprinting and mapping process across all the phases

5. AETCOM

Faculty Incharge: Dr.M.Vimal

To identify the uncompleted AETCOM modules in Phase I for the CBME batches 2019 & 2020 and effectively plan the implementation of AETCOM modules across all the phases and also plan its outcome analysis with the help of changes in assessment strategies. Dean recommended inputs from Psychitary department for the same.

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KALITHEERTHAL KUPPAM,
MADABADIPET, PUDUCHERRY-605 107.

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6. Feedback

Faculty Incharge: Dr.G.Kalaiselvan, Dr.M.Rajalakshmi

- Plan for uniform format for obtaining year end feedback, after the completion of each phase
- However, the departments may continue their own strategies for obtaining intradepartmental feedback on their faculty
- Feedback is recommended to be obtained from external examiners, parents and other health care workers for 360° evaluations
- To continue the existing format of giving feedback to the students through student support system
- Feedback may also be planned to be given to the students during the ward leaving exams. In case of OSCE, assessment may be planned earlier and some hours may be allotted exclusively for giving feedback
- It was recommended by members to include Dr.Vinoth in the Feedback subcommittee

7. Integration

Faculty Incharge: Dr.G.K.Poomalar

- Mrs.Sudha has replaced Dr.Mangani in the subcommittee and will represent Phase I
- Subcommittee should consider both alignment and integration
- FDP may be planned for AIT coordinators, with external resource faculty.
 Dean Research suggested hands on training on planning for sessions and also exposure to working modules of other institutions.
 - Dean insisted on the discussion with preclinical department faculty for effective implementation of Module based teaching

8. Mentoring/Student Support System

Faculty Incharge: Dr.R.Udhayasankar

- To continue the existing functioning
- Dr.Revathi of Pathology department has replaced Dr.Kiruthika of Pharmacology department
- A faculty representative need to be selected to replace Dr.Poornima S Bhat

9. ICT Team

Faculty Incharge: Dr.N.Suresh, Dr.G.Ramya, Dr.R.Udhayasankar

- Dr.Soundariya insisted on streamlining the usage of institutional LMS
- SOP need to be prepared for uploading video lectures in the institutional Youtube channel
- Preparing an action plan for recording podcasts
- Organize FDPs in E-content development and delivery

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SHEEMAN VIRGINISTOR
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SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

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10. Early Clinical Exposure

Faculty Incharge: Dr.Shivayogappa S Teli

Dean appreciated the preclinical departments for the immense measures in the conduct of ECE sessions. He also recommended discussion among the three preclinical departments for sharing of the different strategies they adopted in the implementation of ECE

 A faculty representative has to be chosen in replacement for Dr.Santhanakrishnan

3. Annual report of MEU activities 2021

Dr.Soundariya presented the Annual report – 2021 of MEU and it was approved by the members for publication in the website. Dean suggested adding the "development of essential infrastructure with necessary equipment for Medical Education Department as per the recommendations of NMC" in the Road Map for the year 2022.

4. Any other issues

- Due to the rise in COVID, it was decided to postpone the skills session of the Intern Orientation Program to the month of February.

Action Plan

- Meeting of the subcommittee members and planning of final presentation in the MEU meeting fixed on 06.02.2022
- 2. Publishing the annual report 2021 in the website

The meeting ended with vote of thanks

Members attended the meeting

- 1. Dr.R.N.Kagne, Dean
- 2. Dr.G.Kalaiselvan, Dean Research
- 3. Dr.M.Jayasree, Professor & HOD, OBG
- 4. Dr.Shivayogappa S Teli, Professor & HOD, Department of Physiology
- 5. Dr.K.Soundariya, Coordinator, MEU
- 6. Dr.G.K.Poomalar, Co-coordinator, MEU
- 7. Dr.Vimal.M, Professor in Pathology
- 8. Dr.Ramya.G, Professor in Pathology
- 9. Dr.K.Vinoth, Professor, Department of Psychiatry
- 10. Dr.N.Suresh, Associate Professor, Department of Anatomy

11. Dr.Rajalakshmi.M, Assistant Professor, Department of Community Medicine

Coordinator, MEU

Dr. K.SOUNDARIYA
MEU Coordinator.
Sri Manakula Vinayagar Medical College and Hospila
Kalitheerthalkuppam, Puducherry-605 187.

Chairperson, MEU Dr. KAGNE. R.N

DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL

KALITHEERTHALKUPPAM, PUDUCHERRY-605107.

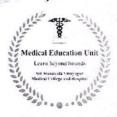
The Coordinator, Medical Education Unit
Phone: 0413 - 2643000 (Ext-2038), Fax: 0413 - 2643014, Mobile: 9786895193

SMVMGH - MEU

E mail: meu@smvmch.ac.in/drsoundariya@gmail.com

TRUE COPY ATTESTED

BRI MANAKULA VINAYAGAR MERIBAL BOLLEGE & HOSPITAL KALITHERRITHAL KUPPAM, MADAGABIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/ 50 /2021

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan Secretary

Ex-Officio

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 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 MEU meeting with the members at College Council Hall on 25.11.2021, at 01.00 PM, for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda:

- 1. Review of previous minutes
- 2. Incorporation of "Clinical Clerkship" in clinical postings of II MBBS
- 3. Briefing of MEU members about TN&Puducherry, Task Force correspondence
- 4. Upgrading MEU to Regional Centre
- 5. Any other issues

Coordinator

MEU

Chairperson

Date: 24.11.2021

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

TRUECOPYATTESTED

RRI MANADULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



MEDICAL EDUCATION UNIT

VENUE: COLLEGE COUNCIL HALL

TIME: 01.00PM

S.NO	EACHI TV	25.11.2021
S.NU	FACULTY	SIGNATURE
1	Dr.R.N.Kagne	
2	Dr.K.Karthikeyan	
3	Dr.G.Kalaiselvan	Secretary States
4	Dr.S.Girija	
5	Dr.M.Jayasree	
6	Dr.K.Soundariya	K. Soundant .
7	Dr.G.K.Poomalar	-
8	Dr.Shivayogappa S Teli	Sala
9	Dr.M.Vimal	Minal
10	Dr.G.Ramya	
11	Dr.K. Vinoth	JUL -
12	Dr.N.Suresh	<i>D</i> -7
13	Dr.M.Rajalakshmi	Nijelenem
14	Dr.Udhayasankar · R	- 1

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BRI MANAKULA VINAYAGAR MEDIGAL EGILLEGE 8 HOSPITAL KALITHEERTHALKUPPAM, MADAGADIRET, PUDUCHERRY 605 187,1



Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall Date:25.11.2021

Agenda:

1. Review of previous minutes

2. Incorporation of "Clinical Clerkship" in clinical postings of II MBBS

3. Briefing of MEU members about TN&Puducherry, Task Force correspondence

4. Upgrading MEU to Regional Centre

5. Any other issues

1. Review of previous minutes

Action Plan	Progress
Planning of FDP for newly recruited faculty	Orientation program planned for Senior residents, planned on 7 th ,8 th and 9 th December 2021. Schedule shared with the MEU members
Planning of RBCW for inhouse faculty of SMVMCH	Proposal has been sent to JIPMER, expecting the program by January
PG Program on "Basic Presentation Skills"	Successfully completed for A batch, ongoing for B batch

2. Incorporation of "Clinical Clerkship" in clinical postings of II MBBS

As per the GME regulations 2019, clause 9, Page 74, Clinical Clerkship (Student Doctor Method of clinical training) is a mandatory component to be included in the clinical postings of II professional year MBBS (CBME batches). NMC recommends allotment of 3hrs/week of clinical posting for training of procedures in skills lab.

It was decided to arrange a meeting with the professors and associate professors of clinical departments, to effectively plan and implement the "Clinical Clerkship" in the clinical postings. A template highlighting the proceedings of clinical postings was shared and approved by the members. It was decided by the members that weekly one day may be allotted for skills training (3 hours).

For clinical clerkship, 2 hours (4-6 PM) will be utilized during the clinical postings for patient interaction and follow-up in rotation basis. Medicine, Surgery, OBG and Pediatrics department will be predominantly involved in clinical clerkship. It was recommended by Dean, to sensitize the interns towards CBME. It was decided to incorporate the student teacher method of clinical training in the master timetable of the second professional year.

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DEAN

BRI MANGKULA VINAYAGAR

MEDIGAL COLLEGE & HOSPITAL

KALITHEERTHALKUPPAM,

MADAGADIPET, PUDUCHERRY-805 107.

3. Briefing of MEU members about TN & Puducherry, Task Force correspondence The members were briefed about the TN & Puducherry taskforce, and the periodical updates of CBME proceedings submitted to NMC through Google forms.

4. Upgrading MEU to regional center

The members were informed about the proposal invitation from NMC, for upgrading MEU to regional center. The requirements demanded by the NMC were projected to the members. The feasibility and the practical difficulties in carrying out the MEU programs were discussed in detail with the members. It was suggested by the members to request management to provide with the necessary requirements like appointment of ancillary staff, incentives for faculty involved in medical education training and the periodical activities to be conducted by the MEU after upgradation to regional center.

Action Plan

- 1. Arrangement of interactive session with professors and associate professors of clinical departments for planning and implementation of clinical clerkship
- 2. Submission of annual time table and details of clinical postings of II professional year (2020 batch) to NMC task force
- 3. Discussion with chairman about the requirements for upgrading MEU to regional center and submission of proposal after approval

The meeting ended with vote of thanks.

Faculty attended the meeting

- 1. Dr.RN.Kagne, Dean
- Dr.K.Karthikeyan, Dean Academic
- 3. Dr.G.Kalaiselvan, Dean Research
- 4. Dr.M.Jayasree, Professor & HOD, Obstetrics & Gynaecology
- 5. Dr.K.Soundariya, Coordinator, MEU
- 6. Dr.Shivayogappa S Teli, Professor & HOD, Physiology
- Dr. Vimal.M., Professor in Pathology
- Dr.K.Vinoth, Professor in Psychiatry
- 9. Dr.Rajalakshmi.M, Assistant Professor, Department of Community Medicine

10. Dr.R.Udhayasankar, Assistant Professor, Department of Microbiology

Coordinator, MEU

Chairperson, MEU

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



Medical Education Unit

No:SMVMCH/MEU/ 47/2021

Date: 2.11.2021

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. Narayanasamy Kesavan Secretary

Ex-Officio

D.Rajagovindan

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



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 MEU meeting with the members at MEU Hall on 02.11.2021 by 12 noon for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda

- 1. Review of previous minutes
- 2. Planning of FDP for newly recruited faculty
- 3. Planning of RBCW for inhouse faculty of SMVMCH
- 4. PG orientation program on medical education
- 5. Vision 2030 Silver Jubilee celebration Road Map
- 6. Any other issues

Coordinator

MEU

Dean Academic

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

SMVMGH - MEU

The Coordinator, Medical Education Unit

Phone: 0413 - 2643000 (Ext-2038).Fax: 0413 - 2643014, Mobile: 9786895193

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BRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
MEDICAL COLLEGE K HOSPITAL
KALITHETRIHAL KUPPAM,
KALITHETRIHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



MEDICAL EDUCATION UNIT MEETING

DATE: 02/11/2021

TIME: 12:00 Noon

VENUE: MEU HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N.Kagne	- SIGNATURE
2	Dr.K.Karthikeyan	Jeh -
3	Dr.G.Kalaiselvan	16811
4	Dr.K.Soundariya	K. Soundary -
5	Dr.M.Jayasree	h. Soakgoon
6	Dr.Shivayogappa S Teli	_
7	Dr.G.Ramya	000
8	Dr.N.Suresh	G.17/#
9	Dr.K.Vinoth	_
10	Dr.G.K.Poomalar	1.1.9
1	Dr.M.Vimal	90 inal
2	Dr.S.Girija	manu
3	Dr.M.Rajalakshmi	Na Valadiani
4	Dr.R.Udhaya Sankar	Rejaletin R. Odishy

DEAN NAYAGAR

BEI MANAKULA VINAYAGAR

MEDIBAL GOLLEGE & HOSPITAL

MEDIBAL GOLLEGE & HOSPITAL

RALITHBERT HALIUPPAM,

RALITHBERT HALIUPPAM,

MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

Date: 02.11.2021

No:SMVMCH/MEU/50 /2021

Patrons

Thiru. M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan Secretary

Ex-Officio

r. 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 r.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

Minutes of the Meeting

Venue: MEU Hall

Agenda:

1. Review of previous minutes

2. Planning of FDP for newly recruited faculty

3. Planning of RBCW for inhouse faculty of SMVMCH

4. PG orientation program on medical education

5. Vision 2030 - Silver Jubilee celebration - Road Map

6. Any other issues

1. Review of previous minutes

Action Plan	Progress
To plan and implement the usage of Logbook (with uniform designing) in all the departments	Pending
To plan review meeting on blueprinting and competency mapping for all the phases	Discussion done with Phase I & II, yet to complete with Phase III (CBME Batch)
To discuss with Psychiatry department for planning programs on stress management for students	Pending
To follow up the book purchase for MEU	Few books have been purchased Awaiting books for online purchase
To complete SOP framing for MEU	Two SOP s have been forwarded to Dean Academic for suggestions and revision
To conduct ICT workshop on 25 th & 26 th October	Successfully completed with good feedback from the participants
To conduct programs on skills training and framing MCQs, in the month of November.	Awaiting response from Resource faculty from MGMC & RI. It was suggested by the members to plan programs with other resource faculty
To plan TOT for the faculty of SMVMCH on "Communication Skills"	Pending

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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUBUCHERRY-605 107.

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1. Planning of FDP for newly recruited faculty

Dean Academic suggested "Faculty Development Program" for around 15 newly joined senior residents of SMVMCH. The program is intended to orient the faculty to the CBME curriculum, the proceedings of MEU, Research and Ethics Committee of SMVMCH. The program has been tentatively decided to be conducted in the afternoon sessions on 8th, 9th and 10th December, 2021.

2. Planning of RBCW for inhouse faculty of SMVMCH

Following the telephonic conversation with the regional center, it has been decided to send a proposal to conduct RBCW for the faculty of SMVMCH in the second week of December.

3. PG orientation program on medical education

PG orientation Program on "Basic Presentation Skills" is tentatively planned to be conducted in 2 slots for the current second year postgraduates.

November – 18th & 19th – A batch of Postgraduates November – 25th & 26th – B batch of Postgraduates

4. Vision 2030 - Silver Jubilee celebration - Road Map

As recommended by Dean and Dean Academic, it was proposed to prepare a road map for the next 10 years – to contribute to the silver jubilee celebrations of SMVMCH.

The following were suggested by the members

- · Separate MEU block can also be planned
- Infrastructure of the MEU to be planned, revised and established
- Studio room with appropriate budget proposal may be submitted.
- Starting of Journal for publication of in-house articles.
- Newsletter for MEU SMVMCH can also be planned. It was also suggested to allot a faculty in charge for the same.
- Student resource center in MEU can also be planned.
- Seminar presentation can be planned for students to understand their perspectives on CBME curriculum
- Own diploma course/ certificate courses/ Distant education can be planned by MEU.
- Research in Medical Education Proper channeling, raising funds may be planned

5. Any other issues

- Dean Research and MEU coordinator suggested appointment of one attender who can
 exclusively work for MEU, Research Committee and NAAC, due to the issues faced
 during the arrangement of MEU programs.
- The Dean Academic and Dean Research suggested training of MEU clerk in designing newsletter.

The meeting ended with vote of thanks.

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SEI MANAKULAVINAYAGAR
MERICAL EGILLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
KABAGABIPET, PUDUGHERRY-605 107,

Faculty attended the meeting

- 1. Dr.K.Karthikeyan, Dean Academic
- 2. Dr.G.Kalaiselvan, Dean Research
- 3. Dr.K.Soundariya, Coordinator, MEU
- 4. Dr.G.K.Poomalar, Co-coordinator, MEU
- 5. Dr. Vimal.M, Professor in Pathology
- 6. Dr.Ramya.G, Professor in Pathology
- 7. Dr.Rajalakshmi.M, Assistant Professor, Department of Community Medicine

8. Dr.R.Udhayasankar, Assistant Professor, Department of Microbiology

Coordinator, MEU

Dr. K.SOUNDARIYA

MEU Copportiona 100. Sri Manakulo Vine program Ochene and Hospital Kalimeenhalkuppan, Puducheny 305 107. Dean Academic
D. R. KARTHIKEYAN, M.D.

DEAN (ACADEMIC)

Sri Manakula Vinayagar Medical College and Hospital Kalitheerthalkuppam, Madagadipet.

Puducherry - 605 107

SMVMGH-MEU

The Coordinator, Medical Education Unit

Phone: 0413 - 2643000 (Ext-2038).Fax: 0413 - 2643014, Mobile: 9786895193

E mail: meu@smvmch.ac.in/ drsoundariva@gmail.com

TRUE/COPY ATTESTED

DEAN
SRI MANAHULA VINAYAGAR
MEDICAL COULEGE & HOSPITAL
KALITHEERT HALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

Date: 28.09.2021

Patrons

Thiru, M. Dhanasekaran Chairman & Managing Trustee

Thiru. S.V. Sugumaran Vice-Chairman

Dr. NarayanasamyKesavan 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

Co-coordinator Or.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 MEU meeting with the members at College Council Hall on 29.09.2021, at 11.00 AM, for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda

- Review of previous minutes
- 2. Update of MEU activities in the months of August & September
- 3. Logbook
- 4. Examination pattern Theory & Clinical Postings
- 5. Planning of Programs on Stress Management for students sharing students' feedback
- MEU Library books update
- 7. SOP for MEU
- 8. MEU Programs planned for the month of October- Update
- 9. Any other issues

Coordinator Coordinator

MEU

Chairperson

Copy to:

The Director

The Dean

The Dean (Academic)

The Dean (Research)

Medical Superintendent

All Members

SMVMQH - MEU

The Coordinator, Medical Education Unit

Phone: 0413 - 2643000 (Ext-2038).Fax: 0413 - 2643014, Mobile: 9786895193

E mail: meu@smvmch.ac.in/drsoundariya@gmail.com

TRUE CAPY ATTESTED

BRI MANAKULA VINAYAGAR
MEDICAL COLLEGE S HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.)



MEDICAL EDUCATION UNIT MEETING

DATE: 29/09/2021

TIME: 11:00AM

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N. Kagne	
2	Dr.K. Karthikeyan	da -
3	Dr.G.Kalaiselvan	_
4	Dr.K.Soundariya	
5	Dr.M. Jayasree	10
6	Dr. Shivayogappa S Teli	The same of the sa
7	Dr.G. Ramya	<i>→</i>
8	Dr.N.Suresh	N. Spiere.
9	Dr.K.Vinoth	MO.D.
10	Dr.G.K.Poomalar	
11	Dr.M.Vimal	-
12	Dr.S.Girija	_
13	Dr.M. Rajalakshmi	Middle n
14	Dr.R. Udhaya Sankar	R. Valdy.

TRUE COPY ATTESTED

SRI MANARULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

Date: 29.09.2021

No:SMVMCH/MEU/46/2021

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

Co-coordinator Or.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

Minutes of Meeting

Venue: College Council Hall Date: 29.09.2021 Time: 11.00 AM - 12.30 PM

Agenda:

1. Review of previous minutes

2. Update of MEU activities in the months of August & September

3. Logbook

4. Examination pattern - Theory & Clinical Postings

5. Planning of Programs on Stress Management for students - sharing students' feedback

MEU – Library books – update

7. SOP for MEU

8. MEU Programs planned for the month of October- Update

9. Any other issues

1. Review of previous minutes

Dr. Soundariya highlighted the minutes of previous meeting with the action plan and updated the members with the progress of each planned action.

Action Plan	Progress
To complete website updating & finalize certificate, letter pad with logo incorporation	- Website details handed over and will be updated soon - Letter pad with logo has been brought into use
To organize Intern orientation Program on 29 th & 30 th July in Hybrid mode	Successfully completed on 29 th & 30 th July, Skills training also completed on August 17 th & 18 th & certificates issued Feedback obtained
To plan "workshop on Competency Mapping" for phase II faculty	- Discussed to be planned in next month
To plan "Workshop on Mentoring" for Phase III (Final year) mentors	 Successfully completed, feedback has beer obtained. The mentor-mentee meet planned on 30th september for Final year and 1st October for Prefinal year students
To obtain feedback from medical undergraduates regarding planning of future webinars on stress management	-Feedback obtained
Updating the subcommittee with members and plan for Faculty development programs accordingly	Subcommittee framed and circular released

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2. Update of MEU activities in the months of August & September

Dr.Soundariya also updated the members with the MEU activities carried out in the months of august and September.

Workshop on Mentoring has been organized for Phase III Faculty (Obtained 1 TNMC Credit hour) Intern Orientation Program - Skills workshop completed on 16th & 17th August

Details regarding the activities/publications have been obtained from the faculty and being sorted out database is being prepared

Feedback has been obtained from students regarding programs on stress management September Faculty sensitization program on Mentoring conducted for phase III mentors on 21.09.2021 Workshop on "Developing Tool Box for Formative Assessment" conducted for inhouse faculty on 22.09.2021 (Obtained TNMC Credit hours)

Mentor -Mentee meet has been scheduled on 30th September and 1st October

Dean initiated the discussion over the progress of the logbook across all the phases. The 3. Log Book

- Combination of Logbook cum record book can be planned with departmental discretion following were recommended by the members
 - E-portfolio usage can be implemented after training of the faculty and the students.
 - The practice of utilizing assignment book for recording cases seen by the postgraduates in the
 - Meeting needs to be planned by Dean Academic with all the departments to discuss regarding
 - It was proposed to introduce the Performance evaluation form for students, as an initiative from MEU.

4. Examination pattern - Theory & Clinical Postings

Dean updated the question paper pattern introduced as per CBME norms for the IA to be conducted by Clinical departments. There will be MCQ (20), 2 essays and 6 short notes with 5 marks each for every assessment. Dr.Soundariya recommended mapping to be planned for ward leaving exams (OSCE, Mini CEX etc.) for the CBME batch. Members suggested Review meeting/workshops to be

While discussing the attitudinal component as part of assessment of students, it was planned for mapping. recommended by Dean to organize Workshop on Communication skills as TOT for inhouse faculty. Personality testing through administration of questionnaires was suggested to be done during the foundation course. Dr.Jayasree recommended to measure the level of readiness of self-directed learning by students, through questionnaire administration in the foundation course.

2

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5. Planning of Programs on Stress Management for students - sharing students' feedback

Dr.Soundariya shared the feedback report obtained from the students for the planning of future programs on stress management. Dr. Vinoth suggested planning of organizing destressor week for the benefit for students. There was emphasis made on the role of student support system in addressing the issues. Dean recommended administration of questionnaires to students to measure the stress level, in liaison with department of Psychiatry.

6. MEU Library Books – Update

Dr.Soundariya, projected the list of text books to be purchased for MEU. The total quotation amount of around Rs.72,000/- was informed to the members. Dean informed that Alumni Association has volunteered for donation of books for MEU. The proposal of alumni association was discussed with the members and approved by them. After purchase, the books will be temporarily maintained by Library, till the MEU department Library section is ready. It was recommended to issue the books only to the faculty.

7. SOP for MEU

Dr.Soundariya updated the members that Dr.Vimal has been assigned the responsibility of framing the SOP for MEU and the progress will be periodically updated to the members. Dean recommended incorporation NMC guidelines while framing the SOP.

8. MEU programs planned for the month of October

Dr.Soundariya updated the members with the future programs planned to be organized by MEU in the month of October.

Workshop on Skill teaching & Assessment by Dr. Dinker Pai, Director, Simulation center, MGMC &Dr.Hemanth, has been postponed to be in the month of November due to nonavailability of dates from the resource faculty.

2-day ICT Workshop has been planned in October 4th week (25th& 26th) with 20 participants in Digi lab and fully hands on training will be provided for different ICT tools. It was decided to provide Lunch for the participants for the 2 days

9. Any other issues

Dean academic suggested planning of workshop on framing MCQs for the inhouse faculty.

Action Plan

- To plan and implement the usage of Logbook (with uniform designing) in all the departments
- To plan review meeting on blueprinting and competency mapping for all the phases
- To discuss with Psychiatry department for planning programs on stress management for students
- To follow up the book purchase for MEU
- To complete SOP framing for MEU
- To conduct ICT workshop on 25th & 26th October
- To conduct programs on skills training and framing MCQs, in the month of November.

3

To plan TOT for the faculty of SMVMCH on "Communication Skills"

ATTESTED

SRI MANAKULA VINAYAGAR MEDICAL GOLLEGE & HOSPITAL KALITHEETTHALKUPPAM, MABAGADIPET, PUDUCHERRY-605 107.)

The meeting ended with Vote of Thanks.

Members attended the meeting

- 1. Dr.R.Kagne, Dean/Deputy Director
- 2. Dr.K.Karthikeyan, Dean Academic
- 3. Dr.M.Jayasree, Professor & Head, Department of OBG
- 4. Dr.K.Soundariya, Professor, Department of Physiology
- 5. Dr.Shivayogappa S Teli, Professor & Head, Department of Physiology
- 6. Dr.K. Vinoth, Associate Professor, Department of Psychiatry
- 7. Dr.N.Suresh, Associate Professor, Department of Anatomy
- 8. Dr.M.Rajalakshmi, Assistant Professor, Department of Community Medicine
- 9. Dr.R.Udhayasankar, Assistant Professor, Department of Microbiology

Dr.K.Soundariya

Coordinator, MEU

MEU Coordinator. Sri Manakula Vinayagar Hedical College and Hospital Kalitheerihalkuppam, Puducherry-605 167. Dr.R.N.Kagne Chairperson, MEU

SMVMQH - MEU
The Coordinator, Medical Education Unit

Phone. 0413 - 2643000 (Ext-2038).Fax. 0413 - 2643014, Mobile. 9786895193

F mails mana cummoh ac in/ dreaundariva@amail com

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DEAN
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MEDIGAL COLLEGE 8 HOSPITAL
KALITHEER HALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

Circular

No: SMUMCH | MEU | 30 | 2021

Date:27.07.21

It is proposed to conduct MEU meeting with the members at College Council Hall on 28.07.2021, at 2.00 PM, for discussion over the following agenda. All the members are requested to attend the meeting.

Agenda:

- 1. Review of previous minutes
- 2. Intern Orientation Program
- 3. PG Orientation Program
- 4. Planning of Webinar Series on "Stress Management" for Undergraduates
- 5. Planning of "Workshop in Mentoring" for Mentors (Final year)
- 6. Formation of subcommittee for CBME Curriculum
- 7. Rescheduling & Planning of Virtual conference
- 8. Progress of MEU Programs for 15th Year Celebration

9. Any other issues

K. Soundary

Coordinator, Medical Education Unit

Dr. K.SOUNDARIVA MEU Coordinator. Sri Manakulo Vinayabar Medicai College and Hospital Kalahashirakupuan Pudecrern-ola 187.

Dean

Chairperson, MEU

Dr. KAGNE. R.N

DEAN SRI MANAKULA VINAYAGAR

MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, PUDUCHERRY-605107.

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BRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-603 107.



MEDICAL EDUCATION UNIT MEETING

DATE: 28/07/2021

TIME: 2:00PM

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N. Kagne	3,
2	Dr. Karthikeyan.K	In
3	Dr.G.Kalaiselvan	1 (6)h'.
4	Dr.K.Soundariya	1 40
5	Dr. Jayasree M	_
6	Dr. Shivayogappa S Teli	Sold
7	Dr. Ramya. G	Caredo
8	Dr.N.Suresh	N. Jamil.
9	Dr.K.Vinoth	W. F.
10	Dr.V.Vinayagamoorthy	
11	Dr.Poomalar. G.K	Inc
12	Dr.Vimal.M	Marial
13	Dr.Girija.S	1
14	Dr. Rajalakshmi. M	Reicherten
15	Dr. Udhaya Sankar. R	-

16- Dr. K. Kuppusamy

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SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEER THAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



Minutes of Meeting of Medical Education Unit

Venue: College Council Hall

Date: 28.07.2021

Time: 2.00 PM - 3.15 PM

Agenda:

- 1. Review of previous minutes
- 2. Intern Orientation Program
- 3. PG Orientation Program
- 4. Planning of Webinar Series on "Stress Management" for Undergraduates
- 5. Planning of "Workshop in Mentoring" for Mentors (Final year)
- 6. Formation of subcommittee for CBME Curriculum
- 7. Rescheduling & Planning of Virtual conference
- 8. Progress of MEU Programs for 15th Year Celebration
- 9. Any other issues

1. Review of previous minutes

Dr.Soundariya highlighted the minutes of previous meeting with the action plan and updated the members with the progress of each planned action.

Action Plan	Progress
Website update regarding MEU to be proceeded with creation of Logo, certificate model and Letter Pad	- Content is ready to be updated in website (till date)- to be handed over to Dr.Vinod - Logo is finalized, to be approved by Director - Certificate designing completed, logo to be incorporated and finalized - Letter pad ready, logo to be incorporated
Recommendation to insist on LMS usage, periodic updates of Blueprint preparation and mapping in college council meeting	- Mr.Raja has been instructed to clear the errors occurring with LMS usage and purchase of cloud, programs can be planned only after the corrections

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RRI MANAKULA YINAYAGAR MEBIGAL GOLLEGE & HOSPITAL KALITHERET HALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

	- Mapping – first year – University results released, in progress. Sessions need to be planned for Phase II – 2 nd stage of mapping - Blueprint preparation to be announced in college council meeting
Workshop on mentoring need to be planned in the dates between 28 th June to 2 nd July 2021	Successfully organized on 28 th June 2021 for SSS coordinators, Phase II &Phase III part I mentors Temporarily postponeddue to MEDUCON
To carry out the background work for the virtual conference 'Research in medical education', tentatively planned in conference planned tentatively in the month of October/November	announced by JIPMER.

Dr.Soundariya also updated the members with the MEU activities carried out in the Month of June & July.

June 2021	11 Pl 17 C14	
18.06.2021	Review meeting on Competency Mapping with Phase II facult	
18.06.2021	How to create a YouTube channel? By Mr. Balakrishna Pai.	
23.06.2021	Allotment of Coordinators for carrying out Interactive TL methods	
	Allotment of mentors for 2017 batch and 2018 batch of students (non-CBME batch)	
28.06.2021	Workshop on Mentoring by Mr. Anand	
29.06.2021	ISHA Yoga – Equip Yourself for the COVID 19 Era – Students	
29.00.2021	& Faculty	
July 2021	- COVID	
09.07.2021	Preserving Mental Health of Medical Students amidst COVID Pandemic – along with Department of Psychiatry, by Dr.Vikas Menon	
29.07.2021 & 30.07.2021	Intern Orientation Program	

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SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE 8 HOSPITAL
KAUTHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

2. Intern Orientation Program

The schedule of the Intern orientation program (planned to be organized on 29th& 30th July 2021) was shared with the members by Dr.Soundariya and Dr.Poomalar. As most of the students were not ready with RT-PCR report, it was decided to allow only the students with negative RT-PCR report to attend the program in Offline mode at the basement lecture hall, Hospital block. It was decided to instruct other students without the report / those who tested positive to attend the program online from their respective places. Dean suggested to make necessary arrangements to organize the event in the Hybrid mode.

3. PG Orientation Program

The PG programs that were pending to be organized by MEU were presented to the members by the coordinator.Dr.Vimal, Dr.Vinayagamoorthy, Dr.Vinoth were informed about their role in planning the PG programs. Owing to MCI inspections and university exams of Postgraduates, it was decided to plan for the events in the afternoon sessions, after August 15th, 2021. Dates need to be finalized depending on the availability of the postgraduates.

4. Planning of Webinar Series on "Stress Management" for Undergraduates

Based on Students feedback, a webinar series on "stress management" for undergraduates was decided to be organized by MEU in collaboration with Department of Psychiatry. The feedback of the first webinar on "Preserving mental health amidst COVID 19 Pandemic" by Dr.Vikas Menon, JIPMER was presented by Dr.Vinod to the members. As the students have joined the regular offline classes, dean suggested to take another feedback from students to decide over the frequency/mode/topics for future programs.

5. Planning of "Workshop on Mentoring" for Phase III Part II mentors

As mentors have been allotted form all the Medical & Surgery allied departmental faculty, it was suggested to plan another workshop on Mentoring with the same resource person Mr.Anand.K of Melaka Manipal Medical College, for around 29 faculty from Medicine, Surgery, OBG, Paediatrics, Ortho, Anaesthesia, Psychiatry, Pulmonary Medicine, Radiology departments, to facilitate effective mentoring for the students of batch 2017 & 2016.

TRUE CLPY ATTESTED

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

6. Formation of Subcommittee for CBME Curriculum

For effective planning and implementation of CBME for the existing and upcoming batches of medical undergraduates, Dean suggested formation of subcommittee under MEU for smooth planning & conduct of FDP and other activities pertaining to CBME. Member from core committee of MEU will be the coordinator of the subcommittee. The members were requested to choose a module of their interest to form the subcommittee. It was decided to form subcommittee for the following modules under CBME. The coordinators of subcommittee were instructed to choose atleast 5-7 members in their subcommittee, and to report to Dr.Soundariya on or before 3rd August, 2021. However the members of subcommittee will not be part of the core committee of MEU.

1. Foundation Course

- Dr.R.N.Kagne, Dean -Incharge
- Dr.K.Vinod
- 2. Early Clinical Exposure
 - Dr.Shivayogappa S Teli -Incharge

3. Skills

- Dr.M.Jayasree

 Incharge
- · Dr.Girija
- This team had already been formed and hence decided to continue functioning with the same members.

4. Mapping

Dr.K.Soundariya - Incharge

5. ICT

- Dr.G.Ramya & Dr.N.Suresh Incharge
- The ICT team was recommended to work on the procedures to obtain permission & frame protocol/regulations to create you tube channel by each department after discussion with management.
- The team was also suggested to plan Hands on workshop on creating you tube channel

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- 6. Integration
 - Dr.G.K.Poomalar Incharge
- 7. Feedback
 - Dr.M.Rajalakshmi Incharge
- 8. Electives
 - Dr.K.Karthikeyan , Dean Academic Incharge
- 9. AETCOM
 - Dr.M.Vimal Incharge
- 10. Student support system / mentorship
 - · Dr.G.Kalaiselvan Incharge
 - Dr Udhaya sankar

7. Rescheduling & Planning of Virtual conference

- Due to Medical Education conferences organized by JIPMER & other institutes in the month of September & November, it was discussed with the members to postpone the international conference.
- After discussion with the members, it has been tentatively planned to be conducted in the month of February,2022 through either Hybrid mode / virtually depending on the existing conditions. Dean recommended a good team work for extensive planning for the international conference. He also suggested planning of offline Pre conference workshop.

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8. MEU Programs for 15th Year celebration

The MEU programs planned for 15th Year celebration was presented by Dr.Soundariya, to update on the completed and pending events. It was decided that Research committee will organize the programs for postgraduates/faculty, relevant to Research.

Month	Planned	Pending
April	Blueprinting, Mapping PGMET	PG MET
May	Problem Based Learning Mentorship Program Workshop on conducting OSCE/ Simulation/Skill training/Logbook/ Portfolio LMS updation of progress, giving lesson activity, workshop etc	Problem Based Learning Workshop on conducting OSCE/ Simulation/Skill training/Logbook/ Portfolio LMS updation of progress, giving lesson activity, workshop etc
June	Workshop on Self-Directed Learning Writing MD/MS Dissertation How to guide MD Thesis	 Workshop on Self-Directed Learning Writing MD/MS Dissertation How to guide MD Thesis
July	Workshop on PG Research Methodology Workshop on Giving & Receiving feedback Framing an appropriate MCQ with Item analysis	Workshop on Research Methodology Workshop on Giving & Receiving feedback Framing an appropriate MCQ with Item analysis
August	Assessment in CBME Mapping PG MET	

Action Plan

- To complete website updating & finalize certificate, letter pad with logo incorporation
- To organize Intern orientation Program on 29th & 30th July in Hybrid mode
- To plan "workshop on Competency Mapping" for phase II faculty
- To plan "Workshop on Mentoring" for Phase III (Final year) mentors
- To obtain feedback from medical undergraduates regarding planning of future webinars on stress management
- Updating the subcommittee with members and plan for Faculty development programs accordingly

The meeting ended with Vote of Thanks.

SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-603 107.

Members attended the meeting

- Dr.R.Kagne, Dean/Deputy Director
- Dr.K.Karthikeyan, Dean Academic
- 3. Dr.G.Kalaiselvan, Professor & HOD, Department of Community Medicine
- 4. Dr.Girija, Professor & HOD, Department of General Medicine
- 5. Dr.Poomalar, Professor, Department of Obstetrics & Gynaecology
- 6. Dr.K.Soundariya, Professor, Department of Physiology
- 7. Dr.Shivayogappa S Teli, Professor & Head, Department of Physiology
- 8. Dr Vinoth, Associate Professor, Department of Psychiatry
- 9. Dr. Vimal, Professor, Department of Pathology
- 10. Dr.Ramya, Associate Professor, Department of Pathology
- 11. Dr.N.Suresh, Associate Professor, Department of Anatomy
- 12. Dr.Rajalakshmi, Assistant Professor, Department of Community Medicine

Coordinator, MEU Miles Coordinator, Sci Marshub Vistas or Hedital College and Hospital Dr.R.N.Kagne

Chairperson, MEU Dr. NACHOE. R.N.

DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM,

PUDUCHERRY-605107.

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SEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

PORT OF STATE OF STAT



MEDICAL EDUCATION UNIT MEETING

DATE: 11/06/2021

TIME: 10:00AM

VENUE: COLLEGE COUNCIL HALL

LIST OF MEMBERS

S.NO	NAME	SIGNATURE
1	Dr. R.N. Kagne	1 2
2	Dr. Karthikeyan.K	kh /
3	Dr.G.Kalaiselvan	11000
4	Dr.k.Soundariya	K Soundary
5	Dr. Jayasree M	NO : 25
6	Dr. Shivayogappa S Teli	Colon
7	Dr. Ramya. G	Gr. Boll
8	Dr.N.Suresh	N. Janua
9	Dr.K.Vinoth	MA
10	Dr.V.Vinayagamoorthy	
11	Dr.Poomalar. G.K	-
12	Dr.Vimal.M	Minal
13	Dr.Girija.S	A.
14	Dr. Rajalakshmi. M	Rejelaci m
15	Dr. Udhaya Sankar. R	B. Odyler 11/12/

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BRI MANAKULA VINAYAGAR
MEBIGAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical college and Hospital

Minutes of meeting of Medical Education Unit

Venue: College Council Hall

Date: 11.06.21

Time: 10.00am - 11.30am

Agenda

- 1. Review of previous minutes
- 2. Website update for MEU
- 3. Updates from departments regarding LMS usage, Competency mapping & Blueprinting
- 4. Plan for June month program Dr. Anand, Workshop on Mentoring & Problem Based Learning"
- 5. Proposal for virtual conference by MEU
- 6. Proposal for MEU oriented research
- 7. Updating MEU books/E-journals
- 8. Any other issues

Outcomes of the meeting:

Agenda 1: Review of previous minutes

Minutes of previous meeting held on 23.03.2021 was shared by the coordinator and was approved by the members. Dean instructed to hand over the process of periodic updating of NMC ID to Director office for further progress. Compilation of MEU minutes will be done by Dr Rajalakshmi, Community Medicine hereafter.

Agenda 2: Website update for MEU

Vision and mission shared with all MEU members. Few points were shared by Deputy Director to add in objectives. Dr.Udhayasankar has been made incharge of designing logo, certificate and letter pad for MEU. It has been requested to provide certificates/memento to the internal resource faculty for programs organized by MEU. Dr.Soundariya will give the consolidated yearly reports of MEU to Dr.Vinoth in the required format for website update.

Agenda 3: Updates from departments regarding LMS usage, Competency mapping & Blueprinting

Orientation and reorientation in the usage of LMS to be planned for all batch students and also for faculties of para clinical department, as suggested by the members. Dr.Udhayasankar and Dr.Suresh will be coordinating the activities related to the usage of LMS. Sharing the schedule is

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RHI MANAKULAYINAYAGAR MEDIGAL COLLEGE & HOSPITAL KALITHEERTHAUKUPPAM, MADAGADIPET, PUDUCHERRY-605 107. decided to be done via LMS from Dean office. Faculty may be motivated to prepare a content (weekly/monthly) to be posted in the LMS

It was recommended to intimate the departments to periodically update with the framing of Blueprints and measurement of competency attainment. Deputy Director suggested to communicate the same to all the departments during the college council meeting. Blueprinting needs to be prepared with the help of all the faculties and HOD of the department in the first two months of start of classes. Blue prints must be submitted to Dean (Academic) along with the question paper of Internal assessment examinations.

Competency mapping will be done after start of offline classes. Deputy Director suggested orientation of representative from all the clinical department on mapping for clinical competencies and formative assessment. We have to plan for measuring competency attainment during the ward leaving clinical examinations in the future.

Agenda 4: Plan for June month program – Dr. Anand, Workshop on Mentoring & Problem Based Learning"

Workshop on mentoring need to be planned tentatively in the last week of June/first week of July (28th June to 2nd July 2021). Mail has to be sent to the resource faculty for the confirmation of the dates.

Agenda 5: Proposal for virtual conference by MEU

Virtual conference with the theme 'Research in medical education' conference has been tentatively decided to be organized in the month of October or November of this year. A future meeting will be planned to finalize the number of days, resource faculty, sessions and slots for oral/poster presentations.

Agenda 6: Proposal for MEU oriented research

After discussion, it has been decided that faculty may be encouraged to apply for funds for retrieving of journals from the publishers, and the same may be highlighted in the proposal. It has been proposed to plan a workshop on orienting the faculty to the mandatory documents to be submitted for Ethics & Research committee.

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BEI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.

Agenda 7: Updating MEU books/E-journals

It is proposed to create Digital library with e-journals for Medical Education related articles and to apply for institutional subscription of "Medical Education" Journal and books needed for the department need to be listed for purchase.

Agenda 8: Any other issues

Deputy Director recommended to convert Medical education unit in to Medical education department

Action plan:

- 1. Website update regarding MEU to be proceeded with creation of Logo, certificate model and Letter Pad
- 2. Recommendation to insist on LMS usage, periodic updates of Blueprint preparation and mapping in college council meeting
- 3. Workshop on mentoring need to be planned in the dates between 28th June to 2nd July 2021
- 4. To carry out the background work for the virtual conference 'Research in medical education', tentatively planned in conference planned tentatively in the month of October/November
- 5. Converting Medical education Unit in to MedicalEducation Department

The meeting ended with Vote of thanks.

Members attended:

- 1. Dr.R.Kagne, Dean/Deputy Director
- 2. Dr.K.Karthikeyan, Dean Academic
- 3. Dr.G.Kalaiselvan, Professor & HOD, Department of Community Medicine
- 4. Dr.Girija, Professor& HOD, Department of General Medicine
- Dr Jayasree, Professor & HOD, Department of OBG
- 6. Dr.K.Soundariya, Professor, Department of Physiology
- 7. Dr.Shivayogappa S Teli, Professor & Head, Department of Physiology
- 8. Dr Vinoth, Associate Professor, Department of Psychiatry
- 9. Dr. Vimal, Professor, Department of Pathology
- 10. Dr.Ramya, Associate Professor, Department of Pathology
- 11. Dr.N.Suresh, Associate Professor, Department of Anatomy
- 12. Dr. Udhayashankar, Assistant Professor, Department of Microbiology
- 13. Dr.Rajalakshmi, Assistant Professor, Department of Community Medicine

Coordinator, MEU

Dean 14/664 Dr. KAGNE. R.N

DHAN

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM. DUCHERRY-605107.

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BRI MANAKULA YINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



Medical college and Hospital

Minutes of meeting of Medical Education Unit

Venue: College Council Hall

Date: 23.03.21

Time: 10.00am - 12.30 PM

Agenda

- 1. Invitation of new members of MEU
- 2. Review of Minutes of previous meeting
- Review of the rBCW held between 16.03.2021 to 18.03.2021
- 4. Preparing the list of members for ACME
- Updating the list of participants yet to attend rBCW
- 6. Preparing list of FDP to be held by MEU, for 15th year celebration
- 7. PG Basic Course workshop in Medical Education
- Any other issues

Outcomes of the meeting:

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Agenda 1: Invitation of new members of MEU

The Dean welcomed all the MEU members & Invited Resource faculty of rBCW. The Dean & The Dean Academic recognized & appreciated the contributions of Dr.G.Kalaiselvan to MEU, as coordinator, in his tenure of ten years since 2011. Dr.G.Kalaiselvan expressed thankfulness. Dr.K.Soundariya, Professor, Department of Physiology was invited as MEU Coordinator and she accepted the responsibility. Dr.Poomalar, Professor of OBG was appointed as the co-coordinator of MEU. All other new members of MEU were invited and their roles & responsibilities were shared in the forum. Dr.Vinayagamoorthy, Associate Professor of Community Medicine was suggested additional responsibility of UG & PG orientation programs. Dr.Rajalakshmi, Assistant Professor of Community Medicine was also suggested the additional responsibility of UG orientation program, in addition to feedback.

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DEAN
REI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

Agenda 2: Review of Minutes of previous meeting

Minutes of previous meeting held on 03.02.2021 was shared by the coordinator and was approved by the members. Updates on skill modules for I MBBS students was reported in the

Agenda 3: Review of the rBCW held between 16.03.2021 to 18.03.2021

Dr.Soundariya thanked all the resource faculty of rBCW, for their contribution towards the successful conduct of the rBCW. She informed about the summary of the participant's feedback on individual sessions, mailed to the respective resource faculty. Overall feedback on the program was shared among the MEU members. Strengths were identified. As per participants' feedback, it was decided to plan more group activities & reduce the theoretical content of the sessions. Appointment of attenders from different departments in rotation was suggested by Dean for services during the conduct of the program.

Agenda 4: Preparing the list of members for ACME

Coordinator communicated the enrolment of Dr.Udhayasankar, Assistant Professor, Department of Microbiology & Dr.Rajalakshmi, Assistant Professor, Department of Community Medicine in the latest batch of ACME.

For the next two batches of ACME,

- 1. Dr.Sindhuri, Assistant Professor, Department of Community Medicine / Dr.Preethi, Assistant Professor, Department of Paediatrics,
- 2. Dr.Poornima, Assistant Professor, Department of ENT /Dr.Kanimozhi, Assistant Professor, Department of Paediatrics
- 3. Dr.Janarthanan, Assistant Professor, Department of Forensic Medicine Were recommended and approved by the members

For enrollment in FAIMER, Dr.Soundariya & Dr.G.Ramya, Associate Professor, Department of Pathology volunteered and approved by the members

Agenda 5: Updating the list of participants yet to attend rBCW

List of SMVMCH faculty, yet to attend the rBCW was prepared & presented by the coordinator. Dean Academic recommended revision of the list and decided to be updated as early as possible. NMC IDs of the faculty was recommended to be updated in the faculty list.

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BRI MANAKULA VINAYAGAR MEBIGAL EGILLEGE & HOSPITAL KALITHEERTHALKUPPAM, WABAGABIPET, PUDUCHERRY-605 107.

Agenda 6: Preparing list of FDP to be held by MEU, for 15th year celebration

Dean & Dean Academic recommended conduct of FDPs by MEU as a part of 15th year celebration. Dr.Soundariya presented a tentative year plan. The advisors & members gave many suggestions and recommended revisions in the year plan. Coordinator agreed to make the revisions as per the recommendations. Following External resource faculty were recommended and approved by the members (Dr.Anand, Manipal University, Dr.Mahalakshmi, JIPMER, Dr.Amol Dongre, Dr.Lakshmi Shah, JIPMER) .The minutes of meeting, MEU members list, and tentative MEU year plan of FDPs for 15th year celebration will be shared to all the members (Refer the Annexure) . It was decided to conduct the PG programs, under the banner of MEU.

Agenda 7: PG Basic Course workshop in Medical Education

Dr.Soundariya presented a tentative one day program schedule of PG basic course program in presentation skills & MET including sensitization session of CBME, with inclusion of identified members of rBCW participants as resource faculty. As per the recommendations of Dean & Dr.Jayasree, revisions were suggested and it was decided to be conducted as a 2 day workshop with first day on presentation skills & second day on orientation to CBME.

Action plan:

- 1. Year plan of MEU for the conduct of FDP to be mailed to all the members
- 2. Revised PG basic course workshop to be shared with all the members
- Faculty Incharge to be allotted for the individual programs
- 4. Faculty list to attend rBCW to be update
- 5. NMC ID to be updated in the faculty list
- Updating of rBCW details in the college website

The meeting ended with Vote of thanks.

Members attended:

- Dr.R.Kagne, Dean
- Dr.K.Karthikeyan, Dean Academic
- 3. Dr.G.Kalaiselvan, Professor & HOD, Department of Community Medicine
- 4. Dr.M.Jayasree, Professor & HOD, Department of OBG
- 5. Dr.K.Soundariya, Professor, Department of Physiology
- 6. Dr. Asmathulla, Professor & HOD, Department of Biochemistry
- 7. Dr. Vimal, Professor, Department of Pathology
- 8. Dr.Ramya, Associate Professor, Department of Pathology
- 9. Dr. Vinayagamoorthy, Associate Professor, Department of Community Medicine
- 10. Dr. Udhayashankar, Assistant Professor, Department of Microbiology

11. Dr.Rajalakshmi, Assistant Professor, Department of Community Medicine

Coordinator, MEU

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DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MADAGADIPET, PUDUCHERRY-805 107.

DEAN

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



Medical Education Unit

Sri ManakulaVinayagar Medical College and Hospital, Pondicherry 605 107

No: SMVMCH / MEU/ Minutes/3/2021

Date: 29.01.2021

Patrons:

Thiru.M.Dhanasekharan Chairman&ManagingTrustee

Thiru.S.V.Sukumaran Vice-Chairman

Dr.NarayanaswamyKesavan Salary

Ex - Officio Dr.D.Rajagovindan Director

Dr.R.N.Kagne Deputy Director

Chairperson:

Dr.AmolDongre Dean(Research)

Co-ordinator:

Dr.G.Kalaiselvan



Dr.M.Jayasree

Members

Dr.K.Karthikeyan

Dr. S. Girija

Dr. Pragash. M

Dr.P.Ravikumar

Dr.K.Soundariya

Dr.Vimal.M

Medical Education Unit

Minutes of Meeting

Agenda

- 1. Planning of Foundation course
- 2. Discussion over the progress of orientation program
- 3. Planning of white coat ceremony
- Planning of skill modules

Planning of Foundation course

- Dr, Priyadarshini instructed to prepare schedule on sessions for PD & E
- 2nd Saturdays may be planned for enhancement of language & computer skills

Discussion over the progress of orientation program

- Issues related to passive role of students in the lecture hall with projection
- Change of venue to Auditorium planned for 4th day
- Documentation of lesson plan of all the sessions recommended

Planning of White Coat Ceremony

- Dr.Priyadarshini was given I/C
- Student Council may be involved
- SMVMCH Oath planned to be recited at the ceremony
- Venue fixed at the auditorium near MIT

Planning of Skill Modules

- 7 modules identified as follows BLS, First aid, communication skills, Universal precautions, Fire safety, Documentation, Learning skills
- To be clubbed with field visit Community Medicine
- Students will be divided into 8 batches with 18 members roughly in each group, will be rotated for 8 Saturdays
- Dr. Mangani&Mrs.Rajeswari instructed to arrange meeting for all the resource faculty for skill module

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE 8 HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

Members attended: First Year Faculty and MEU members

Dr.G.Kalaiselvan

Coordinator, Medical Education Unit Professor, Department of Community Medicine SMVMCH, Puducherry

Copy to:

The Chairman

The Director /The Dean

The Medical Superintendent

The Co-ordinator, Medical Education Unit Mobile. 9843155060

E mail: kalaiselvanmd@gmail.com

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BRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAL KUPPAM, MABAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

Sri ManakulaVinayagar Medical College and Hospital, Pondicherry 605 107

No: SMVMCH / MEU/ Minutes/2/2021

Date: 22.01.2021

Patrons:

Thiru.M.Dhanasekharan Chairman&ManagingTrustee

Thiru.S.V.Sukumaran Vice-Chairman

Dr.NarayanaswamyKesavan Semary

Ex-Officio Dr.D.Rajagovindan Director

Dr.R.N.Kagne Deputy Director

Chairperson:

Dr.AmolDongre Dean(Research)

Co-ordinator:

Dr G Kalaiselvan



Dr.M.Jayasree

Members

Dr.K.Karthikeyan

Dr. S. Girija

Dr. Pragash. M

Dr.P.Ravikumar

Dr.K.Soundariya

Dr. Vimal.M

Medical Education Unit

Minutes of Meeting

Agenda

- Planning of Foundation course
- 2. Discussion over Phase I timetable for 2020-2021 batch
- 3. Presentation of the gaps identified with CBME evaluation to the preclinical faculty
- 4. Any other issues

Planning of the foundation course

- NMC guidelines discussed with the conduct of foundation course
- Department of Physiology allotted the responsibility over the conduct of foundation course and Mrs.SenthamilSelvi was selected as the overall I/C of the foundation course with consensus with all the members
- Dean recommended allotment of incharges for different modules of the
- Dr.Soundariya&Dr.Deepika .V I/C for Orientation program, Orientation program to be planned from 27th to 30th January, Venue fixed at Auditorium near MIT & parallel projections at Lecture halls 2 & 3 in the college block
- CORONA precautionary measures to be followed in all the sessions
- Dr.Priyadarshini and Dr.Deepa Incharge for PD & E
 - Online sessions may be planned on Tuesdays between 4.30 5.30
- Dr.Suresh&Dr.Sudha Incharge for enhancement of language & computer skills
 - 3rd Saturday planned in every month
- Dr.Mangani&Mrs.Rajeswari Incharge for Skills module
 - Planned on 1st & 3rd Saturdays of every month
 - To be clubbed with field visit
- Dr.Shivayogappa&Mr.Balakrishna Pai Incharge for Sports & ECA
- Progress to be periodically updated by Mrs.Selvi to the CC

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

Discussion over the Phase I timetable

- Hours allotment planned by MCI and framed hours for implementation were presented by the Dean for discussion
- Exchange of first hour done between Physiology & Biochemistry
- ECE planned for 5 hour session
- No of tests decided with 4, 7& 9tth test marked as notified tests
- Cancellation of Module exams with respect to practical difficulties
- Time table was finalized with consensus with HODs and CC members

Presentation of the gaps identified with CBME evaluation to the preclinical faculty

- Presentation of the gap analysis following CBME evaluation to the members by Dr.K.Soundariya
- Dean had an interactive discussion with the preclinical faculty towards the remedial measures that can be planned for the identified gaps
- Preclinical faculty requested refreshment sessions for assessment, blueprinting, giving feedback and self-directed learning
- Dr.Kalaiselvan was instructed to plan the refresher sessions as requested by the faculty
- Discussion over planning of attitudinal assessment
- Mrs.Senthamilselvi will continue as I/C for student support system withinvolvement of Dr.Suresh
- Extension of the role of SSS recommended with involvement of student mentors

Members attended: MEU members &First Year Faculty

Dr.G.Kalaiselvan Coordinator, Medical Education Unit Professor, Department of Community Medicine SMVMCH, Puducherry

Copy to: The Chairman The Director /The Dean The Medical Superintendent

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



Medical Education Unit

Sri ManakulaVinayagar Medical College and Hospital, Pondicherry 605 107

No: SMVMCH / MEU/ Minutes/1/2021

Date: 12.01.2021

Medical Education Unit

Minutes of Meeting

Patrons:

Thiru.M.Dhanasekharan Chairman&ManagingTrustee

Thiru.S.V.Sukumaran Vice-Chairman

Dr.NarayanaswamyKesavan Setary

Ex - Officio

Dr.D.Rajagovindan Director

Dr.R.N.Kagne Deputy Director

Chairperson:

Dr. Amol Dongre Dean(Research)

Co-ordinator:

Dr.G.Kalaiselvan



Dr.M.Jayasree

Members

Dr.K.Karthikeyan

Dr. S. Girija

Dr. Pragash. M

Dr.P.Ravikumar

Dr.K.Soundariya

Dr.Vimal.M

Agenda

- 1. Discussion on the progress of phase I CBME curriculum gap analysis
- 2. Planning of Foundation course
- 3. Framing and discussion over Phase I timetable for 2020-2021 batch
- Any other issues

Discussion on the progress of Phase I CBME curriculum gap analysis

- Dr.Soundariya presented the progress of the curriculum evaluation of Phase I
- Interview with pre clinical departmental faculty done & report compiled by Dr.Rajalakshmi&Dr.Sindhuri
- HOD interview planned by Dr.G.Kalaiselvan
- Checklist created with reference from CBME modules released by MCI and identified gaps were compiled and presented to the CC members
- Action report planned to be obtained from the HODs of all the three departments
- Dean insisted on the remedial measures planned and to be documented
- CC members were informed that the completion of curriculum evaluation can be done after the completion of University exams

Planning of Foundation course

- Meeting to be planned with preclinical faculty for discussion and decision over foundation course implementation of the batch 2020-2021
- Feedback obtained from resource faculty of the foundation course to be considered during the implementation for the current academic year

SRI MANAKULA VINAYAGAR MEDICAL COLLEGE 8 HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107

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Framing and Discussion over Phase I time table for 2020-2021 batch

- Preparation of timetable for phase I by Dean, considering the duration of I MBBS between February 2021 – December 2021
- Meeting to be planned with preclinical faculty for discussion and decision over foundation course implementation of the batch 2020-2021

Members attended: First Year Faculties

Dr.G.Kalaiselvan

Coordinator, Medical Education Unit Professor, Department of Community Medicine SMVMCH, Puducherry

Copy to:

The Chairman

The Director /The Dean

The Medical Superintendent

The Co-ordinator, Medical Education Unit
Mobile: 9843155060

E mail: kalaiselvanmd@gmail.com

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BRI MANAKUNA VINAYAGAR MEDICAL COLLEGE 8 HOSPITAL KALITHEERTHALKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.



Patrons

Thiru M Dhanasekaran Chairman&ManagingTrustee

Thiru S V Sugumaran Vice-Chairman

Thiru K Narayanasamy Secretary

Dr D Rajagovindan Director

Dr R N KagneDeputy Director and Dean

Members

Dr G Kalaiselvan Dean Research

Dr R Sindhuri Secretary

Dr Rajalakshmi Assistant Secretary

Dr A Bupathy

Dr K Karthikeyan

Dr S Girija

Dr M Jayasree

Dr G V Manoharan

Dr Suneeth P Lazarus

Dr Asmathullah

Dr Erli Amel Ivan

Dr K Srinivasan

Dr K Kuppusamy

Dr P Ravikumar

Dr C Manoharan

Dr A Nishanthi

Dr Nitya S

SMVMCH-Research Committee

Sri ManakulaVinayagar Medical College and Hospital Puducherry 605 107

Phone: 0413 - 2643000 EXT. No (2396) Fax: 0413 - 2643014

SMVMCH Research Committee Meeting Minutes of Meeting

No: SMVMCH/DR/MOM-RC/157/2022

Date: 11/04/2022

SMVMCH Research Committee meeting was held on 25/03/2022 for faculties and postgraduates at Hospital block II floor. During SRC meeting 3 proposals from undergraduates and 4 proposals from faculties were reviewed.

Agenda of the Meeting:

- 1. Approval of Revised SOP for Research Committee
- 2. To review the proposal
- 3. To discuss on Intramural funding of PG Thesis
- 4. Any other issue

Agenda 1: Approval has been given for the revised SOP by the Research Committee members.

Agenda 2:

Out of 7 proposals 6 were reviewed, one from Paediatrics, one from Community Medicine, one from OBG, one from General Medicine, one from Physiology and one from Anaesthesiology. One from Psychiatry were reschedule. All proposals was reviewed by the members and written comments were sent to the PI.

Agenda 3: Intramural funding for PG thesis was granted for two postgraduates (Pharmacology and Dermatology)

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Patrons

Thiru M Dhanasekaran Chairman&ManagingTrustee

Thiru S V Sugumaran Vice-Chairman

Thiru K Narayanasamy Secretary

Dr D Rajagovindan Director

Dr R N Kagne
Deputy Director and Dean

Members

Dr G Kalaiselvan Dean Research

Dr R Sindhuri Secretary

Dr Rajalakshmi Assistant Secretary

Dr A Bupathy

Dr K Karthikeyan

Dr S Girija

Dr M Jayasree

Dr G V Manoharan

Dr Suneeth P Lazarus

Dr Asmathullah

Dr Erli Amel Ivan

Dr K Srinivasan

Dr K Kuppusamy

Dr P Ravikumar

Dr C Manoharan

Dr A Nishanthi

Dr Nitya S

SMVMCH-Research Committee

Sri ManakulaVinayagar Medical College and Hospital Puducherry 605 107

Phone: 0413 - 2643000 EXT. No (2396) Fax: 0413 - 2643014

The following members were present during the SRC meeting:

S. No	Name	Designation
1.	Dr. Kalaiselvan. G	Dean (Research)
2.	Dr. Karthikeyan. K	Member SRC
3.	Dr. Bupathy. A	Member SRC
4.	Dr. Ravikumar. P	Member SRC
5.	Dr. C. Manoharan	Member SRC
6.	Dr. Rajalakshmi. M	Assistant Member Secretary

Dr. Kalaiselvan. G

Dean (Research)

Dr. G. KALAI SELVAN DEAN (RESEARCH)

Sri Manakula Vinayagar Madical College & Hospital Kalithearthalkuppam, Madagadipet, Pudusherry-605107.

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