

No. SMVMCH/DO/College Council Meeting/2021-22/ 103a

Date: 29.01.2022

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

28.01.2022

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 28.01.2022 at 11.00 AM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R.N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. Karthikeyan.K	Dean (Academic)
3.	Dr. Kalaiselvan. G	Dean (Research)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. Girija.S	Deputy Medical Superintendent (Medicine)
6.	Dr.Jayasree.M	Deputy Medical Superintendent (Surgery)
7.	Dr.Shivayogappa S.Teli	HOD, Department of Physiology
8.	Dr. Asmathulla	HOD, Department of Biochemistry
9.	Dr. R. Gopal	HOD, Department of Microbiology
10.	Dr. S. Yuvarajan	HOD, Department of TB & Chest
11.	Dr. S. Arun	HOD, Department of Psychiatry
12.	Dr. T. Bharathkumar	HOD, Department of Paediatrics
13.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
14.	Dr. Mariappan Rajagopal	HOD, Department of ENT
15.	Dr. Sanjay.P	HOD, Department of Dentistry
16.	Dr. Balasubramanian	Professor, Department of Anaesthesiology
17.	Dr. A. Umamageswari	Professor, Department of Radio Diagnosis
18.	Dr. K. Srinivasan	Professor, Department of General Surgery
19.	Dr. S. Nitya	Professor, Department of Pharmacology
20.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Special Invitee

Sl. No	Name of the Member	Designation
1.	Dr. S. Balasubramanian	Professor, Department of Anaesthesiology
2.	Dr. K. Soundariya	Professor, Department of Physiology
3.	Dr. R. Pravin	Associate Professor, Department of Pulmonary Medicine

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107.

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Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan	Director
2.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3.	Dr.K.V.P.Suriyakumari	HOD, Department of Anatomy
4.	Dr. Erli Amel Ivan	HOD, Department of Pathology

Dr. R. N. Kagne Deputy Director/ Dean invites all the members present and reads the today's Agenda of the Meeting

Agenda-1: Review of the Minutes of the Meeting

Dr. R. N. Kagne, Deputy Director/Dean wishes all the members and read the previous minutes of the meeting. The Minutes of the previous meeting was approved by the members.

Agenda-2: Briefing by Medical Superintendent about screening, swab collection, fever clinic, vaccination and CoVID status at our Hospital

The Medical Superintendent has made the following arrangements in our Hospital

1. In the entrance of the reception, first screening of the patients are made. After screening only, the patients will be allowed to enter inside the hospital.
2. Separate entry has been provided to the staff and patients in the Ground Floor.
3. Fever Clinic examine patient first and sent to swab collection.
4. Swab collection is being done at the reception.
5. In regard to CoVID-19, round the clock duty has been arranged for providing treatment to patients.
6. Room No. 405 & 406 was earmarked for the CoVID-19 patients accommodation.
7. At present there are four CoVID-19 patients admitted in our Hospital
8. This is only temporary arrangement for the CoVID-19 patients. If required special WardA1 will be taken for CoVID-19 Patients.
9. CoVID-19 Vaccination has been started from 13th January 2022. 170 patients have been vaccinated so far. Boost dose CoVID vaccination will be given after nine months from the second dose vaccination.
10. At present vaccination is pending for 1000 employees of this Organization. Vaccination is being done in the ENT general Ward.

Agenda-3: Briefing about Medical Education Unit functioning by Dr. Soundariya.K

Dr. K. Soudariya, MEU Coordinator read the annual report of functioning of the Medical Education Unit in our Institution.

Eleven faculty development programmes were organized by the Medical Education Unit (II) during the year 2020-21-The details of which are furnished in the ANNEXURE-I.

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Post Graduate Programme was conducted on basic presentation and teaching skills and orientation for CBME on 18.11.2021, 19.11.2021, 25.11.2021 & 26.11.2021 in which 68 participants attended the Programme.

Five programmes were conducted for Under Graduate students during the year 2020-21. The details of which are furnished in the ANNEXURE-I.

Apart from the UG and PG programme certain other programmes were also organized by the Medical Education Unit during the year 2021. The details are furnished in the ANNEXURE-I.

Dr. Soundariya, Coordinator for MEU has stated that by means of conducting Faculty development programme, Programmes for PG students and Programmes for Under Graduate students, around 151 faculty member have been trained. Around 68 Post Graduates were trained in basis presentation skill and sanitized to CBME and 93 Interns were trained in Basic Medical, Surgical, resuscitation and communication skills. 17 Credit hours was awarded to our Institute through the Programmes organized by Medical Education Unit.

The following achievements have been made in Medical Education Unit during the year 2021-22

1. Revision of Vision, Mission
2. Creation of MEU logo
3. Purchase of 15 Books for MEU (Donated by Alumni, SMVMCH)
4. Update of the website with the MEU data of 10 Years
5. Successful evaluation of CBME Curriculum-Phase-I
6. Database created for MEU (In Process)

Dr. K. Soundariya, MEU Coordinator has briefly stated the achievement made by the seven MEU Members. Seven publications under MEU were made by our MEU members. The MEU Coordinator has also outlined role map for the academic year 2022. Refer ANNEXURE-I for details.

Curriculum committee meeting was conducted on 12.01.2022. It was discussed in the Curriculum Committee Meeting about the conduct of notified tests and formative assessments for the MBBS students. The minimum number internal assessment test for each subject is ranging from 1 to 3.

Phase	Subjects	Exams
I MBBS	Anatomy	3
	Physiology	3
	Biochemistry	3
	Community Medicine	1
II MBBS	Pathology	3
	Pharmacology	3
	Microbiology	3
	General Medicine	2
	General Surgery	2
	Obstetrics & Gynaecology	2
	Forensic Medicine & Toxicology	2
	Community Medicine	2

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Bold – Notified tests (May, Aug);

Italic - Remedial exams (June, Sep) for Ophthalmology, ENT, Com. Medicine, & FM

July, Oct – Notified tests for GM, Surgery, OBG and Paediatrics

Agenda-5: Briefing about functioning of CoVID care center, Private ward and Emergency triage by Dr. Girija.S, DMS (Medical)

Dr. Girija, Deputy Medical Superintendent and HOD, General Medicine Department has informed to the Council about the commissioning of CoVID care Centre in the 3rd Floor of our Hospital. We are having lot of CoVID patients coming to our Hospital for treatment. CoVID patients are admitted and treated in our Hospital. 10 to 15 patients referred by the IGMCR were also admitted. Precaution were undertaken while treating the CoVID patients.

So, we have streamlined the procedure for admission of CoVID patients in our Hospital.

First screening is being in the Fever clinic. After Screening, the patients are directed to show them in the relevant OPD of our Hospital for treatment.

Agenda-6: Briefing about functioning of CoVID Control room by Dr. Jayasree, DMS (Surgical)

Dr. M. Jayasree, Deputy Medical Superintendent and HOD, Department of Obstetrics & Gynaecology has informed to the Council that the CoVID Control Room is functioning in a proper manner. Staff nurses are properly monitored in the CoVID ward. Rounds in the CoVID ward is also going on at periodical intervals as designed.

Agenda-7: Briefing about functioning of CoVID ICU by Dr. Balasubramanin, Professor of Anaesthesiology

Dr. Balasubramaiaam, Professor of Anaesthesiology was in-charge of the CoVID ICU. He has stated that CoVID positive patients are being admitted in the CoVID ICU ward in the third floor. CoVID patients are also admitted in the Pulmonary Medicine Ward. Ventilation in the Pulmonary Medicine ward was not sufficient to the CoVID patients admitted therein, this aspect has to be looked into and rectified early.

Agenda-8: Briefing about CoVID status of Pondicherry State by Dr. Praveen.R, Nodal Officer-CoVID

Dr. Praveen, Associate Professor of Pulmonary Medicine and Nodal Officer of CoVID Unit in our Hospital has informed that the 1st dose CoVID injection was administered for 170 Health Workers in our Hospital during the period from 12.12.2021 to 16.01.2022. CoVID positive patients are admitted in JIPMER, Puducherry and Government General Hospital, Puducherry. After filling up of the CoVID patients in the CoVID wards of the JIPMER and Government General Hospital, we are asked to admit the Covid patients in our Hospital by the Government of Puducherry. Treatment is being given to the CoVID patients admitted in our Hospital. The referred CoVID patient from the Government was informed first to the nodal officer to take the patients in our hospital in Coordination with the nodal officer, CoVID, Government of Puducherry. Now a day's isolation for the CoVID positive patients is 7 days by government.

In regard to statistics of CoVID Patients, 200 CoVID patients were admitted in JIPMER, Puducherry and Government General Hospital. Around 100 patients are being given Oxygen treatment in JIPMER and

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Government General Hospital. It was informed that there is one reported CoViD Patient death in the JIPMER Hospital and the death is not more than 25 Nos on account of CoViD in the U.T of Puducherry as on date.

As far as SMVMCH, policy decision was taken that seven days leave has to be sanctioned to our employees if the RTPCR test is positive. Protocol for CoViD-19 positive employees, leave for seven days sanctioned and isolation for five days advised. Rapid test was to be immediately taken on arrival of the patients for treatment in our Hospital to decide about this admission in our Hospital.

Agenda-9: Discussion on present non CoViD status

Ward 204 & 205 in the second floor and 305 & 306 in third floor are earmarked for assessment of CoViD patients arrived in our Hospital. RTPCR test is done routinely for all patients. Based on RTPCR test result, decision was taken either admission given to the patients in our Hospital or advised isolation at their residence with required medication. In our hospital 219 in-patients have been admitted which includes CoViD positive patients also. Hospital Committee meeting is proposed to be convened on 31st January 2022.

Agenda-10: Discussion on MBBS Preliminary Examination and Pondicherry University Examination

The Deputy Director and Dean has informed that for our MBBS Students, Examination Centre is fixed at Pondicherry University Campus. We are conducting Model examination of the MBBS students from 9.00 AM to 12.00 PM. Next week practical examinations are to be conducted of the MBBS students and practical examination schedule was already informed to the students. But more than 75 percent of students are CoViD positive, the practical model examination has to be postponed and the revised schedule of model practical examination will be informed to students shortly.

Agenda-11: Briefing about NAAC status by Dr. Kalaiselvan.G, Dean (Research)

Dr. Kalaiselvan, Dean (Research) cum Coordinator, NAAC has briefly explained the present NAAC activities. We are preparing documents for sending applications for reassessment of NAAC Accreditation. .

We would like to submit our Reassessment NAAC Application in May/June 2022. List of files to be prepared by the Department for the reassessment was already discussed and intimated to the respective HODs. Dr.Kalaiselvan has requested all the head of the Department to prepare the requisite documents for submission of application for Reassessment of NAAC Accreditation. The NAAC documents are to be prepared during the month of February/March -2022 by all the Heads of the Department and keep them ready for submission to NAAC after scrutiny by NAAC Coordinator for scrutiny by fourth week of April-2022.

Dr. M. Jayasree has informed to the Council that module for skill session in the Skill laboratory has to be prepared for the year 2021-22 and present to the Medical Education Unit for adoption. Sub Committee has to be formed for conducting the activities in skill laboratory. Skill Lab has to be equipped well before inspection by the National Medical Commission.

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III MBBS (Part I)	Forensic Medicine & Toxicology	2
	Community Medicine	2
	Ophthalmology	2
	ENT	2
	General Medicine	2
	General Surgery	2
	Obstetrics & Gynaecology	2
	Paediatrics	2
III MBBS (Part II)	General Medicine	2
	General Surgery	2
	Obstetrics & Gynaecology	2
	Paediatrics	2

The pattern of the assessment test are decided as detailed below

- i. Summative Assessment (Notified tests)
 - 3 hours, 100 marks (20 MCQs, 3 LAQ, 10 SAQ)
- ii. Formative Assessment (Recommended format) – To be decided by concerned department
 - Reflective writing
 - 40 MCQs, 1 LAQ, 4 SAQ (or) 20 MCQs, 2 LAQ, 4SAQ (or) 20 MCQs, 1 LAQ, 6SAQ (IAE pattern to be decided by HOD).
 - Assertion and reasoning kind of questions
 - Quiz
 - Seminars

Internal assessment test is mandatory to all the Under Graduate students. Weekly examinations are being conducted for MBBS students. The Programme for conducting the notified test and formative assessment test for the CBME batches of MBBS course are as follows.

The formative assessment test is not considered for internal assessment marks. Student scoring less than 50% marks in the notified test (internal assessment) and those students who are not writing the Notified test on the time prescribed are given chance to write the remedial examination subsequently. After completion of the notified test and formative assessment examination, model examination will be conducted as per final exam. Thereafter they have to appear for University Examinations. The notified test and formative assessment test will be conducted from the month of February to October. Model examination will be conducted in November. The University Examination will fall in December for the first year MBBS students as prescribed by NMC.

The respective HODs will set question papers and Blue Print with answer keys for purpose of uniformity of paper correction to be prepared for the question papers. After evaluation of the answer papers of the UG students, report to be sent to the Medical Education Unit for NAAC purpose.

Agenda-4: Discussion on central evaluation SOP by Dr. Shivayogappa S Telli

Dr. Shivayogappa. S. Telli, HOD of Physiology Department and Member of the Medical Education Unit has briefly explained central evaluation SOP.

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The draft Central Evaluation SOP consists of the following

- Purpose
- Scope
- Structure and function of the Committee
- Role of Members
- Role of the Individual Department
- Role of Invigilation Team and Flying Squad
- Guidelines for Central Evaluation SOP

Department meeting has to be conducted. Inputs for the Evaluation to be collected from the staff.

Next Curriculum committee meeting will be conducted during the month March and April-2022.

Dr. Shivayogappa S Teli has explained the proposed examination for CBME for Batch 2019-20, 2020-21 and 2021-22 for the academic year 2022. The details of which are as below.

Phase I MBBS – First Year

Month	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Day										
1 st Monday	Anat	Anat – N	Anat	Anat	Anat	Anat	Anat-N	Anat	Anat	UNIV
2 nd Monday	Phy	Phy	Phy-N	Phy	Phy	Phy	Phy	Phy-N	Phy	
3 rd Monday	Bio	Bio	Bio	Bio-N	Bio	Bio	Bio	Bio	Bio-N	
4 th Monday	Anat-R	Phy-R	Bio-R	-	CM-N	CM-R	Anat-R	Phy-R	Bio-R	

Phase II MBBS – Second Year

Month	April	May	June	July	Aug	Sep	Oct	Nov	Dec (Model)	Jan
Day										
1 st Friday	Path	Path – 1	<i>Path</i>	Path	Path -2	<i>Path</i>	CM-2	Path	Path -3	UNIV
2 nd Friday	Micro	Micro- 1	<i>Micro</i>	Micro	Micro -2	<i>Micro</i>	FM-2	Micro	Micro -3	
3 rd Friday	Pharm	Pharm- 1	<i>Pharm</i>	Pharm	Pharm -2	<i>Pharm</i>	OBG-2	Pharm	Pharm -3	
4 th Friday				CM-1	OBG-1	MED-1	MED-2	SUR-2		
5 th Friday				FM-1		SUR-1				

Bold – Notified tests (May, Aug); Italic - Remedial exams (June, Sep)

Formative assessments – April, July, November

Month	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Day									
1 st Friday	Oph	Oph	<i>Oph</i>	GM-1	Oph	<i>Oph</i>	GM-2	Oph	MODEL
2 nd Friday	ENT	ENT	<i>ENT</i>	SUR-1	ENT	<i>ENT</i>	SUR-2	ENT	
3 rd Friday	FM	FM	<i>FM</i>	OBG-1	FM	<i>OBG-1</i>	OBG-2	FM	
4 th Friday	CM	CM	<i>CM</i>	PAE-1	CM	<i>CM</i>	PAE-2	CM	

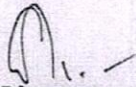
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Agenda-12: Briefing about NABL status by Dr. Asmathulla

Dr. Mangariyarkarasi, Professor of Microbiology has briefly explained the NABL status to the Committee. NABL Logo has to be designed for our Institution. During February or March 2022, we are planning to apply for renewal accreditation. Lab Committee Meeting has to be conducted periodically to discuss the improvement of all laboratories in our Institution.

Different form to be designed for NABL accredited and non accredited test.

The meeting ended with Vote of thanks.

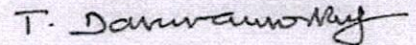


Director

Chairman-College Council



Deputy Director & Dean
Co-Chairman-College Council



Registrar

Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Secretary
- (iii) The Dean
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Medical Superintendent
- (vii) All HODs
- (viii) File

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Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2021-22/ 858(A)

Date: 23.04.2021

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

23.04.2021

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 23.04.2021 at 11.00 AM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R.N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. Karthikeyan.K	Dean (Academic)
3.	Dr. M. Pragash	Medical Superintendent
4.	Dr. Girija.S	Deputy Medical Superintendent (Medicine)
5.	Dr. Sivayogappa S.Teli	HOD, Department of Physiology
6.	Dr. Shanthini	HOD, Department of Pharmacology
7.	Dr. Erli Amel Ivan	HOD, Department of Pathology
8.	Dr. R. Gopal	HOD, Department of Microbiology
9.	Dr. S. Yuvarajan	HOD, Department of TB & Chest
10.	Dr. S. Arun	HOD, Department of Psychiatry
11.	Dr. G.V. Manoharan	HOD, Department of General Surgery
12.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
13.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
14.	Dr. Mariappan Rajagopal	HOD, Department of ENT
15.	Dr. Suneeth P.Lazarus	Professor, Department of Anaesthesiology
16.	Dr. A. Umamageswari	Professor, Department of Radio Diagnosis
17.	Dr. S.R. Karthik Ragupathy	Professor, Department of Dentistry
18.	Dr. N.A. Priyadharshini	Associate Professor, Department of Anatomy
19.	Dr. V. Vinayagamoorthy	Associate Professor, Department of Community Medicine
20.	Dr. R. Rajarajeswari	Assistant Professor, Department of Biochemistry
21.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Special Invitee:

Sl. No	Name	Designation
1.	Dr. R. Ganesh	Associate Professor, Department of Forensic Medicine
2.	Dr. A. Sripal	Assistant Professor, Department of Ophthalmology
3.	Mr. P. Sugumaran	Officer on Special Duty
4.	Mr. D. Sathiyamoorthy	Assistant General Manager cum Chief Pharmacist

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Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan	Director
2.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
4.	Dr. A.K. Badrinath	HOD, Department of General Medicine

Dr. R.N. Kagne Deputy Director/ Dean welcomes all the members present and inform the to-day's meeting agenda.

Agenda: CoViD-19 patient's admission and their management in our Hospital in tune with the instructions received from time to time from Government of Puducherry and Central Government.

Deputy Director/Dean has informed to the Council members that the Hon'ble Lieutenant Governor is Convene a meeting of the CoViD-19 Committee on every Thursday 4.30 P.M.

In the meeting it was discussed how to proceed further in the Management of CoViD-19 +v patients admitted in the Private Medical Colleges.

Instructions were given to the Private Medical Colleges that the CoViD -19 patient's beds have to be increased in the Hospital. Simultaneously to increase the bedside oxygen beds for CoViD-19 patients. At present we are having 100 Nos. of Bed side oxygen facility beds for CoViD -19 Management. It was advised by the Committee of the Government of Puducherry that the existing CoViD beds of 100 numbers may be increased to 200 Nos. with of bedside oxygen facility beds.

In our Hospital ICU, we are having 10 Nos of Bedside oxygen beds including Ventilators.

In Microbiology Department. Extra Manpower has to be provided to do extra duty for CoViD-19 Antigen and other investigations.

It is informed that the Nodal Officer of the CoViD-19 Team of Government of Puducherry will come for inspection at 1.00 P.M to-day to verify the existing bedside oxygen beds and other CoViD-19 beds for accommodation of CoViD-19 +ve patients.

The Inox oxygen company was requested to install another Medical Oxygen Tank in addition to the existing two tanks with increase capacity of 1 Kl to 3 Kl. It is also requested to fill in the O₂ to the 16 to 18 hours existing tanks frequently at 16 to 18 hrs interval in order to give uninterrupted supply of oxygen to the existing bedside oxygen beds in our Hospital.

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The present admission of CoViD-19 +ve patients in III Floor and IV Floor is 125 Nos.

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Presently admission of CoViD-19 patients is not more than 200 Nos. So, one Floor would be sufficient now for accommodating CoViD-19 Patients.

Tentatively assigned 307, 308, 309 & 310 wards for CoViD-19 treatment management. SICU will also be allocated for CoViD-19 patients if necessary. Medical Superintendent has informed that the entire IV Floor assigned for CoViD-19 +ve patients. Doctor posted for CoViD-19 duty will be available round the clock for on call duty.

Wards 407 & 408 in the Fourth Floor is also earmarked for accommodation of IGMC & RI transferred CoViD-19 +ve Patients.

The following wards are allotted for the inpatients other than CoViD.

Ward 201 & 202	- Department of Medicine and allied branches – 35 patients
Ward 203 & 204	- Surgery and allied branches – 32 + 15 ENT Patients
Ward 207 & 208	-General Surgery and allied branches, OBG – 9 patients
Ward 205 & 206	-Screening area – closed
Ward 209 & 210	-Renovation work is going on
Ward 301 & 302	-ECHS – Scheme Patients
Ward 303 & 304 } RICU & SICU }	-Assigned for admission of Non – CoViD-19 Critical Patients

In ICU CoViD-19 patients are admitted. It may be ensured that maximum our patients are not to be referred outside during this CoViD-19 Pandemic period.

All Post Graduate students and interns (CRRI) are allowed to be posted for CoViD-19 duty. All HOD's are hereby requested that the P.G.Students under their control may be motivated to do the CoViD-19 duty without any hesitation.

As on date the No. of CoVid-19 Patients	-	133+
Going to be transfered from IGMC & RI	-	30
Private Patients	-	5
Total	-	168

Co-ordinators for CoVid-19 duty are as follows

- (i) Dr.Sathyanarayanan, Assistant Professor of General Medicine
- (ii) Dr.Praveen, Assistant Professor of General Medicine

The probable statistics on transfer of CoViD-19 patients from IGMC & RI & JIPMER to all Medical Colleges is around 45- 65 patient per day.

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For A₁ B₁ & C₁ Wards in IV Floor – One doctor, one staff Nurse and one attender are posted for duty. Doctors will take rounds in Morning and Evening in 301 to 310 Wards. In SICU round the Clock duty is arranged. Five (5) Ventilators are provided to CoViD-19 Patients.

Ward – 407 & 408 – Stable Patients are accommodated

Ward – 309 & 310 – Oxygen required patients are accommodated.

Dr.Vinayagamurthy, Associate Professor of Community Medicine is the Nodal officer of CoViD-19 of this Institution having liaison with Health Department of Puducherry.

CoViD Treatment – period of stay in Hospital is maximum – 14 days.


For CoViD-19 duty for 7 days – 2 days OFF will be allowed.-

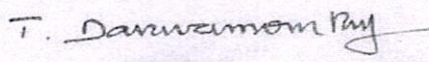
For Morning and Evening Rounds – 1 day OFF will be allowed in CoViD-Ward.

CT Technicians are directly called for duty. CT is must for respiratory patients.

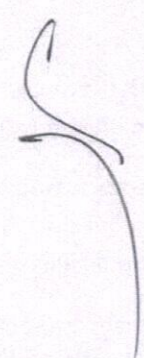
Dean has informed that University Practical Examination will be conducted as per NMC guidelines. Requirement of consumables for Practical Examination and their Utility to be carefully watched.

The meeting ended with Vote of thanks.

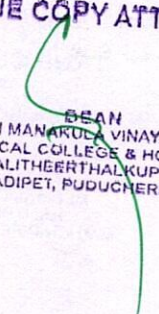

Dr. KAGNE. R.N
Deputy Director & Dean
BRI MANAKULA VINAYAGAR
Co-Chairman College Council
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.


Registrar
Secretary-College Council

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- (i) The Chairman and Managing Director
 - (ii) The Secretary
 - (iii) The Director / The Dean
 - (iv) The Dean (Academic)
 - (v) The Medical Superintendent
 - (vi) All HODs
 - (vii) File
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9. Approved on National Newborn week celebration from 15th -22nd of November by the Department of Pediatrics
10. Approved on Collection center for biopsy specimen in cytology section of the Department of Pathology
11. Approved for the CME by the Department of Pharmacology on "Tuberculosis, the present & future scenario"
12. Approved to start an epidemiological study to find the prevalence of Psychiatric disorders in Thiruvannainallur Taluk by the Department of Psychiatry
13. Approved to organize , by the Department of General Medicine a guest lecture on Heart failure in April 2018
14. The report of Disciplinary committee report, College time table and rules of Postgraduate conference, Postgraduate posting, TA/DA for examiners and Ward rounds (timings) were also reviewed.

The meeting ended with the vote of thanks.

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Director
Deputy Director
Dean
Dean Academic
Dean Research
Medical Superintendent
All Heads of the Departments
Administrative officer
File

DEAN

27/2/17

Dr. KAGNE, R.N

DEAN

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Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

SMVMCH/DO/College Council Meeting/032/2017

21.02.2017

Minutes of the College Council Meeting - 15.02.2017

The College Council Meeting was held on 25.02.2017 at 2.00 PM in the College Council Hall.

Director chaired the session and welcomed all the council members. He discussed with the members in detail regarding the board of studies of Pondicherry University decision to revise the curriculum.

Dean has discussed about revising of different committees of Sri Manakula Vinayagar Medical College and Hospital. The committees were reconstituted with consultation and approval of college council members.

The tentative schedule of meetings of each committee was also discussed and finalized with the approval of members. The functions and Standard Operating Procedures (SOP) Draft will be prepared by chairperson and secretary of each committee in consultations with the committee members. The Standard Operating Procedures document prepared by each committee must be sent for final approval at the earliest.

Preparation of SMVMCH calendar was discussed with all members and with their approval most of the sections finalized except departmental monthly activities like guest lectures, CMEs, workshops for the month of June to December 2017.

All the HODs were requested to submit the monthly activity details at the earliest so that the SMVMCH calendar will be completed and the copies can be circulated to each department.

--Cont..

Kalitheerthalkuppam, Madagadipet, Puducherry - 605107.

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

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Agenda No. 2.

Revision of college time table for theory classes was discussed with the members in brief. It has been suggested by Deputy Director for the theory class timings as 8.30 to 9.30 and 9.30 to 10.30 for MBBS II & III professional students.

Agenda No.3.

Dean Academic Dr.Karthikeyan briefed the rules & regulations and protocols for attending conference and workshops by the Post Graduate Medical Students.

(Details Enclosed)

It has been suggested by all members that the PGs may be allowed to attend two state level conferences (II year -1 & III year -1) and one All India Conference in III year . It has been suggested to allow the PGs to attend the conferences and CMEs only to the maximum of 50 % of the total PGs in the departments and same may be applicable to faculty also, which should not affect the work load of the of the department.

Agenda No. 4.

The present Remuneration TA /DA paid by the Pondicherry University to the Practical examiners was discussed with the members . All members informed that the present Remuneration given by the University is very less when comparing with other universities . Suggested by Deputy Director to approach university for the enhancement of the Remuneration along with the support documents of other universities TA/DA .

Agenda No. 5.

It has been discussed about the specific pattern of the ward rounds by the Unit DA , PGs and Interns . Deputy Director insisted Head of the Departments to instruct the PGs to write their observations in the case sheet.

The meeting came to an end with vote of thanks .

Copy

1. Chairman and Managing Director
2. Director
3. College Council Members.

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MADAGADIPET, PUDUCHERRY-605 107.

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



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KALITHEERTHALKUPPAM, PUDUCHERRY – 605 107.
Phone 0413-2643000 Fax No. 0413-264 3014

SMVMCH/College Council Meeting/45/2017

21.02.2017

Minutes of the College Council Meeting – 15.02.2017

AGENDA

1. To discuss and finalise members of different committees of SMVMCH
2. To discuss functions of each committee
3. To finalise the schedule of meeting of each committee
4. To decide deadline for the submission of SOP of each committee
5. To discuss and finalise the SMVMCH calendar
6. To discuss on Interdepartmental and Intradepartmental postings.

The College Council Meeting was held on 15.02.2017 at 2.00 PM in the College Council Hall.

1. Director chaired and welcomed all the council members. He discussed with the members in detail regarding the board of studies of Pondicherry University decision to revise the curriculum.
2. Dean has discussed about revising of different committees of Sri Manakula Vinayagar Medical College and Hospital. The committees were reconstituted with consultation and approval of college council members.
3. Approved Interdepartmental and Intradepartmental postings.
4. The tentative schedule of meetings of each committee was also discussed and finalized with the approval of members. The functions and Standard Operating Procedures (SOP) draft will be prepared by chairperson and secretary of each committee in consultation with the committee members. The Standard Operating Procedures document prepared by each committee must be sent for final approval at the earliest.
5. Preparation of SMVMCH calendar was discussed with all members and with their approval most of the sections finalized except departmental monthly activities like guest lectures, CMEs, workshops for the month of June to December 2017.

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6. All the HODs were requested to submit the monthly activity details at the earliest so that the SMVMCH calendar will be completed and the copies can be circulated to each department.
7. For better functioning of the operation theatre Dr.Kannan, HOD of Surgery suggested to have an OT committee. It was suggested that the chairperson of the committee will be Medical Superintendent and Secretary will be Dr.Balasubramanian or Dr.Suresh Associate Professor of Anesthesiology and other members will be the all surgical department HODs, in charge OT technician and OT staff.
8. It was suggested that OT committee should meet at least monthly once. Also it was suggested to have a tumor board in future.

The meeting came to an end with the vote of thanks.

Copy to

Chairman and Managing Director
Director
Deputy Director and Dean
Dean (Academic)
Dean (Research)
Medical Superintendent
Administrative Officer
All Heads of the Departments
Office file

DEAN
21/11/17
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
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KALITHEERTHALKUPPAM, PUDUCHERRY – 605 107.

Phone 0413-2643000

Fax No. 0413-264 3014

SMVMCH/College Council Meeting/2017/

25.07.2017

**Minutes of the College Council Meeting held on 25.07.2017 at 10.30A.M.
in the College Council Hall**

The College Council Meeting was held on 25.07.2017 at 10.30 AM in the College Council Hall .

Deputy Director & Dean Dr.R.N.Kagne chaired the session and welcomed all the college council members.

Director Dr.D.Rajagovindan is absent since he is on leave.

The following agendas were discussed in details with members .

Agenda No.1.

Dr.Vinodh Assistant Professor Psychiatry briefed the report of the disciplinary committee regarding the misbehavior of some students in MANTRA college cultural events held on 18.02.2017 .

After a long discussion the college council suggested the following actions to be taken on the students for their misbehavior.

- To suspend the main offenders Mr.Denis Clinton, Mr.Kirubakaran, Mr.Kaviyarasu, and Mr.Sharon from attending any of the academic, co-academic activities and co-curricular activities for a period of three months.
- To suspend the offenders Mr.Senthil , Mr.Rajeshwaran, Mr.AnasMiran, Mr.Jayachandran and Mr.Manoj Praba from attending any of the academic, co-academic activities and co-curricular activities for a period of one month.

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Agenda 2: To discuss about the conducting PG Practical Examination

The Deputy Director and Dean has stated that the Pondicherry University Practical Examination for PG students proposed to be held during the month of May 2018 as per the Time Table for Practical Examination 2018 sent by the Controller of Examinations. We have requested the Controller of Examinations to postpone the Theory Examination to the last week of May 2018 and conduct the Practical Examination in the first-second week of June 2018

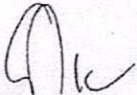
The Controller of Examinations has agreed our proposal mentioned above and revised the Time Table for Theory Examination and Practical Examination. This is for kind information of the Council.

Agenda 3: To discuss about the UG Examination Schedule

The Deputy Director and Dean has informed Council members that the Controller of Examinations, Pondicherry University has sent the Time Table for Theory Examination 1st MBBS course during the second-third week of June 2018 in their letter No. PU/Exam/ES/2018/41 dated 18.04.2018. Practical Examination Time Table is yet to be received from the Controller of Examinations. This is kind information of the Council

Agenda 4: Any other important matters to be discussed. Nil

The Meeting ended with vote of thanks



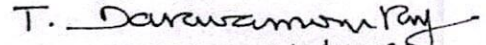
Director

Chairman-College Council



Deputy Director & Dean

Co-Chairman-College Council



Registrar 4/5/2018

Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Secretary
- (iii) The Dean
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Medical Superintendent
- (vii) All HODs
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SMVMCH/College Council Meeting/558/2016

27.07.2017

Minutes of the College Council Meeting – 25.07.2017

AGENDA

1. Disciplinary committee report
2. College time table
3. Postgraduate conference rules
4. Postgraduate posting
5. TA/DA for examiners
6. Ward rounds (timings)
7. Any other issues

The College Council Meeting was held on 25.07.2017 at 2.00 PM in the College Council Hall.

1. Approved on the plan by the all the teaching departments for conducting Model Exam – Theory & Practical for Undergraduates
2. Approved to organize World Alzheimers Day in September 2017 and New teaching curriculum for UGs by the Department of General Medicine
3. Approved to conduct a free diagnostic service camp for hepatitis viruses during July 2017 for the occasion of world hepatitis day by the Department of Micro biology
4. Approved to celebrate Donor awareness program in June 8-14th-2017 in the Blood Bank by the Department of Pathology
5. Approved to introduce “Computer Assisted Learning (CAL)” for Undergraduate MBBS students as per the instruction given by Pondicherry University by the Department of Pharmacology
6. The budget for the procurement of “Computer Assisted Learning (CAL)” software was presented and approved
7. Approved Interdepartmental and Intradepartmental postings.
8. As per University norms, it is approved in the meeting to abolish the animal experiments for undergraduate MBBS students.

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The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomes the members and informs Deputy Director and Dean to proceed with the agenda of today's meeting.

Agenda 1: To discuss about the Performance of outgoing CRRI Students

Regarding the 1st Agenda Dr. R. N. Kagne, Deputy Director and Dean has read the chapter IV (Internship) Rule 6 (i) & (ii) of the Medical Council of India, New Delhi Regulations which states as follows

- i) The intern shall maintain a record of work which is to be verified and certified by the medical officer under whom he works. Apart from scrutiny of the record of work, assessment and evaluation of training shall be undertaken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of the training. Based on the record of work and date of evaluation, the Dean/Principal shall issue certificate of satisfactory completion of training, following which the University shall award the MBBS degree or declare him eligible for it.
- ii) Satisfactory completion shall be determined on the basis of the following:-
 - (1) Proficiency of knowledge required for each case SCORE 0-5
 - (2) The competency in skills expected to manage each case: SCORE 0-5
 - a) Competency for performance of self performance,
 - b) of having assisted in procedures,
 - c) of having observed.
 - (3) Responsibility, punctuality, work up of case, involvement in treatment, follow-up reports. SCORE 0-5
 - (4) Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedicals). SCORE 0-5
 - (5) Initiative, participation in discussions, research aptitude. SCORE 0-5

Poor / Fair / below average / average / above average / excellent
0 1 2 3 4 5

A Score of less than 3 in any of above items will represent unsatisfactory completion of internship.

He informed to the Council that CRRI students assessment form as contemplated in the Medical Council of India, New Delhi Regulations on Graduate Medical Education 1997 are ready for 2017 batch CRRI students. He has requested the Dean (Academic) who is monitoring the CRRI to brief the Council about the performance of the 2017 batch CRRI student's.

Dr. K. Karthikeyan, Dean (Academic) informed that his office has received the assessment forms of all CRRI students from the respective departments. This assessment forms are confidential records of the assessment of the trainee as to whether the trainee has satisfactorily completed the training or not, on the basis of performance of the CRRI students during the period of posting in the respective departments by means of indicating the scoring therein confidentially.

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He has briefed about the CRRI student's performance to the council and said that except Mr. N. Ilayabharathi, all other CRRI student's performance is satisfactory and performing grade is above average. He informed that Mr. N. Ilayabharathi has simply noted the number of cases assisted and the number cases independently done in the Log Book and obtained the signature of Unit Chief and the Head of the Department. But the CRRI assessment form of Mr. N. Ilayabharathi, shows the scoring of not more than 2 in respect of almost all the departments.

In the assessment Form, it is clearly mentioned that the score of less than 3 will represent unsatisfactory completion of internship. The overall assessment on the performance of duty during the internship period in respect of Mr. N. Ilayabharathi in the following departments is "Below Average" and "Fair" as seen from the CRRI assessment form submitted by the HODs.

Sl. No	Name of the Department	Period	No. of days	Performing Grade
1.	General Medicine	24.04.17 to 23.06.17	2 months	Poor/Fair
2.	General Surgery	24.06.17 to 23.08.17	2 months	Fair
3.	OBG	24.08.17 to 23.10.17	2 months	Fair/Below Average
4.	Paediatrics	24.10.17 to 22.11.17	1 month	Poor/Fair
5.	Orthopaedics	23.11.17 to 22.12.17	1 month	Fair/Poor
6.	Blood Bank	24.12.17 to 07.01.17	15 days	Fair/Poor
7.	Casualty	07.02.18 to 21.02.18	15 days	Below Average/Fair/Poor
8.	ENT	08.01.18 to 22.01.18	15 days	Poor/Fair
9.	Ophthalmology	23.01.18 to 06.02.18	15 days	Poor/Fair
10.	Community Medicine	22.02.18 to 22.04.18	2 months	Fair/Poor

Due to his negligence in performing of his duties none of the Departmental Head has given score more than 2 – Below Average training in the respective Department. Its first time a CRRI student is scoring below average. Hence it is brought to College Council to decide about the extension of CRRI period of Mr. N. Ilayabharathi.

Mr. N. Ilayabharathi, CRRI Assessment Forms are perused by the Council members and all of them have unanimously resolved and opined to award extension of internship period to Mr. N. Ilayabharathi, CRRI in the departments where he scored less than 2. The Council members decided to extend 110 days period of training for his defective performance.

Dr. K. Karthikeyan, Dean (Academic) has informed to the Council members that Mr. N. Ilayabharathi has 29 days of lag of attendance during the internship period of one year. Therefore total extension of period of 139 days (110 days period of training for his defective performance + 29 days of lag of attendance) may be awarded to Mr. N. Ilayabharathi, CRRI which is agreed by all the College Council members.

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Agenda 2: Interns rules & regulation

Dr. K. Karthikeyan, Dean(Academic) discussed about the rules and regulations for interns of Sri Manakula Vinayagar Medical College and Hospital. He said that the rules and regulation are framed in accordance with the presently existed rules and regulation of Medical Council of India and Pondicherry University after long discussion the draft for rules and regulation for Sri Manakula Vinayagar Medical College and Hospital interns was finalist, Dean (Academic) informed the council members that the approved final draft will be circulated to all concerned HOD's in short time.

Agenda 3: College time table

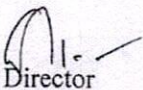
Dr. R. N. Kagne, Deputy Director & Dean informed the members that during the college council meeting held on July 2017. The change in schedule of afternoon theory lecture to morning was discussed and implemented from December 2017 onwards. He informed that during Surgery monthly department meeting the objections was raised regarding morning lecture class from 9.30 to 10.30 for IX semester batch on Thursday. Also it was informed by faculties that students coming late to the posting.

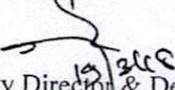
Dr. Sasikala, Head of the department of OBG informed the council that the Thursday lecture class was changed in consultation with Surgery HOD. After discussion Director requested HOD OBGY to accept the theory class of Thursday and give Surgery department morning 8.30 to 9.30 lecture class.

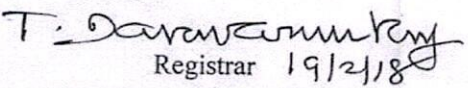
Dean (Academic) all the clinical HOD's to inform all the subordinates utilize the clinical posting time to the maximum extent for the benefit of students. The clinical case must be allowed one day prior, so that student can record the case in the afternoon and present as the next day.

Director instructed to all the clinical department HOD's monitor the faculties during the clinical posting. He informed that the after one month monitoring, the final decisions of change in college timetable will be decided in the next college council meeting.

The Meeting ended with vote of thanks


Director
Chairman – College Council


Deputy Director & Dean
Co-Chairman – College Council


Registrar 19/2/18
Secretary – College Council

Copy to:

The Chairman & Managing Director
The Secretary
The Dean
The Dean (Academic)
The Dean (Research)
The Medical Superintendent
All HOD's
File

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

No: SMVMCH/DO/College Council Meeting/ /2018

Date: 04.05.2018

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

04.05.2018

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 04.05.2018 at 11.00 AM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. Amol Dongre	Dean (Research)
5.	Dr. M. Pragash	Medical Superintendent
6.	Dr. Girija. S	Deputy Medical Superintendent (Medical)
7.	Dr. K. V. P. Suriyakumari	HOD, Department of Anatomy
8.	Dr. Sivayogappa . S. Teli	HOD, Department of Physiology.
9.	Dr. Sumathi. S	HOD, Department of Biochemistry
10.	Dr. R. Meher Ali	HOD, Department of Pharmacology
11.	Dr. Erli Amel Evan	Professor, Department of Pathology
12.	Dr. R. Gopal	HOD, Department of Microbiology
13.	Dr. M. K. Uthayasankar	HOD, Department of General Medicine
14.	Dr. R. Kumar	HOD, Department of Psychiatry
15.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
16.	Dr. Balakrishanan	HOD, Department of General Surgery
17.	Dr. Sutapa Das	Associate Professor, Department of Ophthalmology
18.	Dr. Atul Mukul Bage	HOD, Department of ENT
19.	Dr. R. Sasikala	HOD, Department of OBG
20.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
21.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Members Absent:

Sl. No	Name of the Member	Designation	Reason
1.	Dr. A. Murugan	HOD Department of Orthopaedics	On Leave
2.		Deputy Medical Superintendent (Surgery)	Post Vacant

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No: SMVMCH/DO/College Council Meeting/392(a)/2018

19.03.2018

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Monday

19.03.2018

Sri Manakula Vinayagar Medical College and Hospital College Council meeting held on 19.03.2018 at 11.00 am. Following members of the committee attended the meeting.

Sr. No.	Name of the member	Designation
1	Dr. D. Rajagovindan Chairman	Director
2	Dr.R.N.Kagne Co- Chairman	Deputy Director & Dean
3	Dr.K.Karthikeyan	Dean (Academic)
4	Dr.M.Pragash	Medical Superintendent
5	Dr.Sivagoappa Teli	HOD of Physiology
6	Dr.S.Sumathi	HOD of Biochemistry
7	Dr.Meher Ali	HOD Pharmacology
8	Dr.Erli	HOD(A), Pathology
9	Dr.R.Gopal	HOD, Microbiology
10	Dr.G.Kalaiselvan	HOD(A), Community Medicine
11	Dr.M.Subhashini	HOD, Ophthalmology
12	Dr.Atul Mugul Bage	HOD, ENT
13	Dr.Nagarajan	HOD, General Medicine
14	Dr.Balakrishnan	HOD, General Surgery
15	Dr.R.Sasikala	HOD, OBG
16	Dr.Kuppusamy	HOD(A), Paediatrics
17	Dr.A.Murugan	HOD, Orthopaedics
18	Dr.R.Kumar	HOD, Psychiatry
19	Dr.S.Yuvarajan	HOD(A), TB & Chest
20	Dr.Suneeth P.Lazarus	HOD, Anaesthesia
21	Dr. Kulasekaran	HOD, Radio-Diagnosis
22	Dr.P.Sanjay	HOD, Dental
23	Mr. Dhatchinamurty. T Secretary	

Members Absent:

S. No	Name of the member	Designation	Reason
1	Dr.Amol Dongre	Dean (Research)	On leave
2	Dr.K.V.P. Suriyakumari	HOD of Anatomy	On leave
3	Dr. Uma Devi	HOD, Pathology	On leave

N

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

The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomes the members and informs Deputy Director & Dean to proceed with the agenda of today's meeting.

Agenda 1: Upcoming UG & PG University Examination

Regarding the first agenda Dr. R.N.Kagne, Deputy Director & Dean, briefed about common centre Postgraduate Practical Examination planned by Pondicherry University. He said that Pondicherry University, Controller of Examination (I/C) has sent a letter on 03.10.2017 regarding conduct of Practical Examination for MD/MS common center. In the letter the Controller of Examination (I/C) has mentioned as per Medical Council of India and Pondicherry University rules & regulations and to avoid inconveniences & difficulties in conducting practical examination it was decided to conduct practical examination (MD / MS) causes in a common center from October 2017 onwards.

But the Medical Council of India and Pondicherry University rules & regulations about postgraduate practical examinations states as follows:

"Where there is more than one centre of examination, there shall be co-ordinator / convenor / chairman who shall be the seniormost internal examiner, appointed by the university and shall supervise and co-ordinate the examination on behalf of the university with independent authority".

If Pondicherry University appoints an senior most external examiner for each subject, as in rules & regulations of Medical Council of India and Pondicherry University appointing external examiner will not be difficult process.

Moreover it was stated in the letter that external examiner called for Practical examination are also not turning up for valuating paper result in enormous delay in publication of results.

Deputy Director & Dean suggested to keep the practical examination at two centre and same set of external examiner can conduct practical examination on two consecutive days and the paper valuation can be done on the end of first day or the bar coded answer sheet can be sent at practical examination centre for valuation.

He said that even in the recently sent time table there is disparity in the allotment of courses and the students for conducting the practical examination in the common centre. Pondicherry Institute of Medical Sciences common centre has 10 courses out of which 9 are clinical courses where as our college centre has 9 courses out of which 4 are clinical courses and Sri Venkateshwaraa Medical College Hospital & Research Centre Puducherry centre has 8 courses out of which 5 are clinical courses. Whereas at Sri Venkateshwara Medical College Hospital & Research Centre, Puducherry for 3 Clinical subjects and 2 Para-clinical subjects only 1 or 2 students (their own students) are going to appear for the Practical Examination.

HOD is Dr. Kumar said that even the postgraduate students are objecting for the common centre. Director, Dr. D. Rajagovindan informed that the entire HOD's to submit their opinion before 4.00 pm after discussion with the Faculty & Postgraduates of their department.

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For alignment and Integration training in each department, one faculty will be a member and the Head the departments finalized the following from their department.

S. No	Name of the Faculty	Department
1.	Dr. Priyadharshini. N.A	Anatomy
2.	Mrs. Senthamil Selvi. K	Physiology
3.	Mrs. Rajarajeswari. R	Biochemistry
4.	Dr. Nitya. S	Pharmacology
5.	Dr. Sriram	Pathology
6.	Dr. Mangaiyarkarasi.T	Microbiology
7.	Dr. Ganesh	Forensic Medicine
8.	Dr. Suguna. E	Community Medicine
9.	Dr. Suresh Babu. S	General Medicine
10.	Dr. Hima Gopinath	Dermatology
11.	Dr. Antonious Maria Selvam. S	Pul. Medicine
12.	Dr. Arun	Psychiatry
13.	Dr. T.Bharath Kumar	Paediatrics
14.	Dr. Annamalai. A	General Surgery
15.	Dr. Kalyan Deepak. S	Orthopaedics
16.	Dr. Sudpadas	Ophthalmology
17.	Dr. Santhana Krishnan. K	ENT
18.	Dr. Nivedita. K	OBG
19.	Dr. Dinesh Babu. D	Anaesthesiology
20.	Dr. Sibhithran. R	Radiology

Agenda 3: Finalization of upcoming model exam dates.

Dr. R. N. Kagne, Deputy Director and Dean has displayed the second year, third year and final year additional batch model examination time table for April / May 2019 and the dates were finalized as suggested by Dr. D. Rajagovindan, Director. The time table schedule will be circulated to the departments in due course of time.

Agenda 4: Discussion on college time table

Dr. R. N. Kagne, Deputy Director and Dean has requested the members of College Council to opine on the college time table. After a long discussion, it was decided to continue with existing time table and get the feedback from the student for future, if at all any change is required.

Any other items of Agenda: Conduct of Internal Assessment Examination and Valuation of Answer Scripts

Dr. D. Rajagovindan, Director informed the clinical HOD's that during the internal assessment examination clinical faculty members are not coming to the examination hall in time. He has instructed the clinical HOD's that hence forth one Assistant Professor / Senior Resident and one PG student should be sent to the examination hall by 08.30AM to 08.45 AM. He also instructed that if no faculty is posted for internal examination, then the examination shall be cancelled.

Dr. D. Rajagovindan, Director has also brought to the notice of the clinical HOD's that the internal assessment examination papers are not valued within a week time. The marks of internal assessment examination have to be sent to the parents immediately after the examination (preferably within one week to ten days). So, he has insisted that all the HOD's must personally look into the matter and arrange to submit the results to the concerned within a week's time. If the HOD finds it difficult to get the papers valued in time by the other faculty members, then the papers should be sent to the Director

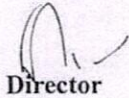
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Office. The concerned faculty has to correct the unvalued answer scripts of the students in Director Office.

The Director has suggested that from next batch the lab investigation done for research (Dissertation) by postgraduate students will be charged. Before submitting the proposal to research committee the postgraduate student has to get clearance from laboratory committee in written format for concession (discount) as decided by the management. The Ethics Committee for scrutinizing the Dissertation will charge for processing fee which will be collected from 2019-20 Batch postgraduate students. The amount for processing fee will be fixed by the management.

The meeting ended with vote of thanks.



Director
Chairman-College Council



Deputy Director/Dean
Co-Chairman-College Council
26/3/19

T. Saravanan
Registrar 26/3/2019
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Medical Superintendent
- (vii) The Deputy Medical Superintendent(Medical)
- (viii) The Deputy Medical Superintendent (Surgery)
- (ix) All the HODs
- (x) File

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Examination Schedule

S. No	Year	Month of the Examination
1.	I & II MBBS	September
2.	Part – I MBBS	October
3.	Part – II MBBS	January

Mark Distribution

S. No	Subject	Marks	
		Theory	Practical
1.	Anatomy Physiology Biochemistry Pharmacology Pathology Microbiology Community Medicine Medicine Surgery OBG	200	100
2.	Forensic Medicine ENT Ophthalmology Paediatrics	100	100

The Assessment method is Formative Assessment, Internal Assessment and Summative Assessment. The Formative assessment is assessment for learning and the feedback must be provided by the student.

Internal Assessment shall be made on assessment based on day to day assessment, regular periodic examinations conducted throughout the course and must score 35% separately in theory and practical for eligibility to appear for University Examination. Students must secure mandatorily 50% marks in theory and practical (Practical = Practical / Clinical + Viva) in the University Examination.

Summative Assessment – University examination is structured essays (Long Answer Questions - LAQ), Short Answers Questions (SAQ) and Objective type questions (e.g. MCQ). MCQs should not be more than 20% of the total theory marks. One main examination in an academic year and a supplementary to be held not later than 90 days after the declaration of the results of the main examination.

Dr. Kalaiselvan, Secretary of curriculum committee explained about the early clinical exposure. The early clinical exposure is on basic science, clinical skills and Humanities. He also briefed about the elective postings of two months. This will be at the end of 3rd MBBS-Part-1 which is compulsory, log book with basic skill certification and 75 % attendance are mandatory. He said that there will be 2 elective blocks (4 wks each) of which Block I (4 wks) will have pre-clinical or para-clinical or basic science laboratory or ongoing research project (clinical posting shall continue) and Block 2 (4 wks) will have Clinical department / Rural or Urban community clinic. He informed the members that the Curriculum sub-committees has to prepare and finalize the curriculum for the MBBS course.

Agenda 2: Finalization of Curriculum Sub-committee

After discussion, the Curriculum Sub-Committees divided into four phases are finalized as detailed below.

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Phase – I is Anatomy, Physiology, Biochemistry.

Phase – II is Pharmacology, Pathology, Microbiology

Phase – III – Part – I is Community Medicine, Ophthalmology, ENT, Forensic Medicine

Phase – III – Part – II is divide in two part (Medical allied and Surgical allied).

Medical allied is Medicine, Pul. Medicine, Psychiatry, Paediatrics, Dermatology & Radiology.

Surgical allied is Surgery, OBG, ENT, Orthopaedics & Anaesthesiology.

S. No	Faculty	Designation
Phase – I		
1.	HOD - Biochemisty	Coordinator
2.	HOD - Anatomy	Member
3.	HOD - Physiology	Member
4.	Dr. Jayanthi. C (Phase – II Coordinator)	Member
5.	Dr. Suresh Babu (Phase – III Coordinator)	Member
Phase – II		
1.	HOD – Pathology	Coordinator
2.	HOD – Pharmacology	Member
3.	HOD – Microbiology	Member
4.	Dr. Balakrishna Pai (Phase – I Coordinator)	Member
5.	Dr. Suresh Babu (Phase – III Coordinator)	Member
Phase – III – Part - I		
1.	HOD – Community Medicine	Coordinator
2.	HOD – Ophthalmology	Member
3.	HOD – ENT	Member
4.	HOD – Forensic Medicine	Member
5.	Dr. Suresh. N (Phase – I Coordinator)	Member
6.	Dr. Jayanthi. C (Phase – II Coordinator)	Member
Phase – III – Part – II (A)		
1.	HOD – General Medicine	Coordinator
2.	HOD – Dermatology	Member
3.	HOD – Pul. Medicine	Member
4.	HOD – Psychiatry	Member
5.	HOD – Paediatrics	Member
6.	HOD – Radiology	Member
7.	Dr. Balakrishna Pai (Phase – I Coordinator)	Member
8.	Dr. Nishanthi (Phase – II Coordinator)	Member
Phase – III – Part – II (B)		
1.	HOD – OBG	Coordinator
2.	HOD – General Surgery	Member
3.	HOD – Orthopaedics	Member
4.	HOD – Anaesthesiology	Member
5.	Dr. Suresh. N (Phase – I Coordinator)	Member
6.	Dr. Jayanthi. C (Phase – II Coordinator)	Member

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Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2018-2019/451

Date: 26.03.2019

COLLEGE COUNCIL MEETING MINUTES

Venue :- Chairman Meeting Hall

Thursday

21.03.2019

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 21.03.2019 at 10.00 am. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan, Member	Dean (Academic)
4.	Dr. Amol Rambhau Dongre, Member	Dean (Research)
5.	Dr. M. Pragash, Member	Medical Superintendent
6.	Dr. M. Jayasree, Member	Deputy Medical Superintendent (Surgery)
7.	Dr. Suriyakumari K.V.P, Member	HOD, Department of Anatomy
8.	Dr. Asmathulla. S, Member	HOD, Department of Biochemistry
9.	Dr. R. Meher Ali, Member	HOD, Department of Pharmacology
10.	Dr. Erli Amel Evan, Member	HOD, Department of Pathology
11.	Dr. R. Gopal, Member	HOD, Department of Microbiology
12.	Dr. P. Nallamuthu, Member	HOD, Ophthalmology
13.	Dr. Atul Mukul Bage, Member	HOD, Department of ENT
14.	Dr. Badrinath A.K., Member	HOD, General Medicine
15.	Dr. Balakrishnan. V, Member	HOD, Department of General Surgery
16.	Dr. Sasikala, Member	HOD, OBG
17.	Dr. A. Murugan, Member	HOD, Department of Orthopaedics
18.	Dr. Arul Kumaran, Member	HOD, Department of Paediatrics
19.	Dr. R. Kumar, Member	HOD, Department of Psychiatry
20.	Dr. S. Yuvarajan, Member	Associate Professor, TB & Chest
21.	Dr. Suneeth. P. Lazarus, Member	HOD, Department of Anaesthesiology
22.	Dr. N. Kulasekaran, Member	HOD, Department of Radio Diagnosis
23.	Dr. P. Sanjay, Member	HOD, Department of Dentistry
24.	Mr. T. Dhatchinamurthy, Secretary	Registrar
Specially invited member of Curriculum committee		
1.	Dr. Kalaiselvan, Special Invitee	Professor of Community Medicine
2.	Dr. Soundariya, Special Invitee	Professor of Physiology
3.	Dr. Ramya, Special Invitee	Assoc. Professor of Pathology

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. Girija. S	Deputy Medical Superintendent (Medical)

Kalietherthalkuppam, Madagadipet, Puducherry - 605107.

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

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PRINCIPAL

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The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomed the members and requested the Deputy Director and Dean to proceed with the agenda of today's meeting. Dr. R. N. Kagne, Deputy Director/Dean wished all the members and read the previous minutes of the meeting.

Agenda 1: Introduction to Curriculum Implementation Support Program of the Competency base UG Medical Education curriculum 2019 - MCI

Dr. R.N. Kagne, Deputy Director/Dean introduced the member of Curriculum Committee and briefed about the Curriculum Implementation Support Program of the Competency base UG Medical Education Curriculum 2019 as prescribed by the Medical Council of India, New Delhi. He briefly described the Components of the Indian of Graduate Medical Rule 2019 – Goal, roles, global competencies, subject based outcomes, Alignment and integration, Learner centric, primary and secondary care, Skill acquisition & certification, Early clinical exposure, attitude, ethics & communication, Foundation course, self directed learning, sport and extracurricular activities, Electives and Assessment changes. He also briefly explained the time distribution of MBBS program and examination schedule and request Dr. K. Karthikeyan, Dean (Academic) to explain in detail about the time distribution and alignment and integration of new competency base Medical Education Curriculum.

Dr. K. Karthikeyan, Dean (Academic) briefly explained that first of all the list of topics must be identified for alignment and integration alignment. Then he said we have to arrange competencies (Subject & Phase), derive objective, the assessment methods (Competencies, Objective, Learning Session & Learning Methods), Review & Reduce redundancy, add links to each alignment and integration training, allotting time & assessment. He informed that these are all have to be done before May 2019 and we have to prepare a time table to be uploaded at the MCI website.

Dr. Soundariya, Member of Curriculum Committee has briefed about the foundation course of new competency base Medical Education Curriculum and she explained about when, why, what and who will conduct this course. The foundation course of 1 month has to be conducted in the month of August for the first year students. The course must be planed to acclimatize the students to campus environment, familiarize with teaching programs, help them to adapt to the academic challenges, as they move from high school leave into undergraduate programs. Orientation course will be completed as single block in first week (4 hrs/week – Sports & 2 hrs/week – Extracurricular activities). The goal of the foundation course is to prepare a learner to study medicine effectively with the following objectives.

1. Orient the learner to Medical Profession, Physician's role, MBBS Programme, Alternate health medicine, Ethics, Professionalism, Universal Precautions, Biohazards and Principles of primary care.
2. Enable the learner to acquire enhanced skills in Language, Communication skills, Interpersonal relationships, Self directed learning, Time management, Stress management and Use of Information technology
3. Train the learner to provide First aid and Basic Life support,

In addition to the above, learner may be enrolled in Local Language, English Language and Computer skills like programs which will be run concurrently. The foundation course will have compulsorily 75% of attendance which will be certified by Dean.

Dr. Ramya, Member of Curriculum Committee described the Examination Schedule, Mark Distribution and Assessment Methods of New Competency Base Medical Education Curriculum. The examination schedule and mark distribution are given below:

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academic year 2020-21 for eight departments of our Institution after getting Consent of Affiliation from the Pondicherry University, Puducherry. The details are given below

Sl. No	Name of course	Increase in intake
(i)	MD General Medicine	- From 10 to 12
(ii)	MS General Surgery	- From 05 to 08
(iii)	MS Obstetrics & Gynaecology	- From 02 to 05
(iv)	MD Anaesthesiology	- From 06 to 07
(v)	MS Orthopaedics	- From 04 to 05
(vi)	MS ENT	- From 02 to 03
(vii)	MS Ophthalmology	- From 03 to 04
(viii)	MD Psychiatry	- From 02 to 03

The Heads of Department are requested to check up the faculty position in the respective departments for Inspection purpose and intimate the deficiency if any for augmentation. Further the other infrastructure facilities required for the current academic year 2019-20 may also be verified in the Department and requirement if any to be intimated for effecting purchase etc.,. It is also informed that we may likely to expect the MCI inspection for increase of intake during August 2019. The Heads of the Department must ensure 80% bed occupancy in the wards of the department at all times from July 2019 onwards till the completion of MCI Inspection.

Agenda 10: To discuss on Disciplinary Committee report.

The Dean (Academic) has submitted the enquiry report of the following IV Semester MBBS students who were placed under suspension pending enquiry from 24.05.2019.

Sl. No	Name of the students & R. No.	Class in which studying
(i)	Mr. Visruth Gokul. B (R. No. 146)	MBBS-II Year(IV Semester)
(ii)	Mr. Manoj Kumar. A (R. No. 78)	MBBS-II Year(IV Semester)
(iii)	Mr. Naveen Kumarr. R (R. No. 91)	MBBS-II Year(IV Semester)

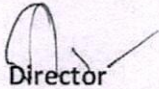
The Complaint submitted by the Deputy Warden against the above noted MBBS students regarding their rude behavior (Birthday bumps) in the boys hostel 21.05.2019 and also scolded the Deputy Warden and Security guard while they requested them not to behave indecently towards their co-classmate who urged to celebrate his birthday. The allegations made against the students are proved beyond doubt and requested the Council to decide the punishment to be imposed on the above noted students.

The College Council has gone through the charges framed against the students and the enquiry report submitted by the Disciplinary Committee and found that the students are guilty of charges framed against them. Hence, the College Council unanimously resolved to impose the following penalty to above noted students.

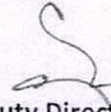
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- (i) The period of Suspension is extended upto 07.07.2019.
- (ii) The Suspension is revoked and they will be re-instated with effect from 08.07.2019.
- (iii) They are hereby expelled from the Boy's hostel forthwith and they should vacate the hostel and stay outside as a Day Scholar and continue their study.

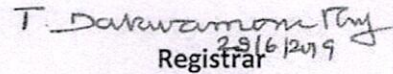
The meeting ended with vote of thanks.


Director

Chairman-College Council


Deputy Director/Dean

Co-Chairman-College Council


Registrar

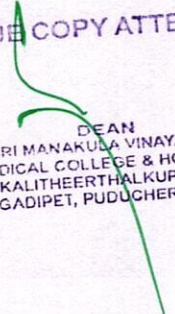
Secretary-College Council

29/6/19

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Medical Superintendent
- (vii) The Deputy Medical Superintendent(Medical)
- (viii) The Deputy Medical Superintendent (Surgery)
- (ix) All the HODs
- (x) File

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The Deputy Director/Dean has requested that all the details for the above items have to be submitted by the Head of the Departments *before 10th July 2019*.

Agenda 5: To discuss on conference "SIMSCON 2019".

The Deputy Director/Dean has described about the conduct of SIMSCON 2019 to the Council members.

Hitherto 250 delegates have registered for the conference. Still we are expecting another 80 delegates for participation in the conference. Paper presentation in the Conference by the Post Graduate students of our Institution is mandatory. For attending conference, credit points will be awarded to the participants on line with registration in Madras Medical College, Chennai.

Agenda 6: To discuss for planning of CME and conferences for the academic year 2019-20

The Deputy Director/Dean has requested all the Heads of the Department to plan before hand for the conduct of CME Programme and Conferences to be conducted for the academic year 2019-20 and submit the details to the Calendar Committee.

Agenda 7: To discuss for research activities carried out by the Institution and fund allocation for the same for the year 2019-20.

The Deputy Director/Dean has impressed up on the Council that the research activities have to be planned in each and every department before hand for the year 2019-20 and execute it in the respective departments by the faculty members.

The faculty members have to send two copies of their research publication, one copy to the Dean (Research) and another copy to the Library.

The Research Committee comprising of Dean (Research) and Dean (Academic) has common portal for research publications. The Research Committee has to allocate funds to the Research scholar after scrutinizing their application of the research fund submitted by the Researchers.

It is suggested that in every three years 10% of the contribution of the articles by the faculty members must be published in the Journals.

The final year Post Graduate students have submitted their dissertation (Thesis) to the Pondicherry University in the month of October. The article has to be drafted in the Department based on the dissertation of the PG students. After publication of the results, we may send the articles to PubMed journal for publication.

Dr. Amol Dongre Dean (Research) also suggested that we must increase the quality of publication and novelty of papers for publication. It is also stressed that once in three months Post Graduate progress of the Dissertation (thesis) of the PG students has to be discussed. Orientation has to be conducted in the Departments. The PG thesis has to be analyzed and impressed upon the good topics. Monitoring of the PG thesis should be done by the respective Heads of Department.

The Deputy Director/Dean has stressed that the review meeting to be conducted in the department quite often till the dissertation is finalized. Dr. Amol Dongre informed that the ICMR,

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MADAGADIPET, PUDUCHERRY-605 107.

New Delhi will sanction the grant of Rs. 40,000/- to Rs. 60,000/- for MD Thesis (research) prepared from the clinical departments. We have to motivate the students to choose good topics and apply for the grant from ICMR. In addition, College budget has proposed Research Fund and research grant will be sanctioned by the Management on the recommendation of the Research Committee.

The following guidelines are framed for the Postgraduate students research related investigation

- (i) For Post Graduate in Radio Diagnosis Department, the patient investigation charges are to be paid by the postgraduate student and not by the patient. The college will grant 20% discount for the researcher (Postgraduate student)
- (ii) For every Postgraduate student dissertation/research involving laboratory investigations, other than the Guide, a Co-guide from the laboratory department must be nominated for scrutinizing the dissertation/research and certification.
- (iii) In respect of laboratory investigation for research, one month prior to preparing the test, the postgraduate student has to inform to the Co-Guide for making arrangements of laboratory facilities.
- (iv) The dissertation (thesis) has to be submitted six months before the commencement of University examination.
- (v) Regarding publication, the postgraduate student will be the first author and guide will be second author, corresponding author can be either of them or even other faculty of the department who draft the research for publication and is corresponding with the journal editor.
- (vi) As per MCI with regards to research publication in the matter of promotion for faculty the authorship guidelines is that he/she must be first author or corresponding author.

Agenda 8: To discuss about staff positioning and requirements of the Institution

&

Agenda 9: To discuss about the Infrastructure requirements of the Institution for the year 2019-20.

The Deputy Director/Dean has informed that we have submitted application to the Board of Governors in Supersession of Medical Council India, New Delhi for increase of seats for the

DECLARATION
DECLARED FOR ATTESTED
DEAN
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MEDICAL COLLEGE & HOSPITAL
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MADAGADIPET, PUDUCHERRY-605 107.

Specially invited member of Curriculum Committee:

1.	Dr. G. Kalai Selvan, Special Invitee	Professor, Department of Community Medicine
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Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. R. Sasikala	HOD, Department of OBG
2.	Dr. S. Yuvarajan	Associate Professor, Department of TB & Chest
3.	Dr. P. Sanjay	HOD, Department of Dentistry

The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcome the members and inform the Deputy Director and Dean to proceed with the agenda of today's meeting

Agenda 1: Review of previous minutes of meeting

Dr. R. N. Kagne, Deputy Director/Dean wishes all the members and read the previous minutes of the meeting.

Agenda 2: To discuss about the NABH and NAAC accreditation process and its progress.

The Deputy Director/Dean requested the Medical Superintendent to apprise the Council Members about the progress of NABH work.

The Medical Superintendent has stated that the Gap Report review meeting of the NABH is going to be held in the afternoon of today the 28.06.2019 with the Heads of the Department and the Team Coordinators. It is informed that 70% of the pending items incorporated in the Gap Report have since been fulfilled and the remaining 30% has to be completed. We have applied for final accreditation to NABH during last week of June 2019. We can expect the Inspection within two months from the date of application from our end.

In regard to NAAC progress Dr. Kalai Selvan, Professor of Community Medicine and Coordinator, NAAC has informed the members that NAAC application form has been submitted through online in the last week of April 2019.

Self Study Report has been prepared and to be submitted to NAAC after opening of the portal which is not opened by the NAAC till date after uploading the application.

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Advisory Committee for Medical Industry has been formed. Faculty Rotation Chart is also prepared. All the documents required for the Inspection have been prepared for submission to NAAC after opening of the portal.

Evaluation Report of the Department has also been prepared. All the Heads of the Department have to fill in the applicable items in the format circulated to all members and send it to NAAC Accreditation.

All the programmes are organized to achieve our goal in getting NAAC accreditation to our Sri Manakula Vinayagar Medical College and Hospital, Puducherry.

All the details have been prepared from the year 2013 to 2019. Feedback details for 2018 are yet to be received.

Agenda 3: To discuss the curriculum and syllabus of Under Graduate and Post Graduate

The Deputy Director/Dean has briefed the curriculum and syllabus of Under Graduate Particularly CISP and CBME which has to be implemented from 2019 for 1st MBBS. He said for 1st MBBS 2019 batch there will be a Foundation course for the month of August followed by regular session from September. He also reminded about availability of the Post Graduate courses curriculum and syllabus at MCI website and requested all HOD's for implementation of the same. Dr. G. Kalai Selvan informed that the feedback from the participants was obtained for the PG orientation courses. Research activities have been conducted and got feedback.

Agenda 4: Finalize the academic calendar 2019-20.

The Deputy Director/Dean has informed to the members that Academic calendar for our College has to be prepared from June 2019 to May 2020 academic year in line with the Academic Calendar for the year 2019-20 received from the Pondicherry University. The Calendar Committee must obtain the following items for the preparation of the Calendar for the academic year 2019-20

- (i) Meeting schedule for the year academic year 2019-20.
- (ii) Department Events for full year
 - a. CME Programmes
 - b. Workshops
 - c. Guest lectures
 - d. Conferences
- (iii) Post Graduate - Inter and Intra Department plan before to depute the Post Graduate for curriculum and research activities, CME, Workshop and Conference.
- (iv) NAAC documents to be kept ready from the academic year 2019-20 onwards in two (semesters) spells.
 - a. June 2019 to November 2019
 - b. December 2019 to May 2020

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Hospital, Puducherry to the Pondicherry University authorities to obtain ex-post facto approval for the appointment of the faculty members in our Institution from the inception to till date.

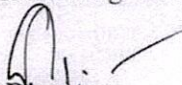
Accordingly, the minutes of the Governing Body meeting along with the list of faculty members was submitted to the Pondicherry University for favour of further action. The Governing Body has also approved all the agendas on different matters.

Agenda 10: To discuss about the upcoming UG & PG Pondicherry University examination

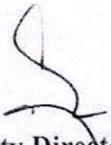
The Deputy Director/Dean has informed the Council that the Pondicherry University that the Undergraduate and Postgraduate examinations are going to be held in the month of October - November - December 2019. Before that, we have to conduct the model examination for UG students. Till date there is no remuneration is payable for the conduct of model examination in the College. But for the Pondicherry University Examination, the remuneration would be payable by the Pondicherry University for which we have to submit the accounts for the conduct of examination.

Dr. Arulkumaran, HOD of Paediatrics informed the committee that the last 3 years skilled assistant and staff remuneration amount has not yet reached in the departments. Director informs the Registrar to look into the issue.

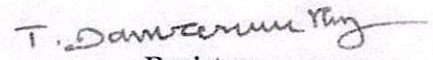
The meeting ended with vote of thanks.


Director

Chairman-College Council


Deputy Director/Dean

Co-Chairman-College Council


Registrar

Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Medical Superintendent
- (vii) The Deputy Medical Superintendent(Medical)
- (viii) The Deputy Medical Superintendent (Surgery)
- (ix) All the HODs
- (x) File

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Sri**MANAKULA****VINAYAGAR****Medical College and Hospital**

No. SMVMCH/DO/College Council Meeting/2019-20

Date: 29.06.2019

COLLEGE COUNCIL MEETING MINUTES**Venue :- Council Hall (Hospital Block)****Friday****28.06.2019**

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 28.06.2019 at 11.00 AM. The following Members of the Council attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan, Member	Dean (Academic)
4.	Dr. Amol Rambhau Dongre, Member	Dean (Research)
5.	Dr. M. Pragash, Member	Medical Superintendent
6.	Dr. Girija. S, Member	Deputy Medical Superintendent (Medical)
7.	Dr. M. Jayasree, Member	Deputy Medical Superintendent (Surgery)
8.	Dr. Suriyakumari K.V.P, Member	HOD, Department of Anatomy
9.	Dr. Sivayogappa . S. Teli	HOD, Department of Physiology.
10.	Dr. Asmathulla. S, Member	HOD, Department of Biochemistry
11.	Dr. R. Meher Ali, Member	HOD, Department of Pharmacology
12.	Dr. Erli Amel Evan, Member	Professor, Department of Pathology
13.	Dr. R. Gopal, Member	HOD, Department of Microbiology
14.	Dr. P. Nallamuthu, Member	HOD, Department of Ophthalmology
15.	Dr. Badrinath A.K. , Member	HOD, Department of General Medicine
16.	Dr. Balakrishnan. V, Member	HOD, Department of General Surgery
17.	Dr. A. Murugan, Member	HOD Department of Orthopaedics
18.	Dr. A. Arul Kumaran, Member	HOD, Department of Paediatrics
19.	Dr. Arun. S, Member	Professor, Department of Psychiatry
20.	Dr. Atul Mukul Bage, Member	HOD, Department of ENT
21.	Dr. Suneeth. P. Lazarus, Member	HOD, Department of Anaesthesiology
22.	Dr. N. Kulasekaran, Member	HOD, Department of Radio Diagnosis
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar

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The Coordinator has also informed that the NAAC Inspection is likely to be held between second half of November to first week of December. All the HODs have to make power point presentation to the NAAC Committee about the activities of the Departments.

Director informed all the departments to be ready with the documents and presentation on or before 25.10.2019. Before NAAC inspection we are planning to conduct a mock inspection with NAAC experts.

Agenda 4: To brief about foundation course (A short report)

The Deputy Director/Dean requested Dr. Deepika, Associate Professor of Physiology to apprise the Council Members about the foundation course report.

Dr. V. Deepika, Associate Professor of Physiology read the foundation course short report imparted to the 1st MBBS students admitted for the academic year 2019-20. She said that the foundation course was conducted for total 186 hours, which started on 19.08.2019 with induction program and concluded with valedictory function on 13.09.2019 for the 1st MBBS students. The following activities as prescribed by the MCI were successfully conducted.

CONTENT	MCI (prescribed hours)	SMVMCH
Orientation	30	36
Skills Modules	35	38
Field Visit To Community Health Center	8	8
Professional Development Including Ethics	40	41
Sports And Extracurricular Activities & Yoga	22	23
Enhancement Of Language / Computer Skills	40	40
Total Teaching Hours	175	186

Agenda 5: To discuss the implementation of CBME curriculum and syllabus of UG

The Deputy Director/Dean has briefed about the CBME curriculum and syllabus modification made by the Medical Council of India, New Delhi from the academic session 2019-20 and informed that it has been implemented for the first year departments with horizontal and vertical integration. He requested HOD's of second to final year departments to plan for detail CBME teaching and training schedule with horizontal and vertical integration for the 2019 batch students.

Agenda 6: To discuss about PG thesis status of final year postgraduate students

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The Deputy Director/Dean inquired regarding the status of thesis to all HOD's. It was informed by Dean (Research) that he had received the soft copies of the thesis for plagiarism check and it is in process. He requested all the guides to personally and meticulously check the review of literature. He said that we have to prepare SOP and guidelines for use of plagiarism software and it can be initially trialed on the seminar draft of the department and then implemented for PG thesis from next batch onwards.

Agenda 7: To discuss the PG thesis protocol of first year postgraduate student status.

The Deputy Director/Dean has informed that all postgraduate have submitted thesis protocol to research committee. He informed that the last date of submission of thesis protocol to the Pondicherry University for 1st Year PG students is 30th of November 2019. All the first year PG students have to submit the protocol to the Director office on or before 25th November 2019 with research and ethics clearance certificate.

Agenda 8: To discuss on Disciplinary Committee report

The Dean (Academic) has informed to the Council that the irregularity in exchange of duties allotted was identified and enquiry was conducted by the Disciplinary Committee constituted for the purpose in respect of III Year M.D., General Medicine PG student. The PG student's have exchanged their duty assigned to them on their own accord which is not permissible and warning was given by the Dean (Academic).

The Deputy Director/Dean requested the Unit chief and Head of the Department to have control over the PG students working under them. First in the department, at different levels warnings to be issued for the mistakes committed by the PG student by the Unit chief and Head of the Department. After three warnings, if the PG student has not corrected himself, then it should be brought to the notice of the Dean (Academic). Dean (Academic) in consultation with Director will conduct a discreet Disciplinary Committee enquiry on the matter and award punishment for the erring students.

Agenda 9: To brief about Governing body decision.

The Deputy Director/Dean has briefly stated about the conduct of Governing Body meeting on 27th September 2019. The major decision of the Governing Body is to ratify the action in having appointed the faculty members through the Selection Committee in absence of the Nominee of the Pondicherry University. The Governing Body has approved all the appointments made so far. The Governing Body has also directed the Management to send the list of department wise faculty members hitherto appointed and now working in Sri Manakula Vinayagar Medical College and

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Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
2.	Dr. S. Asmathulla	HOD, Dept. of Biochemistry

The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomes the members and informs the Deputy Director and Dean to proceed with the agenda of today's meeting

Agenda 1: Review of previous minutes of meeting

Dr. R. N. Kagne, Deputy Director/Dean wishes all the members and reads the previous minutes of the meeting. The minutes of previous meeting were approved by the members.

Agenda 2: To brief and discuss about the NABH accreditation process and its progress.

The Deputy Director/ Dean requested the Medical Superintendent, the Coordinator for NABH to appraise the Council about the Progress of NABH Accreditation Process. The Medical Superintendent has informed the Council that the review of NABH Accreditation Gap Reports was made and rectify almost all the pending items pointed out by the NABH Consultants. The Medical Superintendent was also informed that the NABH inspection is schedule to be held on 16th and 17th November 2019.

The Following assessors will visit and inspect our College NABH Accreditation work (detail inspection schedule is yet to be received from NABH)

1. Dr. Shikha Venu gopal, Principal Assessor, Fernandez Hospital, Hyderabad
2. Dr. Vijayakumar Marimuthu , Assessor Sai Fertility Hospital, Changalpattu Medical College
3. Dr. Mahalakshmi Ramalingam, Assessor Dr. Satav's Pathology Lab, Pune

The Medical Superintendent has stated that we have to monitor every day the progress of the NABH work since there is hardly one month time to meet the Inspection. Hence HODs are requested to monitor and get out self equipped to face the NABH Assessors.

He asked all the head of the departments to be prepared with all the requirements of NABH inspection. The records have to be updated and the omission in signature/seals in the case sheets has to be applied wherever necessary. He also requested all the head of the departments to monitor the following points as

1. Updating the records, registers , case sheets, consent form, drug chart, doctors note.
2. Quality indicators

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3. To follow infection control practices
4. To follow antibiotic policy
5. To follow prescription as per MCI norms
6. Handing over and taking over by doctors
7. Policy of referral during non-availability of beds
8. Awareness of colour codes
9. Participation in committee meetings
10. Availability of amended SOP's
11. Check whether the staffs are trained
12. Ensure all areas adhere to NABH main standards
13. Gaps to be closed
14. PG's, faculty and staffs must be briefed about NABH FAQ's.
15. Vision and Mission of the College to be known by PG's, faculty and staffs
16. Vision and Mission of the Departments be known by PG's, faculty and staffs
17. Bio-Medical Waste Disposal in the Departments
18. Gaps Identified by Consultants to be closed

The Medical Superintendent also informed to the Council that the only work still incomplete is the OT Renovation. Further, he informed to all the HODs that the prescriptions to some of the patients are being given by the Staff Nurses (This process should be stopped immediately). The prescription should be written by the Doctors with Registration Number, and stamp to be affixed in the prescription. The signature of the PGs must have the Registration Number in the seal affixed over the prescription.

Evaluation report of the department and points to be monitored for Inspection and FAQ'S of NABH are handed over to all the HODs for their reference/guidance.

Agenda 3: To brief and discuss about the NAAC accreditation process and its progress

The Deputy Director/Dean requested the Dr. Kalaiselvan, NAAC – Coordinator to apprise the Council Members about the progress of NAAC work.

Dr. G. Kalai Selvan, NAAC Coordinator briefly explained the updated NAAC Accreditation work. He informed to the members that the Self Study Report was sent through online on 04.10.2019. We have already prepared the data from the year 2013 to 2018. Since the Inspection is going to be conducted by the end of this year, the Data for the last year 2018-19 and the current year 2019-20 has to be kept ready for Inspection.

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The Academic calendar 2019-20 will be finalized on receipt of the details from all the departments in the next College Council meeting.

Dr. Amol Rambhau Dongre, Dean (Research) has requested to include the Faculty Development Programmes also in the Sri Manakula Vinayagar Medical College and Hospital, Puducherry Academic Calendar 2019-20.

Agenda 4: NAAC and NABH Accreditation

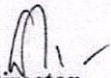
Dr. R. N. Kagne, Deputy Director/Dean has informed to the Council members that our Sri Manakula Vinayagar Medical College and Hospital is going to apply for final NABH Accreditation and NAAC Accreditation during the middle/end of this year 2019.


It is informed that lot of documents for 05 (Five) years are required for presentation to NAAC.

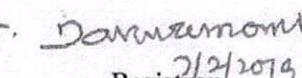
Year 2019	-	Original documents
Year 2018	}	Documents to be created
Year 2017		
Year 2016		
Year 2015		

All the members were apprised about the ongoing preparation of documents for NABH and NAAC Accreditation.

The meeting ended with vote of thanks.


Director
Chairman-College Council


Deputy Director/Dean
Co-Chairman-College Council


Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Medical Superintendent
- (vii) The Deputy Medical Superintendent(Medical)
- (viii) The Deputy Medical Superintendent (Surgery)
- (ix) All the HODs
- (x) File

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VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2019-20/4044

Date: 09.10.2019

COLLEGE COUNCIL MEETING MINUTES**Venue :- Council Hall (Hospital Block)****Wednesday - 09.10.2019**

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 09.10.2019 at 11.00 AM.

The following Members of the Council attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. Amol Rambhau Dongre	Dean (Research)
5.	Dr. M. Pragash	Medical Superintendent
6.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
7.	Dr. Sivayogappa . S. Teli	HOD, Department of Physiology.
8.	Dr. R. Meher Ali	HOD, Department of Pharmacology
9.	Dr. Erli Amel Evan	HOD, Department of Pathology
10.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
11.	Dr. Badrinath A.K.	HOD, Department of General Medicine
12.	Dr. Balakrishnan. V	HOD, Department of General Surgery
13.	Dr. Sasikala	HOD, Department of OBG
14.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
15.	Dr. R. Kumar	HOD, Department of Psychiatry
16.	Dr. Atul Mukul Bage	HOD, Department of ENT
17.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
18.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
19.	Dr. P. Sanjay	HOD, Department of Dentistry
20.	Dr. S. Yuvarajan	Assoc. Professor, Department of TB & Chest
21.	Dr. T. Mangaiyarkarasi	Assoc. Prof., Department of Microbiology
22.	Dr. Priyadharshini. N. A	Assoc. Prof., Department of Anatomy
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Specially invited member of Curriculum Committee:

1.	Dr. G. Kalai Selvan	Professor, Dept. of Community Medicine
2.	Dr. V. Deepika	Assoc. Professor, Dept. of Physiology

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The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomes the members and informs Deputy Director and Dean to proceed with the agenda of today's meeting.

Dr. R. N. Kagne, Deputy Director/Dean wishes all the members and read the previous minutes of the meeting. He requested Dean (Academic) to brief about the CRRI completion of 2013 batch.

Agenda 1: CRRI completion, extension and re-registration

Dr. K. Karthikeyan, Dean (Academic) has briefed about 2013 Batch CRRI completion, their extension and re-registration. Out of 128 CRRI Interns, 70 interns are getting extension. 16 Nos. of Interns are getting re-registration as they were absent for more than 25 days during their internship period of one year. Those defaulting interns were warned on six months completion of the CRRI period that they would get extension of CRRI period and re-registration also. The Dean (Academic) informed to the Council that Assessment form has been obtained in respect of each individual and extension is arrived based on the Assessment form only. If any intern has less number of days in more than one Department, he must do the extension in his parent Department only.

All the members of the College Council have concurred to the extension of the CRRI in the respective departments as arrived by the Dean (Academic).

Dean (Academic) has also expressed his deep concern about the CRRI discipline which has to be ensured by the respective Head of Departments during the course of their Training.

The Deputy Director/Dean has requested Dr. M. Pragash, Medical Superintendent to inform the Council about the patient feedback collected telephonically. The Medical Superintendent has informed the Council that every day around 100 patients were contacted over phone and 40 nos. of feedback are being collected from the patients and analyzed. From the feedback received, the patients have drastically commented upon the performance of duty by the CRRI in the casualty of the Hospital. It is really a disgrace for our Institution. The Medical Superintendent has informed that the PGs and Interns are not serious about the patients. Too many interns are crowded in the casualty who are posted to different wards by deserting the duties. The Head of Departments should ensure and monitoring the interns posted in the respective wards. It is also learnt from the feedback that the CRRI posted to the casualty have no basic ethics to behave with the patients and while performing duty in the duty hours they are playing, cracking jokes, laughing and chit chat on the mobile etc., The CCTV observation on the CRRI was reported then and there to the Medical Superintendent. It must be ensured that CRRI posted in night duty to the respective wards should not come to casualty.

All the members of the Council have discussed in detail for rectifying the image of disgrace created by the CRRI posted to the casualty in the minds of patients/public. The Council members unanimously proposed to take disciplinary action against such of those erring CRRI by means of imposing fine for the indecent behavior during duty hours in the casualty.

Dr. R. N. Kagne, Deputy Director/Dean has informed the Council that the security guard posted in the casualty finds it difficult to identify the staff and outsiders and he does not know who is faculty/staff/CRRI/student without any identification. The Deputy Director/Dean has suggested that we should insist all the students and staff members to wear their ID cards. This will help the security to identify the staff and outsiders easily. This was discussed among the Council members and accepted by all. Accordingly, all faculty members/staff/CRRI/UG&PG students must wear the ID cards on duty/working hours. Dr. D. Rajagovindan, Director has instructed all the HODs to monitor this aspect. The Deputy Director/Dean has also suggested that if the CRRI/PG students not wearing their ID card

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while on duty hours, then one day stipend has to be cut as a penalty for their lapse and indifference attitude to obey the orders of supervisor.

Agenda 2: Upcoming UG & PG Examinations

Model Exam for the final year subjects Surgery, OBG, Medicine and Paediatrics - as per Time Table March 2019

As per University Calendar model exam for the above subjects in May 2019.

The Deputy Director/Dean has stated that the HODs of the above noted subjects must assess the number of cases required for the University Practical Examination and keep sufficient patients at the time Examination. It was also informed that the patients posted for the University Exam have to pay 50% of the charges for CT, MRI, medicine and disposables should be fully borne by the patients.

The Deputy Director/Dean has also suggested that the candidates with better performance will be encouraged and take care of them by the Institution.

Agenda 3: SMVMCH Calendar 2019.

Dr. R. N. Kagne, Deputy Director/Dean has briefly described the salient points for the preparation of Sri Manakula Vinayagar Medical College and Hospital tentative Academic Calendar 2019. It must contain all the events that are going to be held during the academic session 2019-20 (from June-2019 to May-2020).

The Dean has requested all the Departments to prepare the details for conducting Guest Lecture, CME programmes, Conference, Workshops, Annual Day & Sports Day celebrations, SIMSCON 2019, ARENA 2019 and Quiz programmes for the upcoming academic session 2019-20. Nine semesters Time Table have to be prepared for 2019-20. Internal Examination schedule, weekly (Two) Examination schedule have also to be prepared and included in the Academic Calendar 2019-20.

Parents meeting to be held before the commencement of Examination, Additional Batch final year students academic programmes, last date for submission thesis Protocol of the Post Graduate students of various disciplines are to find a place in the Calendar. Similarly, the last date for submission of the Thesis of the PG students to the Institution for onward transmission to the Pondicherry University, Puducherry also to be indicated in the calendar Academic Council and College Council meeting to be conducted during the academic year 2019-20 with dates.

SOPs of various Committees and Councils have to be hosted in the College Website.

Celebration of Functions/Events Budget to be fixed before hand as detailed below.

Honorarium of Guest	Rs. 2,500/-
Memento	Rs. 300/-
Functions with 4 Speakers	Rs.48,500/-
Guest Lecture	Rs. 5,500/-
CME Programme	Rs. 7,500/-

Vehicle arrangements have to be made for the guests for the programmes like workshop/conference/CME/Guest Lecture/Quiz.

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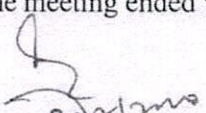
fulfill the target given by the Chairman and Managing Director in the month of June and July 2020. As regards Research Articles, drafts were submitted to the Journals by almost all the departments and it has come to a final shape. The Dean has requested that every department should formulate the activities so far done and send the information to the Dean office for consolidation.

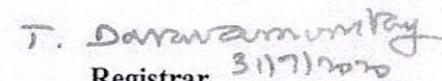
As per the existing norms, two publications should be completed by each faculty by the end of July 2020. We are planning to apply for NIRF ranking during December 2020. Hence by the end of December 2020 each faculty should send four publications. All the departments are requested to concentrate in the area of publications of articles in Indexed Journals.

Dr. G. Kalaiselvan, Professor of Community Medicine has requested all the departments to send copies of the articles published in the Journals with ISN Number. For NIRF purpose, Sri Manakula Vinayagar Institute of Technology, Puducherry has conducted one session for the framework to apply NIRF. During the COVID 19 Pandemic period, the faculty members are requested to utilize their time for preparation of articles for publication in the Journals.

Agenda 3. Research funding policy: The Dean (Research) has informed to the Council that Research Policy has to be evolved for giving financial assistance to the Researchers. Funding limit has to be decided by the Chairman and Managing Director. The Deputy Director & Dean has stated that providing of funds will not be an issue from management and already funding is done by management as per the existing policy. He requested the Dean (Research) to frame new policy with raised funding limits for sanctioning Research Grant to the faculty members and students. Based on the approval of new policy by the Chairman and Managing Director, funding will be provided to the Research scholars by the Management.

The meeting ended with vote of thanks.

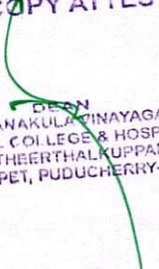

Deputy Director/Dean
Co-Chairman-College Council


Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
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Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2018-2019/4729

Date: 07.02.2019

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Tuesday

05.02.2019

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 05.02.2019 at 11.45. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. Amol Rambhau Dongre	Dean (Research)
5.	Dr. M. Pragash	Medical Superintendent
6.	Dr. Suriyakumari K.V.P	HOD, Department of Anatomy
7.	Dr. Asmathulla. S	HOD, Department of Biochemistry
8.	Dr. R. Meher Ali	HOD, Department of Pharmacology
9.	Dr. Erli Amel Evan	HOD, Department of Pathology
10.	Dr. R. Gopal	HOD, Department of Microbiology
11.	Dr. P. Nallamuthu	HOD, Ophthalmology
12.	Dr. Badrinath A.K.	HOD, General Medicine
13.	Dr. Fathima Shanthini	Professor, OBG
14.	Dr. A. Murugan	HOD, Department of Orthopaedics
15.	Dr. K. Kuppusamy	Professor, Department of Paediatrics
16.	Dr. R. Kumar	HOD, Department of Psychiatry
17.	Dr. S. Yuvarajan	Associate Professor, TB & Chest
18.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
19.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
20.	Dr. P. Sanjay	HOD, Department of Dentistry
21.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. Girija. S	Deputy Medical Superintendent (Medical)
2.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
3.	Dr. Sivayogappa. S. Teli	HOD, Department of Physiology.
4.	Dr. Balakrishnan. V	HOD, Department of General Surgery
5.	Dr. Atul Mukul Bage	HOD, Department of ENT

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

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Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2020-21/ 1030A

Date: 31.07.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

31.07.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 31.07.2020 at 2.30 PM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. Amol Rambhau Dongre	Dean (Research)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
6.	Dr. Suriya Kumari. K.V.P.	HOD, Department of Anatomy
7.	Dr. Sivayogappa. S. Teli	HOD, Department of Physiology.
8.	Dr. Asmathulla. S	HOD, Department of Biochemistry
9.	Dr. R. Meher Ali	HOD, Department of Pharmacology
10.	Dr. Erli Amel Evan	HOD, Department of Pathology
11.	Dr. R. Gopal	HOD, Department of Microbiology
12.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
13.	Dr. K. Neelakantan Viswanathan	Professor, Department of General Medicine
14.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
15.	Dr. G.V. Manoharan	Professor, Department of General Surgery
16.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
17.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
18.	Dr. P. Sanjay	HOD, Department of Dentistry
19.	Dr. G. Kalaiselvan,	NAAC Coordinator
20.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
4.	Dr. S. Arun	HOD, Department of Psychiatry
5.	Dr. Fathima Shanthini	HOD, Department of OBG
6.	Dr. Atul Mukul Bage	HOD, Department of ENT

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Dr. R.N. Kagne, Deputy Director/Dean welcomes the members present and review the minute's previous meeting held on 10.07.2020 and all the members approved. He read the agenda of today's meeting as

1. To brief about preparedness for CoViD 19 at SMVMCH.
2. To discuss about Research publications for NAAC and NIRF Ranking.
3. To discuss about Research funding policy of SMVMCH.
4. Any other items raised by the members.

Agenda 1. CoViD 19: Our Institution COVID 19 Team of the Medical Officers, Staff Nurses and Para medical workers assigned to the COVID 19 work has meticulously performed their duties during COVID 19 Pandemic. The COVID 19 Pandemic situation may likely to continue in the same direction in August 2020 and September 2020. Now we have to plan how we are going to function in the Hospital in the upcoming two months i.e. August and September 2020.

We must be very cautious during upcoming month of August 2020 and September 2020 since COVID 19 positive cases are being admitted for treatment in our Hospital on transfer from Indira Gandhi Medical College and Research Institute as per the directions Government of Puducherry. Security has to be tightened within the campus and particularly COVID 19 Patient wards.

The HODs are requested to monitor the movements of PG students and CRRI (Interns). Social distance among the employees should be maintained as per the instructions of Central and State Government. If the PG students have no work, they should stay at the Hostel or at home. Overcrowding in the hospital should be avoided. As per the National policy for employees posted to COVID 19 Duty, they shall do five days duty and take two days off. COVID 19 Ward duty personnel must have full protection with PPE kit and covering face mask.

Due to COVID 19 Pandemic, our Hospital ward cases are much less and the patients coming to the OPD are also less. The number of working days in the month of August 2020 is 23 days. Since ward cases are few in each department, duty need not to be posted to all staff nurse as usual. Unnecessary posting of Staff Nurses for duty may be avoided.

The existing Post Graduate Students and CRRI Trainees are required to work in the OPDs, Wards and Casualty. In Medicine and Surgery Department, 30 and 15 PG students respectively are available. Their services can be best utilized during this COVID 19 Pandemic period; they have to work 7 days for CoViD-19 Duty and another 7 days in the department. The Dean (Academic) will prepare the duty roaster to the PG students accordingly. It must be ensured that there should not be any overcrowding in the Department/OPD for better functioning and smooth running of the Hospital.

Agenda 2. Research for NAAC and NIRF Ranking: The Deputy Director/Dean has conveyed sincere thanks to all the Heads of the Departments who are taking strenuous efforts to

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Department of OBG

In the OBG Department, 2 Research Papers are published, 4 Research Papers are submitted and 5 Research papers are under drafting.

Department of Anaesthesiology

In Anaesthesiology Department, 1 Research paper has published, 1 paper was accepted and 6 papers under drafting Process.

As regard to NAAC, all the files periodically updated and feedback forms are collected from the Interns periodically.

Pain clinic from community Medicine and Pre Anaesthetic clinic are functioning.

Department of DVL

The HOD, Department of DVL has informed that 4 Papers have been accepted, 7 Papers have been published, 20 papers are submitted, 5 papers are under drafting process in their department.

Department of Orthopaedics

In the Orthopaedics Department, 7 papers have been submitted, 2 papers accepted and 2 papers are under drafting process.

Department of Psychiatry

The HOD of Psychiatry has informed that 3 papers are accepted, 2 papers are submitted to the Journals and 2 papers are under drafting in the Psychiatry department.

Department of Radiology

Dr. A. Umamageswari, Associate Professor of Radiology has informed that out of 24 papers, 4 have been published, 2 papers are accepted, 1 paper under drafting and 18 under process in the Radiology Department.

Department Dental

Dr. P. Sanjay, HOD of Dentistry has informed that 4 publications are submitted to the Journals. Out of 4 Publications submitted, 1 paper is under review and 1 paper was rejected & resubmitted to the other Journals and 2 papers are under drafting. He also informed that 13 webinars have been conducted in the department of Dental and 3 articles are under drafting process.

Agenda 9: DISCUSSION ON ONE YEAR PROGRAMME (CONFERENCE/CME/WORKSHOP/GUEST LECTURE/ QUIZ ETC)

The Deputy Director/Dean has requested all the HODs to submit one year programme for the year 2021 i.e., from January 2021 to December 2021 by the end of November 2020. He has also informed that every department has to conduct atleast one activity viz., Conference/CME/Workshop/Guest Lecture/Quiz in a month during the year 2021.

He has suggested to all the HODs that we will be able to conduct National and Internal National Webinars easy through Online during the CoViD-19 pandemic situation which will enrich our grade in NAAC Assessment.

He further requested the Dr. Pragash, Medical Superintendent and Dr. Ganesh to look into matter on approving fund and budgetary provision on conduct of Programmes in the Department.

He also informed that after holding discussion on format for submission of programme plan with the Dean (Academic), Dean (Research) and Medical Superintendent will circulate the prescribed format for preparation of One Year Programme plan to all the HODs.

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The Deputy Director/Dean once again reiterated to all the HODs to submit one year programme plan for the year 2021 i.e., from January 2021 to December 2021 by the end of November 2020 in the prescribed format along with budgetary provision for the activities to enable the Conference Committee for allocation of funds.

Agenda 10: DISCUSSION ON SELF APPRAISAL AND CONFIDENTIAL REPORT OF FACULTY

The HODs are requested to inform their Department faculty members to periodically follow the submission of individual Self Appraisal form and Confidential Report form from January 2021 onwards after getting prescribed format of Self Appraisal and Confidential Report form from the HR Department.

Apart from the above, the following shortcomings are noted and discussed in the College Council meet.

The Medical Superintendent has regretted to inform that there is lack of attendance in Mortality Review Meeting by the absenting of the HODs. He has further requested all the HODs are requested to attend upcoming mortality review meeting without fail

Further, it has been brought to the notice of the Council that there is lack of attendance in Scientific Society meet also.

The Deputy Director/Dean has suggested to all the HODs that while preparation of schedule for PGs, they should ensure the allocation of time for attending Mortality Review Meeting as well as Scientific Society Meet.

Dr. G. Kalaiselvan, NAAC Coordinator has informed to the Council that B+ Grade was awarded to our Institution by the NAAC. We are going to apply for reaccreditation to NAAC for scoring purpose for Deemed University status.

Dr. G. Kalaiselvan, Professor of Community Medicine cum NAAC Coordinator has highlighted some of the deficiency pointed out during the NAAC Inspection and requested all the HOD to concentrate on the deficiency as well as to sort it out for resubmission of NAAC Accreditation proposal during the academic year 2021.

The meeting ended with vote of thanks.

Deputy Director/Dean
Dr. KAGNE P.N.
Co-Chairman-College Council
DEAN

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- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Medical Superintendent
- (vi) The Deputy Medical Superintendent(Medical / Surgical)
- (vii) All the HODs
- (viii) File

T. Darasamony
Registrar

Secretary-College Council

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1st in Histopathology scope is small, medium & large biopsies, Slides for second opinion, paraffin blocks second opinion and cell block preparations for fluids/aspirates.

2nd in Cytopathology scope is palpable or non palpable lesion involving any organ.

3rd in Hematology includes the complete blood count i.e., Haemoglobin, total WBC count, Total RBC pCount, Haematocrit, platelet Count, RBC indices, Peripheral smear study.

In Clinical Pathology conducts Urine Complete Microscopic examination i.e., Urine Protein, Urine Glucose, Urine Bile Pigments & Bile Salt, Urine ketone, Urine pH, Specific Gravity, Urine Microscopy, Urine Urobilinogen, Urine Nitrates.

As regard to records in Pathology Lab, totally 12 Nos. general records, 10 Nos. HR records, 6 Nos. purchase records, 12 Nos. Histopathology records, 12 Nos. Cytology records and 8 Nos. Haematology & Clinical pathology records have completed and being continued for further creation of records. 2 Nos. LIS records have started and concentrated in improvement

The HOD of Pathology has also informed that remarks pointed out on Report Interpretation, Test Request Form (TRF), SOP for IQC & EQAS, Purchase of automated embedding station machine & Centrifuge-3 Machine and MOU for Inter Laboratory Comparison with other NAAC accredited laboratories are found during the visit of NABL Consultant. The action was already taken to sort out the remarks pointed by the Consultant.

Research Publications:

The HOD of Pathology has informed that they have submitted 4 Publications, 1 Publication accepted, 2 publications rejected and 2 publication under review in the month of October and November 2020

Further, she has stated that in the Department of Pathology, one Webinar was conducted during the month of October 2020 with full attendance of PGs and faculty members.

The Deputy Director/Dean has congratulated for the conduct of webinars successfully.

The HOD of Pathology has also conveyed to the Council members that Pathology Department have taken much initiative for the NABL work with collaboration of Biochemistry Department and Microbiology department.

Department of Microbiology

The HOD of Microbiology has informed that 90% of NABL work completed in the Department. For the remaining work, they have started like submission of proposal for purchase of Temperature monitor machine, etc.,

As regard to Research Publication, 2 publications are rejected and one still pending in pre review.

The Deputy Director/Dean has suggested that keeping in mind of NAAC Inspection, all faculty of Microbiology Department should prepare at least four publications before the end of May 2021.

Department of Physiology

Research: In Physiology Department, 4 Publications have completed, 4 papers submitted, 3 papers accepted and 7 publications are under drafting stage.

NAAC: The HOD of Physiology has informed that the documents, registers, records are being regularly updated as per the NAAC.

The Physiology department has informed that they have also conducted three webinars during the last three months.

The Deputy Director/Dean has congratulated for the interest on Research publications and conduct of Webinar in the department.

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Department of Pharmacology

Dr. M. Shanthini, HOD of Pharmacology has informed that six publications have been submitted to the Journals, three have published, two have accepted, three are under drafting and three are ongoing process in the Pharmacology Department.

The Pharmacology Department has also planned to conduct virtual workshop with PG of Pharmacology Department and Webinars during 2nd Week of December 2020.

The Deputy Director/Dean has conveyed best wishes for their successful completion of Webinars

Department of Community Medicine

Dr. Amol Rambhau Dongre, HOD of Community Medicine Department has informed about the Research Publication in the Community Medicine Department that 12 publications have been submitted during the month of October and November 2020, 13 publications are under drafting stage and 3 publications have been accepted.

Dr. G. Kalaiselvan, Professor of Community Member has requested about sending and staying of Intern in RHTC and UHTC.

The Deputy Director/Dean has explained that we will have to provide Interns in RHTC and UHTC based on requirement on arrival of cases in UHTC and RHTC.

Department of General Medicine

Dr. K. Neelakantan Viswanathan, Professor of General Medicine has informed that six publications have been submitted, 2 have published in the Journals and 3 have been accepted by the Journals. He also informed that in the Department of General Medicine 8 text book chapters have been published.

Further, he informed that the General Medicine Department Post Graduate has won fourth place in South Indian Trapicon programme at Coimbatore.

The Deputy Director/Dean has proudly informed to convey his heartiest congratulation for their better achievement.

He further informed that in General Medicine Department they are going to conduct Webinar during the month of January 2021.

Department of General Surgery

Dr. K. Srinivasan, Professor of General Surgery has informed that 3 publications have already been published, 4 are submitted and 8 publications are under drafting. He further informed that in the General Surgery Department that they are going to conduct online programme on research publications for the PG students. As regard to NAAC and NABH, preparation of consent forms are completed. In their Department, they are going to conduct CMEs, Conferences and Workshops during the month of January 2021 after completion of CoViD 19 Pandemic.

Department of Paediatrics

Dr. A. Arul Kumaran, HOD of Paediatrics has informed that 1 Research paper is published, 8 papers rejected, 2 papers are under review and 4 papers are under drafting. We have to find out good journals for publication of our articles.

Regarding NABH, the case handling register have been completed and documented.

Three webinars were conducted in Paediatrics Department.

As regard to NAAC, Faculty and PG position are being updated in the Department of Paediatrics.

He also informed that the New Born celebration programme is conducted in the Paediatrics Department and Workshops are also conducted for PG students during the Programme.

Further, he has stated that Log Book and registers are updated for NMC Inspection and verified.

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months time, we will have the final inspection for getting NABH Accreditation and requested all the HODs to ready for NABH Inspection based on latest guidelines.

On verifying NABH Portal, we have noticed that new mode of audit during final Inspection likely virtual audit and also new 5th Edition Book for standards containing of 651 objectives only reduced from existing 683 objectives. He also stated that based on new standards only, the final inspection will have to be carried out.

Further, he stated that the training programme for PG students started from 18.11.2020 and also other staffs like Staff Nurse are periodically done by Nursing Superintendent, Deputy Nursing Superintendent.

He has also requested to all the HODs that we have to put extra efforts in day to day practice to get use the documents already submitted during inspection and rectification of NABH deficiencies since all the 73 deficiencies will be verified during the final inspection. The clinical audit of each department will be conducted periodically once in three months and report should be submitted by each department.

AGENDA 6: UPDATE BY MS/DMS AS COVID-19 STATUS

The Deputy Director/Dean has requested the Medical Superintendent and Deputy Medical Superintendent to appraise about the update on current CoViD-19 status.

The Medical Superintendent has informed that initially we have started admission of CoViD-19 patients in Polytechnic College. We have also formed CoViD-19 Team and CoViD-19 Advisory Team to monitor CoViD-19 patients. In ICU and Pulmonary Wards CoViD-19 patients are accommodated. Half of Third Floor assigned for CoViD-19 Patients. Out of 300 beds, Oxygen facility provided to bedside for 100 beds. Only two patients are admitted for taking treatment on CoViD-19 Pandemic disease in the 4th Floor allotted for CoViD-19 affected patients.

Further, he has also proudly informed that we have given treatment for around 2071 patients during CoViD-19 Pandemic period. Out of which 1800 patients are transferred from Indira Gandhi Medical College and Research Institute. He has appreciated the PGs, Staff Nurses and Attenders who are posted to CoViD-19 duty for their cooperation and performing excellent work

Agenda 7: DISCUSSION ON DEPARTMENTAL ADVISORY COMMITTEE MEETING

The Deputy Director/Dean has requested Dr. G. Kalaiselvan, Professor of Community Medicine/NAAC Coordinator to brief about the conduct of Department Advisory Committee meeting as per NAAC guidelines.

Dr. G. Kalaiselvan has suggested that in addition to the Departmental Advisory Committee, we have to conduct monthly Departmental meeting. Online meeting has to be conducted before 31st December 2020. From December 2020 onwards, Departments will have to conduct Departmental meeting every month.

The Deputy Director/Dean has planned to discuss about the monthly Departmental meeting in a separate meeting to be conducted shortly.

He also informed to the Council that after completion of PG examinations from 07.12.2020 to 10.12.2020, we have to plan for conducting Department Advisory Committee meeting in each of the Department.

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Agenda 8: SHORT BRIEFING BY HOD'S ABOUT THEIR DEPARTMENTAL PROGRESS PARTICULARLY ABOUT THE RESEARCH, NAAC, NABH, NABL AND PREPAREDNESS FOR INSPECTION.

The Deputy Director/Dean has requested Dr. S. Asmathulla, HOD of Biochemistry to brief about the progress of NABL preparedness for Inspection as he is chief of Laboratories.

NABL: the Microbiology Laboratory and Molecular Biology Laboratory have already been accredited with NABL Accreditation. After completion of NABL accreditation only, the ICMR has approved to conduct CoViD-19 Testing in our Laboratory.

He further stated that likewise in Clinical Biochemistry, cytopathology, histopathology and hematology, NABL Accreditation work is in progress. We have initially conducted training programmes for Lab Technician along with HODs and Consultants. Preliminary Training programmes are completed with the help of HODs and Consultant. The manual preparation which is needed for NABL Accreditation is completed. Records are obtained from the external consultant during the past 1 ½ months. Almost all the Departments have completed 95% of records and the remaining 5% of the records will be completed within two weeks. On 16.11.2020, external consultant Mr. Selvam has visited and inspected our Laboratory. He gave gap report on the deficiencies pointed out during the Inspection. All the deficiencies pointed out in the Gaps report will be rectified by the end of this month. After rectification of deficiencies in the gap report, we have planned to conduct internal audit meet during 1st week of the December 2020 and followed by the Manual Review Meeting.

He further informed that in the 2nd or 3rd week of December 2020, we are going to apply NABL Accreditation. He also stated that the current active NABL work is the Test Request Form to be changed for testing as per NABL Accreditation and another one is Complaint Redressal Form to be devised which is going to implement as per guidelines of NABL. He further presented SOP for Complaint Redressal Form with following steps.

- Step 1: Complaint raised by any of the employees like Interns/PGs/Other supportive Staffs/Consultant/Chief)
- Step 2: The complainants should submit their complaint through the concerned department HOD
- Step 3: The complaint received by the HOD should be forwarded to the concerned Laboratory /Chief Laboratory Services/Quality Manager
- Step 4: The HODs have to do root cause analysis i.e., the concerned laboratory has to Analysis the cause for the complaint.
- Step 5: The HODs have to take a corrective actions and plan preventive actions in future.
- Step 6: After rectification of complaints, we have to record them in the concerned department and submit a copy to the Chief Laboratory Service/Quality Manager as well as complainant Department.

It is informed to the Council that Complaint Form available in the Department of Biochemistry and Pathology.

The Deputy Director/Dean has suggested that all the HODs if any complaint found in the Laboratory shall raise their complaint based on Complaint redressal SOP for betterment of laboratory services.

As regard to research publication HOD informed that, 1 paper was published, 1 submitted and 3 under drafting during the month of October and November 2020.

Department of Pathology

Dr. Erli Amel Evan, HOD, Department of Pathology has explained about the scope of NABL in the Department of pathology.

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Professional conduct, Etiquette and Ethics

The Indian Medical Council Regulations 2002 will be followed as elaborated in the PG log book. Then, the Dean (Academic) has elaborated to Council members about the Section-II Leave Rules to be followed for the Post Graduates during their duty period.

The postgraduate period is a residency period and they are strictly required to attend all clinical and academic activities. The postgraduates should possess 85% attendance in each year of their PG course as per university norms to write the University Examinations.

Casual Leave (CL) of 12 days.

The CL should be taken with prior permission. Leave availed without permission will be considered as absent and treated as LOP for stipend.

The Postgraduate is eligible for casual leave 1 day per month.

The CL cannot be carried over to the next year.

Casual leave cannot be taken before hand.

Academic leave of 18 days.

1. Academic leave includes leaves for conference and workshops.
2. (a) The Postgraduate, can attend the conference only if they present paper or poster.
(b) The Postgraduates can attend workshops only with prior permission from Unit chief/HOD and Dean (Academic).
3. There is no provision of Maternity leave during residency and 85% attendance is mandatory each year during the PG course.
4. The leaves are to be sanctioned by the Unit chief and forwarded by HOD.
5. The HOD has the power to cancel the leaves.
6. Postgraduates do not have permissions or half day casual leaves.
7. The absenteeism will be viewed seriously and have to submit explanation with regard to this which shall be forwarded to Dean (Academic)
8. In case of repeated absenteeism disciplinary action and punishment will be awarded as decided by the disciplinary committee.

Procedure of processing for Postgraduate attendance

1. The Postgraduate attendance will be calculated based on biometry and departmental attendance.
2. At the end of month, the biometric attendance will be sent to HOD.
3. The Unit Chief and HOD verifies it with departmental attendance and sends the consolidated attendance to the Dean (Academic) office.
4. The attendance will be strictly monitored by the HOD.
5. Leave register to be maintained by the department

After brief explanation about the Rules and Regulations for Post Graduate, the Dean (Academic) has requested to the Council members for their suggestions or objections if any in the Rules and Regulations framed.

Dr. G. KalaiSelvan, Professor of Community Medicine has suggested to add in the PG Rules & Regulation that it is mandatory to wear ID Cards during their duty timing.

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The Deputy Director/Dean and Dean (Academic) has also agreed to include the suggestion in the Rules and Regulations for Post Graduates.

Dr. P. Nallamuthu, Professor of Ophthalmology has enquired about the Medical Leave/Maternity Leave for Post Graduates.

The Deputy Director/Dean has clarified that Casual Leave and Academic Leave on approval of the HOD only permissible to the PG and Earned Leave/Medical Leave/Maternity leave is not permissible to the PG Students. He also informed that 85% of attendance is mandatory and the remaining 15%, the sick student can take leave without pay (LOP) on approval of the HOD. He has also suggested that the lack of attendance should be calculated yearly and extension of posting will have to be informed to the respective Post Graduate student.

The Dean (Academic) has suggested that the students have to be informed by HOD while requesting for sanction of leave to submit an undertaking stating that for lack of attendance, they are aware to do their extension of Post Graduate Training.

Dr. Neelakantan Vishwanathan on Professor of General Medicine has enquired that if a student has taken maternity leave before joining his training, how do we inform to her about the extension of training period.

The Deputy Director/Dean has explained that during submission of individual protocol to the Pondicherry University, we have to inform about the long absent of the individual due to her maternity leave. Written undertaking should be obtained from the PG who proceeded on Maternity Leave to the effect that she is aware of her training period will extend, after joining the department.

Dr. Arulkumaran, Professor of Paediatrics has required clarification how to reckon the academic leave for PG students whether permission has to be obtained for presenting papers in the Conferences.

Dean has clarified that the PG student must sent intimation to the Dean (Academic) through HOD about his paper presentation in the Conference and whether it is accepted or not accepted.

Agenda 4: REVISION AND MODEL EXAMINATION PLAN FOR REGULAR BATCH

The Deputy Director/Dean has informed to the Council members that for maintaining social distance, we shall start the college for 1st year and Final year Students only. The students will be separated into small groups. He also informed that the Government of Puducherry has not yet sent instruction to reopen the Colleges. After receipt of the instructions of the State Government for reopening of College, College will start functioning accordingly.

The Deputy Director/Dean has also requested all the HODs to submit revision plan of each department to the Dean (Academic) for preparation of University exams since after reopening of college we have only two months for revision and conduct of model exams for the students as per Medical Council of India's instructions.

Agenda 5: BRIEFING BY MEDICAL SUPERINTENDENT ON NABH UPDATES

The Deputy Director/Dean has requested the Medical Superintendent to brief about the updates and present status of NABH

The Medical has informed that the all the 73 deficiencies pointed out during NABH Inspection are rectified and documents are uploaded in NABH Portal of Cycle-1, Cycle-2 and Cycle-3.

He also informed that even after rectifying all the deficiencies pointed out by the NABH Assessors, the NABH Team has not enlighten about the status of our proposal, submission of documents and result of our Accreditation. The NABH Team have advised to kindly wait till receipt of NABH communication when he enquired about the status of NABH Accreditation. Further, he has informed that probably after two

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

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
4.	Dr. S. Girija	Deputy Medical Superintendent (Medicine)

Dr. R. N. Kagne, Deputy Director/Dean welcomes all the members present and reads the today's meeting agendas.

Agenda

- (i) Review of previous minutes of the meeting
- (ii) Discussion on Pondicherry University Time Table for UG examination.
- (iii) Discussion on Post Graduate Rule and Regulations.
- (iv) Revision and model examination plan for regular batch.
- (v) Briefing by Medical Superintendent on NABH Updates.
- (vi) Update by MS/DMS on CoViD-19 status.
- (vii) Discussion on Departmental Advisory Committee meeting
- (viii) Short briefing by HOD's about their departmental progress particularly about the research, NAAC, NABH, NABL and preparedness for Inspection.
- (ix) Discussion on One Year Programme (Conference/CME/Workshop/Guest Lecture/ Quiz etc)
- (x) Discussion on Self appraisal and confidential report of faculty.

Agenda 1: REVIEW OF PREVIOUS MINUTES OF THE MEETING

Dr. R. N. Kagne, Deputy Director/Dean wishes all the members and reads the previous minutes of the meeting.

The Minutes of the previous meeting was confirmed by the members.

Agenda 2: DISCUSSION ON PONDICHERRY UNIVERSITY TIME TABLE FOR UG EXAMINATION

The Deputy Director/Dean has informed to the Council members about the conduct of Pondicherry University PG & UG Examinations November 2020 & December 2020 as detailed below.

Post Graduate course Theory Examination commences from 23rd November 2020 and ending on 30th November 2020 where as practical examination commences from 07.12.2020 and ending on 10.12.2020.

Under Graduate MBBS Theory Examination commences from 2nd December 2020 and ending on 16th December 2020 where as practical examination commences from 21.12.2020 and ending on 24.12.2020.

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Agenda 3: DISCUSSION ON POST GRADUATE RULES AND REGULATIONS

Dr. K. Karthikeyan, Dean (Academic) has explained about the framing of the Rules and Regulations for Post Graduate students. During the frame work of Rules and Regulation, he divides the Rules and Regulations for Post Graduates into two sections. The Section-I is Code of Conduct and Section-II is leave Rules as detailed below.

The Dean (Academic) has elaborately briefed about the Code of Conduct to be strictly followed by the Post Graduate students as detailed below.

Dress Code

- (i) Postgraduates are required to be formally dressed and wearing apron is mandatory.
- (ii) The men in the campus are advised to prefer light colored shirts and dark colored pants. Wearing T shirts, sleeveless jackets, jeans, denims, cargos, or three fourths are banned within campus particularly hospital, college and quarters area.
- (iii) The ladies are advised to prefer traditional dress attires especially sarees, churidhars and salwarkameez. Wearing T shirts, sleeveless jackets, jeans, leggings, denims, cargos, or three fourths are banned campus particularly hospital, college and quarters area.
- (iv) Men should be clean shaven and well groomed and ladies should not have loose hair.

Failure to comply with the dress code may warrant for disciplinary action taken by the unit chief/ head of the department.

Conduct and behavior

The postgraduates are required to uphold the dignity and decorum of the medical profession. They will be subjected to disciplinary action based on recommendations of disciplinary committee if found guilty in case of enquiry.

The following situations may warrant to disciplinary action:


- (i) Lack of courtesy and decorum.
- (ii) Willful damage to Institute property or removal of property.
- (iii) Violation of the dignity and honor of any other person.
- (iv) Any practice, whether verbal or otherwise, derogatory to women.
- (v) Any attempt of bribery or corruption in any manner.
- (vi) Creating ill will or intolerance on religious or communal grounds.
- (vii) Use of abusive and offensive language.
- (viii) Disturbing fellow intern in their work.
- (ix) Noisy and unruly behavior, loud talking, unsolicited loitering or unpermitted?
- (x) Congregation, causing distraction and annoyance.
- (xi) Indulgence in alcohol, drugs and or other substances.
- (xii) Smoking.
- (xiii) Ragging.
- (xiv) Political activity.
- (xv) Any other activity deemed violating the regulations and repute of the college.


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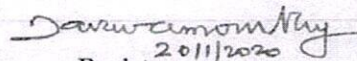
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MEDICAL COLLEGE & HOSPITAL
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MADAGADIPET, PUDUCHERRY-605 107.

It is informed to the Dean (Academic) by council that Policy (SOP) has to be framed regarding attending Quiz Programmes at other medical college by the Under Graduate students and to be circulated to all HOD's after approval by Director.

The meeting ended with vote of thanks.


Director
Chairman-College Council

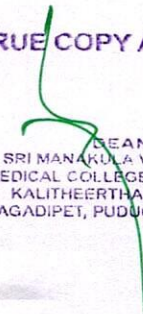

Deputy Director/Dean
Co-Chairman-College Council
20/11/2020

T. 
Registrar
Secretary-College Council
20/11/2020

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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Sri

MANAKULA



VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2020-21/1622(A)

Date: 19.11.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Thursday

19.11.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 19.11.2020 at 10.30 AM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. Amol Rambhau Dongre	Dean (Research)
3.	Dr. M. Pragash	Medical Superintendent
4.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
5.	Dr. Suriya Kumari. K.V.P.	HOD, Department of Anatomy
6.	Dr. Sivayogappa. S. Teli	HOD, Department of Physiology.
7.	Dr. Asmathulla. S	HOD, Department of Biochemistry
8.	Dr. Shanthini	HOD, Department of Pharmacology
9.	Dr. Erli Amel Evan	HOD, Department of Pathology
10.	Dr. R. Gopal	HOD, Department of Microbiology
11.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
12.	Dr. Mariappan Rajagopal	HOD, Department of ENT
13.	Dr. S. Neeth. P. Lazarus	HOD, Department of Anaesthesiology
14.	Dr. K. Neelakantan Viswanathan	Professor, Department of General Medicine
15.	Dr. R. Praveen	Assistant Professor, Department of TB & Chest
16.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
17.	Dr. K. Srinivasan	Professor, Department of General Surgery
18.	Dr. S. Arun	HOD, Department of Psychiatry
19.	Dr. A. Umamageswari	Associate Professor, Department of Radio Diagnosis
20.	Dr. Fathima Shanthini	HOD, Department of OBG
21.	Dr. P. Sanjay	HOD, Department of Dentistry
22.	Mr. T. Dhatchinamurthy, Secretary	Registrar

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Kalitheerthalkuppam, Madagadipet, Puducherry - 605107.

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

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Some members have raised a doubt whether we can call for examiners from outside for model examinations. It is unanimously decided that outside examiner are not necessary for conducting model examination in our Institution.

Agenda 8: To discuss about staff positioning and requirements of the Institution

Staff positions in the various departments were discussed in the meeting. Some of the Assistant Professor and Senior Residents in various departments have resigned their jobs due to their Bond service in Tamil Nadu State. Director informed that efforts are taken by management to recruitment Assistant Professor and Senior Resident in clinical department. He appealed to all the HOD's to also search for Assistant Professor and Senior Resident for their department and if anyone is ready to join, he will be appointed immediately.

Agenda 9 : Any other issue

(i) Disciplinary Action:

Dean (Academic) informed that the Deputy Warden, Boys Hostel has submitted written complaint to the Director stating that the four students involved in the incident happened on the midnight of 31st December 2019 indulged in various activities and playing music in the 1st year wing of the Hostel. They have also uttered abusing words against the warden when he questioned about playing music in the midnight of the hostel which caused much nuisance to the hostellers.

Based on the complaint received from the Deputy Warden of Boys Hostel for the incident took place in the midnight of 31st December 2019, the Director has called on the following students and got apology letter from them and instructed to vacate the hostel immediately pending disciplinary committee enquiry.

- | | | | |
|----|-------------------------|---|---------|
| 1. | Mr. Mohammed Thoufiq | - | CRRI |
| 2. | Mr. Kathir Kammu | - | CRRI |
| 3. | Mr. Varshith Isakapatla | - | II Year |
| 4. | Mr. Shaik Sameer | - | IV Year |

Mr. Varshith Isakapatla and Mr. Shaik Sameer had vacated the hostel on 03.01.2020. Since the two CRRI Trainees have not vacated the hostel, the Director has once again called and instructed to vacate the Hotel on 04.01.2020.

In spite of oral instruction of the Director, these two CRRI Trainees have disobeyed the orders of the Director and not vacated the Hostel. Hence written orders were issued (no. SMVMCH/DO/CRRI- Enquiry/21/2020 dated 06.01.2020), stating that their hostel facilities are withdrawn and they are instructed to vacate the hostel immediately and report to Director Office

The Disciplinary Committee meeting was conducted on 7th January 2020.

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MEDICAL COLLEGE AND HOSPITAL
KALITHEERTHUR, CHENNAI
MADAGADIPEI, POSTAL CODE 600 107

The Disciplinary Committee has enquired the two students and two CRRI Trainees involved in the incident on 31st December 2019.

On conclusion of the enquiry conducted on 07.01.2020, the Disciplinary Committee has unanimously recommended to awarded the following Punishment to the students and CRRI Trainees

Sl. No.	Name of the Student .	Punishment recommended
1.	Mr. Varshith Isakapatla, II MBBS	Since, he is only witnessing the unlawful activities of the other persons on the midnight of 31 st December 2019, he is severely warned and not to commit any mistakes in future
2.	Mr. Shaik Sameer, IV MBBS	Since he is repeatedly involved in such activities, he is expelled from the Hostel with immediate effect.
3.	Mr. Mohammed Thoufiq, CRRI	Since they are disobeying the orders of the Director and behaved in an indiscipline manner on the midnight of 31 st December 2019, their insubordination cannot be tolerated. Hence, they are suspended from CRRI for one month besides expelled from the Hostel.
4.	Mr. Kathir Kamrau	

The Disciplinary Committee further decided that the parents of the above noted students and CRRI Trainees may be called on to the office and intimated to them about the insubordination and indiscipline behavior of the students at Sl. No. 2,3 & 4 and the punishment awarded to them and severe warning given to student at Sl. No. 1 not to repeat any such mistakes in future.

The College Council has approved the recommendations of the Disciplinary Committee in the incident happened on the midnight of 31st December 2019.

(ii) Student's Quiz Programme:

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MEDICAL COLLEGE & HOSPITAL
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7.	Paediatrics	Dr. T. Kanimozhi
8.	Psychiatry	Dr. S. Arun
9.	Radio Diagnosis	Dr. A. Umamageswari
10.	Community Medicine	Dr. M. Rajalakshmi
11.	Anatomy	Dr. N.A. Priyadharshini
12.	Physiology	Dr. Mangani Mangalavalli. S
13.	Microbiology	Dr. R. Udhayasankar
14.	Pathology	Dr. G. Ramya
15.	Pharmacology	Dr. Nishanthi. A
16.	Orthopaedics	Dr. Sathyanarayanan. P
17.	Anaesthesiology	Dr. Dinesh Babu. D
18.	Forensic Medicine	Dr. Ganesh. R
19.	Pulmonary Medicine	Dr. Antonious Maria Selvam. S
20.	DVL	Dr. M. Krithiga
21.	Dentistry	Dr. Sanjay.P

Agenda 5: To discuss about the curriculum and syllabus of under Graduate and Post Graduate

The Deputy Director and Dean has stated that lesson plan for complete 1st year MBBS CBME topics (sessions) has to be prepared by the respective departments. Exchange of theory classes by Faculty member within the department has to be notified to the Director office. Any modification in the Time Table to be intimated at the earliest.

The Deputy Director and Dean has also suggested that the Log Book of the students has to be devised with suitable addition and deletion in the MCI proposed Log Book. The students should maintain one Log Book subject-wise or phase-wise for each year has to be finalized. He also told that, the Examinations pattern for CBME was discussed at the University meetings and preparation of model Question Papers was discussed in Board of Studies recently.

Further, he informed that the examination pattern of the Board of Governors in Supersession of Medical Council of India, New Delhi to be communicated to the University for information. He has also stated that we can adopt the revised exam pattern from now onwards for PG students. He requested to all HOD's to go through new PG Curriculum available in the MCI Website for 2019-20, 2020-21 and 2021-22 and also the latest standard assessment form of their department and plan the special clinic in the department.

Agenda 6: To approve the guidelines for Internal Assessment Examination question paper setting

The guidelines for Internal Assessment Examination will be prepared by Dean Academic and also formulate the Question Papers pattern in view of university pattern for the examination

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The Question Papers to be prepared by the respective department and submitted to Dean (Academic) in advance before the scheduled Internal Assessment Examination.

Internal Assessment	-	
2 nd , 3 rd & 4 th MBBS	- Duration 90 Mins	- 8.45 to 10.45 AM
Pondicherry University Pattern	- LAQ	- 10 Marks
	- SAQ	- 6 Marks
1 st MBBS	- Duration 180 Mins	- 8.30 to 11.30 AM
Pondicherry University Pattern	- MCQ	- 20 Marks
	- LAQ	- 30 Marks
	- SAQ	- 50 Marks

Question papers have to be prepared by the Senior Faculty members of the department on rotation. It should be kept confidential.

Blue Print - Ambiguous questions and grammatical mistakes have to be avoided. Algorithm to be prepared by the Senior Faculty in turn. The Head of the Department has to check and review the rules framed. We can also obtain the Feedback from the students about the question papers. Question bank should be maintained in every department. Methodology adopted to set the question papers to be formulated. The Head of the Department should check and approve the question papers before forwarding to Dean (Academic). We have to adopt a uniform pattern for setting question papers.

The Deputy Director and Dean has informed that it is planned to conduct a CME on how to frame MCQ's next week for 1st and 2nd year faculty and for 3rd and 4th Year will be conducted sometimes later.

Agenda 7: To discuss & finalize the PG model examination time table and preparation holidays schedule

The Deputy Director and Dean has informed the tentative University Exam Schedule for PG students as per the University Calendar is

Theory Examination will commence from	-	4 th May 202
Practical examination will commence from	-	19 th to 21 st May 2020
Study leave for students from	-	21 st March 2020 onwards

All Model Examinations are to be conducted as per the following schedule.

Theory Examination	-	23 rd , 24 th , 25 th & 27 th March 2020.
Practical Examinations	-	31 st March 2020 to 3 rd April 2020 (On any day)

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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. Amol Rambhau Dongre	Dean (Research)
2.	Dr. Girija. S	Deputy Medical Superintendent (Medical)
3.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
4.	Dr. Shivayogappa S. Teli	HOD, Department of Physiology
5.	Dr. Atul Mukul Bage	HOD, Department of ENT
6.	Dr. P. Sanjay	HOD, Department of Dentistry
7.	Dr. Arul Kumaran. A	HOD, Department of Paediatrics

The meeting was chaired by Dr. D. Rajagovindan, Director, Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomed all the members and requested the Deputy Director and Dean to proceed with the agenda of today's meeting

Agenda 1: Review of previous minutes of meeting

Dr. R. N. Kagne, Deputy Director and Dean wished all the members and read the previous minutes of the meeting. The Minutes of the previous meeting was confirmed by the members.

Agenda 2: To approve the reconstitution of committees and its member

Dr. R.N. Kagne, Deputy Director & Dean read the constitution of the various Committees in existence one by one and delete the members who have left the Institution on resignation/superannuation from services in some of the Committees and substitute the new members in lieu of the old members as suggested by the committee. All the 54 Committees were reviewed by the Council and approved the new reconstitution of the Committees.

Agenda 3: To brief and discuss about the NABH Accreditation status and its progress

The Deputy Director & Dean has requested the Medical Superintendent to inform the Council about the NABH Inspection conducted and the present accreditation status and its progress.

Dr. M. Pragash, Medical Superintendent has briefly explained the proceedings of the final level pre-assessment inspection conducted by three Assessors of the NABH on 16th November 2019 and 17th November 2019. He said, the Assessors had highly appreciated the cleanliness in the Hospital. They have also expressed the commitment of the top Management towards the Quality Improvement is commendable.

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The Assessors have furnished 73 deficiencies observed during the pre assessment in our Hospital and three months time has been allowed to rectify the deficiencies. Out of 73 deficiencies 21 deficiencies has since been attended and the remaining 52 deficiencies are to be attended before 15th February 2020. It is pointed out by the Assessors that the documentation was not upto the mark and this area has to be concentrated and to improved much by the clinical departments.

They have also pointed out that some of the prescriptions to the patients are written by the Staff Nurses. This practice should be stopped immediately. All the prescriptions have to be written and signed only by the Doctors and not by the Staff Nurses. The Discharge Summary of the In-Patients must be prepared and contain the signature of the Medical Officer along with name and registration number stamp (seal).

Annual Health Check up of all the employees of this Institution should be done without any omission and the certificate of the Medical Officer should be filed in the respective Personal file of the employees both teaching and non-teaching staff.

Agenda 4: To brief and discuss about the NAAC Accreditation status and its progress

The Deputy Director & Dean has requested the Dean (Academic) to briefly explain the status of NAAC Accreditation work and its progress to the Council. Dean (Academic) said, that the Inspection would be conducted soon latest by the middle of February 2020. He informed that 51 points covering the major aspects of the NAAC Accreditation process supplied to all the Heads of the Departments in the prescribed form are ready.

The Head of the Departments only has to present the records and answer to the queries of the NAAC Assessors at the time of Inspection. Additionally, one department coordinator has to be nominated in the Department who is conversant with all the records relating to the Department and who can assist the HOD. The Junior Assistant in the Department must also be able to know all the records so as to assist the HOD/department coordinator at the time of presentation to the NAAC Assessors. If any doubts are there to be cleared please contact Dr. Kalaiselvan (NAAC Coordinator).

The following department coordinators are nominated by the HOD's for presentation of records at the time NAAC Assessment.

Sl. No	Name of the Department	Name of the Coordinator
1.	General Medicine	Dr. Suresh Babu
2.	General Surgery	Dr. M. Rajavel
3.	Ophthalmology	Dr. A. Sripal
4.	Obstetrics and Gynaecology	Dr. K.S. Veena
5.	Bio Chemistry	Dr. Rajeshwari
6.	ENT	Dr. Santhanakrishnan

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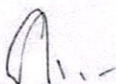
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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKURPAM,
MADAGADIPET, PUDUCHERRY-605 107.

Agenda 6: To discuss about upcoming Post Graduate Pondicherry University Examination

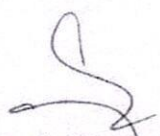
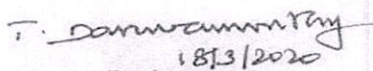
The Dean has stated that the Pondicherry University has issued schedule of examination for PG students starting in the last week of April 2020. The Post Graduate University examination schedule was preponed by the Pondicherry University, Puducherry. We suggested not to preponed the examinations as requested by the postgraduate students of our institute and also requested the University to reschedule the examination in the first week of May 2020. Our suggestion has been accepted and the Post Graduate exam schedule was modified.

Accordingly, the Controller of Examinations, Pondicherry University has issued revised time table for theory and practical examination commencing from 04.05.2020 in his letter No. PU/Exam/M-E5/2020 dated 06.03.2020.

Renewal recognition inspection for MD, Biochemistry, MD, Community Medicine and MD, Pharmacology and recognition inspection for increase in seat for MD, Anaesthesiology, MS, Orthopaedics and MD, General Medicine will be as per the practical examination schedule of Pondicherry University.


Director

Chairman-College Council


Deputy Director/Dean
Co-Chairman-College Council
18/3/2020
Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality & Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical) / (Surgical)
- (ix) All the HODs
- (x) File.

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

Sri**MANAKULA****VINAYAGAR****Medical College and Hospital**

No. SMVMCH/DO/College Council Meeting/2019-20 / 5353

Date: 20.01.2020

COLLEGE COUNCIL MEETING MINUTES**Venue :- Council Hall (College Block)****Thursday- 09.01.2020**

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 09.01.2020 at 11.00 AM. The following Members of the Council attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. Suriya Kumari.K.V.P.	HOD, Department of Anatomy
6.	Dr. Gopal.R.	HOD, Department of Microbiology
7.	Dr. Asmathulla. S	HOD, Department of Biochemistry
8.	Dr. R. Meher Ali	HOD, Department of Pharmacology
9.	Dr. Erli Amel Evan	HOD, Department of Pathology
10.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
11.	Dr. Badrinath A.K.	HOD, Department of General Medicine
12.	Dr. Balakrishnan. V	HOD, Department of General Surgery
13.	Dr. Farthima Shanthini	HOD, Department of OBG
14.	Dr. Kuppusamy. K.	Professor, Department of Paediatrics
15.	Dr. S. Arun	HOD, Department of Psychiatry
16.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
17.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
18.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
19.	Dr. Umamageswari. A.	Associate Professor, Department of Radio Diagnosis
20.	Dr. Suguna. E	Associate Professor, Department of Community Medicine

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The Director suggested to get input from the HODs after holding discussion on the 32 items of deficiencies and then consult the consultant for finishing the final reply to the NABH. The Director has requested the HODs that the compliance given to the NABH should be scrupulously followed.

Agenda 3: To Brief about NAAC Accreditation

Deputy Director cum Dean informed the NAAC Coordinator, Dr. G. Kalaiselvan to proceed with the agenda 3 of today's meeting. Dr. G. Kalaiselvan, has informed the Council members that the inspection of the NAAC Assessors was conducted smoothly on 2nd and 3rd March 2020. The Assessors awarded low marks in certain areas and there was technical problems while feeding the data to the NAAC for which we are going to appeal to the NAAC with supporting documents.

Agenda 4: To discuss about CBME

The Deputy Director cum Dean has stated that the clinical department should prepare session plan and slide for the horizontal and vertical integration topics in consultation with the other departments. He requested to the Dean (Academic) to chalk out a plan for integration of the subjects with an idea to avoid repetition of the topics in various departments.

MCI has prescribed the Log Book for the undergraduate students. Phase wise common Log book has to be prepared by the Dean (Academic) in consultation with the head of the departments.

Agenda 5: To discuss about COVID 19

The Deputy Director cum Dean has informed that our Union Territory of Puducherry is in far better position than the other States of India and so far no positive case of COVID 19. The OPD patients should be made aware of the COVID 19 and tell them about the preparedness our hospital.

He said, our office is receiving the Government orders directing us to help them to overcome this COVID 19 Pandemic. The COVID 19 team of faculty members and staffs of our Institution was prepared as per direction of Govt. of Puducherry as detailed below.

	Member
Nodal Officer	Dr. V. Vinayagamoorthy, Community Medicine
Team Members	Dr. R. Nithyaraj, Emergency Medicine
	Dr. J. Sathyanarayanan, General Medicine
	Dr. r. Praveen, Respiratory Medicine
	Dr. T. Barath Kumar, Paediatrics
	Dr. K.S. Veena, OBG
	Dr. T. Mangaiyarkarasi, Microbiology
Team for collection of throat swab	
Microbiologist	Dr. Udhya Shankar
	Mrs. Mohana
HIC Nurse	Mrs. Sudha
	Mrs. Jeeva
	Ms. Rajasree
	Mr. Kathik
Lab Technician	Mr. Praveen Kumar

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The Government informed to send the students to toll gate and postgraduate and interns were posted without informing Dean or Director. Nodal officer is instructed to inform the higher authorities and also update about the discussions of meetings conducted by the Government of Puducherry in relation to Conona Virus Pandemic.

The Medical Superintendent has stated that State Government has sent a team for inspection to our Hospital about the arrangements made for a separate isolation ward with number of beds. Also the preparedness of the doctors attending the COVID 19 patients, stocking of required medicines, equipments, N95 mask, Triple layer mask, PPE Kit and disposable gloves etc.

We are having a separate isolation ward in the fourth floor having ten beds. As per the Government direction one ventilator is to be earmarked for each Corona Patients. The entry and exit of the patients are made separately in the Hopital.

We have received communication from Government of Puducherry in regard to preparedness to tackle the ongoing Corona Virus Pandemic and also for conducting mock drill. The mock drill has to be video recorded for transmission to Ministry of Health and Family Welfare, New Delhi.

Suspected patients have to be identified and admitted in the isolation ward for treatment. It is also mentioned that as and when required we shall extend our service to Government of Puducherry. We are well equipped for prevention of the Corona Virus Pandemic in our Hospital.

Dr. Amol Rambhu Dongre, Dean (Research) has suggested educating the hospital staff on hand wash and also instruct them to follow the principle of hand washing strictly at the work place. Dr. Jayasree, Deputy Medical Superintendent (Surgical) asked to discontinue the biometric attendance in view of Corona Virus Pandemic. It was decided to discontinue the biometric attendance with effect from 20.03.2020 until further orders and a circular to this effect will be issued to all concerned.

The Deputy Director cum Dean informed the Council members that the District Collector cum District Magistrate of Puducherry has issued an order on 17th March 200 that "In the wake of the Novel Corona (coooovi19) situation which has been declared as a Disaster under the provision of Disaster Management Act, 2005, has prompted this District Administration to take several preventive measures. Considering the public health, it is imminent to impose various restrictions under Epidemic Diseases Act, 1897 to prevent the spread of Novel Corona Virus. Accordingly, the following establishments are declared to be closed until 31.03.2020. Anganwadis, Schools & other Education Institutions/other training centers. The above restrictions shall be strictly adhered to failing which actions as deemed proper will be taken against the Establishment". He also informed that the Pondicherry University and JIPMER have declared leave for the students.

In view of the above order Director asked the council members to render their opinion whether we have to also close the college or not. All the council members unanimously decided to adhere to the order of the District Collector cum District Magistrate of Puducherry. But the Hospital will be functioning as usual.

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MANAKULA



VINAYAGAR

No. SMVMCH/DO/College Council Meeting/2019-20/577(A)

Date: 18.03.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Tuesday

17.03.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 17.03.2020 at 3.00 PM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. Amol Rambhau Dongre	Dean (Research)
5.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
6.	Dr. M. Pragash	Medical Superintendent
7.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
8.	Dr. Suriyakumari K.V.P	HOD, Department of Anatomy
9.	Dr. Asmathulla. S	HOD, Department of Biochemistry
10.	Dr. R. Meher Ali	HOD, Department of Pharmacology
11.	Dr. Erli Amel Evan	HOD, Department of Pathology
12.	Dr. R. Gopal	HOD, Department of Microbiology
13.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
14.	Dr. Badrinath A.K.	HOD, Department of General Medicine
15.	Dr. Fathima Shanthini	HOD, Department of OBG
16.	Dr. A. Murugan	HOD, Department of General Surgery
17.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
18.	Dr. S. Arun	HOD, Department of Psychiatry
19.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
20.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
21.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Dr. G. Gandhi	Professor, Department of ENT
24.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Special Invitee

Sl. No	Name of the Member	Designation
1	Dr. G. Kalaiselvan, NAAC Coordinator	Professor of Community Medicine

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Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
2.	Dr. Sivayogappa . S. Teli	HOD, Department of Physiology.
3.	Dr. Atul Mukul Bage	HOD, Department of ENT

The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcome all the members present and informed Deputy Director cum Dean to proceed with the agenda of today's meeting

Agenda 1: Review of previous minutes of the meeting

Dr. R. N. Kagne, Deputy Director cum Dean wish all the members and read the previous minutes of the meeting. He informed that the newly constituted Fifty four Committees were approved by the Governing Body in January 2020.

He said that, the Medical Superintendent has elaborately briefed the NABH Pre Assessment Inspection conducted by the Assessors of NABH and their appreciation of the cleanliness in our Hospital. All the 73 deficiencies observed during the Pre Assessment in our Hospital have since been attended and compliance Report furnished to NABH, New Delhi.

He said that, Dr. K. Karthikeyan, Dean (Academic) has informed the council that the NAAC Inspection was conducted smoothly on 2nd and 3rd March 2020. The NAAC Assessors have suggested for improvement in certain areas.

The Deputy Director cum Dean informed the Council that the Under Graduate curriculum for Clinical and Para Clinical were integrated. The Dean (Academic) has circulated the guidelines for internal assessment examination to all the Head of the Departments for information and adoption.

After briefing of the action taken on the agenda items on the previous meeting held on 09.01.2020, the Minutes of the previous meeting was confirmed by the Council members.

Agenda 2: To Brief about NABH Accreditation

Deputy Director cum Dean informed the Medical Superintendent to proceed with the agenda 2 of today's meeting. Dr. M. Pragash informed the Council that Compliance Report has been furnished for all the 73 deficiencies pointed out by NABH. The NABH has accepted our Compliance Report for 41 Items and requested to reply for the remaining 32 Items again. We have to modify our reply for those 32 Items, for which we have requested our Consultant for NABH to visit our College on 30th, 31st March and 1st April 2020. After modifying the reply for the 32 Items with the assistance of NABH Consultant we will submit to the NABH in the first week of April 2020. The Final Inspection will be in one month time after furnishing modified reply. Probably the final inspection is likely to be held in June/July 2020.

The Medical Superintendent requested all the HODs to monitor the case sheets of the patients and guide their subordinates for proper documentation wherever necessary.

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The Deputy Director cum Dean wish all the members and stated that the Corona Virus Pandemic spread overall the world and we have received many directive instructions from the Central and State Government to prevent the spread of Novel Corona Virus Disease COVID 19 . We are strictly following the guidelines issued by the Government of India and the Government of Puducherry in relation to Novel Corona Virus Disease COVID 19 .

He has requested the Medical Superintendent to explain the various measures taken in our Hospital to prevent the spread of Novel Corona Virus Disease COVID 19 Pandemic. Dr. M. Pragash, Medical Superintendent has briefly explained the prevailing situation on account of the Novel Corona Virus Disease COVID 19 and the measures taken by our Doctors in our Hospital, on the basis of the instructions received from the Central Government and the Government of Puducherry.

(i) The elective cases should be postponed as per the instructions of the Government. Dr. Manoharan. G. V, Professor of General Surgery said at present, we have only two elective cases already fixed for surgery and this could be done on the date fixed for Surgery. Henceforth, elective surgeries will not be done till 31.03.2020.

Dr. Balasubramanian, Professor of Anaesthesiology has informed that proper protection should to provide to the staff of Anaesthesiology Department to deal with the cases of Novel Corona Virus Disease COVID 19 .

The Medical Superintendent has stated that we are already taking precautions to deal with a Novel Corona Virus Diseases COVID 19 patients in our Hospital and all the faculty members are requested to extend the kind cooperation for implementing the measures suggested by the Government.

(ii) The Medical Superintendent has stated that isolation ward was separately formed in the fourth floor with 10 beds. As per the Instructions of the Director of Health and Family Welfare Services, Puducherry in his letter No. 3/DMS 2020/844 dated 20.03.2020, we have conducted a mock drill on 22.03.2020 starting from 9.00 AM. The video clipping of the proceedings are recorded and submitted to the Directorate of Health and Family Welfare Services, Puducherry.

(iii) As per the instruction of the Government, all the examinations/evaluations should be postponed to next month.

(iv) All the patients coming to the Hospital are to be screened first at the entrance booth and then sent to the OPD or Casualty. From casualty the suspected cases of COVID 19 will be sent to the Isolation Ward in the fourth floor. Now, the fourth floor is completely demarked to the Novel Corona Virus Disease COVID 19 patients.

During this emergency period, it is very difficult to perform journey for our residence to the hospital due the intervention of Police checking in too many places from Puducherry to the Hospital and from Villupuram to the Hospital. So, pass to be given to them. All the departments have form two teams to work five days each from 24.03.2020 to 27.03.2020 and 28.03.2020 to 31.03.2020. And we must also have a reserved team apart from the two teams. The reserve team also be called on as and when necessity arises. The staff working in the department has to arrange themselves for 24 Hours duty in this crucial period.

(v) As per the instructions of the District Magistrate, Department of Revenue and Disaster Management contained in order No. 20320/DRDM/PDDMA/2020 dated 20.03.2020, we have to adhere the following measures in the Private Medical Institutions.

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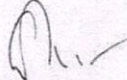
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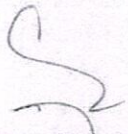
1. OPD of Dermatology Department (Skin), Orthopaedics, Ophthalmology, Physiotherapy, Psychiatry, Dental and evening OPD will remain closed. However, the doctors shall remain available.
2. All elective surgeries should be postponed
3. Visitors below the age of 15 years and above 60 years shall not be allowed.
4. Maximum of two visitors per patient be allowed

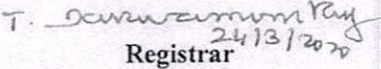
Based on the Government directions apart from the above measures we are adopting the following strategies in our Institution.

- (a) Any patients coming to the Hospital will be screened first in the reception and will be sent to the respective OPDs.
- (b) All stable patients should be discharges as early as possible and further new admissions are also to be restricted.
- (c) All elective cases of surgery shall be postponed till 1st April 2020.
- (d) Only emergency surgeries, dialysis and emergency angiogram shall be performed.
- (e) The entire fourth floor of our Hospital shall convert into isolation ward and one lift will be exclusively for 4th floor.
- (f) RHTC and UHTC shall remain closed during this period upto 1st April 2020.
- (g) Only one attendant will be allowed for an inpatients.
- (h) Post Graduate students and CRRI will be performing duty during this period without exception.
- (i) Pre and Para clinical department will be working form home during this period.

The meeting ended with vote of thanks.


Director
 Chairman-College Council

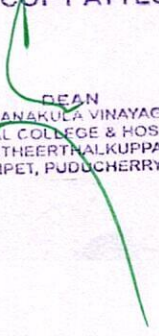

Deputy Director/Dean
 Co-Chairman-College Council
 24/3/2020


Registrar
 Secretary-College Council
 24/3/2020

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality & Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical) / (Surgical)
- (ix) All the HODs
- (x) File.

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Members involved for Mentoring

Sl. No	Name	Designation & Department of Curriculum Committee Members
1	Dr. R.N. Kagne	Dean, Professor & Department of Forensic Medicine
2	Dr. Soundariya.K	Professor & Department of Physiology (preclinical)
3	Dr. Ramya. G	Associate Professor & Department of Pathology (Paraclinical)
4	Dr. Karthikeyan.K	Dean (Academic), Professor & Head , Department of Dermatology (Medicine & allied disciplines)
5	Dr. Jayashree M	Professor & Department of OBG (Surgery & allied disciplines)
6	Dr. G.Kalaiselvan	MEU Coordinator Professor & Department of Community Medicine
7	Dr.Amol Dongre	Dean (Research), Professor & Head Department of and Community Medicine

Faculty involved for Training

Sl. No.	Name of the Resource Faculty	Designation and Department
1.	Dr.R.N.Kagne	Professor and Forensic Medicine
2.	Dr.K.Karthikayan	Professor and Dermatology, Venereology & Leprosy
3	Dr.Amol Dongre	Professor and Community Medicine
4.	Dr.G.Kalaiselvan	Professor and Community Medicine
5	Dr. Jayashree. M	Professor and Obstetrics & Gynecology
6	Dr.Soundaraya.K	Professor and Physiology
7	Dr.Suriyakumari.K	Professor and Anatomy
8	Dr.Asmathulla.S	Professor and Anatomy Biochemistry
9	Dr.Shivagoyapa Teli	Professor and Physiology
10	Dr.Ganesh .R	Assistant Professor and Forensic Medicine
11	Dr.Suguna. E	Associate Professor and Community Medicine
12	Dr. Vinoth.K	Assistant Professor and Psychiatry
13	Dr.Suresh. N	Assistant Professor and Anatomy

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VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2019-20 / 599(9)

Date: 24.03.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Monday

23.03.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 23.03.2020 at 10.45. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. Amol Rambhau Dongre	Dean (Research)
5.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
6.	Dr. M. Pragash	Medical Superintendent
7.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
8.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
9.	Dr. Sivayogappa . S. Teli	HOD, Department of Physiology.
10.	Dr. Asmathulla. S	HOD, Department of Biochemistry
11.	Dr. R. Meher Ali	HOD, Department of Pharmacology
12.	Dr. Erli Amel Evan	HOD, Department of Pathology
13.	Dr. R. Gopal	HOD, Department of Microbiology
14.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
15.	Dr. Badrinath A.K.	HOD, Department of General Medicine
16.	Dr. Fathima Shanthini	Professor, Department of OBG
17.	Dr. A. Murugan	HOD, Department of Orthopaedics
18.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
19.	Dr. Manoharan. G. V	HOD, Department of General Surgery
20.	Dr. S. Arun	HOD, Department of Psychiatry
21.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
22.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
23.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
24.	Dr. P. Sanjay	HOD, Department of Dentistry
25.	Dr. N.A. Priyadharshini	Associate Professor, Department of Anatomy
26.	Mr. T. Dhatchinamurthy, Secretary	Registrar

The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcome the members and stated at present extraordinary Council meeting is convened to discuss about how to prevent the spread of Novel Corona Virus COVID 19 Pandemic and what precautions we have to take in our Institution. He requests the Deputy Director cum Dean to brief about the impact of Novel Corona Virus Disease COVID 19 and the preparedness to prevent the COVID 19 in our Institution.

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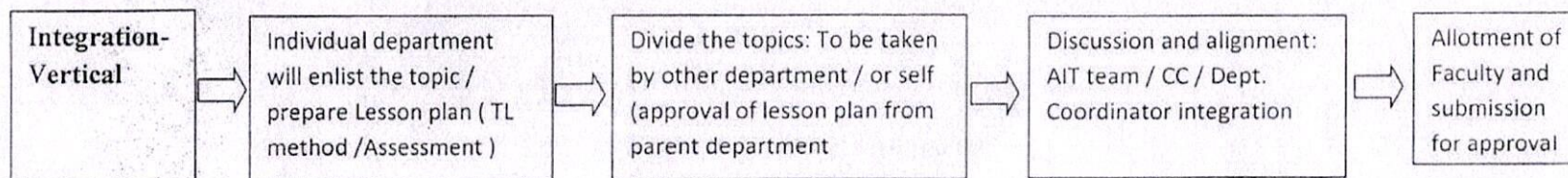
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CBME

Sl no	Activity	Task	Responsibility	Mentoring
1	Refinement of Time table	Refinement of Time table / Teaching learning methods	HOD and All Faculty	MEU
2	Clinical posting	Preparation of Time table Developing Lesson plan Developing Framework for Assessment: OSCE /OSPE? Mini CEX / etc	HOD and All Faculty	MEU
3	Integration- Horizontal / Vertical	Identification of topic and developing framework Discussion / Refinement / Finalizing the topic with concerned department / Allotment of faculty for the topic Preparation of lesson plan Developing Framework for Assessment	HOD and All Faculty and AIT	Phase wise coordinator from CC
4	Electives	Identification of topic Preparation of Curriculum Implementation plan	HOD and All Faculty	MEU
5	Skills Training and Assessment	Identification of Certifiable Procedural Skills Allotment of Topic Developing Framework for Assessment	HOD and All Faculty	Skills - MEU
6	Preparation of Question Bank	MCQ / SAQ / LAQ	HOD and All Faculty	MEU
7	Preparation of Log Book	-	HOD and All Faculty	CC
8	Assessment Plan: Formative and Summative	Alignment of overall Assessment Framework	HOD and All Faculty	MEU
9	PO-CO Mapping	-	HOD and All Faculty	MEU



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Training for Implementation of CBME

I	Teaching learning methods: Lecture, DOAP, Bed side teaching
II	Assessment
	MCQ writing workshop
	Designing SAQ / LAQ
	Teaching learning methods: DOAP
	OSCE / OSPE / Mini CEX / etc
III	Simulation Workshop
IV	CSIP -II
V	CO-PO mapping workshop
VI	E-learning workshop including LMS

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7.	Dr. K. Suryakumari	Professor, Department of Anatomy
8.	Dr. S. Asmathulla	Professor, Department of Biochemistry
9.	Dr. Shivayogapa Teli	Professor of Physiology
10.	Dr. R. Ganesh	Assistant Professor, Department of Forensic Medicine
11.	Dr. E. Suguna	Associate Professor, Department of Community Medicine
12.	Dr. K. Vinoth	Associate Professor, Department of Psychiatry
13.	Dr. N. Suresh	Assistant Professor, Department of Anatomy

Deputy Director & Dean has stated that for the 1st year Foundation course, we have to evaluate the programmes as per the modules issued by MCI. In August 2020, the Foundation course planning should be ready for the next batch.

CBME course details for II Year to final year MBBS to be planned in details like

- Log Book has to be prepared phase-wise I, II, III, IV.
- Semester time table and clinical posting to be prepared.
- Detailed planning for Elective subjects by superspecialty department.
- Workshop has to be conducted for the faculty members as FDP.

Every faculty must go through the MCI CBME documents particularly the manuals for better understanding to help in preparation, planning and execution of CBME.

Agenda 7: Applying for NABL Accreditation

The Deputy Director/Dean has informed to the members as per the instructions of the Chairman and Managing Director, we have to apply for NABL by July 2020. Hence, we have to start the preparatory work for applying to the NABL. Department of Biochemistry, Microbiology and pathology have to coordinate and start the preparatory work and collect materials for submission of application for NABL. The details of infrastructure, equipment and instrument requirement as per the NABL has to be checked and every department has to give the requirement.

Agenda 8: Applying to NIRF Ranking

The Deputy Director/Dean has informed that this year we have submitted our application to NIRF for ranking of our Institution at the eleventh hour with the available materials. Hence, we could not achieve the ranking in the NIRF. The Chairman and Managing Director desired that we have to collect the requisite materials and start the preparatory work for applying to the NIRF for next year in time.

Agenda 9: Applying fund for projects from the ICMR and similar funding agencies

In the NAAC accreditation inspection, it is pointed out that we are having very minimal number of the projects undertaken by the faculty members and students which are funded by Government and private agencies. This is much disproportionate to the number of faculty members working in the Institution. Effective steps have to be taken to obtain funds for submitting project proposal to the funding agencies like ICMR, RNTCP, etc as suggested by the NAAC committee. Hence, all the faculty members in the departments have to be appraised and requested to prepare and submit the project

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proposals for onward transmission to the funding agencies. Our institution has also earmarked funds for research and project to the extent of Rs.10,00,000/- (Rupees Ten lakh only). Financial assistance will also be provided to the Project undertaken by the faculty members and students from the Research Fund on the recommendation of the Research Committee already constituted for this purpose.

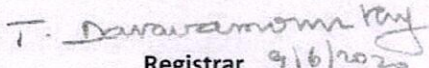
Agenda 10: Imparting training to the all category of staffs

The Deputy Director/Dean has explained training for all categories of employees are quite essential to improve their quality of work which will be beneficial both for staff and the institution. Since we are having limited clinical work during the COVID 2019 Pandemic period, we shall chalk out the training programme for all categories of staff in a phased manner to impart adequate essential training to the staff.

The Deputy Director/Dean has informed to the members that the research work have to be monitored by the HOD/Research Committee. Weekly once meeting has to be conducted on Friday at 11.00 am to discuss about the progress of work for the various activities (Research, NAAC, NABH, NABL and CBME) and submit the consolidated report at the end of month to the Chairman and Managing Director for kind perusal.

The meeting ended with vote of thanks.

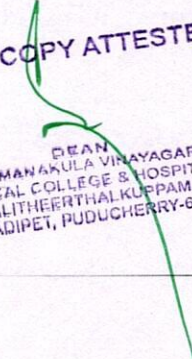

Deputy Director/Dean
Co-Chairman-College Council
9/6/2020


Registrar 9/6/2020
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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Agenda 5: The NABH remaining queries to be answered for final NABH Accreditation inspection

The Deputy Director/Dean has requested the Medical Superintendent to appraise the status of NABH final accreditation. Dr. M. Pragash, Medical Superintendent has briefly explained the current status of NABH work. Out of 73 queries raised by the assessors, we have answered for all deficiencies. Still there are 32 deficiencies pointed out by the assessors are pending for compliance. To comply with the deficiencies, we have to take the following steps

- a) We have to impart training for Post Graduate students and Interns on proper documentation.
- b) Re-training programme to be chalked out and conducted in June & July 2020.
- c) Re-training programme for all the category of employees of the Institution has to be completed by July 2020.
- d) We have to concentrate more in the preparation of documents such as case sheet preparation duly complying the instructions of the assessors by supplying omissions in the case sheet by the PGs and APs.
- e) To fulfill the deficiencies, the following strategies to be implemented in our Institution from 1st June 2020 onwards.
 - (i) The OP/IPs and OTs will be functioning normally as in the pre-COVID 2019 days.
 - (ii) Health Checkup of the faculty members has to be completed immediately. The Medical Board has to be constituted to complete the Medical Checkup of the faculty members which is an ideal procedure as suggested by Dr. A.K. Badhrinath, HOD, Department of General Medicine instead of faculty members going to each department for checkup. Medical checkup schedule for faculty members to be prepared to complete the checkup and issue medical certificate for individual faculty members.
 - (iii) The work manual prepared on 20th May 2020 for safety during COVID 2020 has to be uploaded in the College website. All the employees shall abide by the instructions contained in the manual.
 - (iv) Regular surgeries have to be done keeping in mind the guidelines of the COVID 2019 such as social distance, working pattern etc. and the patients coming from containment areas and non-containment areas have to be dealt with as per the guidelines.
 - (v) The Biometric attendance will be resumed with be effect from 1st June 2020. To register the biometric by the employees on entry and exit after taking adequate hand hygiene measures. Hand sanitizer will be provided at the biometry point.
 - (vi) All the employees have to perform their duties on full time basis. Department performing shift duties will follow 12 hours shift period until further order. Transportation facilities will be provided during these shift timings.
 - (vii) All the infrastructure required for NABH accreditation have to be provided as per norms and then only we can apply to the Inspection for NABH final accreditation.

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Agenda 6: Curriculum Based Medical Education in our Institution

The Deputy Director/Dean has requested Dr. G. Kalaiselvan, Professor of Community Medicine to brief the members about the revised Curriculum for MBBS students to be implemented in our Institution for the academic year 2020-21.

Dr. G. Kalaiselvan has briefly explained the activity, task, responsibility and monitoring of the revised Curriculum for MBBS students to be implemented from the academic year 2020-21. The details are furnished in the **ANNEXURE**.

He has also chalked out the training programme for implementation of Curriculum Based Medical Education as detailed below.

I	Teaching learning methods: Lecture, DOAP, Bed side teaching
II	Assessment
	MCQ Writing workshop
	Designing SAQ/LAQ
	Teaching learning methods: DOAP
	OSCE/OSPE/Mini CEX/etc
III	Simulation Workshop
IV	CSIP-II
V	CO-PO mapping workshop
VI	E-learning workshop including LMS

He has also informed that the members involved for monitoring the CBME and faculty involved for training as detailed below.

Member involved for Monitoring		
Sl. No.	Name	Designation and Department of Curriculum Committee members
1.	Dr. R.N. Kagne	Dean & Professor of Department of Forensic Medicine
2.	Dr. K. Soundariya	Professor of Department of Physiology (Preclinical)
3.	Dr. G. Ramya	Associate Professor of Department of Pathology (Para-clinical)
4.	Dr. K. Karthikeyan	Dean (Academic), Professor & HOD of Department of DVL (Medicine & allied disciplines)
5.	Dr. M. Jayashree	Professor of Department of OBG (Surgery & Allied Disciplines)
6.	Dr. G. Kalaiselvan	MEU Coordinator Professor of Department of Community Medicine
7.	Dr. Amol Dongre	Dean (Research), Professor & Head of Department of Community Medicine
Faculty involved for Training		
1.	Dr. R.N. Kagne	Professor, Department of Forensic Medicine
2.	Dr. K. Karthikeyan	Professor, Department of DVL
3.	Dr. Amol Dongre	Professor, Department of Community Medicine
4.	Dr. G. Kalaiselvan	Professor, Department of Community Medicine
5.	Dr. M. Jayasree	Professor, Department of Obstetrics & Gynaecology
6.	Dr. K. Soundariya	Professor, Department of Physiology

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Members Absent:

Sl. No	Name of the Member	Designation
1	Dr. D. Rajagovindan, Chairman	Director
2	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)

Dr. R.N. Kagne, Deputy Director and Dean welcomes the members present.

Agenda

1. Routine functioning of the College and Hospital during the month of June 2020.
2. Payment of salary of staff for the month of June 2020.
3. Preparatory work for freshly applying for NAAC Accreditation after completion of one year duly cancelling the existing grade of B+.
4. Paper publication by the faculty members.
5. The NABH remaining queries to be answered for final NABH Accreditation Inspection.
6. Curriculum Based Medical Education in our Institution.
7. Applying to NABL accreditation.
8. Applying to NIRF Ranking.
9. Applying fund for projects from the ICMR and similar agencies
10. Imparting training to the all category of staffs.

Agenda 1: Routine functioning of the College and Hospital during the month of June 2020

The Deputy Director/Dean has conveyed the decision of the Chairman and Managing Director that the College and Hospital has to perform routine function during the month of June 2020. The employees are eligible to get the full salary for the month of June 2020 subject to secure full attendance by performing work on all the working days. If anyone not able to attend duty, he/she can apply for eligible leave i.e., CL/EL/LOP if no leave is available at credit.

Agenda 2: Payment of salary of staff for the month of June 2020

The salary for the staff will be claimed fully subject to secure full attendance and make payment of 50% in first week of July by deferring the remaining 50% payment later when the financial position is improved.

Faculty members have to earn regular attendance. If they are having duty off, that can be availed within one month. Due to COVID 2019 pandemic, the number of patients attend OPD would be nominal and there is not much work in the Hospital side. During this pandemic period, the pending works will have to be cleared by the faculty members as decided by the Chairman and Managing Director.

Agenda 3: Preparatory work for freshly applying for NAAC Accreditation after completion of one year duly cancelling the existing grade of B+

It is informed to the Council members that we have got B+ grading in the NAAC Accreditation inspection held on 2nd and 3rd March 2020. The Chairman and Managing Director desired to apply freshly for NAAC Accreditation after one year from the existing grading awarded duly cancelling the B+ grade. Hence, from now onwards we have to prepare the materials for NAAC Accreditation to be

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applied in next March 2021. All concern are requested to start preparatory work for the NAAC Accreditation from now onwards especially during the COVID 2019 Pandemic period when there is not much work load.

The documents relating to personal data for NAAC have to be prepared and submitted to Director Office. Google form for furnishing personal data is going to be devised and circulated to all head of the Departments. All the faculty members have to filled in the Google form and submit to the Director Office through the Heads of the Departments.

Agenda 4: Paper publication by the faculty members

It is stated that during the last NAAC Inspection held in March 2020, the Principal Assessor has pointed out that the number of publications made are not adequate commensurate with the number of faculty members working in this Institution. Hence, each faculty member has to publish one paper each month for the month of June & July 2020 so that we can achieve the target before applying for fresh NAAC Accreditation in March/April 2021.

The faculty members can utilize the free time due to COVID 2019 Pandemic and publish atleast two papers during the month of June & July 2020. Also, all faculty members are requested to publish more number of papers from July 2020 to February 2021.

The Dean (Research) has informed to the members that the following measures have to be taken for publication of papers in the Journals

- a. It is decided to conduct one workshop for preparation of papers for publication in National and Internal Journals. In the workshop, it would be taught how to write the papers for publication.
- b. Each faculty member should prepare one paper either as 1st author or 2nd author.
- c. The thesis prepared by the third year PG students for the ensuing examination to be held in June/July 2020 has to be considered for drafting and sending for publication in reputed Journals after getting consent from the students concerned.
- d. Review articles and case reports prepared by the faculty members are also to be sent for publication in the Journals.

The Dean (Academic) has suggested that orientation programme has to be conducted to Faculty members to appraise them how to write the articles (Papers) for publication in the Journals by the Research Committee already constituted.

We may give the following instructions to the Post Graduate students in connection the preparation of case reports/completion of their Log Book.

1st Year PG students - At least one case report or short study to be prepared and submitted.

2nd year PG students - Short studies for three months and case presentation to be made every month and also they have to do educational research and submit the reports.

Now, there are 150 Post Graduate students studying in our Institution. Hence, there must be a minimum of 150 publications from the PG students.

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Nine (09) original articles and six (06) to eight (08) case reports have been prepared and available in the department. These papers and reports have to be scrutinized and then send to the Journals for publications. The Deficiencies pointed out by the NAAC Committee have been rectified.

Department of Forensic Medicine

Dr. R.N. Kagne, Deputy Director/Dean cum Professor, Department of Forensic Medicine has informed that the integration of syllabus work could be completed during next week. Dr. Ganesh, Resident Medical Officer cum Assistant Professor has published one original article in the journal.

Deputy Director/Dean said, online talk with the II year, III Year and Final Year student's parents is planned. The Head of the Departments have to brief about the online training (classes and IA examination) process to them. Some of the HODs have expressed their non-availability on Sunday to hold the online discussion with the parents. Then it was decided to have the online talk with the parents as detailed blow.

II Year student's parents on Saturday the 6th June 2020.

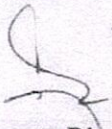
III Year student's parents on Monday the 8th June 2020 from 10.00 to 11.00 AM and Final year student's parents from 11.00 AM to 12.00 Noon.

The Deputy Director/Dean has expressed his personal opinion about gearing up the staff members to complete the assigned work during the lean period of CoViD 19 Pandemic. We are now experiencing new way for developing the Institution by means of giving the target and its achievements.

He said that it is really appreciable to note that the Head of Departments are well informed and the progress of the assignment given to the Departments are being achieved in time. Integration in the departments are going on well. We have to overcome the difficulty if any and it is found that much interest is developed by the faculty members to achieve the target. Curriculum Based Medical Education programme have to be completed by the end of July 2020.

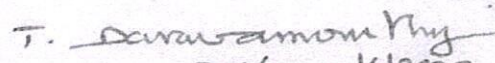
The efforts taken by all the departments to achieve the target are very much appreciated by the College Council.

The meeting ended with vote of thanks.


Deputy Director/Dean

Co-chairman-College Council

10/6/2020

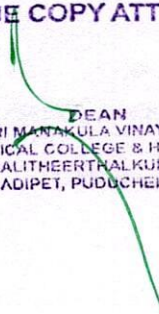

Registrar 10/6/2020

Secretary-College Council

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- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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No. SMVMCH/DO/College Council Meeting/2020-21/195

Date: 09.06.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Saturday

30.05.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 30.05.2020 at 11.30. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. Amol Rambhau Dongre	Dean (Research)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
6.	Dr. Deepa Somanath	Assistant Professor, Department of Anatomy
7.	Dr. Sivayogappa . S. Teli	HOD, Department of Physiology.
8.	Dr. Asmathulla. S	HOD, Department of Biochemistry
9.	Dr. R. Meher Ali	HOD, Department of Pharmacology
10.	Dr. Erli Amel Evan	HOD, Department of Pathology
11.	Dr. R. Gopal	HOD, Department of Microbiology
12.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
13.	Dr. Badrinath A.K.	HOD, Department of General Medicine
14.	Dr. Fathima Shanthini	HOD, Department of OBG
15.	Dr. Atul Mukul Bage	HOD, Department of ENT
16.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
17.	Dr. V. Balakrishnan	HOD, Department of General Surgery
18.	Dr. S. Arun	HOD, Department of Psychiatry
19.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
20.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
21.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar
	Special Invitee	
24.	Dr. G. Kalaiselvan	Professor of Community Medicine

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As regards research, it is proposed to conduct workshop from 9th to 12 June 2020 to impart training/guidance to the faculty members on how to write an articles. Orientation training has to be organized for the faculty member to refresh and equip themselves well in their respective field.

Department of Paediatrics

Dr. Arulkumaran, HOD, Department of Paediatrics has suggested that lectures would be conducted to the faculty members about the preparation of the research articles for publication. Meeting was conducted in the department of Paediatrics and the faculty members were informed about the importance of publication of original papers which was insisted by the NAAC in the last assessment held in March 2020.

The workshop proposed to be conducted in the department of Community Medicine would be immensely helpful to all the faculty members for preparation of the original research articles. Short term studies are encouraged to the PG students in the Department of Paediatrics.

Department of ENT

Dr. Atul Mukul Bage, HOD, department of ENT has informed that, paper publication by the faculty members of his department will be made during July 2020. PG students are instructed to write article for publication in the Journals. As regards NABH, documents have already completed in his department.

Department of General Surgery

Dr. V. Balakrishnan, HOD, Department of General Surgery has informed that the staff meeting was conducted in the department and appraised about the preparation of documents/NAAC/NABH and writing of original article for publication in the journals. Soft Copy of the thesis of the PG students will be collected by the faculty members for their preparation of research articles.

Department of Ophthalmology

Dr. P. Nallamuthu, HOD, Department of Ophthalmology has informed about the segregation of the classes assigned to the students for a year and regrouping it. Lesson plan is under preparation and would be completed before the end of the month.

In regard to publication, one paper is ready for publication in the Ophthalmology Department. Final year PG students of Ophthalmology Department were asked to write the article for publication in the journals. Prescriptions to the patients are being written in Capital Letter in the Ophthalmology Department.

Department of Orthopaedics

Dr. M. Pragash, Professor of Orthopaedics has informed that faculty members are working on the Lesson plan. It is stated that pending case sheets were completed by the department. Research papers on Thesis of the PG students were published in the department till 2014. Due to lack down period, papers could not be submitted for publication in the Journal

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Department of Dentistry

Dr. P. Sanjay, HOD of Dentistry Department has informed that the relevant datas are collected and entered in the software.

Department of Pulmonary Medicine

Dr. S. Yuvarajan, HOD of Pulmonary Medicine Department has informed that Time Table for the current year has been prepared. Guest Lectures and Seminars have been organized by the students and they are actively participated. Integrated part of syllabus has been discussed with other departments and finalized. Review articles and original research papers were published in the journals. For purpose of NAAC and NABH, two research papers would be completed in the month of September 2020.

Department of Psychiatry

Dr. S. Arun, HOD of Psychiatry Department has informed that staff members of the Department have planned for the integration of the syllabus. One case report was prepared by a PG student. Final year Post Graduate students were asked to submit one case report.

Department of Biochemistry

Dr. S. Asmathulla, HOD, Department of Biochemistry has informed that one original paper was submitted by the PG student which is under scrutiny for sending to journal for publication. Another paper was submitted by a faculty member. All the faculty members are advised to submit atleast one paper by the end of this month.

Annual training programme was chalked out in respect of Biochemistry department and would be submitted for approval. HOD has further informed that online inspection is going to be held. One PG student is going to appear for the examination. Final year thesis was submitted by a student and the same was corrected and submitted to the Pondicherry University.

Revision of the portions for the UG students is being carried out and would be completed by the middle of June 2020.

Department of Physiology

Dr. Shivayogappa. S. Telli, HOD, Department of Physiology has informed that online classes are being conducted to the PG students by the faculty members of the Physiology Department. Faculty members are requested to prepare the original research paper for publication. Necessary data are available and paper has to be prepared based on the available data by the faculty members.

Department of Dermatology, Venerology and Leprosy

Dr. K. Karthikeyan, Dean (Academic) cum HOD, Department of DVL has informed that Lesson plans and Time Table have been prepared for the academic year 2020-21 in respect of the department of DVL. Skills training and assessment schedule has also been prepared.

In regard to NAAC, the faculty members are requested to prepare the relevant documents beyond the year 2018 for purpose of applying fresh NAAC assessment in the next year 2021. Department of DVL has coordinated with Microbiology for integration of syllabus for the year 2020-21.

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Agenda

1. Review of the agendas of the previous meeting held on 30.05.2020
2. Briefing about progress of work related to CBME, NAAC, NABH, NABL, Academic and Research activities by each department HOD.
3. Any other item raised by the members.

He reviewed the agendas of the previous meeting and briefly informed the members about the implementation of Curriculum Based Medical Education in our Sri Manakula Vinayagar Medical College and Hospital in each Phase. He has also informed that the Medical Council of India, New Delhi documents has been sent to the head of the departments and all the faculty of the department through email. He requested to go through the entire documents of the Medical Council of India, New Delhi. The HOD has to develop CBME curriculum based teaching schedule document for their department after holding multiple interactions with all staffs in the department.

First of all, the **Department of General Medicine** was taken up for discussion.

Dr. A.K. Badrinath, Professor and HOD, General Medicine Department informed that the faculty members are entrusted to be carried out different work in the Department. He has stated that the research article on thesis of the final year PG students will be ready before 10 days of the University Examination. The responsibility for completion has been entrusted to the Unit Chief and instructions given to them accordingly.

In regard to the NABH work, the HOD has stated that where we are having deficiencies the role of the Unit Chief is more important and to take care for rectification of the deficiencies immediately. The case sheets have to be reviewed and rectified the deficiencies therein. The documents required for the NABH will be completed meticulously.

The Medical Superintendent has stated that our documents completion work is not in progress. It seems to be going reverse and verse. Proper training and instructions are to be given to all concerned i.e., Post Graduate students, Senior Resident and Assistant Professors so as to complete the documents perfectly.

Dr. Kalaiselvan, NAAC Coordinator said that, next year at NAAC fresh application submission time, we need documents for the year 2018 and 2019. HOD has to Instruct the faculty members and staff of their department to collect and submitted the required data to the NAAC office.

Department of Radiology

Dr. Kulasekaran, HOD Department of Radio Diagnosis has informed the members that two weeks clinical postings to the students has been scheduled in the 2nd year Medical Council of India. But, we request to shift the clinical postings of the Radiology to III Year. He has also stated that external audit has to be conducted for NABH work in order to ensure the correctness before submission to the accreditation agency.

Department of Pharmacology

Dr. Meher Ali, HOD of Pharmacology has informed to the Council members that meeting was conducted in the department to comply with the requirements specified for those items of work assigned by the Management. He has informed that three papers have been submitted for scrutiny. Passed out PG

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students have been contacted about the publication of their thesis and requested their consent for the same. He has further informed that all the faculty members in his department have taken active part in the preparation of research papers for publication as instructed in the previous meeting.

Department of Anaesthesiology

Dr. P. Suneeth P. Lazarus, HOD, department of Anaesthesiology has informed that the Lesson plan and Time Table have been prepared. Research papers are under process for sending to the journal for publication as directed in the previous meeting

The HOD has informed that in regard the NABH, there is no pending item to be rectified as far as Anaesthesiology department is concerned. HOD has further stated that for clinical postings of the PG students, schedule has to be prepared. Quality Control register is maintained in the department as suggested by the Assessors.

Department of Pathology

Dr. Erli Amel Evan, HOD, Pathology has informed that the integration of the syllabus with the other two departments viz., Microbiology and Pharmacology will be done after conducting a meeting on 8th June 2020 afternoon. They have planned to conduct the workshop in the department to finalize the exam pattern for their subject.

HOD has further informed that feedback will be obtained from the parents and meeting to be held on Sunday through online.

Department of Obstetrics and Gynaecology

Dr. Fatima Shanthini, HOD, Department of OBG has informed to the members that meeting was conducted in the department and appraised to the faculty members about the need for publication of papers, preparation of documents for NAAC fresh application during next year 2021 and rectify the remarks pointed out by the NABH assessors.

Few staff members of the department of Obstetrics and Gynaecology have already prepared some original research papers and they have to be scrutinized and would be sent to the journals for publication shortly.

Department of Community Medicine

Dr. Amol Rambhau Dongre, Dean (Research) and HOD of Community Medicine has informed that the last date for submission of CoViD 2019 activity report to the Government is 8th June 2020. Preparation of the activity report is allotted to all the faculty members and there are preparing the report for submission.

All the staff members are informed of the importance of preparation of research articles for publication in the journals as per the instructions of the Chairman and Managing Director in order to comply the deficiency pointed out by the NAAC Assessor.

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Department of Pulmonary Medicine

Dr. S. Yuvarajan, HOD, Department of Pulmonary Medicine has informed that three papers have been prepared by the faculty members of the Department. Next week they will be sent to the Journals for publication after scrutiny.

Department of Psychiatry

Dr. S. Arun, HOD, Department of Psychiatry has informed that faculty members are working on the preparation of the original articles for publication. It would be completed by the end of this month.

Department of Orthopaedics

Dr. M. Pragash, Medical Superintendent and Professor, Department of Orthopaedics has informed that the works relating to the preparation PPT for 35 Lecture for the Curriculum Based Medical Education has been completed. Two case reports have been prepared and sent to the Journals for publication. Three case report are drafted and they are at scrutiny level

NAAC work on the collection of data for the year 2018, 2019 and 2020 has been started by the faculty members of the Departments. Training classes for Staff Nurses as well as Attenders have been conducted. Training for housekeeping will be conducted in due course. Retraining has been imparted to the PG students.

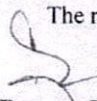
Department of DVL

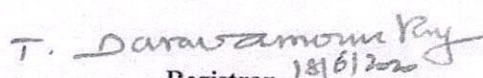
Dr. K. Karthikeyan, Dean (Academic) and HOD, Department of DVL has informed that two case reports and two original articles have been prepared by the DVL Department and sent to the Journal for publication and accepted. Skill training has to be imparted to the PG students in the skills lab. PG students have been instructed to write the case reports at least each one report for publication in the Journal.

The Deputy Director/Dean has informed that tentative clinical posting has prepared from 3rd Semester onwards. We can reschedule the postings based on the suggestions of the departments. Reframing of the Time Table will also be made after holding discussion.

Dean (Academic) elaborately explained about the skill lab training and requested to all HOD's to identify certifiable skills. At a time, 20 to 25 students can observe and practice and we have to evaluate. An elaborate planning has to be made for use of the skill lab. Clinical teaching will also go side by side. We have to identify when the skill lab to be utilized by each department.

The meeting ended with vote of thanks.

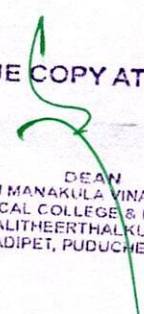

Deputy Director/Dean
Co-chairman-College Council
18/6/2020


Registrar
Secretary-College Council
18/6/2020

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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

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VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2020-21/

Date: 10.06.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

05.06.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 05.06.2020 at 11.00Am. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. Amol Rambhau Dongre	Dean (Research)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
6.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
7.	Dr. Sivayogappa. S. Teli	HOD, Department of Physiology.
8.	Dr. Asmathulla. S	HOD, Department of Biochemistry
9.	Dr. R. Meher Ali	HOD, Department of Pharmacology
10.	Dr. Erli Amel Evan	HOD, Department of Pathology
11.	Dr. R. Gopal	HOD, Department of Microbiology
12.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
13.	Dr. Badrinath A.K.	HOD, Department of General Medicine
14.	Dr. Fathima Shanthini	HOD, Department of OBG
15.	Dr. Atul Mukul Bage	HOD, Department of ENT
16.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
17.	Dr. V. Balakrishnan	HOD, Department of General Surgery
18.	Dr. S. Arun	HOD, Department of Psychiatry
19.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
20.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
21.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar
	Special Invitee	
24.	Dr. G. Kalaiselvan	Professor of Community Medicine

Members Absent:

Sl. No	Name of the Member	Designation
1	Dr. D. Rajagovindan, Chairman	Director
2	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3	Dr. Suriya Kumari. K.V.P.	HOD, Department of Anatomy

Dr. R.N. Kagne, Deputy Director/Dean welcomes the members present and read the agenda of today's meeting.

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Kaliheerthalkuppam, Madagadipet, Puducherry - 605107.

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KALICHEERTHALKUPPAM, 605107.

Department of General Medicine

Dr. A.K. Badrinath, HOD, General Medicine Department has informed that the Google Form has been distributed to the faculty members for filling up and compliance. In regard to Research, the responsibility has been entrusted to the Unit Chief.

Curriculum Based Medical Education: It has been divided in to five Units according to the system wise and highlight on how to proceed.

NABH: The remarks observed by the assessor regarding the maintenance of the case sheet of the patients have been reviewed and corrected at MRD.

NAAC: The work relating to the collection of data for previous year 2019 and 2020 has been entrusted to the Unit Chief after holding discussion with all the faculty members in the department. The collection of data work is in progress.

The Dean (Academic) has informed that all departments should sit together and discuss how to evolve integration of the subjects to be taught to the students. General Medicine, Paediatrics and General Surgery have to discuss on the horizontal integration of their subjects. Workshop may be conducted for making horizontal and vertical integration of the subjects.

Department of Community Medicine

CBME: Dr. Amol Rambhu Dongre, Dean (Research) and HOD, Department of Community Medicine has informed that we are at the level of integration required with each department. In regard to horizontal and vertical integration, what level of integration is required to be chalked out after holding discussion with the department. Post Graduate orientation programme will be conducted during next week where how to write thesis will be discussed and guidelines given to the PG students.

Department of ENT

CBME: Dr. Atul Mukul Bage, HOD, Department of ENT has informed that Time Table will be prepared for the new Curriculum.

Department of General Surgery

Dr. V. Balakrishnan, HOD, Department of General Surgery has informed that the Lesson plan and Time Table have been prepared for the department. Passed out PG student's soft copy of their thesis are being collected by the faculty members of the department for the preparation of Research Articles.

Department of Paediatrics

Dr. A. Arul Kumaran, HOD, Department of Paediatrics has informed that the Time Table for 1st to 3rd Year has been prepared. Paediatrics department already integrated with other departments and also prepared the Lesson Plan. In regard to NABH pending cases are reviewed and would be cleared within a week time.

Department of Physiology

Dr. Shivayogappa. S. Telli, HOD, Department of Physiology has informed that the 1st year Lesson plan has already been prepared. After having integration with the other departments variations if any in the Lesson Plan will be taken into consideration and will be changed accordingly. Five faculty members in the department of Physiology are having research papers with them for publication.

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Department of OBG

Dr. Fathima Shanthini, HOD, Department of OBG has informed that some of faculty members have already prepared the research papers and after scrutiny, the papers will be sent to the Journals for publication. The Department of OBG has integration with other Departments for finalizing the Lesson Plan and to prepare the Time Table for three years.

Department of Pathology

Dr. Erli Amel Evan, HOD, Department of Pathology has informed that they are having five queries from NABH. All the remarks pointed out by the assessors have been rectified by the department.

Department of Radiology

Dr. Kulasekaran, HOD, Department of Radiology has informed that six faculty members of Radiology department have completed the original paper preparation. They are going to send the original articles to the Journals for publication. There is no NAH pending remark to be cleared by the Radiology department. Data collection work for NAAC for the year 2018, 2019 and 2020 have been started. Trained technicians are required for the Radiology Department since the fresher's appointed as Technician have to be trained for three to four months to equip themselves to perform work independently.

Department of Anaesthesiology

Dr. Suneeth. P. Lazarus, HOD, Department of Anaesthesiology has informed that the Time Table and Lesson Plan have been prepared for the new Curriculum.

Department of Pharmacology

Dr. R. Meher Ali, HOD, Department of Pharmacology has informed that permission has been obtained from the outgoing PG students for publication of their thesis as an Research Articles.

Department of Biochemistry

Dr. S. Asmathulla, HOD, Department of Biochemistry has informed that the department has completed the revision Lesson Plan and Time Table under the new Curriculum. Now they are under preparation of question paper pattern for Biochemistry. As suggested by the NABH Assessors, two weeks training is imparted to all the staffs of the Biochemistry department. The department staffs are actively involving in the collection of data for NA for the year 2018, 2019 and 2020. As regards Research Publication, it would be completed by this month end.

Department of Ophthalmology

Dr. P. Nallamuthu, HOD, Department of Ophthalmology has informed that the works related to the Curriculum Based Medical Education pertaining to the Ophthalmology department will be completed in July 2020.

Department of Dentistry

Dr. P. Sanjay, HOD, Department of Dentistry has informed that the faculty members in Dental department are actively involved in the preparation of original articles for publication in the Journals.

Department of Microbiology

Dr. R. Gopal, HOD, Department of Microbiology has informed that the faculty members are under preparation of the original articles. It would be scrutinized and then they will be sent to the Journals for publication.

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The Ground floor of the Post Graduate gent's hostel is at present fully vacant. The COVID 19 patients treating members will be accommodated in the PG hostel for their stay during the days of duty.


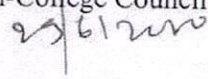
The Medical Officers on duty will be accommodated in Special Ward A1 in the Fourth floor and Demo room in 3rd Floor.


COVID 19 Patients duty personal - 1 PG Student or 1 Assistant Professor + 1 Staff Nurse + 1 Attender and 1 Housekeeping.

Polytechnic college is a separate building in the campus aloof and no other building adjacent to it. Practical feasibilities are there to accommodate and treat the COVID 19 patients. Symptomatic patients will be sent home after recovery in 5 to 7 days. Portable X-Ray machine will be provided in the Polytechnic building for taking X-Rays if needed for the patients. For taking MRI and CT, the patients have to be sent to the Hospital main building with all precautions and protective measure.

Our staff security is more important and we have to take adequate precautions and safeguard to prevent from the attack of Novel Corona Virus Disease COVID 19.

The meeting ended with vote of thanks.



Deputy Director/Dean
Co-Chairman-College Council



Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM
MADAGADIPET, PUDUCHERRY-605 007.

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Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2020-21/

Date: 18.06.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

12.06.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 12.06.2020 at 11.00Am. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. Amol Rambhau Dongre	Dean (Research)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
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14.	Dr. Fathima Shanthini	HOD, Department of OBG
15.	Dr. Atul Mukul Bage	HOD, Department of ENT
16.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
17.	Dr. V. Balakrishnan	HOD, Department of General Surgery
18.	Dr. S. Arun	HOD, Department of Psychiatry
19.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
20.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
21.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Members Absent:

Sl. No	Name of the Member	Designation
1	Dr. D. Rajagovindan, Chairman	Director
2	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3	Dr. Suriya Kumari. K.V.P.	HOD, Department of Anatomy

Dr. R.N. Kagne, Deputy Director/Dean welcomes the members present and read the agenda of today's meeting.

Agenda

1. Review of the agendas of the previous meeting held on 05.06.2020.
2. Briefing about progress of work related to CBME, NAAC, NABH, NABL, Academic and Research activities by each department HOD.
3. Any other item raised by the members.

Kalthiherthalkuppam, Madagadipet, Puducherry - 605107.

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Department of OBG

The HOD has informed that they have completed the theory part under the CBME, the Training part is under preparation. The importance of the Immunization and breast feeding to the children to be counseled to the pregnant women before and after delivery. These are exam oriented topics.

Department of Ophthalmology

The HOD, Department of Ophthalmology has informed that they have completed their lesson plan under the revised Curriculum. In respect of student publication of papers, they not able to come up to expected level. One article was sent for publication and another two papers are under preparation all consent regarding NABH, the Medical Superintendent has informed to the HOD that forms are not received from the faculty of ophthalmology Department.

The HOD has informed that the prescription given in the OPDs are checked and they are issued to the patients as per the prescribed procedure.

Department of Anaesthesiology

The HOD, Department of Anaesthesiology has informed that preparation of lesson plan under CBME are completed. Skill training to be given to the students was not prepared because of want of time slot in the time table.

The HOD also informed that the orientation training and internship will be shared with the department of General Medicine.

Department of General Surgery

Dr. G.V. Manoharan, Professor of General Surgery Department has informed that the Google form has been filled in and submitted by the faculty members. Few members are yet to complete the form. It will be submitted within 10 days. Case reports have been prepared and ready for submission to the Research Committee for scrutiny. Two years data for the year 2019 and 2020 is pending for submission to NAAC coordinator.

Department of Pharmacology

The HOD, Department of Pharmacology has informed that the entire batches of 3rd and 4th year MBBS students are involved in small group discussion in the Department.

Department of Orthopaedics

The HOD, Department of Orthopaedics has informed that the batch wise PG students will be sent for clinical postings. In regard to CBME, except integration all other parts have been completed. Integration of the Lessons has to be discussed with Radiology and General Medicine department. Lesson plan has been completed. Five publications are made into the Pubmet Journals. Four PG students are not preparing the original papers, which would be completed within two months. For, NABH: Review of case sheets has been completed and the omission supplied

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wherever necessary. For, NAAC: Additional data for the year 2019 & 2020 are under process of collection by the Staff of the department.

Department of Psychiatry

The HOD, Department of Psychiatry has informed that the Research proposals prepared by the PG students are being sent to the Research Committee for scrutiny.

Department of Dental

The HOD, Department of Dental has informed that the Inplant Training is proposed to be conducted in the Department every Wednesday. Almost all the departments will be involved in the Inplant Training.

The Dean has informed to all the HODs that the Integration part should be completed before the end of July 2020.

Preparation of Time Table by all the departments should also be completed before the end of July 2020 as there is possibility for reopening of the College in the 1st Week of August 2020. Skill training to be imparted to all students on rotational basis.

IGMC&RI our Hospital for further treatment as many number of COVID 19 cases are being admitted into the Hospital due to which there may be shortage of beds for accommodating the incoming patients

We are ready for getting admission of COVID 19 patients transferred from IGMC&RI. The Dean requested Dr. M. Pragash, Medical Superintendent to tell more information about the taking over of COVID 19 Patients from Government of Puducherry.

Dr. M. Pragash, Medical Superintendent briefly explained the following points. There are four shifts viz., 8.00 AM to 2.00 PM, 2.00 PM to 8.00 PM, 8.00 PM to 2.00 AM and 2.00 AM to 8.00 AM. Separate area earmarked for COVID 19 confirmed cases for their accommodation and treatment. Sri Manakula Vinayagar Polytechnic College has been chosen for this purpose and necessary arrangements have already been made by providing bed and other amenities for the COVID 19 Patients. For the first shift 8.00 AM to 2.00 PM, General Medicine Department, Pulmonary Medicine Department and Anaesthesiology Department will take care on rotational basis by on call duty.

High risk cases will be put in some other area other than the same building.

On account of accommodating the COVID 19 confirmed cases, other services should be affected. Many of the employees are afraid of coming for duty due to the admission of COVID 19 positive cases. In respect of symptomatic cases, they will be put in quarantine at home.

Dr. S. Yuvarajan, HOD, Pulmonary Medicine informed that it is unpredictable and anyone can have the COVID 19 infection. Everybody has to develop immunity to fight against the CoViD19.

Dr. S. Yuvarajan, HOD, Department of Pulmonary Medicine has suggested that the samples of any of the faculty (Doctor)/staff affected by the COVID 19 have to be sent for investigation to the JIPMER, Puducherry immediately on special/priority basis.

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Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2020-21/ 878(A)

Date: 29.06.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday - 26.06.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 26.06.2020 at 12.00 PM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. Amol Rambhau Dongre	Dean (Research)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
6.	Dr. Suriya Kumari. K.V.P.	HOD, Department of Anatomy
7.	Dr. Sivayogappa. S. Teli	HOD, Department of Physiology.
8.	Dr. Asmathulla. S	HOD, Department of Biochemistry
9.	Dr. R. Meher Ali	HOD, Department of Pharmacology
10.	Dr. Erli Amel Evan	HOD, Department of Pathology
11.	Dr. R. Gopal	HOD, Department of Microbiology
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16.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
17.	Dr. G.V. Manoharan	Professor, Department of General Surgery
18.	Dr. S. Arun	HOD, Department of Psychiatry
19.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
20.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
21.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Dr. G. Kalaiselvan,	NAAC Coordinator
24.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Members Absent:

Sl. No	Name of the Member	Designation
1	Dr. D. Rajagovindan, Chairman	Director
2	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3	Dr. S. Girija	Deputy Medical Superintendent (Medical)

Kalitheerthalkuppam, Madagadipet, Puducherry - 605107.

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Dr. R.N. Kagne, Deputy Director/Dean welcomes the members present.

Agenda

1. Review of the agenda of the previous meeting held on 12.06.2020.
2. Briefing by each HOD about their departmental progress particularly about the research, NAAC, NABH and CBME documentation.
3. Any other items raised by the members.

Department of General Medicine

Dr. A.K. Badrinath, HOD, General Medicine Department has informed that the case sheets are under scrutiny and the omissions if any found therein will be supplied during next week. It is informed that exam going 3rd Year PG have prepared the original articles. They are ready for publication in the Journals. 2nd year and 1st year students have prepared short studies for publication. We have to furnish the list of recognized journals to the PG students to send their articles for publication.

The Dean has informed that for Curriculum Based Medical Education, integration part is still pending in the General Medicine and General Surgery Department.

The Dean has stated that the Emergency Medicine Department students should be trained in the General Medicine Department.

Department of Pulmonary Medicine

Dr. S. Yuvarajan, HOD, Department of Pulmonary Medicine has informed that in regard to Curriculum Based Medical Education, department has completed the theory as well as practical part. Lesson plan has already been made for the current academic year.

HOD informed that six papers have been sent to the regular journals and two of them have been accepted.

Department of ENT

The HOD, ENT Department informed that the original research articles have been prepared in his Department. Practical schemes are under preparation for the MBBS students under the revised Curriculum.

Department of Paediatrics

The HOD, Department of Paediatrics has informed that Lesson plan has been prepared. Integrated topics identified and discussed with the another departments. He has suggested that Skill training has to be imparted to the students by dividing them in groups. Two lessons are complicated in the skill lab training schedule.

Research papers are prepared and ready for publication in the department.

Four case reports manuscripts are ready for scrutiny by the Research Committee. Since the examinations is to commence from 15.07.2020, the case reports will be submitted for scrutiny by the Research Committee after completion of examination. For NAAC: They are having updated datas for the year 2019 and 2020. For NABH: Consent forms have been filled in and furnished.

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Dr. R.N. Kagne, Deputy Director/Dean welcomes the members present and review the minute's previous meeting held on 26.06.2020 and all the members approved. He read the agenda of today's meeting as

1. To brief about status of Competency based education.
2. To inform about NABL progress of laboratory departments.
3. To discuss about importance of Research publications for NAAC and NIRF Ranking.
4. To brief about preparedness for CoViD 19 at SMVMCH.
5. Any other items raised by the members.

Agenda 1. CBME: The Dean has briefly explained the status of Competency Based Medical Education. He said the integration part of the new curriculum is pending with some of the departments. He requested to concern HOD's to complete it before the end of this month.

Agenda 2. NABL: It is proposed by HOD's of laboratory department to have an advisory consultancy for preparation of NABL. One of the two consultancy services (M/s. Value Added Corporate Service Pvt. Ltd and Mind Emiss) will be finalized by the Management.

Agenda 3. Research for NAAC and NIRF Ranking: Dean said we have to work hard, for submission of documents/data to get NRIF Ranking; especially publications i.e. number of original articles published by the Faculty members of our Institute. Hence, we must concentrate on the preparation of original articles as early as possible and published in the index Journals. Some of the areas of NAAC will also be applicable for NIRF Ranking hence he requested all the Department HOD's to ensure that the requisite data for the year 2019 and 2020 have to be collected and keep it ready by December 2020 to include them for the NIRF Ranking purpose.

The Dean has stated that all the Department HOD's must ensure that each faculty member should publish atleast two research papers by the end of July 2020. For example has five faculty members, then ten papers have to be published by the end of 2020.

Agenda 4. CoViD 19: The Dean has informed to the Committee that we have received information from Government that they are sending 25 CoViD 19 positive patients to our Hospital on transfer from IGM&RI, Puducherry. We have already discussed made arrangements in the Ground Floor of Sri Manakula Vinayagar Polytechnic College, Puducherry and 32 Beds are now kept in the rooms for accommodating the CoViD 19 patients.

On receiving the patients from IGM&RI, we shall provide shelter for them in the Sri Manakula Vinayagar Polytechnic College, Puducherry. Diet (Breakfast, Lunch and Dinner) will be supplied to them from morning to night. In addition, kabasurakudineer in the morning and evening snacks with milk will be supplied to them. Normally, our food only will be supplied to the patients. If the patients insist, they may be allowed to take home food also by making their own arrangements. As per the existing instructions, the patients admitted in our Hospital will be discharge after seven days. They will be instructed for home isolation for next of seven days.

The Dean has informed that we are ready to take the CoViD 19 Patients for admission in our Hospital. Wi-fi connection is provided to the Polytechnic building to facilitate CoViD 19 patients to connect with their mobiles for the recreation purpose and one ambulance is kept ready round the clock solely for CoViD 19 Patients. Daily newspapers and books will be provided to the CoViD 19 Patients for their recreation. Carom board and chess board will also be provided to them for recreation.

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The patients must bring soap, towel, comb and oil for their use. The waste materials have to be disposed off through the colour coded bags kept in the buildings. Housekeeping posted for duty will clean the bathrooms and staying area twice a day with all protection and precaution. He appealed to the COVID team members to take good care of the CoViD 19 Patients.

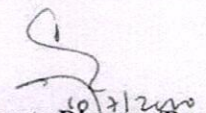
The Nodal Officer stated that we must provide nutritious food to the CoViD 19 Patients as per the instructions of Central Government and Government of Puducherry. Video covering of the patients to be taken to obtain the feedback on the response to our arrangement made to them.

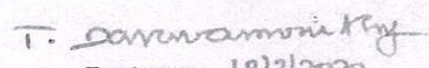
One Doctor is posted for on call 24 hours duty. He will be conducting physical rounds and monitor the CoViD 19 Patients. One Staff Nurse on 12 Hours duty posted outside for attending any emergency. Dr. Asmathulla, HOD, Department of Biochemistry has expressed his suggestion on giving a moral boosting for speedy recovery from the illness. The Medical officer and Nurse shall have a talk with them in the mike provided there by telling them encouraging words saying that they will be recovered soon. If we follow the guidelines of social distance between two members and wearing mask at all times and talking less during the CoViD 19 period of treatment then they will recover faster.

Dr. Asmathulla, HOD, Department of Biochemistry and Dr. K. Karthikeyan, Dean (Academic) have suggested that we can send Dr. Venkatarangan, Tutor in Psychiatry who is an appropriate person to talk with the CoViD 19 Patients through Mike. It is also suggested to provide security and installation of one camera in the Ground Floor to watch the movement of the patients.

The Dean has directed the Nodal Officer that we must intimate to the Government about our readiness for receiving the positive CoViD 19 patients. It was discussed that one TV has to be provided in the hall for the recreation of the patients. A question was raised whether western toilet is available for the patients in the building. After verification, it is informed that there are separate toilets for gents and ladies and one western toilet is available. In regard to aeration, it is stated that there is open area in the centre of the building and around the building. Hence, always natural good breeze is blowing in the building.

The meeting ended with vote of thanks.

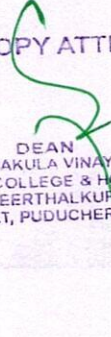

Deputy Director/Dean
Co-Chairman-College Council


Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Vice Chairman
- (iii) The Secretary
- (iv) The Dean (Academic)
- (v) The Dean (Research)
- (vi) The Dean (Super Speciality and Special Clinic)
- (vii) The Medical Superintendent
- (viii) The Deputy Medical Superintendent(Medical)
- (ix) The Deputy Medical Superintendent (Surgery)
- (x) All the HODs
- (xi) File

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

The meeting ended with Vote of thanks.

Deputy Director & Dean
Co-Chairman-College Council

T. Dhanaraj
Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Secretary
- (iii) The Dean
- (iv) The Dean (Academic)
- (v) The Medical Superintendent
- (vi) All HODs
- (vii) File

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MADAGADIPET, PUDUCHERRY-605 107.

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2020-21/ 920A

Date: 10.07.2020

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

10.07.2020

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 10.07.2020 at 11.00 PM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. K. Karthikeyan	Dean (Academic)
3.	Dr. Sivayogappa. S. Teli	HOD, Department of Physiology.
4.	Dr. Asmathulla. S	HOD, Department of Biochemistry
5.	Dr. R. Meher Ali	HOD, Department of Pharmacology
6.	Dr. Erli Amel Evan	HOD, Department of Pathology
7.	Dr. R. Gopal	HOD, Department of Microbiology
8.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
9.	Dr. Badrinath A.K.	HOD, Department of General Medicine
10.	Dr. Fathima Shanthini	HOD, Department of OBG
11.	Dr. Atul Mukul Bage	HOD, Department of ENT
12.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
13.	Dr. G.V. Manoharan	Professor, Department of General Surgery
14.	Dr. S. Arun	HOD, Department of Psychiatry
15.	Dr. S. Yuvarajan	Professor, Department of TB & Chest
16.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
17.	Dr. N. Kulasekaran	HOD, Department of Radio Diagnosis
18.	Dr. G. Kalaiselvan,	NAAC Coordinator
19.	Mr. T. Dhatchinamurthy, Secretary	Registrar
20.	Dr. V. Vinayagamoorthy	Associate Professor, Department of Community Medicine

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. Amol Rambhau Dongre	Dean (Research)
3.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
6.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
7.	Dr. Suriya Kumari. K.V.P.	HOD, Department of Anatomy
8.	Dr. P. Sanjay	HOD, Department of Dentistry

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He also briefed the council about availability of isolation, oxygen, ICU beds for COVID patients in Puducherry.

In our Hospital we are having 19 Nos. of Ventilators

Casualty	-	1 No.
ICU 's	-	15 Nos.
CoViD-19	-	3 Nos.
Total		19 Nos.

For Emergency two ventilators ordered and will be received within 2/3 days

Agenda 7: Discussion on present non COVID status.

Medical Superintendent has furnished the following details of OPD and Inpatients position in our Hospital in various departments as on 04.05.2021.

04.05.2021	Staying Patient	Outpatient	Census
General Medicine	14	Cardiology	6
General Surgery	18	Cardiothoracic Surgery	1
Paediatrics	0	Dental	18
Ortho	8	Dermatology & Venerology	21
OBG	5	Emergency Medicine & Trauma Care	47
ENT	2	ENT	33
Ophthalmology	0	Gastroenterology	1
Dermatology	2	General Medicine	145
T.B.	2	General Surgery	59
Psychiatry	2	Nephrology	5
Labour Room	1	Neuro Surgery	1
New Born	0	Neurology	9
Labour Post OP	1	Obstetrics & Gynaecology	54
Post. OP.Cases	0	Oncology	17
NICU	1	Ophthalmology	13
PICU	0	Orthopaedics	76
ICU	5	Paediatrics	17
ICCU	3	Plastic Surgery	3
RICU	0	Psychiatry	46
SICU	4	TB & Chest	5
Special Ward	7	Urology	14
Suspected	0		
CT ICU	1		
Casualty	0		
IP Total	76	Total	591
Covid Ward Case (IGMC)	180 (O2 Supply Patient -24)	Covid Screening OPD (RTPCR -18 + Antigen -3)	21
Private Case (SMVMCH)	56 (O2 Supply Patient -18)	Dialysis	39
	236 Covid Cases		
Total Census	312		

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Agenda 8: Discussion on Duty of final year postgraduate students & Pondicherry University examination schedule.

The Deputy Director and Dean has informed to the Council Members that the Controller of Examinations, Pondicherry University, Puducherry communicated the Theory & Practical Time Table for the conduct of MD / MS Degree examination June/July 2021 in their letter No. PU/EXAM.M-45/2021-22/466; dated 21.04.2021. According to which, the Theory examination commences from 15.06.2021 and ends on 21.06.2021. Practical and Viva examinations commences from 07.07.2021 and ends on 14.07.2021.

Dean has requested all the Head of the Departments to complete the Model Examination by the middle of May 2021 and make necessary preliminary preparation for the conduct of Theory and Practical Examination to the PG students.

Agenda 9: Discussion on Interns posting in COVID area.

Medical Superintendent has requested the requirement of interns for the Departments as detailed below.

General Medicine	-	3 Interns
General Surgery	-	4 Interns
Obstetrics and Gynaecology	-	3 Interns
Paediatrics	-	3 Interns
Orthopaedics	-	3 Interns
Anaesthesiology	-	3 Interns
ENT	-	1 Intern

Paediatrics Department backside door to be closed permanently as sometimes patients & attenders are entering in the Department through the back yard door.

Agenda 10: Any other issues raised by the members

Dean informed Medical Superintendent to brief about the recommendations of Medical Record Committee for council approval on destruction of inactive inpatient case records for the year 2015. The Medical Superintendent has informed the Council members that the Medical Records Committee in the meeting held on 14.03.2021 has recommended to pullout the inactive files such as Inpatient Case Records for the 2015 with due approval of the College Council. The Medical Records Officer has submitted the minutes of the Medical Records Committee minutes for kind perusal and approval of the College Council.

College Council members has perused the minutes of the Medical Records Committee and unanimously resolved to approve the recommendation for destruction of the inactive inpatients case sheets for the year 2015 duly observing the usual procedure for destructions of records.

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Swap Collection area will be monitored by

Dr.Hemanth Kumar - Assistant Professor, Paediatrics

Dr. Kiruthika Shriranjani - Tutor, Dental Department

Fever Clinic is monitored by Dr.VijayaSanthi, Assistant Professor, DVL

Vaccination area - Registration of patients made near cash counter of Reception Hall.

3 Vaccine Booths are installed.

Dr.M.Rajalakshmi - Assistant Professor of Community Medicine Department will monitor the Vaccination Booths.

Number of CoViD-19 Patients in our Hospital on 04.05.2021

In Covid Ward - 180 Patients transferred from IGMC & RI

56 Patients admitted by our Institution

Total - 236 Patients

Treatment to the CoViD-19 +ve patients is being given more judiciously.

Medical Superintendent has also informed that incentive for all level employees posted to CoViD-19 duty ward is sanctioned and paid till last Friday.

CoViD-19 Patients monitoring will be done with the following arrangements in SMVMCH.

Area	In charge	Guide
Control room	Dr.Santhakrishnan, Dr.Sripal Dr.Kanimozhi, Dr.Keerthi Subramaniam	Dr.Jayasree.M
		Clerk: Mrs. Saritha Mrs. Gunavathi
Screening	Dr.Pravin.S, Dr.Sathiyarayanan (Ortho), Dr.Renuga Devi	Dr.M.Prakash
Swab Collection	Dr.Bondada Hemanth Kumar, Dr.Kiruthika Shriranjani	
Fever Clinic	Dr.Vijayasankar	
Vaccination	Dr.Rajalakshmi.M	
COVID ICU	Dr.Sathiyarayanan, Dr.Praveen, Dr.Premkumar	Dr.S.Balasubramanian
Private Ward	Dr.Ganesh.R (Dental & Forensic Medicine, Dr.Praveen	Dr.Girija.S
COVID Care Center	Dr.Rajavel, Dr.maharaja, Dr.Jawahar, Dr.Antonious Maria Selvam.S, Dr.Manikandan.K, Dr.Suresh Babu	
Emergency Triage	Dr.Amaresh Kumar, Dr. Suresh Kumar	

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MEDICAL COLLEGE & HOSPITAL
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MADAGADIPET, PUDUCHERRY-605 197.

Agenda 3 : Briefing about functioning of COVID care center, private ward and Emergency triage by Dr. Girija. S, DMS (Medical).

Dr.S.Girija, Deputy Medical Superintendent has briefly explained that how the patients in Private Ward CoVID Care Centre are being monitored by the Incharge doctors posted for this purpose.

The following suggestions were made

- Information required in respect of CoVID-19 Patients to be furnished then and there without any delay.
- Manpower in the cadre of Staff Nurse and Attenders has to be increased for CoVID-19 ward duty.

Agenda 4 : Briefing about functioning of COVID control room by Dr. Jayasree, DMS (Surgical).

Dr.M.Jayasree, Deputy Medical Superintendent has informed that 16 wards are monitored by four doctors and six Interns (CRR) through the Control room. Discharge Summary of the patients in the Special Ward is being prepared by the Interns.

Oxygen monitoring is being done by the DNS. Dedicated Staff Nurse to be posted to CoVID-19 wards for performing the duty to the satisfaction of the patients admitted. Bed Side Oxygen has to be improved in the CoVID

Covid -19 areas are being watched through the Control Room 303 & 304.

Agenda 5: Briefing about functioning of COVID ICU by Dr. Balasubramanian, Professor of Anaesthesiology.

Dr.S.Bala Subramanian, Professor of Anaesthesiology has informed CoVID -ICU position to the Council members. Existing Ventilators in the ICU are not adequate for management of the severely ill patients.

Further he has stated that the oxygen pressure fall down is of concern.

Separate pipeline has to be laid down to avoid the pressure fall down quite often. This has to be rectified immediately by Technical persons.

Dean has informed that the issue of pipeline will be sorted in due course of time in consultation with technical persons.

Dr.Yuvarajan has explained that the patients for whom steroids given to be put on observation for 48 hours.

Agenda 6: Briefing about COVID status of Pondicherry State by Dr. Vinayagamorthy, Nodal officer – COVID.

Dr.Vinayagamorthy has explained the Corona Virus CoVID-19 statistics in Puducherry as detailed below

As on date 04.05.2021

New Cases	-	1138
Discharged Patients	-	886
Death	-	17
CoVID -19 Testing done	-	6820

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MEDICAL COLLEGE & HOSPITAL
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Sri

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VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2021-22/930(P)

Date: 05.05.2021

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Tuesday

04.05.2021

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 04.05.2021 at 3.30 PM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. R.N. Kagne, Co-Chairman	Deputy Director & Dean
2.	Dr. M. Pragash	Medical Superintendent
3.	Dr. Girija.S	Deputy Medical Superintendent (Medicine)
4.	Dr. Jayasree.M	Deputy Medical Superintendent (Surgery)
5.	Dr. K.V.P. Suriyakumari	HOD, Department of Anatomy
6.	Dr. Asmathulla	HOD, Department of Biochemistry
7.	Dr. Shanthini	HOD, Department of Pharmacology
8.	Dr. Erli Amel Ivan	HOD, Department of Pathology
9.	Dr. R. Gopal	HOD, Department of Microbiology
10.	Dr. S. Yuvarajan	HOD, Department of TB & Chest
11.	Dr. S. Arun	HOD, Department of Psychiatry
12.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
13.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
14.	Dr. Mariappan Rajagopal	HOD, Department of ENT
15.	Dr. Sanjay.P	HOD, Department of Dentistry
16.	Dr. Balasubramanian	Professor, Department of Anaesthesiology
17.	Dr. A. Umamageswari	Professor, Department of Radio Diagnosis
18.	Dr. K. Srinivasan	Professor, Department of General Surgery
19.	Mr. T. Dhatchinamurthy, Secretary	Registrar

Special Invitee

Sl. No	Name of the Member	Designation
1.	Dr. S. Balasubramanian	Professor, Department of Anaesthesiology
2.	Dr. Amareswar Reddy	Professor, Emergency Medicine
3.	Dr. V. Vinayagamoorthy	Associate Professor, Department of Community Medicine

Kalietherthalkuppam, Madagadipet, Puducherry - 605107.

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

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan	Director
2.	Dr. Karthikeyan.K	Dean (Academic)
3.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
4.	Dr. Shivayogappa S.Teli	HOD, Department of Physiology
5.	Dr. A.K. Badrinath	HOD, Department of General Medicine

Dr. R. N. Kagne Deputy Director/ Dean invites all the members present and reads the Agenda of the Meeting and previous minutes of meeting.

1. Review previous minutes of meeting.
2. Briefing by Medical Superintendent about screening, swab collection, fever clinic, vaccination and COVID status at our hospital.
3. Briefing about functioning of COVID care center, private ward and Emergency triage by Dr. Girija. S, DMS (Medical).
4. Briefing about functioning of COVID control room by Dr. Jayasree, DMS (Surgical).
5. Briefing about functioning of COVID ICU by Dr. Balasubramanian, Professor of Anaesthesiology.
6. Briefing about COVID status of Pondicherry State by Dr. Vinayagamoorthy, Nodal officer – COVID.
7. Discussion on present non COVID status.
8. Discussion on Duty of final year postgraduate students & Pondicherry University examination schedule.
9. Discussion on Interns posting in COVID area.
10. Any other issues raised by the members.

Agenda 2 : Briefing by Medical Superintendent about screening, swab collection, fever clinic, vaccination and COVID status at our hospital.

Medical Superintendent has informed to the Members of the College Council's that functional area of CoViD Management in the Hospital is as follows

- Screening
 - Patient screening is done in portigo of hospital
 - Fever clinic
 - Swap Collection area
- Help Desk for CoViD-19 Test Patients
- Supply of food for patients
- 4th floor COVID ward
- 3rd floor control room

Employees of our Institution – Entry to Hospital Block through Ophthalmology DVL – Passage.

Patient entry through main door of reception.

Three doctors monitor the movements of staff through the Passage earmarked for ENTRY.

- Dr. Renugadevi - Assistant Professor, Ophthalmology Department
- Dr. Sathyanarayanan - Assistant Professor, General Medicine Department
- Dr. Praveen - Assistant Professor, Pulmonary Department

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MADAGADIPET, PUDUCHERRY-605 107,

Entry and Exit are separately provided to the patients. Fever Clinic is running in reception itself. For one patient one attendant will be allowed. Dr. Praveen from Pulmonary Medicine Department and Dr. Sripal, RMO are allotted for CoViD-19 Duty. Swab collections from the patients are being done in the car shed of Southern side of the Hospital. Dr. Santhanakrishnan, Professor of ENT is In-Charge of the Swab Collection Centre.

Room No. 303 and 304 are assigned for Control Room.

Two faculties are In-Charge in the Control Room and the Control Room will function round the clock. Room No. 401 to 406 are earmarked for admission of CoViD-19 Positive cases. 50 cases transferred from IGM&RI are accommodated in 403 and 405. One doctor, one staff nurse and one attendant are provided to look of 20 CoViD-19 Patients. Dr. Sathiyarayan.J, Assistant Professor of General Medicine Department is In-Charge of A1 Special Ward.

Out of 2 Doctors provided for CoViD-19 Duty, one doctor will stay in duty with one staff Nurse and One Attendant another Doctor will go Round and attended on call duty. The Medical Superintendent has also informed that the Post Graduate and CRRI Interns are much less than last year as most of them are completed their course and left. We have to make duty arrangement for next week.

The Government of Puducherry has launched vaccination drive in all private Medical Institutions. The Government will supply free vaccines to the private hospitals. Dr. Prem Kumar.G, Associate Professor is entrusted to the vaccination drive work. The person patients above 45 years will be given the vaccination. Health Care workers must be given the vaccination. We will get the supply of vaccine from Primary Health Centre, Thirubhuvanai. 10 amples of vaccine will be supplied every day to our Hospital.

Since the CoViD-19 is spreading very fastely in the second cycle we must procure PPE KIT and keep it in stock. We must also make arrangement for uninterrupted supply of Oxygen to the needy patients.

We may also admit scheme patients having CoViD-19 Positive. First of all, we must ask them whether the scheme patients are having Aadhar Card and Ayshuman Card.

Apart from the CoViD-19 admission, the usual OPDs, OTs and Casualty will continue to function.

The proposed accommodation of patients in the Wards are as detailed below.

205/206	- Surgical Patients and Medical Patients
309	- Peadiatrics Patients
401/402	- CoViD-19 Suspicious patients will be accommodated
407/408	- CoViD-19 Positive Patients will be accommodated

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MEDICAL COLLEGE & HOSPITAL
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Not more than one attendant with patients are allowed in the wards. It must be ensured that the social distancing and wearing of mask by all the staff on duty are scrupulously followed.

The Deputy Director/Dean and the Medical Superintendent have made an appeal to all the HODs to spare the Post Graduates and CRRI Interns for CoVID -19 duty. The Dean has informed that for the first and second year students online classes are being conducted as per NMC instructions. Third year and fourth year students of surgery and OBG Department will be divided into four and they are not allowed to mingle with hostellers.

The Meeting ended with vote of thanks.

Deputy Director & Dean
Co-Chairman-College Council

Dr. KAGNE. R.N
DEAN

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

T. Saravanan

Registrar
Secretary-College Council

Copy to

- (i) The Chairman and Managing Director
- (ii) The Secretary
- (iii) The Dean
- (iv) The Dean (Academic)
- (v) The Medical Superintendent
- (vi) All HODs
- (vii) File

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DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
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Sri

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VINAYAGAR

Medical College and Hospital

No. SMVMCH/DO/College Council Meeting/2021-22/794A

Date: 16.04.2021

COLLEGE COUNCIL MEETING MINUTES

Venue :- College Council Hall

Friday

16.04.2021

Sri Manakula Vinayagar Medical College and Hospital, Puducherry College Council Meeting held on 16.04.2021 at 10.00 AM. Following Members of the Committee attended the Meeting.

Sl. No	Name of the Member	Designation
1.	Dr. D. Rajagovindan, Chairman	Director
2.	Dr. R. N. Kagne, Co-Chairman	Deputy Director & Dean
3.	Dr. K. Karthikeyan	Dean (Academic)
4.	Dr. M. Pragash	Medical Superintendent
5.	Dr. S. Girija	Deputy Medical Superintendent (Medical)
6.	Dr. N.A. Priyadharshini	Associate Professor, Department of Anatomy
7.	Dr. K. Soundariya	Professor, Department of Physiology.
8.	Dr. R. Balakrishna Pai	Assistant Professor, Department of Biochemistry
9.	Dr. Shanthini	HOD, Department of Pharmacology
10.	Dr. C. Jayanthi	Associate Professor, Department of Pathology
11.	Dr. G. KalaiSelvan	HOD, Department of Community Medicine
12.	Dr. R. Gopal	HOD, Department of Microbiology
13.	Dr. P. Nallamuthu	HOD, Department of Ophthalmology
14.	Dr. Mariappan Rajagopal	HOD, Department of ENT
15.	Dr. S. Yuvarajan	HOD, Department of TB & Chest
16.	Dr. A. Arul Kumaran	HOD, Department of Paediatrics
17.	Dr. Suneeth. P. Lazarus	HOD, Department of Anaesthesiology
18.	Dr. G.V. Manoharan	HOD, Department of General Surgery
19.	Dr. S. Arun	HOD, Department of Psychiatry
20.	Dr. A. Umamageswari	Professor, Department of Radio Diagnosis
21.	Dr. K. Nivedita	Professor, Department of OBG
22.	Dr. P. Sanjay	HOD, Department of Dentistry
23.	Mr. T. Dhatchinamurthy, Secretary	Registrar

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

Special Invitee:

Sl. No.	Name of the Invitee	Designation
1.	Mr. P. Sugumaran	Officer on Special Duty
2.	Mr. D. Sathiyamoorthy	Assistant General Manager cum Chief Pharmacist
3.	Dr. V. Vinayagamoorthy, Assoc. Prof., Community Medicine	Nodal Officer-CoVi-19

Members Absent:

Sl. No	Name of the Member	Designation
1.	Dr. M. Jayasree	Deputy Medical Superintendent (Surgery)
2.	Dr. J. Balachander	Dean (Super Speciality & Special Clinic)
3.	Dr. K. Neelakantan Viswanathan	Professor, Department of General Medicine

The meeting was chaired by Dr. D. Rajagovindan, Director of Sri Manakula Vinayagar Medical College and Hospital, Puducherry. He welcomes all the members and informs Deputy Director/Dean to proceed with the agenda of today's meeting.

The Deputy Director/Dean informed the members that the Agenda of the meeting is only CoViD-19 Management in our Institution. The Novel Corona Disease CoViD-19 is spreading very fastly than the last year. We are getting non-COVID out patients every day not less than 800. The Inpatients admission is from 200 to 300.

The Government of Puducherry has informed us that 50 CoVid -19 +ve patients will be transferred from IGMC &RI to our hospital on 16.04.2021.

In future also we may get patients transferred from IGMC&RI, Puducherry every day.

3rd Floor is exclusively earmarked for admission of CoViD-19 Patients. Oxygen facility is provided for 50 beds at bedside in the 3rd Floor. Then the Medical Superintendent has explained the mode of treatment to be provided to the CoViD-19 Patients in our Hospital. First, all the patients coming to the Hospital are strictly screened at the entrance of Reception. Doctors are provided in front of the Main reception. Temperature Forms are filled in and given to the Patients for further Management of treatment.

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALTHEERTHAKUPPAM
MADAGADIPET, PUDUCHERRY 605 007.

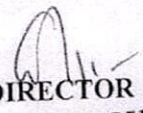
For the better functioning of the operation theatre Dr. Kannan, HOD of Surgery suggested to have an OT committee. It was suggested that the chairperson of the committee will be the Medical Superintendent and Secretary will be Dr. Balasubramanaiyan or Dr. Suresh Associate Professor of Anesthesiology and other members will be the all surgical department HODs, in charge OT technician and OT staff.

It was suggested that OT committee should meet at least monthly once. Also it was suggested to have a tumor board in future.

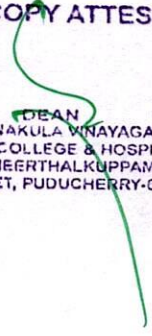
The meeting came to an end with vote of thanks.

Copy to

Chairman and Managing Director
Director
Deputy Director and Dean
Dean (Academic)
Dean (Research)
Medical Superintendent
Administrative officer
All Head of Departments
Office file.


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

TRUE COPY ATTESTED


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