



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail: kims.medical@yahoo.com; Website: www.kveg.in

Minutes of meetings showing discussion/planning on postgraduate teaching schedule



Karpaga Vinayaga Institute of Medical Sciences & Research Centre
GST Road, Chinnakolambakkam, Palayanoor (P.O)
Madhuranthagam (Tk.), Kancheepuram – 603 308.
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Curriculum Committee Meeting

Minutes of Meeting

Date: 26/09/2014

In this meeting of Curriculum Committee Meeting of KIMS & RC, held in the MEU Room, KIMS on 26/09/2014 at 10.00 am., Dr. A.R Chakravarthy, extended his warm welcome to the members of the Committee. All the members were present in the meeting. Minutes of the previous meeting were approved.

The following matters were discussed in the meeting

1. Marks distribution for 2nd MBBS Practical exams of total 40 Marks is resolved and approved, will be followed from February 2015 exam session onwards. 20 marks divided for peripheral smear, urine exam, spotters, OSPE in Pathology. (MGR Univ letter dated 04/09/2014)
2. Post graduate teaching schedule, which includes, Seminars, journal clubs, Case discussion, to be continued regularly.

S. No.	Name	Designation & Name of the Department	Signature
1	Dr. A.R Chakravarthy	Dean, Professor Department of OBGY	
2	Dr. S Vadivel	Professor, Department of Physiology	
3	Dr. T.S.Vijayalakshmi.	Professor, Department of Microbiology	
4	Dr. R.N. Manikandan	Professor, Department of General Medicine	
5	Dr. D.Balaji	Associate Professor, Department of General Surgery	
6	Dr. Girija Sivakumar	MEU Coordinator of the college, Professor Department of Anatomy	
7	U Gnanasambhandam(521320520) Shrisakthi J(521320582)	Students Representatives	

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Minutes of meetings highlighting details of peripheral PG postings, CRRI clinical postings, IA and evaluation process



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Curriculum Committee Meeting

Minutes of Meeting

Date 20/03/2015

In this meeting of Curriculum Committee Meeting of KIMS & RC, held in the MEU Room, KIMS on 20/03/2015 at 2.00 pm. Dr. A.R Chakravarthy, extended his warm welcome to the members of the Committee. All the members were present in the meeting

The following matters were discussed in the meeting

1. To implement the peripheral clinical posting schedule for the Post Graduates admitted from 2015-16 onwards, as letter received from MGR University (dated 28.02.2015). The Post Graduates should be with the parent department between 07.00am to 10.00am or 10.00am to 12.00 noon, during their peripheral postings.
2. MBBS CRRI to be posted at least one week from their Community Medicine posting to the Department of Diabetology & Diabetic Clinics as part of their curriculum from 2015 onwards. & Post Graduates of Medicine and other Medical specialities for a period of at least 2 weeks in department of Diabetology & Diabetic Clinics from 2015-16 batch.
3. The candidates are permitted to appear for examinations, who have crossed double the duration in their course of study, after collecting the prescribed fees. MGR University (dated 28.02.2015).
4. Corrective measures of paper Evaluators as prescribed by MGR University was conveyed for effective evaluation of theory papers.
5. IA marks for General Surgery be changed to 60 marks (theory-30, practical -30) as per Medical Council Of India norms. MGR Univ letter 17.03.2015
6. To conduct one main examination in a year & supplementary examination to be held not later than 6 months as per Medical Council Of India norms for First MBBS Degree Course. So the regular examination for the 1st MBBS students alone will be held in August every year & supplementary examination originally held in February will be re-scheduled or advanced to November. This will be implemented from 2016 Examination session onwards, so that 1st MBBS students will appear for regular examination in August 2015 & the supplementary examination in November 2016 & no examination will be conducted in February 2016 for failed 1st MBBS candidates. MGR Univ letter dated 16.03.2015
7. The students who have paid the fees but not appeared for the November supplementary examination, will be permitted to write their examination in February 2015 as one time measure & the candidates must have completed 18 months of prescribed period of study before appearing for the 2nd MBBS professional examination. MGR Univ letter 16.03.2015



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Curriculum Committee Meeting

Minutes of Meeting

Date: 19/06/2015

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 19/06/2015 at 10.00 am.. Dr. A.R Chakravarthy, extended his warm welcome to the members of the Committee. All the members were present in the meeting, except for the co-ordinator, who had sent a leave of absence, Dean had accepted it & meeting was proceeded on behalf of the co-ordinator. The following matters were discussed in the meeting.

1. The Internal assessment marks and the practical marks made by the institution through online cannot be altered under any circumstances. A sensitization programme will be arranged by the University to increase the awareness among the faculties, scheduled on 23.06.2015 @ MGR University, Chennai.
2. To bring about uniformity among the affiliated institutions, MGR University has introduced logbook system for the students to get familiarize with the nature of clinical and academic activities to which students have to be exposed. Any suggestions or inputs from the clinical departments is welcome.

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2	Dr. S Vadivel	Professor, Department of Physiology	
3	Dr.T. Sheila Doris Devamani	Professor, Department of Microbiology	
4	Dr. R.N. Manikandan	Professor, Department of General Medicine	
5	Dr. D.Balaji	Associate Professor, Department of General Surgery	
6	Dr. Girija Sivakumar	MEU Coordinator of the college, Professor Department of Anatomy	
7	U Gnanasambhandam(521320520) Shrisakthi J(521320582)	Students Representatives	

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Curriculum Committee Meeting

Minutes of Meeting

20/03/2015

8. The pattern for 2nd MBBS practical examination will be followed from Feb 2015 Exam-session –Peripheral smear -5 marks, urine examination-5 marks, spotter haematology – 2marks ,cytology-2 marks, Histopatho-6 marks ,OSPE-5 marks & Viva Voce -15 marks (including instruments).(MGR Univ letter dated 10.03.2015)

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3	Dr. T.Sheila Doris Devamani	Professor , Department of Microbiology	
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Minutes of meetings depicting uniformity in all PG courses in relation to OSPE/OSCE



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Curriculum Committee Meeting

Minutes of Meeting

Date: 04/01/2016

Meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 04/01/2016 at 12.00 noon. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting

The following matters were discussed in the meeting

1. To maintain uniformity for all Postgraduate courses in regards to the practical exercises under the headings of OSPE/OSCE.(MGR Univ letter dated 14.12.2015)
2. As part of the flood relief measures, we have to conduct special camps to reach out the affected students and receive applications for the issue of Duplicate educational certificates in lieu of damaged ones in recent floods .This service will be offered free of cost to the students.Sample application form to be issued to the student.(MGR Univ letter dated 10.12.2015)
- 3.The original filled application by students to be retained by institution , one copy of filled application to be given to student as acknowledgement and scanned copy of the original to be sent to the Controller of Examinations in-charge MGR university,through email: coe@tnmrgmu.ac.in. (MGR Univ letter dated 10.12.2015)
- 4.Duplicate Certificates will be sent to the respective colleges within one week from the date of receipt of application. (MGR Univ letter dated 10.12.2015).
- 5.MGR Univ letter dated 30.12.2015 ,to send the details of eligible faculties ,in the given proforma on or before 26.02.2016 to the University ,for the Re-Constitution of Board of Studies.

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1	Dr. Sufala Sunil Vishwasrao	Principal, Professor Department of Anaesthesiology	
2	Dr. S Vadivel	Professor, Department of Physiology	
3	Dr.T. Sheila Doris Devamani	Professor, Department of Microbiology	
4	Dr. R.N. Manikandan	Professor, Department of General Medicine	
5	Dr. Balaji D	Associate Professor, Department of General Surgery	
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Curriculum committee highlighting guidelines for conduct of internal assessment and encouragement of research.



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Curriculum Committee Meeting

Minutes of Meeting

Date: 25/07/2016

Meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 25/07/2016 at 10.00 am.. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting
The following matters were discussed in the meeting

1. Clinical Legal Conference can be conducted by the Forensic Department in co-ordination with all other departments in the Medical Colleges atleast 4 per year. This has to be implemented from the academic year 2016-17 onwards.(MGR Univ letter dated 31.05.2016)
2. Formative assessment of the candidates for Theory / Practicals/Clinicals should be done quarterly at the end of every posting ,and to be submitted to the university along with Attendance particulars.(MGR Univ letter dated 06.05.2016)
3. To encourage the Research Activities in the Affiliated institutions and to fulfill the norms of MCI ,the faculties are requested to publish their Research work and also publish in University On-line E – Journal.(MGR Univ letter dated 04.05.2016)
4. University has framed Revised instructions to the Chief Superintendent & Invigilators ,circulated among all the faculties and the Chief Superintendent.(MGR Univ letter dated 11.07.2016)
5. The University Of Science Malaysia ,has proposed to conduct Novel Research & Innovation Competition 2016 for Undergraduate Students who have final year Research project. The Competition will be conducted by University Of Science Malaysia ,from 16-18th August 2016(MGR Univ letter 05.07.2016)

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Curriculum Committee Meeting

Minutes of Meeting

Date: 25/09/2015

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 25/09/2015 at 10.00am. Dr. A.R Chakravarthy, extended his warm welcome to the members of the Committee.

. Dean welcomed Professor ,Department Of Community Medicine ,Dr. Roselin Fathima William and introduced her as our Co-ordinator (as per the discussion of meeting held on 17.09.2015)

1.All the colleges should continue to participate in the NSS (National Service Scheme),so that the young students will be oriented for the community services . (MGR Univ letter dated 10.08.2015)

2. To implement the uniform marking pattern of 80 & 20 for viva voce & logbook respectively for the Clinical Post graduates degree courses.Marking pattern for Post Graduate Non-clinical degree courses is 60&40 to viva voce & pedagogy respectively .(MGR Univ letter dated 04.09.2015)

3. Post Graduate degree course students may be posted in parent unit in first 6 months & last one year to ensure guidance of their dissertation & research work & remaining one and half year (7th to 24th month)of 3 years course ,the Postgraduates may be rotated among other units for wider exposure and to aquire adequate technical skills.(MGR Univ letter dated 04.09.2015)

4.Dissertation has to be submitted by the student 6 months before the theory exams as per norms of MCI.In case of correction or resubmission ,one month time can be given for the students to rectify the errors and resubmit the thesis to the university and should be permitted for Theory/practical exams only after acceptance of thesis .This to be followed from April 2016 examination session onwards.

5. Also present regulation on topics chosen for dissertation should not have been done in previous 5 academic years to be continued.

6.A post graduate student appearing the University exams should pass theory & practical exams separately , minimum 40% in each theory paper& not less than 50% marks cumulatively in all 4 papers for degree examinations, to be cleared as "passed".(MGR Univ letter dated 07.09.2015)



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Minutes of curriculum committee depicting change in II MBBS question paper, research methodology workshop



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Curriculum Committee Meeting Minutes of Meeting

Date: 17/07/2017

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 17/07/2017 at 10.00 am. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting

The following matters were discussed in the meeting

1. To teach bioethics for a minimum of 4 hours for 2nd year MBBS students
2. To ensure topics in NSS curriculum are as specified by Dr. MGR medical university.
3. To include structured objective questions as part of question paper in IA test either in brief answers or very short answers for 2nd MBBS.
4. Foundation course for 1st year MBBS is to be conducted between 05/09/17- 08/09/17.
5. Workshop on Research methodology will be planned to conduct on 16/09/17- 17/09/17 for all post graduates.
6. It is decided that every department having post graduation course should conduct minimum 1 CME and 1 conference per year. Non PG departments to conduct a CME once in 2 years.

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1	Dr. Sufala Sunil Vishwasrao	Principal, Professor Department of Anaesthesiology	
2	Dr. Navin Rajaratnam	Professor, Department of Physiology	
3	Dr. R. Kavitha	Professor, Department of Pharmacology	
4	Dr. S. Appandraj	Professor, Department of General Medicine	
5	Dr. D. Balaji	Professor, Department of General Surgery	
6	Dr. Roseline Fatima William	MEU Coordinator of the college, Professor Department of Community Medicine	
7	K. Arunkumar R. Supraja	Students Representatives	

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Minutes of meetings of curriculum committee mentioning of integrated teaching



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Curriculum Committee Meeting

Minutes of Meeting

Date: 27/01/2017

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 27/01/2017 at 10.00 am. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting

The following matters were discussed in the meeting

1. 1st Parents teacher meeting for MBBS students will be planned on 25/02/17.
2. Integrated teaching in view of world TB day by department of community medicine will be scheduled on 22/03/17.
3. CRR1 orientation programme for the passing out batch is planned on 28/3/17-29/3/17.

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Minutes of meetings depicting curriculum changes by affiliated university and same is being followed up (I, II MBBS, modification of question paper in nonclinical PG courses)



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Curriculum Committee Meeting

Minutes of Meeting

Date: 29/01/2018

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 29/01/2018 at 10.00 am. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting

The following matters were discussed in the meeting

1. Inclusion of Surface anatomy in OSPE (20) in practical exam from forthcoming university examination– Aug 2018
2. Chapters specified under paper I & II University practical examination in Physiology & Biochemistry for I MBBS, II MBBS & final MBBS part I & II courses
3. Internal assessment test conducted in 8 formative assessment and Topics for theory /practical assessment Biochemistry for I MBBS as per the guidelines given by Dr.MGR letter dated 23/1/18
4. Problem /case scenario based structured question with break up under essay questions should be implemented from Feb 2019 examination onwards for II MBBS & final MBBS part I & II
5. Modification in question paper pattern for PG nonclinical courses from May 2018 examination and same practical examination pattern will be continued till Oct 2019
6. Depute 2MEU members for one day seminar on National ethical guidelines-ICMR 2019 conducted by MGR university on 27/3/18
7. 1 yr PG MD/MS to submit dissertation title through university website by 31/5/18

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Minutes of meetings mentioning MD (OBG) curriculum stating addition of special posting



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Curriculum Committee Meeting

Minutes of Meeting

Date: 25/10/2018

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 25/10/2018 at 10.00am. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting
The following matters were discussed in the meeting

1. Revised Special postings for MS OG clinical posting as per Tamil Nadu Dr. MGR medical university letter dated 27/9/18.
2. Attendance of clinical posting for MBBS students to be maintained in respective department and to be forwarded by the principal periodically
3. To implement biometric attendance system for MBBS UG
4. PG should be first /second /corresponding author for eligibility to appear in university examination and the same article should not be used by other authors for eligibility

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3	Dr. R. Kavitha	Professor, Department of Pharmacology	
4	Dr. S. Appandraj	Professor, Department of General Medicine	
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Curriculum Committee Meeting

Minutes of Meeting

Date: 30/07/2018

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 30/07/2018 at 10. 00 am.. Dr. Sufala Sunil Vishwasrao, extended her warm welcome to the members of the Committee. All the members were present in the meeting
The following matters were discussed in the meeting

1. PG examination results and about the clinical postings schedule.
2. Basic science lecture schedule for first year clinical PGs.

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