



# 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](mailto:kims.medical@yahoo.com); Website: [www.kveg.in](http://www.kveg.in)

## Minutes of Council Bodies with for deployment of strategic plan



KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE  
G.S.T. Road, Chinn Kolambakkam, Palayanoor Post,

Madhuranthagam Taluk, Kanchipuram District – 603 308

### COLLEGE COUNCIL

The college council has consisted of

1. President - Dr Sufala Sunil Vishwasrao Principal
2. Secretary - Dr Sheila Doris Devamani, Professor, Department of Microbiology.
3. Members - Heads of all the Departments and Principal as Chair Person

Anatomy	-	Dr T.L. Anubumani
Physiology	-	Dr S. Vadivel
Biochemistry	-	Dr.V. Santhosh
Pharmacology	-	Dr. R. Kavitha
Microbiology	-	Dr. T. Sheila Doris Devamani
Pathology	-	Dr Sithy Athiya Munavarah
Forensic medicine	-	Dr. V. Sathyamurthy
Community medicine	-	Dr. W. Roseline Fathima William
General Medicine	-	Dr. R.N. Manikandan
General Surgery	-	Dr. M. Ramula
Orthopaedics	-	Dr. R. Selvaraj
Paediatrics	-	Dr.A. Ramanath
OBG	-	Dr. N.S. Minnal Kodi
Anesthesia	-	Dr. R. Subramanian Bharathiar
Pulmonary medicine	-	Dr. A. Chitrakumar
Dermatology	-	Dr. R. Bhaskaran
ENT	-	Dr. M.K.Sidhdhartharaj
Radio Diagnosis	-	Dr. M.A.Ameen
Ophthalmology	-	Dr. G.S.Srinivasan
Psychiatry	-	Dr. V.Sethumadhavan

Dr. M. Kannaki - Medical Superintendent

Principal

Principal  
Karpaga Vinayaga Institute of  
Medical Sciences  
G.S.T. Road, Chinn Kolambakkam,  
Palayanoor Post,  
Madhuranthagam - 603 308



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## KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE, MADURANTHAGAM

### Minutes of Meeting

26.04.2017

Managing Director had presided over the meeting held on 25.04.20

Following things were discussed and approved

1. All the UG/PG teaching schedule has to be sent to the Principal; office by 21<sup>st</sup> of every month for the subsequent month
2. Attendance for UG/PG to be sent by 30<sup>th</sup> / 31<sup>st</sup> of every month.
3. Faculty work load to be submitted every month (Hospital side to Hospital office & college side to college office)
4. The working day schedule to be sent to Principal office for each faculty by respective HOD & the faculty should strictly adhere to the working days. It will be done LOP.
5. Signature seal with register number to be prepared.
6. Casualty, 4 CMO to be put on duty.
7. CRRI - Stipend to be paid only after the satisfactory remark & signature of unit head is received from the respective department.
8. To avail the benefit, for all the departments of CM scheme insurance Mr. Sathish is being deputed to visit all the wards, ICU, Emergency ward etc., daily.
9. Internet connection to be given to all the departments.
10. Faculties to be included in bulk SMS service, to avail the benefit. E.g. as reminder for CME, workshop, meeting, etc conducted by the institution.
11. All the faculties are being instructed by the Managing Director regarding the scientific publication. The publication should be in the concerned department journal. This ~~is~~ will be considered during yearly increment of the faculty
12. Each Department should conduct one CME per year.
13. Regarding : issuing of Handbook for CRRI during orientation programme

Copy :

26/4/2017  
PRINCIPAL  
KARPAGA VINAYAGA INSTITUTE  
OF MEDICAL SCIENCES  
G.S.T. Road, Chinnakolambakkam,  
Palayanoor Po, Maduranthagam - 603308



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## KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

### MINUTES OF THE MEETING:

20.09.2017

Managing Director had presided over the meeting held on 01.09.2017

Principal gave welcome address

Following things were discussed and approved.

The agenda was followed

1. PG revamped (By MGR University) syllabus was discussed in detail
2. The peripheral postings for all the post graduates has to be adhered strictly as & where necessary
3. Peripheral postings for the departments of Biochemistry, Community Medicine, General Medicine, Microbiology, Pathology, Pharmacology, Physiology, Psychiatry, ENT, Ophthalmology, Orthopaedics, & OBGY was discussed & handed over.
4. Regarding the assessment schedule of PG for internal marks was discussed.
5. For clinical PG as per University norms 20 marks to be allotted to the log book.
6. It was instructed that subjective distribution of hours & topics should reflect in the log book of PG properly.
7. Online dissertation submission details updated with the concerned HOD's of pre & para-clinical departments.
8. For pre-para clinical departments, All the PG's 2017 batch are instructed to log in and get confirmation for topic search. They have to search if for same topic is already done registered by any candidate in the university.
9. The dates for Research Methodology work shop was fixed for new PG on 16<sup>th</sup> & 17<sup>th</sup> September 2017.
10. A compulsory Research Methodology workshop for PG will be conducted by MGR University in December 2017.
11. In November 2017 ethical committee clearance for all the post graduates.
12. The CME months were allotted and given for each department. For clinical departments once in a year compulsory and for Non-PG departments once in 2 years was decided.
13. NABH updates were given by DMS Dr. Krishna Kumar (The source is attached).
14. Two new Anaesthesia ventilator for ICU and work station were approved by the Managing Director.
15. Restarting of the college scientific magazine was discussed and approved.  
Dr. Navi will be the in-charge.  
Dr. Aparna will co-ordinate for clinical side to get the details of unusual/rare case admitted and treated.
16. The meeting ended with vote of thanks.

Copy Submitted to: Managing Director  
Copy to : All Departments  
Hospital Office

*Singh 20/9/17*  
PRINCIPAL





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### Minutes of the Meeting held on 23.04.2018

Managing Director had presided over the meeting.

Welcome note by Principal & short introduction of newly joined Medical Superintendent Dr. M. Kannaki. As per the instructions of Managing Director all the department HOD's were ready with the Power Point Presentation.

Time limit for each department was a maximum of 7 minutes.

The PPT included individual department Performance for last one Year, along with the details of the hospital statistics pertaining to the department.

It also covered the academic performance of faculties (in regard to guest lecture / Speaker, CME conducted, Paper Publication etc). PG Students (Poster Presentation/ Paper Presentation/ Publication / etc), UG students academic performance, by each department.

- Certain Instructions were given by the Managing Director regarding – Practical Exams for UG Students & CME conducted by Institution.
- For the Practical Exams, it was decided that all the Examiners will assemble in a common dining hall (One for College side and One for Hospital side).
- Certain important instructions were given by our MS to the faculties regarding OP & IP.
- It was decided Unanimously in the meeting to increase the number of camps and provide health facilities for the poor (in & around villages).
- It was also proposed that HOD's will be put by rotation in the department.
- Organization chart prepared by the expert committee was handed over to the HOD's to avoid hassles in the day today work and to aid time management of the higher authorities.

*Amal 24/4/18*  
Principal  
Karpaga Vinayaga Institute of  
Medical Sciences  
G.S.T. Road, Chinnakolambakkam



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### KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

Minutes Of The College Council Meeting Held On 21/12/2018 @ 12 noon

- Meeting was presided by our Managing Director .
- Welcome note was given by the Principal & reviews of last meeting.
- It was appreciated for the co-operation & involvement of all the faculties in successful carrying out of the Entry Level Inspection. 18 NC were received & were closed successfully. Next step was about the sharing of a ppt by the NABH Secretariat with the Institution ,in slide format .
- Medical superintendent assured about the subsequent quality care of the patients ,to provide excellent health care and also will meet & maintain the NABH standards.
- PG- Internal assessment & attendance particulars were put forth by the PG director , & quarterly assessment & attendance to be updated by all the PG departments.
- PG director also updated about the Peripheral postings, teaching schedule (Journal clubs, Seminars, Symposia, Group Discussions )& instructions were given by our Managing Director to the HOD'S of poor performer departments to conduct PG activities regularly.
- Implementation of Under -Graduates Biometric attendance started from December 1<sup>st</sup> ,certain instructions were given.
- Discussion about NAAC , & the team was declared ,it was instructed to all the departments for active co-operation & support to be given for the team members in their work.
- The NAAC team need to be supported in all aspects for collecting the data from individual departments.
- The follow -up for NAAC proceedings will be kept in the subsequent meetings.

*[Signature]* 21/12/18  
PRINCIPAL

Principal  
Karpaga Vinayaga Institute of  
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G.S.T. Road, Chinna Kolambakkam,  
Palayanoor Post,  
Maduranthagam - 603 308



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### KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

Minutes Of The College Council Meeting Held On 04/07/2018 @ 12 noon

- Meeting was presided by the Managing Director .
- Welcome note was given by the Principal .
- A review was asked to update to the camp -Incharge ,regarding the total number of camps conducted in the last 3 months .
- It was decided in the last meeting to improve still more camps, for the health care facilities for the surrounding villages .
- A follow -up was asked to keep about the beneficiaries of the camps .The camp -Incharge had a detailed statistics ,about how our camps have been working out.
- The dedicated services of our CRRI and the faculties of the respective department has helped to bring up the genuine patients upto the Tertiary care centre.
- The statistics had improved and the health care facility had reached the poor and rural population ,was mentioned in the meeting by our Medical Superintendent.
- Managing Director had congratulated and appreciated the services & instructed to keep it up.
- Each department Hod's had presented the details about the CME conducted in last 6 months .
- It was emphasized to continue to follow Vertical & Horizontal Integration of teaching in the CME . A good feed back was received from the student cell about the Integrated CME.
- More stress to be given for the attendance of the students was suggested by the Principal .The HOD's were requested to instruct the co-ordinators of the respective classes to be kept informed to the parents about their wards attendance along with the performance in each Internal assessments.
- The Hod's were also requested to keep extra classes for the poor performers ,and to intimate the parents in the subsequent PTA .To communicate with the parents in PTA ,and to get an undertaking from the parents about the performance of their ward ,so that the parents involvement will expedite the students performance.
- A follow -up of the above was requested to submit in the next meeting.
- Meeting ended with vote of thanks.

4/7/18  
PRINCIPAL

Principal  
Karpaga Vinayaga Institute of  
Medical Sciences  
G.S.T. Road, Chinnakolambakkam,  
Palayamkottai Post,  
Madhuranthagam - 603 308





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### Anti - ragging committee.

Chairman : Dr. Sufala Sunil Vishwasrao  
Principal

Members : Dr. R. N. Manigandan  
:Professor of Medicine

Dr. Sithy Athiya Munavarah  
Professor of Pathology

Dr. Thirunaaokarasu,  
Prof of Community medicine

Dr. Anand Bhosale  
Prof. Pathology

Dr. Balan,  
Associate. Prof of Microbiology

Dr. Prathap,  
Associate. Prof of Pharmacology

Dr Uma  
Asst.Prof of Anaesthesiology

Mrs. Uma Maheswari  
Asst. Prof of Physiology

Inspector of Police  
Padalam Police Station,

Principal  
Karpaga Vinayaga Institute  
Medical Sciences  
G.S.T. Road, Chinn Kolambakkam,  
Palayanoor Post,  
Madhuranthagam - 603 308

Thiru. Nellikuppam Pugazhendhi  
MLA



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## Karpaga Vinayaga Institute of Medical Science & Research Centre Maduranthagam Circular

17/09/2018

The following faculty members are posted for Anti-ragging Duty. They are requested to make rounds at 08.00pm, 10.00 pm & 01.00am and submit the reports to the Principal when and where. They are supposed to see the warden during all the 3 times(on that particular day) of rounds and sign the register maintained by the warden. All are requested to kindly cooperate and prevent any untoward incidents.

### BOYS HOSTEL

Dr. Sunil	17	2, 18
Dr. G. R. Karthikeyan	18	3, 17
Dr. Appandraj	19	4, 16
Dr. Arumuganathan	20	5, 15
Dr. Balan	21	6, 20
Mr. Sivakumaran	22	7, 21
Dr. Prasan Norman	23	8, 22
Dr. Balaji(ortho PG)	24	9, 23
Dr. Amarnagesh	25	10, 24
Dr. Vishnu Prasad	26	11, 25
Dr. Santhosh	27	12, 26
Dr. Ragavendra	28	13, 27
Dr. Shankar Naik	29	14, 30
Dr. Mahroof Thamarassery	30	15, 31
Dr. Anand Ashok Boshale		1, 23, 24

### GIRLS HOSTEL

Mrs Umamaheshwari	18	7
Dr. Anisa	19	8
Mrs. Sumithra@	20	9
Dr. Uma	21	10
Ms. Gladius Jennifer	22	11
Dr. Anthonyammal	23	12
Dr. Parvathvardhini	24	13
Dr. Daisy	25	14
Dr. Ramya Krishnan	26	15
Dr. Meena	27	16
Dr. Prema	28	17
Dr. Sowmiya	29	18
Dr. V. Sivagama Sundari	30	19
Dr. G. N. Nikisha	31	1
Dr. Jothilakshmi M V		2
Dr. S. Marytresa Jeyapriya		3
Dr. Jhansi Rani		4
Dr. Vimala		5
Dr. Archana(Radiology)		6

Principal

Karpaga Vinayaga Institute of  
Medical Sciences  
GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Note : Any non-availability on that particular day of any of the faculty, internal adjustment to be done with other faculty.





## KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

Minutes of Meeting held on 11/9/2018

11.09.2018

Principal Presided over the meeting.

It was decided to put the faculties by rotation for the hostel.

All the faculties staying in campus, have been allotted the duties.

The faculties were instructed about the <sup>routine</sup> rounds and surprise rounds.

Routine rounds to be carried out at 10 pm, 2 AM & 12 midnight.

Also individual faculty was instructed to have an interactive meeting with freshers, discuss about their routine, daily day to day activities, recreation activities in the evening.

Surprise rounds were scheduled during mess hours → snacks, lunch, breakfast & dinner timings.

A regular schedule was put till 24<sup>th</sup> October 2018 for the faculty rounds for both the girls hostel & boys hostel. (Ladies & gents hostel).

Wardens of both gents hostel & Ladies hostel were instructed to maintain a notebook & get signature of the faculties during their rounds in the hostel.

Meeting ended with vote of Thanks.

Sub 11/9/2018  
Principal

Principal  
Karpaga Vinayaga Institute of



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16.10.2018.

Minutes of the Meeting held on 16.10.2018

- 1] An urgent meeting was called, as per the instructions of our Managing Director.
- 2] All the members had attended the meeting.
- 3] Few suggestions were given by the members & our Managing Director.
- 4] The 1<sup>st</sup> M.B.B.S students were called in the closed hall, a confidential meeting was held with the students.
- 5] The students were asked to give up, a writing on blank papers about their experience in hostel & campus. They Blank papers were distributed to all the 100 students.
- 6] The students were asked <sup>not to</sup> mention <sup>their</sup> names on the paper, & were counselled to write their views frankly without any pressure or stress.
- 7] The students ~~were~~ have given their opinion about the hostel and campus. None of the letters have any evidence of ragging.

Jul 16/18  
Principal  
Karpaga Vinayaga Institute of  
Medical Sciences  
G.B.T. Road, Chinnakolambakkam,





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Karpaga Vinayaga Institute of Medical Sciences & Research Centre

GST Road, Chinnakolambakkam, Palayanoor (P.O)

Madhuranthagam (Tk.), Kancheepuram – 603 308.

Phone – 044/27598484

09.10.2019

### Minutes of the Meeting held on 09.10.2019

- Welcome note was given by the chair.
- As discussed in previous meeting, 4 short films from UGC website were projected in our CME hall for the Undergraduate students batch wise.
- These films helped to counsel students on ill- effects of ragging.
- Dr. Sithy Athitya Munavarah (Professor Department of Pathology) suggested to repeat the films regularly for the students.
- An awareness program was conducted on 26.09.2019 for all the batches between 9.30am to 12.30pm. In this program Dr. Ramula. D (Professor Department of General Surgery) addressed the students & explained them about ill-effects of ragging
- Dr. Sithy Athiya Munavarah had also addressed the students.
- Padalam Inspector of police, R. Balasubramani had given valuable advice to the students
- He had assured his full support to maintain the campus ragging free.
- Meeting ended with vote of thanks.

*S. Balasubramani*  
PRINCIPAL

Copy Submitted to Managing Director.

Copy to: Medical Superintendent

Medical Director

Principal  
Karpaga Vinayaga Institute of  
Medical Sciences  
G.S.T. Road, Chinnakolambakkam,  
Palayanoor Post,  
Madhuranthagam - 603 308





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## Curriculum Committee Meetings



**Karpaga Vinayaga Institute of Medical Sciences & Research Centre**  
GST Road, Chinnakolambakkam, Palayanoor (P.O)  
Madhuranthagam (Tk.), Kancheepuram – 603 308.  
Phone – 044/27598484

### Curriculum Committee Meeting

#### Minutes of Meeting

Date: 29/01/2015

Meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 30/01/2015 at 10.00 am. Dr. A.R Chakravarthy, extended his welcome to the members of the Committee and also introduced the new member, Dr Sheila Doris Devamani, (Professor, Department Of Microbiology). All the members were present in the meeting.

The following matters were discussed in the meeting

1. One publication of Med-ej is mandatory for the candidates who have joined Postgraduate Degree/Diploma courses from the academic year 2014-2015 onwards. (MGR Univ letter dated 05.11.2014)

TS. 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 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	

DEAN

Copy Submitted To: Managing Director

Copy To:

VP  
Medical Superintendent, All Members

DEAN  
KARPAGA VINAYAGA INSTITUTE  
OF MEDICAL SCIENCES  
G.S.T. ROAD, PALAYANOOR POST  
MADURANTHAGAM TALUK



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Madhuranthagam (Tk.), Kancheepuram – 603 308.  
Phone – 044/27598484

## Curriculum Committee Meeting

### Minutes of Meeting

Date: 23/10/2017

A meeting of Curriculum Committee Meeting of KIMS & RC was held in the MEU Room, KIMS on 23/10/2017 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. Biometric attendance for faculties with effect from 01/12/17
2. College magazine is to be designed and released quarterly in every year. Release of first magazine to be scheduled on 4/11/17
3. Planned to conduct Mentorship programme (2016 & 2017)
4. Model exam schedule for MBBS students was planned

S. No.	Name	Designation & Name of the Department	Signature
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	

5. Winter vacation for MBBS students was scheduled

PRINCIPAL

Copy Submitted To: Managing Director

Copy To: VP, Medical Superintendent, All Members

Principal  
Karpaga Vinayaga Institute of  
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G.S.T. Road, Chinnakolambakkam,  
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Madhuranthagam (Tk.), Kancheepuram – 603 308.  
Phone – 044/27598484

## 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 2<sup>nd</sup> 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 2<sup>nd</sup> MBBS.
4. Foundation course for 1<sup>st</sup> 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.

S. No.	Name	Designation & Name of the Department	Signature
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	

PRINCIPAL

Copy Submitted To: Managing Director

Copy To: VP  
Medical Superintenden, All Members

Principal  
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### MINUTES OF MEETING OF MEU COMMITTEE

**MEDICAL EDUCATION UNIT  
KIMS**

**MINUTES OF THE MEETING  
01.06.2016**

All departments are requested to intimate MEU before conducting any workshop/CME

To concentrate on curriculum development and suggestions are welcome for same

To conduct PG orientation Program and workshop in July, which will help to select the dissertation title by September 2016.

Uniform protocol in curriculum for PGs – Journals, thesis writing  
PG assessment form to be given to all departments in order to have uniform

To discuss about reforming the existing curriculum committee

To emphasize on integrated teaching (vertical and horizontal)  
Vertical integrated teaching to be implemented (once in 4-6 months)  
Discussion regarding the same in MEU

Early clinical exposure to be implemented

Discussed about having a program on July 1<sup>st</sup> on doctor's day.

*[Signature]*  
PRINCIPAL  
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*[Signature]*  
Dr. R. ...  
01/06/16  
M. ...  
MEDICAL ...