

Medical Education Unit

Minutes of the Meeting

Venue: College Council Hall

Date: 03.06.2022

Agenda:

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

1. Review of previous minutes

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

TRUE COPY ATTESTED

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

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

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

TRUE COPY ATTESTED

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

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

Foundation Course

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

Feedback

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

Skills

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

Alignment and Integration

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

TRUE COPY ATTESTED

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

Early Clinical exposure

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

Mapping

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

AETCOM

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

Student Support system

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

ICT

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

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

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

DEAN
BRI MANAKULA VINAYAKASAMI
MEDICAL COLLEGE & HOSPITAL
KALNHEERTHAKKUPPAM
MADAGADIPET, PUDUCHERRY-605 107.

5. Intern log book as per CRMI regulations

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

6. Any other issues

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

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

(Savings from the amount collected for TNMC registration)

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

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

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

TRUE COPY ATTESTED

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

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

Action Plan

1. Finalization of the feedback forms to be obtained from postgraduates after their university exams in July
2. Discussion and implementation of Alignment and Integration modules across all the phases after discussion with HODs.
3. Emphasize the departments for periodical submission of competency mapping report
4. Planning of a "Mentor diary" for the upcoming batches through student support system
5. Discussion and preparation of Intern logbook as per CRMI guidelines after discussion with HODs.
6. Planning of podcast release on July 1st (Doctors' Day)
7. Planning of orientation sessions on LMS for the students

The meeting ended with vote of thanks.

Members attended the meeting

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

K. Soundariya
Coordinator, MEU
Dr. R.SOUNDARIYA
MEU Coordinator,
Sri Manakula Vinayagar Medical College and Hospital
KaliTheerthakuppam

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

TRUE COPY ATTESTED

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


Sri MANAKULA VINAYAGAR

Medical college and Hospital
Medical Education Unit

Venue: College Council Hall

Date: 07.02.2022

Agenda:

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

1. Review of previous minutes

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

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

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

a. Foundation Course

Faculty Incharge: Dean

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

TRUE COPY ATTESTED

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

b. Skills Lab

Faculty Incharge: Dr. M. Jayasree

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

c. Blueprinting and Mapping

Faculty Incharge: Dr. K. Soundariya

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

d. Mentoring/Student Support System

Faculty Incharge: Dr. R. Udhayasankar

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

e. ICT Team

Faculty Incharge: Dr. N. Suresh

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

f. Integration

Faculty Incharge: Dr.G.K.Poomalar

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

g. AETCOM

Faculty Incharge: Dr.M.Vimal

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

h. Early Clinical Exposure

Faculty Incharge: Dr.Shivayogappa S Teli

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

3. Updating the Subcommittee members list

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

Foundation Course: No change

Electives: No change

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

Blueprinting & Mapping: No change

TRUE COPY ATTESTED

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

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

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

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

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

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

Action Plan

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

The meeting ended with vote of thanks

Members attended the meeting

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

K. Soundary
Coordinator, MEU

TRUE COPY ATTESTED

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

[Signature]
Chairperson, MEU
Dr. KAGNE. R.N.
DEAN

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



Medical Education Unit

No: SMVMCH/MEU/65/2022

Date: 18.01.2022

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

Co-coordinator

Dr.G.K.Poomalar

Members

Dr. S. Girija
(DMS Medical)

Dr.M.Jayasree
(DMS Surgical)

Dr. Shivayogappa. S. Teli

Dr.M.Vimal

Dr.G.Ramya

Dr.K.Vinoth

Dr.N. Suresh

Dr.M.Rajalakshmi

Dr.R.Udhayasankar

Minutes of Meeting

Venue: College Council Hall

Time: 12.00 – 01.00 PM

Agenda:

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

1. Review of previous minutes

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

TRUE COPY ATTESTED

1
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

2. Discussion on functions of different subcommittee under MEU

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

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

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

1. Foundation Course

Faculty Incharge: Dean, Dr.K.Vinoth

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

2. Electives

Faculty Incharge: Dr.K.Karthikeyan (Dean Academic)

Identification of potential areas for electives.

3. Skills Lab

Faculty Incharge: Dr.M.Jayasree

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

4. Blueprinting and Mapping

Faculty Incharge: Dr.K.Soundariya

Overview the blueprinting and mapping process across all the phases

5. AETCOM

Faculty Incharge: Dr.M.Vimal

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

TRUE COPY ATTESTED

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

6. Feedback

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

- Plan for uniform format for obtaining year end feedback, after the completion of each phase
- However, the departments may continue their own strategies for obtaining intradepartmental feedback on their faculty
- Feedback is recommended to be obtained from external examiners, parents and other health care workers for 360⁰ evaluations
- To continue the existing format of giving feedback to the students through student support system
- Feedback may also be planned to be given to the students during the ward leaving exams. In case of OSCE, assessment may be planned earlier and some hours may be allotted exclusively for giving feedback
- It was recommended by members to include Dr.Vinoth in the Feedback subcommittee

7. Integration

Faculty Incharge: Dr.G.K.Poomalar

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

8. Mentoring/Student Support System

Faculty Incharge: Dr.R.Udhayasankar

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

9. ICT Team

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

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

TRUE COPY ATTESTED

3

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

10. Early Clinical Exposure

Faculty Incharge: Dr.Shivayogappa S Teli

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

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

3. Annual report of MEU activities 2021

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

4. Any other issues

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

Action Plan

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

The meeting ended with vote of thanks

Members attended the meeting

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

K. Soundariya
Coordinator, MEU

Dr. K.SOUNDARIYA
MEU Coordinator,

Sri Manakula Vinayagar Medical College and Hospital
KALITHEERTHALKUPPAM, PUDUCHERRY-605 107.

S
Chairperson, MEU

Dr. KAGNE. R.N
DEAN

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

SMVMCH - MEU

The Coordinator, Medical Education Unit

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

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

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

Minutes of the Meeting

Venue: College Council Hall **Date:** 25.11.2021

Agenda:

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

1. Review of previous minutes

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

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

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

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

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

TRUE COPY ATTESTED

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

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

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

4. Upgrading MEU to regional center

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

Action Plan

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

The meeting ended with vote of thanks.

Faculty attended the meeting

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

K. Soundariya
Coordinator, MEU

[Signature]
Chairperson, MEU
26/11/21

TRUE COPY ATTESTED

[Signature]
DEAN
BRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.



Medical Education Unit

No:SMVMCH/MEU/ 50 /2021

Date: 02.11.2021

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

Co-coordinator

Dr.G.K.Poomalar

Members

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

Minutes of the Meeting

Venue: MEU Hall

Agenda:

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

1. Review of previous minutes

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

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGABIPET, PUDUCHERRY-605 107.

1. Planning of FDP for newly recruited faculty

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

2. Planning of RBCW for inhouse faculty of SMVMCH

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

3. PG orientation program on medical education

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

November – 18th & 19th – A batch of Postgraduates

November – 25th & 26th – B batch of Postgraduates

4. Vision 2030 – Silver Jubilee celebration - Road Map

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

The following were suggested by the members

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

5. Any other issues

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

TRUE COPY ATTESTED

The meeting ended with vote of thanks.

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

Faculty attended the meeting

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

K. Soundariya
Coordinator, MEU

Dr. K. SOUNDARIYA
MEU Coordinator

Sri Manakula Vinayagar Medical College and Hospital
Kalitheerthalkuppam, Puducherry-605 107.

[Signature]

Dean Academic
Dr. K. KARTHIKEYAN, M.D.
DEAN (ACADEMIC)

Sri Manakula Vinayagar Medical College and Hospital
Kalitheerthalkuppam, Madagadipet,
Puducherry - 605 107

TRUE COPY ATTESTED

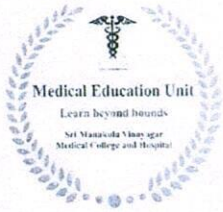
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

SMVMCH - MEU

The Coordinator, Medical Education Unit

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

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



Medical Education Unit

No:SMVMCH/MEU/ 50 /2021

Date: 24.11.2021

Patrons

Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio

Dr. D.Rajagovindan
Director

Chairperson

Dr.R.N. Kagne
Deputy Director/ Dean

Advisors

Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator

Dr.K.Soundariya

Co-coordinator

Dr.G.K.Poomalar

Members

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

Circular

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

Agenda:

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

K. Soundariya
Coordinator
MEU

K. Soundariya
Chairperson
MEU

Copy to:

The Director
The Dean
The Dean (Academic)
The Dean (Research)
Medical Superintendent
All Members

TRUE COPY ATTESTED

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



Medical Education Unit

Date: 29.09.2021

No:SMVMCH/MEU/46/2021

Patrons
Thiru. M. Dhanasekaran
Chairman & Managing Trustee

Thiru. S.V. Sugumaran
Vice-Chairman

Dr. Narayanasamy Kesavan
Secretary

Ex-Officio
Dr. D.Rajagovindan
Director

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

Advisors
Dr.K. Karthikeyan
Dean (Academic)

Dr.G.Kalaiselvan
Dean (Research)

Coordinator
Dr.K.Soundariya

Co-coordinator
Dr.G.K.Poomalar

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

Minutes of Meeting

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

Agenda:

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

1. Review of previous minutes

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

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

TRUE COPY ATTESTED

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

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

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

August

Workshop on Mentoring has been organized for Phase III Faculty (Obtained 1 TNMC Credit hour)
Intern Orientation Program – Skills workshop completed on 16th & 17th August
Details regarding the activities/publications have been obtained from the faculty and being sorted out – database is being prepared

September

Feedback has been obtained from students regarding programs on stress management
Faculty sensitization program on Mentoring conducted for phase III mentors on 21.09.2021
Workshop on "Developing Tool Box for Formative Assessment" conducted for inhouse faculty on 22.09.2021 (Obtained TNMC Credit hours)
Mentor -Mentee meet has been scheduled on 30th September and 1st October

3. Log Book

Dean initiated the discussion over the progress of the logbook across all the phases. The following were recommended by the members

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

4. Examination pattern – Theory & Clinical Postings

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

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

TRUE COPY ATTESTED

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

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

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

6. MEU Library Books – Update

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

7. SOP for MEU

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

8. MEU programs planned for the month of October

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

- Workshop on Skill teaching & Assessment by Dr.Dinker Pai, Director, Simulation center, MGMC & Dr.Hemanth, has been postponed to be in the month of November due to non-availability of dates from the resource faculty.
- 2-day ICT Workshop has been planned in October 4th week (25th & 26th) with 20 participants in Digi lab and fully hands on training will be provided for different ICT tools. It was decided to provide Lunch for the participants for the 2 days

9. Any other issues

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

Action Plan

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

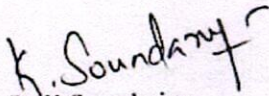
TRUE COPY³ ATTESTED


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

The meeting ended with Vote of Thanks.

Members attended the meeting

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


Dr.K.Soundariya
Coordinator, MEU


Dr.R.N.Kagne
22/3/21
Chairperson, MEU

TRUE COPY ATTESTED

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

SMVMQH - MEU
The Coordinator, Medical Education Unit
Phone. 0413 - 2643000 (Ext-2038). Fax. 0413 - 2643014, Mobile. 9786895193
E mail: manu@smvmqh.ac.in / drsoundariya@gmail.com

Minutes of Meeting of Medical Education Unit

Venue: College Council Hall

Date: 28.07.2021

Time: 2.00 PM – 3.15 PM

Agenda:

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

1. Review of previous minutes

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

Action Plan	Progress
Website update regarding MEU to be proceeded with creation of Logo, certificate model and Letter Pad	<ul style="list-style-type: none"> - Content is ready to be updated in website (till date)- to be handed over to Dr.Vinod - Logo is finalized, to be approved by Director - Certificate designing completed, logo to be incorporated and finalized - Letter pad ready, logo to be incorporated
Recommendation to insist on LMS usage, periodic updates of Blueprint preparation and mapping in college council meeting	<ul style="list-style-type: none"> - Mr.Raja has been instructed to clear the errors occurring with LMS usage and purchase of cloud, programs can be planned only after the corrections

TRUE COPY
 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHERTHALKUPPAM,
 MADAGADIPET, PUDUCHERRY-605 107.

Sri MANAKULA VINAYAGAR

Medical college and Hospital

Medical Education Unit

Circular

No: SMUCH / MEU / 30 / 2021

Date: 27.07.21

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

Agenda:

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

K. Soundarya
Dr. K. Soundariya

Coordinator, Medical Education Unit

Dr. K. SCUNDARIYA
MEU Coordinator,

Sri Manakula Vinayagar Medical College and Hospital,
Kallitheerthalkuppam, Puducherry-605 107.

[Signature]
Dean

Chairperson, MEU
Dr. KAGNE. R.N
DEAN

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

TRUE COPY ATTESTED

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

Scanned with CamScanner

Agenda 7: Updating MEU books/E-journals

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

Agenda 8: Any other issues

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

Action plan:

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

The meeting ended with Vote of thanks.

Members attended:

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

K. Soundary
Coordinator, MEU

TRUE COPY ATTESTED
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGABIPET, PUDUCHERRY-605 107.

[Signature]
Dean
14/6/21
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

decided to be done via LMS from Dean office. Faculty may be motivated to prepare a content (weekly/monthly) to be posted in the LMS

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

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

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

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

Agenda 5: Proposal for virtual conference by MEU

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

Agenda 6: Proposal for MEU oriented research

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

TRUE COPY ATTESTED

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

Minutes of meeting of Medical Education Unit

Venue: College Council Hall

Date: 11.06.21

Time: 10.00am – 11.30am

Agenda

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

Outcomes of the meeting:

Agenda 1: Review of previous minutes

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

Agenda 2: Website update for MEU

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

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

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

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

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

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

Agenda 7: PG Basic Course workshop in Medical Education

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

Action plan:

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

The meeting ended with Vote of thanks.

Members attended:

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

K. Soundariya
Coordinator, MEU

TRUE COPY ATTESTED

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

Dean
23/3/21
Dr. KAGNE. R.N
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605107.

Minutes of meeting of Medical Education Unit

Venue: College Council Hall

Date: 23.03.21

Time: 10.00am – 12.30 PM

Agenda

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

Outcomes of the meeting:

Agenda 1: Invitation of new members of MEU

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

TRUE COPY ATTESTED

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

Agenda 2: Review of Minutes of previous meeting

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

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

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

Agenda 4: Preparing the list of members for ACME

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

For the next two batches of ACME,

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

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

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

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

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 007.

	<ul style="list-style-type: none"> - Mapping – first year – University results released, in progress. Sessions need to be planned for Phase II – 2nd stage of mapping - Blueprint preparation to be announced in college council meeting
Workshop on mentoring need to be planned in the dates between 28 th June to 2 nd July 2021	Successfully organized on 28 th June 2021 for SSS coordinators, Phase II & Phase III part I mentors
To carry out the background work for the virtual conference 'Research in medical education', tentatively planned in conference planned tentatively in the month of October/November	Temporarily postponed due to MEDUCON announced by JIPMER.

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

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

TRUE COPY ATTESTED

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

Scanned with CamScanner

2. Intern Orientation Program

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

3. PG Orientation Program

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

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

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

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

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

TRUE COPY ATTESTED

DEAN
BRI MANANJULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

6. Formation of Subcommittee for CBME Curriculum

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

1. Foundation Course

- Dr.R.N.Kagne, Dean -Incharge
- Dr.K.Vinod

2. Early Clinical Exposure

- Dr.Shivayogappa S Teli -Incharge

3. Skills

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

4. Mapping

- Dr.K.Soundariya - Incharge

5. ICT

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

TRUE COPY ATTESTED

DEAN
SRI MARUDU VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

6. Integration

- Dr.G.K.Poomalar - Incharge

7. Feedback

- Dr.M.Rajalakshmi - Incharge

8. Electives

- Dr.K.Karthikeyan , Dean Academic - Incharge

9. AETCOM

- Dr.M.Vimal – Incharge

10. Student support system / mentorship

- Dr.G.Kalaiselvan - Incharge
- Dr Udhaya sankar

7. Rescheduling & Planning of Virtual conference

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

TRUE COPY ATTESTED

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

8. MEU Programs for 15th Year celebration

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

Month	Planned	Pending
April	Blueprinting, Mapping PGMET	PG MET
May	1. Problem Based Learning & Mentorship Program 2. Workshop on conducting OSCE/ Simulation/Skill training/Logbook/ Portfolio 3. LMS updation of progress, giving lesson activity, workshop etc	1. Problem Based Learning 2. Workshop on conducting OSCE/ Simulation/Skill training/Logbook/ Portfolio 3. LMS updation of progress, giving lesson activity, workshop etc
June	1. Workshop on Self-Directed Learning 2. Writing MD/MS Dissertation 3. How to guide MD Thesis	1. Workshop on Self-Directed Learning 2. Writing MD/MS Dissertation 3. How to guide MD Thesis
July	1. Workshop on PG Research Methodology 2. Workshop on Giving & Receiving feedback 3. Framing an appropriate MCQ with Item analysis	1. Workshop on Research Methodology 2. Workshop on Giving & Receiving feedback 3. Framing an appropriate MCQ with Item analysis
August	Assessment in CBME Mapping PG MET	---

Action Plan

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

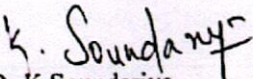
The meeting ended with Vote of Thanks.

TRUE COPY ATTESTED


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

Members attended the meeting

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

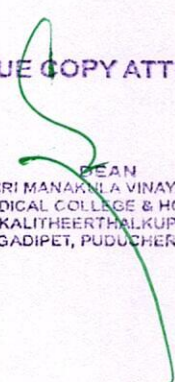

Dr.K.Soundariya
Coordinator, MEU

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


Dr.R.N.Kagne

Chairperson, MEU
Dr. R.N. Kagne
Dean
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
PUDUCHERRY-605 107.

TRUE COPY ATTESTED


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