

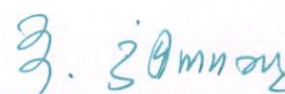


**VELAMMAL MEDICAL COLLEGE**  
**HOSPITAL AND RESEARCH INSTITUTE**  
**MADURAI - 625009**

**Minutes of Governing Council Meetings during last 5 years**

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Prof. T. THIRUNAVUKKARASU, M.D.,D.A.,  
Dean  
Velammal Medical College Hospital  
and Research Institute  
"Velammal Village"  
Madurai-Tuticorin Ring Road  
Anuppanadi, Madurai-625 009, T.N.



**VELAMMAL MEDICAL COLLEGE**  
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**MADURAI - 625009**

**Governing Council Meeting 2017-18**

**Circular**

**Ref: VMCH&RI/GC/2017**

**Date: 03.07.2017**

The Governing Council Meeting of VMCH & RI will be held on 05.07.2017 at 11.00 am in the Hospital Board Room, All the members are hereby requested to be present for the meeting.

**Agenda**

1. Inaugural function for the academic year 2017-18
2. Budget allotment to purchase of lab equipment's.
3. Budget allotment under different head
4. Conduct of conference/Seminar workshop
5. IQAC formation
6. Audit Report Submission
7. Review of feedback
8. Student Result
9. Faculty Recruitment
10. Vision & Mission of the Institution
11. Vaccination

**Dean & Coordinator**

**Governing Council,**

**VMCH&RI, Madurai**

**Copy submitted,**

**Hon'ble Chairman**

**Copy for information**

1. Members of GC
2. Dean office

**Prof. T. THIRUNAVUKKARASU, M.D.,D.A.,**  
**Dean**  
**Velammal Medical College Hospital**  
**and Research Institute**  
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**Madurai-Tuticorin Ring Road**  
**Anuppanadi, Madurai-625 009, T.N.**





**VELAMMAL MEDICAL COLLEGE**  
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**Minutes of Governing Council Meeting**

Proceedings of the Governing Council meeting held on 05.07.2017 from 11.00 am to 12.30 p.m. in the premises of VMCH & RI.


**Members present**

Sl. No.	Name	Designation	Role
1.	Shri.M.V.Muthuramalingam	Chairman	Chairman
2.	Dr.R.M.Raja Muthiah	Dean	Member Secretary
3.	Dr.P.K.Mohanty	Vice Principal	Member
4.	Mr.R.Manivannan	CAO	Member
5.	Dr.S.Somasundaram	Medical Superintendent	Member
6.	Dr.V.Ramanujam	Senate Member	Member
7.	Mrs.K.Nithya	Finance officer	Member
8.	Dr.V.Raviraman	Representative of Teaching Staff	Member
9.	Dr.G.Mathevean	Representative of Teaching Staff	Member
10.	Dr.Samir Bele	IQAC Co Ordinator	Member

**Report Reading**

Member Secretary welcomed all the Members of Governing Council. The meeting was called to order by the Member Secretary, who introduced all the members who were present.

Member Secretary gave a brief introduction about the Institution, which included description on Organization Structure, Affiliation and Approval, Faculty, Admission Statement, Results, Library Facilities, Budget, Models and Equipment's, Curriculum Implementation, Clinical Tie-Ups, National Health Campaign, Co-Curriculum Activities, Physical Infrastructure and Future Plan.

  
Prof. J. THIRUNAVUKKARASU, M.D.,D.A.,  
Dean  
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# **VELAMMAL MEDICAL COLLEGE**

## **HOSPITAL AND RESEARCH INSTITUTE**

**MADURAI - 625009**

### **Discussion on Agenda**

#### **Presenting the Annual Report**

Annual Report of the VMCH & RI presented before the Governing Council, report approved.

#### **1. Inaugural function for the academic year 2017-18**

The process of admission to 1 year MBBS under Government & Management quota is in progress. Freshers Day function may be held on the day of 1 year MBBS commencement. Decided to invite an eminent personality in the field of Medical to be invited as Chief Guest to grace the occasion.

#### **2. Budget allotment to purchase the lab equipment's**

It is resolved to provide budget for purchase the equipment's for all the 21 departments as per the proposal of finance Dept. and also towards the expenditure of the consumable items for patient's treatment, furniture, office equipment's etc.

#### **3. Budget allotment under different headings**

The estimated budget proposal submitted by Finance committee regarding resource mobilization of Funds through different resources and allocation of budget under difference heads like student's welfare, Staff welfare, expenditure towards Library, E governance including ICT, building construction and renovation, salary for teaching and non-teaching staff, vehicle maintenance, hospital maintenance etc. for the academic year 2017-18 was approved.

It is resolved to allot a total budget of Rs. 17000.00 lakhs under different headings as mentioned below.

- |                          |                              |
|--------------------------|------------------------------|
| • Advertisement          | • Other Expenses             |
| • Bank & finance charges | • PF Contribution            |
| • College maintenance    | • Postage & Courier expenses |
| • Electricity charges    | • Printing & stationery      |
| • ESI Contribution       | • Professional charges       |
| • Hospital expenses      | • Rates & taxes              |

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- Repair maintenance
- Salary & Benefits
- Sports & Program Expenses
- Staff & student welfare
- Telephone and internet charges
- Travelling & Conveyance
- Vehicle maintenance

GC approved the budget estimates allocated for the heads of e-governance implementation

#### 4. Conduct of conference / Seminar workshop.

As a part of enrichment program, the details of Add on Program, Value Added Courses, Interdisciplinary Courses, Extension Activities, Field Visits, Community Postings, etc. were discussed in length and date and places were finalised by the concerned.

#### 5. Formation of IQAC

It was decided to start Internal Quality Assurance Cell (IQAC) with following members.

Sl.No.		Name of the Members & Designation
1.	<b>Chair person</b>	Dr. R. M.Raja Muthaiah Dean
2.	<b>Member - Teaching Faculty Representative</b>	Dr. S. Nataraja Rathinam, Professor, Department of Paediatrics
3.		Dr. John Rajpathy Professor, Physiology
4.		Dr. Trupti Bodhare Professor, Community Medicine
5.		Dr. K. Yegumuthu Associate Professor, Pathology
6.		Dr. S. B. Rena Rosalind Assistant Professor, Psychiatry
7.		Dr. S. Raja Assistant Professor, Microbiology
8.		Dr. K. J. Jeevitha Senior Resident, Obstetrics and Gynaecology

Prof. T. THIRUNAVUKKARASU, M.D., D.A.,  
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9.	Member from the Management	Mr. Manivannan Chief Administrative Officer	
10.	Senior administrative officers	Dr. Somasundaram Medical Superintendent	
11.		Dr. P. Mohanty Vice- Principal	
12.	Local Society	Mrs Usha Rani Patnaik	
13.	Student representatives	Dhivya Thiyagarajan, 2013 Batch	
14.		Mr Maria Vidhyan Fernando. S , 2013 Batch	
15.	Expert	Dr. Sunil Kumer. D, Associate Professor, Department of Community Medicine, JSS Medical College, Mysore	
16.	Industrialists	Mr. K. Vijayanand Managing Partner Hayakriva Associates and Builders	
17.	Coordinator	Dr. Samir Bele Professor and HoD, Community Medicine	

**6. Audit Report:**

Audit report submitted by CA presented by Accounts Officer for the Financial Year 2016-17 was approved by the Governing Council.

The Governing council members agreed to provide Hepatitis B vaccination to 1<sup>st</sup> year MBBS students, teaching and non-teaching staff.

**7. Review of feedback collected.**

The members present in the meeting reviewed the feedback analysis report submitted by Feedback Committee and the recommendations.

Committee suggested to take appropriate action in resolving the issues as per the feedback recommendations.

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### **8. Result Analysis**

Result of student's year wise presented by Controller of Examination was reviewed and the Chairman appreciated the efforts of all the faculties in getting **99.31 %** of result in final year MBBS exam.

### **9. Faculty recruitment**

GC approved the recruitment of teaching staff during the academic year.

### **10. Vision & Mission of the Institution**

Vision mission of the institution is approved without any changes.

#### **Institution Vision**

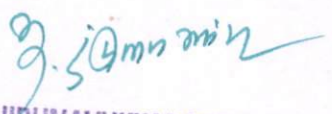
To build a healthy society of sound body, mind and spirit through quality education and health care of global standards. To make these pillars of society affordable and easily accessible to one and all, thus securing the moral and physical well being of generation to come.

#### **Institution Mission**

By continuously assessing and improving the quality of health care, the nature of service and total dedication of status, let us ensure that all the patients easily receive the benefits of completely satisfying medical treatment and care.

### **11. Vaccination**

The Governing council members agreed to provide Hepatitis B vaccination to 1<sup>st</sup> year MBBS students, teaching and non-teaching staff.

  
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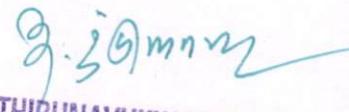
The meeting was concluded by vote of thanks by the Member Secretary.

Copy submitted to:

Chairman

Copy to,

1. CAO
2. Medical Superintendent
3. Senate Member
4. Finance officer
5. Representative of Teaching Staff
6. Representative of Teaching Staff
7. IQAC Co Ordinator

  
Prof. T. THIRUNAVUKKARASU, M.D., D.A.,  
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**Governing Council Meeting 2018-19**

**Date: 09.07.2018**

**Notice**

The Governing Council Meeting of VMCH & RI will be held on 11.07.2018 at 10.00 am in the Hospital Board Room. All the members are hereby requested to be present for the meeting.

**Agenda**

1. Admission of students to MBBS courses in the academic year 2018-19
2. Approval of appointments of faculty & promotion
3. Conduct of Parents Teacher meeting
4. Dr. M.G.R University Inspection for continuation of affiliation for the academic year 2018-19.
5. Research activities, Staff Publications
6. Academic Achievements 2018-19
7. Budget allotment to different heads
8. Review of IQAC activities
9. Anti ragging Workshop.
10. Installation of CCTV & live Streaming
11. Conduct of CME & FDP Programs & camps during the academic year 2018-19
12. Review of result
13. Velammal Innovation Summit at National Level
14. Approval of Curriculum Committee Proposal
15. Vision Mission Approval
16. Approval of Financial Audit Report – 2017-18
17. Providing Vaccination

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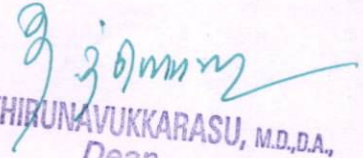
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4. Finance officer
5. Representative of Teaching Staff
6. Representative of Teaching Staff
7. IQAC Co Ordinator

  
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# VELAMMAL MEDICAL COLLEGE

## HOSPITAL AND RESEARCH INSTITUTE

### MADURAI - 625009

#### Minutes of Governing Council Meeting

Proceedings of the Governing Council Meeting held on 11.07.2018 from 10.00am in the premises of the VMCH & RI.

Sl. No.	Name	Designation	Role
1.	Shri.M.V.Muthuramalingam	Chairman	Chairman
2.	Dr.R.M.Raja Muthiah	Dean	Member Secretary
3.	Dr.P.K.Mohanty	Vice Principal	Member
4.	Mr.R.Manivannan	CAO	Member
5.	Dr.S.Somasundaram	Medical Superintendent	Member
6.	Dr.V.Ramanujam	Senate Member	Member
7.	Mrs.K.Nithya	Finance officer	Member
8.	Dr.V.Raviraman	Representative of Teaching Staff	Member
9.	Dr.G.Mathevan	Representative of Teaching Staff	Member
10.	Dr.Samir Bele	IQAC Co Ordinator	Member

#### Report Reading:

Member Secretary welcomed all the Members of Governing Council. The meeting was called to order by the Member Secretary, Dean VMCH & RI, who introduced all the members who were present. Member Secretary gave a brief introduction about the Institution, regarding year of establishment and recognition of MBBS Degrees.

#### Discussion on Agenda.

#### 1. Admission of students to MBBS course in the academic year 2018-19

Members verified out of 150 seats sanctioned for MBBS programme, 97 students were admitted through NEET and 53 through Management Quota out of which 11 students are from other states.

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**2. Approval of appointments of faculty & promotion**

Fresh appointments of 53 faculty were made in various departments. Promotion of exiting faculty to higher designations was also done in certain departments as per the requirement approved by the Governing Council. Details of newly appointed faculty is as follows

Asst. professor – 14

Assoc. professor – 2

Professor – 2

Senior Resident – 31

Tutor - 4

**3. Conduct of Parents Teacher meeting.**

Every year Parents Teacher meeting is conducted. During 2018-19 it was held on 14.9.2018 for I & II Year MBBS. Highlights of the meeting are brought to the notice of the committee members.

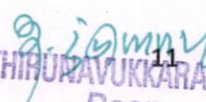
Action taken by PTA was approved by the committee.

**4. Dr. M.G.R University Inspection for continuation of affiliation for the academic year 2018-19**

The affiliation inspection was conducted by the LIC for MBBS 150 seats for the year 2018-19.

**5. Conduct of CME & FDP Programs & Camps during the academic year 2018-19**

6 CME programs were conducted for the year 2018-19, Departments of Community Medicine and other Departments conducted and 12 camps & outreach programs.

  
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# VELAMMAL MEDICAL COLLEGE

## HOSPITAL AND RESEARCH INSTITUTE

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### 6. Research activities, Staff Publications.

Faculties/students from various departments had applied for ICMR research grants.

Total of 7 research studies were approved. A total amount of Rs. 1,30,000/- was sanctioned as research grants. Apart from Research Grants 37 staff publications were added with a good number of them in Pubmed/Scopus indexed journals for the academic year 2018-19.

### 7. Academic Achievements 2018-19

SL. No.	Name of teachers who received awards	Title of the Award (s)	State /National level awards	Name of the agency/agencies that gave the award
1.	Dr. K.Suganthi - biochemistry department	E-Poster- first prize National Conference CARDIOLIPICON- lipids in cardiac health at SRM, May 2019	National	SRM Medical College Hospital & Research Centre
2.	Dr. Viveka M. - BIOCHEMISTRY department	ACBI Young Scientist Bursary Award 45th National Conference of Association of Clinical Biochemists - Goa	National	Association of Clinical Biochemists of India
3.	Dr. Madhusudhanan - Dermatology department	Fellowship in Lasers & aesthetics	National	AURA skin institute Chandigarh
4.	Dr. Mahesh	"Life Time	State	Tamil Nadu

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	Krishna B.G - Forensic medicine	Achievement Award" 5th National Indian Medico legal and Ethical Association Conference	level	Medico legal Society and Tamil Nadu Dr MGR Medical University
5.	Dr. R . Ramesh - General medicine	Chairperson - MEDICME 2018	State level	Department of medicine Madurai medical college
6.	Dr. Manoj praphakar - General medicine	outstanding performance in oral presentation - TAPICON 2018	State level	Scientific committee of TAPICON 2018
7.	Dr. S.R. Dhamotharan - general surgery	Certificate of excellence the tamilnadu association of senior civil surgeons	State level	the tamilnadu association of senior civil surgeons
		Certificate of commemoration	State level	Madurai Medical College Madurai
8.	Dr. K. S. Chitra - Obstetrics & Gynaecology	award of appreciation -2018 Department of health & family welfare Tamilnadu	State level	Department of health & family welfare Tamilnadu
9.	Dr. Ganesan G.Ram - orthopaedics	outstanding clinician in orthopaedics	National level	Venus international foundation
10.	Dr. Sathiyadevi - pathology	1st prize for Paper presentation 13th Annual Conference &	National level	Indian society of renal & Transplantatio n pathology

Prof. T. THIRUNAVUKKARASU, M.D.,D.A.,  
 13  
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		International CME of Indian Society of Renal & Transplantation Pathology		
11.	Dr.V.Veeraman ikanda Kathiresk - Paediatrics	Certificate of merit- 2nd place in Doctors skit in world breast feeding week 2018	State level	Kanchi Kamakotichilds trust hospital

**8. Budget allotment to different heads**

The estimated budget proposal submitted by Finance committee regarding resource mobilization of Funds through different resources and allocation of budget under difference heads viz., student's welfare, Staff welfare, expenditure towards Library, E governance including ICT, building construction and renovation, salary for teaching and non-teaching staff, vehicle maintenance, hospital maintenance etc. for the academic year 2018-19 approved.

It is resolved to allot a total budget of Rs. 20000.00 lakhs under different headings as mentioned below.

- Advertisement
- Bank & finance charges
- College maintenance
- Electricity charges
- ESI Contribution
- Hospital expenses
- Other Expenses
- PF Contribution
- Postage & Courier expenses
- Printing & stationery
- Professional charges
- Rates & taxes
- Repair maintenance
- Salary & Benefits
- Sports & Program Expenses
- Staff & student welfare
- Telephone and internet charges
- Travelling & Conveyance
- Vehicle maintenance

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**9. Review of IQAC Minutes**

IQAC coordinator briefed about the action plan of IQAC for the academic year 2018-19 and activities carried out till date, which was approved by the members present.

**10. Anti ragging Workshop.**

The Anti ragging committee formed and the members there in was approved by the GC. It was decided to conduct workshop for creating awareness among students, faculties about the salient features of Anti Ragging. Chairman informed Dean to take initiation in organising the workshop including inviting of guest speakers.

**11. Installation of CCTV & live Streaming.**

As per the directions of the MCI, College has installed CCTV & live streaming of the footage.


**12. Conduct of CME& FDP programs and Camps**

Co Ordinator of GC briefed about the department wise CME programs & Extension activities – awareness camps, health check-up camps, rallies, that are going to be held during the academic year including date of conduct and venue, number of participants etc.

**13. Review of result**

Result of student's year wise presented by Controller of Examination was reviewed and the Chairman appreciated the efforts of all the faculties in getting **99.32%** of result in final year MBBS exam.

Co Ordinator briefed about activities to be carried out and number of committees to be formed under IQAC. Members present agreed to the action plan prepared by the IQAC coordinator.

  
Prof. T. THIRUNAVUKKARASU, M.D., D.A.  
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**14. Velammal Innovation Summit**

Chairman informed Dean and other members of the committee the arrangements to be made for the Velammal Innovation Summit.

15. Members of Governing Council approved the proposal submitted by college curriculum committee to conduct interdisciplinary training programs, Value Added courses and add on certificate programs during the year 2018-19 based on the feedback committee recommendations.

16. Vision mission of the institution is approved without any changes.

17. The action plan prepared by IQAC and different of committees are approved for implementing in the academic year 2018-19

18. Audit report submitted by CA & Finance Committee for the year 2017-18 is approved.

19. The Governing council members agreed to provide Hepatitis B vaccination to 1<sup>st</sup> year MBBS students, teaching and non-teaching staff.

The meeting was concluded by vote of thanks by the Member Secretary.

Copy submitted to:

Chairman

Copy to,

1. CAO
2. Medical Superintendent
3. Senate Member
4. Finance officer
5. Representative of Teaching Staff
6. Representative of Teaching Staff
7. IQAC Co Ordinator

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**Governing Council Meeting 2019-20**

**Date: 08.07.2019**

**Notice**

The Governing Council Meeting of VMCH & RI will be held on 10.07.2019 at 10.00 am in the Board room. All the members are hereby requested to be present for the meeting.

**Agenda**

1. Admission of students to MBBS courses in the academic year 2019-20
2. Approval of appointments of faculty & promotion
3. Conduct of Parents Teacher meeting
4. Dr. M.G.R University Inspection for continuation of affiliation for the academic year 2019-20
5. Periodical Inspection by the MCI Inspectors
6. Research activities, Staff Publications
7. Academic Achievements 2019-20
8. Budget allotment to different heads
9. Review of IQAC activities
10. Approval of Curriculum Committee Proposal
11. Conduct of CME & FDP Programs & Camps during the academic year 2019-20
12. Review of result
13. Velammal Innovation Summit at National Level
14. Vision Mission Approval
15. Approval of Financial Audit Report – 2018-19
16. Providing Vaccination

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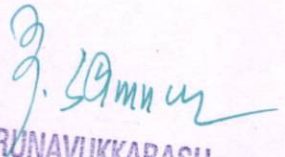
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Copy submitted to:

Chairman

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**HOSPITAL AND RESEARCH INSTITUTE**  
**MADURAI - 625009**


**Minutes of Governing Council Meeting**

Proceedings of the Governing Council Meeting held on 10.07.2019 from 10.00am in the premises of the VMCH & RI.

Sl. No.	Name	Designation	Role
1.	Shri.M.V.Muthuramalingam	Chairman	Chairman
2.	Dr.R.M.Raja Muthiah	Dean	Member Secretary
3.	Dr.P.K.Mohanty	Vice Principal	Member
4.	Mr.R.Manivannan	CAO	Member
5.	Dr.S.Somasundaram	Medical Superintendent	Member
6.	Dr.V.Ramanujam	Senate Member	Member
7.	Mrs.K.Nithya	Finance officer	Member
8.	Dr.V.Raviraman	Representative of Teaching Staff	Member
9.	Dr.G.Mathevan	Representative of Teaching Staff	Member
10.	Dr.Samir Bele	IQAC Co Ordinator	Member

**Report Reading:**

Member Secretary welcomed all the Members of Governing Council. The meeting was called to order by the Member Secretary, Dean VMCH & RI, introduced all the members who were present.

  
Prof. T. THIRUNAVUKKARASU, M.D.,D.A.,  
Dean  
Velammal Medical College Hospital  
and Research Institute  
"Velammal Village"  
Madurai-Tuticorin Ring Road  
Anuppanadi, Madurai-625 009, T.N.





**VELAMMAL MEDICAL COLLEGE**  
**HOSPITAL AND RESEARCH INSTITUTE**  
**MADURAI - 625009**

**Discussion on Agenda.**

**1. Admission of students to MBBS course in the academic year 2019-20**

Member Secretary read out the status of admission for MBBS. Total Seats sanctioned for MBBS is 150 seats, out of which students 97 were admitted through NEET, and 53 through Management Quota. 2 students from other states.

**2. Approval of appointments of faculty & promotion**

Fresh appointments of 43 faculty was made in various departments, promotion of exiting faculty to higher designations was also done in certain departments as per the Statutory requirement approved by the Governing Council. Details of newly appointed faculty is as follows

Asst. professor – 8

Assoc. professor – 2

Medical Officer - 1

Professor – 5

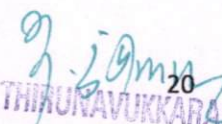
Senior Resident – 16

Tutor - 11

**3. Conduct of Parents Teacher meeting.**

Every year Parents Teacher meeting is conducted. During 2019-20 it was held on 18.10.2019 for I & II Year MBBS. Highlights of the meeting are brought to the notice of the committee members.

Action taken by PTA was approved by the committee.

  
DR. T. THIRUVAVUKARASU, M.D., D.A.,  
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**4. Dr. M.G.R University Inspection for continuation of affiliation for the academic year 2019-20**

Dr. M.G.R University Inspection for continuation of affiliation for the academic year 2019-20 for MBBS 150 seats was brought to the notice of GC members

**5. Conduct of CME Programs & camps during the academic year 2019-20**

6 CME programs were conducted for the year 2019-20. Departments of Community Medicine & other Departments conducted 6 camps & outreach programs. 9 seminar/workshops were conducted on Research Methodology and IPR.

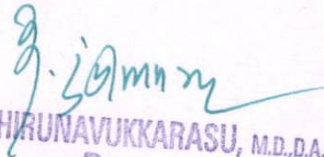
**6. Periodic Inspection by the MCI Inspectors**

Periodic Inspection was held by the MCI Inspectors was brought to the notice of GC.

**7. Research activities, Staff Publications.**

Faculties/students from various departments had applied for ICMR research grants.

Grants & a total of 7 research studies were approved. A total amount of Rs. 1,40,000/- was sanctioned as research grants. Apart from Research Grants 28 staff publications was added with a good number of them in Pubmed/Scopus indexed journals for the academic year 2019-20.

  
Prof. T. THIRUNAVUKKARASU, M.D., D.A.,  
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# VELAMMAL MEDICAL COLLEGE

## HOSPITAL AND RESEARCH INSTITUTE

MADURAI - 625009

### 8. Academic Achievements 2019-20

Name of teachers who received awards	Title of the Award (s)	National level awards	Name of the international level awards
Dr.S.C Ganesh prabu	Appreciation award- ISACON-2019	National level awards	ISACON-2019; Bengaluru; Indian society of anaesthesiologist
Dr.K.Suganthi - biochemistry department	Certificate of appreciation - Best Activity Performer - Literature Collection 7th National workshop on research methodology	National level awards	Trichy SRM medical college hospital & research centre
	Award of Excellence- My best Mentee award 7th National workshop on research methodology	National level awards	Trichy SRM medical college hospital & research center
Dr. R . Ramesh - General medicine	OBSERVER - for the Revised Basic course workshop Revised Basic course workshop conducted at sri Ramachandra Medical college &	National level awards	Sri Ramachandra Medical college & Research Institute, SRMC-MCI Nodal ceterchennai centre, po'ur, chennai

Prof. T. CHIRUNAVUKURASU, M.D.,D.A.,  
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	Research Institute, SRMC-MCI Nodar centre, po'ur, chennai		
Dr. S.R. Dhamotharan - general surgery	Certificate of appreciation - ministry of finance- government of India	National level awards	ministry of finance- government of india
Dr.K.Lakshmi Durga - Paediatrics	first position in NNF PG Quiz in Neonatology	National level awards	National Neonatology Forum - new delhi

**9. Budget allotment to different heads**

The estimated budget proposal submitted by Finance committee regarding resource mobilization of Funds through different resources and allocation of budget under difference heads like. student's welfare, Staff welfare, expenditure towards Library, E governance including ICT, building construction and renovation, salary for teaching and non-teaching staff, vehicle maintenance, hospital maintenance etc. for the academic year 2019-20 was approved.

It is resolved to allot a total budget of Rs.**23000.00 lakhs** under different headings as mentioned below.

- Advertisement
- Bank & finance charges
- College maintenance
- Electricity charges
- ESI Contribution
- Hospital expenses
- Other Expenses
- PF Contribution
- Postage & Courier expenses
- Printing & stationery
- Professional charges
- Rates & taxes
- Repair maintenance
- Salary & Benefits
- Sports & Program Expenses
- Staff & student welfare

23  
Prof. T. THIRUNAVUKKARASU, M.D.,D.A.,  
Dean  
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# VELAMMAL MEDICAL COLLEGE

## HOSPITAL AND RESEARCH INSTITUTE

### MADURAI - 625009

- Telephone and internet charges
- Travelling & Conveyance
- Vehicle maintenance

#### 10. Review of IQAC Minutes

Plan of action and activities conducted by IQAC was approved as presented by the IQAC coordinators.

SN	Meeting	Date
1.	IQAC Meeting 1	28-03- 2019
2.	Assessment in medical education: Setting standards	05-04-2019
3.	IQAC Meeting 2	28-06- 2019
4.	Write an Educational Research Grant	12 -07-2019
5.	IQAC Meeting 3	20-09-2019
6.	Teaching and learning using ICT, E-learning in Med Ed	30-09-2019
7.	IQAC Meeting 4	09-12 -2019
8.	Method Of Assessment and Accreditation by National Assessment and Accreditation Council (NAAC)	12-12-2019

#### 11. Conduct of CME & FDP Programs & Camps

Co Ordinator of GC briefed about the department wise CME programs & Extension activities – awareness camps, health check-up camps, rallies, that are going to be held during the academic year including date of conduct and venue, number of participants etc.

#### 12. Review of result

Result of student's year wise presented by Controller of Examination was reviewed and the Chairman appreciated the efforts of all the faculties in getting **99.30%** of result in final year MBBS exam.

Co Ordinator briefed about activities to be carried out and number of committees to be formed under IQAC. Members present agreed to the action plan prepared by the IQAC co Ordinator.

Prof. T. THIRUNAVUKKARASU M.D.,D.A.,  
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**MADURAI - 625009**

13. Members of Governing Council approved the proposal submitted by college curriculum committee to conduct interdisciplinary training programs, Value Added courses and add on certificate programs during the year 2019-20 based on the feedback committee recommendations.
14. Vision mission of the institution is approved without any changes.
15. Audit report submitted by CA and Finance committee for the year 2018-19 is approved.
16. The Governing council members agreed to provide Hepatitis B vaccination to 1<sup>st</sup> year MBBS students, teaching and non-teaching staff.

The meeting was concluded by vote of thanks by the Member Secretary.

Copy submitted to:

Chairman

Copy to,

1. CAO
2. Medical Superintendent
3. Senate Member
4. Finance officer
5. Representative of Teaching Staff
6. Representative of Teaching Staff
7. IQAC Co Ordinator

Prof. T. THIRUNAVUKKARASU, M.D.,D.A.,  
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# VELAMMAL MEDICAL COLLEGE

HOSPITAL & RESEARCH INSTITUTE

Velammal Village, Madurai - Tuticorin Ring Road,

Date: 06.08.2020

## MINUTES OF THE MEETING

### **Hon'ble Chairman meeting with HOD's of Medical College Department**

Venue: Medical College Board Room Time: 10.00am, Date: 06.08.2020

1. Faculty attendance: All faculties including the HOD's have put in 15 days of service every month / until the lockdown due to Covid – 19 is lifted.
2. As regards the accreditation process NABL, NABH & NAAC should take priority.
  - Dr. Mohanty apprised that the Final assessment for NABL is expected in the month of October 2020. We are awaiting confirmation of date from NABL. Hon'ble Chairman suggested before December 2020 we should complete the NABL certification.
  - Dr. Yegumuthu co-ordinator for NABH apprised about the training needs. Hon'ble Chairman suggested to expedite the process & develop a timeline for the accreditation process.
  - Dr. Samer Bele apprised that he is yet to get documents from few department. A meeting of NAAC Co-ordinators suggested. It suggested to send a circular to these departments to submit required documents within stipulated time.
3. Research & Development: Hon'ble Chairman informed about the process of MOU with Madurai Kamaraj University and suggested Dr. Anu, Professor of Physiology to team-up with Vice Principal to carry-out the process. Dr. Mohanty is in constant touch with Madurai Kamaraj University representative Prof. Balakrishnan. A guideline for medical Institutions is being developed by Madurai Kamaraj University and it will be available to us soon.



4. Dr. Anu, HOD of Physiology is assigned to co-ordinate the hosting of National Science Congress in our institution. She will co-ordinate with Madurai Kamaraj University and other stake-holders.
5. This year Medical Council of India approval for starting Post Graduate courses in Psychiatry, OBG and Paediatrics is awaited. Dr. Mahesh Krishna, who is nodal officer for Medical Council of India will look into feasibility of increasing patient census & no of deliveries. The community Medicine department to organize camps to mobilize more patients. Hon'ble Chairman suggested to sign MOU with hospitals in the catchment area to increase patient flow.
6. Faculty requirement: Since 3 faculty members for pathology department have been relieved, Hon'ble Chairman suggested to appoint 2 more assistant professor in pathology. Dr. Samir Bele is assigned to look for candidates & do the needful.
7. As First year MBBS admission will be delayed until December 2020 all the faculty should be involved in the departmental development & productive work.
8. Vice Principal suggested to develop skills lab for clinical skill training for UG & PG students.
9. Yoga & Meditation room has to be organized in the Medical College Dr. Rajkishore Mahato – HOD Pharmacology is take charge. Vice Principal allocate one hour yoga class in time table for all batches.

  
VICE PRINCIPAL

Copy Submitted to

Hon'ble Chairman

*for information*

Copy to:-

Dean

Medical Superintendent

Chief Administrative Officer

HOD'S - Pre and Para Clinical Departments

NABH, NABL & NAAC – Coordinators





Ref No: 1/H/Ad.B/2020

26 Aug 2020

**ADVISORY BOARD MEETING MINUTES**

A meeting to review the progress of key points discussed in the Advisory Board meeting (on 15.08.2020) was held on 22.08.2020 at the Hon'ble Chairman Sir's Chamber. The meeting was chaired by the Hon'ble Chairman and all members of the Advisory Board attended the meeting.

1. **HR –Radiology technicians** to be recruited as there is a shortage to meet out the requirements; suitable candidates needed to be identified, shortlisted and appointed by September 1<sup>st</sup>.

**Quality Manager** should be appointed; candidate should be such that he/she is the one responsible for getting NABH Accreditation for the concern where he/she worked.

To check whoever is irregular to work, relieve them and appoint new one in place.

Any letter should be acknowledged in a register and action should be taken. Note to be sent immediately to anyone who gives resignation notice, asking to abide the Institution norms as per the appointment order. Whoever giving resignation notice should either serve the notice period or pay the salary equivalent. To avoid absconding original Certificates should be collected.

2. **Referral doctors.** Dr. Ganesh Kumar told that a list has been taken based on doctors district wise and the number of cases they have referred; bulk message to be sent possibly by Monday.

It was decided to send thanks letter to the referring doctors and also to pay referral fees (10% of total bill) through PRO. It was approved to create a seal for referral doctors, which would be given to admission on Monday 24.08.2020. Admission slips should bear the seal of referring doctor (if any) and his/her name should be written on pen.

3. HR – to focus on the welfare of staff members and to evaluate their performance for appraisal.

CAO/HR to give a detailed workout on how and on what basis an employee's performance will be evaluated to be eligible for increment.

4. It was decided to reduce the number of **Covid-19 beds** to 50 since the cases have drastically declined in the City.
5. Hon'ble Chairman asked not to delay Emergency and life threatening cases at any cost. Anaesthetists/ Surgeons whoever is on duty should attend the case in the interest of the patient. Dr. Subbiah and Dr. Ganesh Kumar to clarify with departments through meetings.


Insurance Department needs to be developed; before admitting, patients should be asked whether they have Insurance card. Elective cases to be posted only after receiving approval, but we should help patients apply and get it approved without making them to stay for long.

6. **Motivational speech** should be organized to Covid-19 patients through zoom to help overcome their fear.
7. **Research activities** should be strengthened. Hon'ble Chairman asked to build the necessary infrastructure, get the equipments ready before approaching funding agencies. MoU should be prepared to host a National Science Congress in tie-up with the MKU.
8. It was decided **not to charge** for any delivery in the OBG department of Medical college Hospital irrespective of whether or not the patient is symptomatic and positive for Covid-19.
9. As DNB and MCI are independent and a faculty shown in MCI could not be shown in other and vice-versa, plans to apply for **DNB** program is dropped; Dean to explore.
10. Doctors needed to be appointed in **Pathology** and **Urology** departments on priority.
11. **Non Clinical doctors** needed to be evaluated and assigned more work for effective utilization of their services.
12. **OBG department** to be strengthened; tie-up with the Corporation to be established for getting more cases. An undertaking should be obtained from doctors to be appointed, such that they stay for a minimum of 3 years from joining.



Dr. Gayathri and Dr. Veenalakshmi of Reproductive Medicine Department to be posted in OBG due to shortage of manpower and should be asked to report to OBG HOD; an order to be issued on this.

13. Dr. Shanmugapriya, Assistant Professor of Dermatology to be relieved.
14. CAO to work on number of Consultants for each Specialty and frame a Protocol; after completion it should be distributed and signature to be obtained from Consultants.
15. Retention fee will be paid as Salary and Fee for Service will be paid as Professional fee as applicable for Surgeons and Physicians.
16. Dr. Vijay Anand should be assigned Covid-19 duties.
17. In Pharmacy all non-moving stocks to be mobilized.
18. Nursing resources to be properly utilized in Corporate and Medical College Hospital.
19. Billing errors should be checked and corrected.
20. Revised appointment order to be given to the concerned after implementation of Fee for service.
21. All **leaves** should bear the signature of the concerned Head/In-charge and should be known to Dr.Subbiah and Dr.Ganesh Kumar.
22. **Feedbacks** should be collected from patients and negative ones to be corrected.
23. **Discharges** should not be delayed and patients should leave the hospital with pleasant memories.
24. **Target** - 250 IPs by end of August, 500 by September and 1000 at end of year.
25. It was decided to **resume the OPD services in 4<sup>th</sup> floor** on September 1<sup>st</sup> and all OPD patients of Medical College Hospital will no longer be charged Rs.100/- from September 1<sup>st</sup> onwards.

  
Dr. M. Ganesh Kumar, M.S.M.Ch.,  
Neuro Surgeon  
Consultant & Spins Surgeon  
Reg. No. 73283








**VELAMMAL MEDICAL COLLEGE**  
HOSPITAL AND RESEARCH INSTITUTE

Ref No: 2/H/Ad.B/2020

29 Aug 2020

**ADVISORY BOARD MEETING MINUTES**

**Presided by: Hon'ble Chairman**

**Attended by: Advisory Board Members**

**Venue:** Hon'ble Chairman Sir's Chamber

**Time:** 2 pm

The meeting started with the review of what was discussed in the previous meeting and here's the summary:

S.No	Action Points	Responsible	Target	Status	Recommendations
1	Recruiting Radiology Technicians	HR	01.09.2020	MRI Technician - Pending	None
	Recruiting Quality Manager			Pending	lookout for agencies
2	Bulk messages to referral doctors	Dr.Ganesh	01.09.2020	Sent	None
	Thanks letter and payment (10% of total bill)	PRO	-		Payment was previously issued in person once every 15 days; decided to send instantly by getting the account details. It was agreed to pay a lump sum based on total bill instead of 10%; CAO to finalize the amount slab wise
	Seal for referral doctors	Dr. Subbiah	-	Completed	None
3	Performance evaluation for increment	CAO/HR	-	Worked out	None
4	reducing Covid-19 beds to 50	-	-	Completed	None
5	Dealing Emergency and life threatening cases	Dr. Subbiah & Dr. Ganesh	Daily	Spoken to all concerned and will be taken care	When a case is received at Casualty, PROs should get the details of treatment history, check whether they have Insurance card etc



6	Strengthening Insurance	CAO & Er.Mr. Vijay Anand	Daily monitoring	-	How many insurances (Pvt and Scheme), cash received daily in both College Hospital and Speciality should be known to Manager Operations and Patient care Manager. Circular to be issued.
7	Research Activities	Dean	-	Syndicate MOU - pending approval	None
				Sports medicine	to be followed up
				Increasing seats	to apply to the University
8	Not to charge for OBG delivery	-	-	-	can collect meagre amount from Covid +ve patients, if they accept and are willing
9	Appointment of Doctors in OBG, Pathology and Urology	Dean, Dr. Subbiah & Dr. Ganesh	-	Pathology APs appointed	Replacements for Microbiologists (Dr. Raja and Dr. Geni). Dr. Kannan may be asked after getting consent of Dr. Sathish.
10	Posting order for Dr. Gayathri and Dr. Veenalakshmi	Dean	-	accepted leave on loss of pay till IVF department is fully functional	None
11	Relieving Dr. Shanmugapriya, Asst. Prof of Dermatology	Dean	-	Relieved	None
12	Revised appointment order after implementation of Fee for service	CAO	01.09.2020	Completed	Members requested that Hon'ble Chairman should distribute the orders.
13	Pharmacy – stock mobilization	Dr. Ganesh	-	In process	Auditing to be carried out after 4 <sup>th</sup> floor Pharmacy is opened.

Here are the other points **discussed** and the suggestions/recommendations put forward by the members of the Advisory Board.

- It was decided to shift the Truenat machine from the Medical College to the Emergency as we are doing more samples during night hours and the proposal to buy an advanced machine by replacing/exchanging the current one was turned down.
- RT-PCR testing will not be done for patients readmitted within a week of discharge, provided the patient should be asymptomatic.
- It was agreed to open the outside canteen for public.
- Medical Endocrinologist Dr. Warun's request for working 3 days a week was approved; the retainer fee should be reduced accordingly.
- Radiation Safety Officer should be appointed for the proposed Cancer Institute.
- Stipend for PG and Fellowship candidates to be fixed after raising the fees.
- Since Cardiologist Dr. Madhavan has decided not to see any outpatients, patients will be seen by the Consultant who is taking care of OP on that day. Order to be issued to Dr. Shunmuga Sundaram to be the overall in-charge.
- One Faculty from General Medicine to be posted in Neurology to support Dr. Kavitha in managing the Outpatients.
- To reduce wastage of resources, it was decided not to open the ICU in first floor after there's overflow of cases.
- RT-PCR charges to be fixed and a protocol should to be framed.
- Clean initiatives should be taken once in a month; Housekeeping, gardening services should be improved.
- Performance of In-charges should be evaluated by HR; to have frequent meetings and capture the minutes.

*R. Warun*  
27/20

*M. Sundaram*

*K. -*  
02/29

*Dr. Shunmuga Sundaram*

*[Signature]*





Ref No: 3/H/Ad.B/2020

19 Sep 2020

**ADVISORY BOARD MEETING MINUTES**

**Presided by: Hon'ble Chairman**

**Attended by: Advisory Board Members**

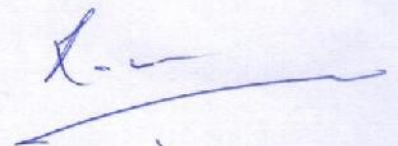
1. Physiology HOD Dr. Anu's services should be exclusively utilized for all Research and University related activities.
2. NABH – defects reported by NABH consultants should be rectified then and there by the concerned department.
3. Thanks note to be sent to NCPCR.
4. It was decided to drop plans on increasing the MBBS seats from 150 to 250, though the infrastructure necessary will be built.
5. Regarding student fees, it was agreed to charge the tuition fees in full and 50% of Transport and Hostel fees and only for what was taken in the mess.
6. Insurance team should maintain records of the number of OPs and number of people who have approached the insurance desk.
7. Length of stay and readmissions should be reduced and a standard protocol to be followed. For Scheme patients, admissions should be planned and should be posted only after getting the approval; investigations should be done in advance during OP visit; discharges should not be delayed and not beyond the validity of the package.
8. All infrastructure issues should be corrected before final assessment of NABL accreditation which is expected to be held in October; necessary reagents for quality control assurance should be purchased and clearance from Pollution control board should be obtained.
9. Marketing team should maintain records of the number of Doctors/well wishers, Presidents and Chairman's whom they have met. Should analyze why some of Doctors and other well wishers have stopped referring cases and solve issues if any relating to their payment.
10. Housekeeping and other maintenance issues should be corrected /rectified before reported.
11. Request for additional Ward Secretaries for typing discharge summaries was turned down; Discharge team and Room-Ready team to be formed to ease the process of discharges.
12. The passage between Standard Ward 3 and Covid Isolation Ward to be blocked as patients who were negative for Swab test and positive for Corads CT chest are to be admitted in Standard Ward 3. Swab test to be repeated for these patients after 3 days



and depending upon the result will be transferred to 1<sup>st</sup> floor ICU if negative and Covid Ward if positive.

Charges to be worked out for these patients and should be less than Medical college ICU rates.

13. Card Test for attenders to reduce the charges; necessary Antigen kits (Rs.500 – Rs.700) to be purchased. Disadvantage is that printed report couldn't be given and attenders will be subjected to RT-PCR if positive.
14. Request for additional Radiologists was not approved; to be considered if OP and IP increases to 1500 and 850 respectively. Radiologists can work in different shifts to manage the current workload.
15. Marketing strategies to be improved and ENT department should be promoted through media (skills of our Faculties, complex cases etc). Cochlear Implants will be considered in future.
16. Cardiology Advertisement should be ready and published this Sunday. All special cases in a week should be collected by Fridays and published in News papers on Saturdays or Sundays.
17. For certain cases which require conservative management, the Consultant is paid for the visit alone which is way less than the total bill. It was proposed to pay 10%; CAO to analyze if it is feasible.
18. Request to appoint another Paediatric Surgeon who is willing to come next week was approved.
19. Urologist Dr. Shankar could be appointed to manage the workload in Urology department.
20. CLs for Faculties was not approved.
21. For Non-Clinical Faculties Salary, promotion orders and other monetary benefits to be worked out.
22. Urban Centre Dr. Malarvani to be called back for work in triaging area.
23. Register Velammal Pharma; letters to be sent to manufacturers for quotations.
24. Pharmacy: In-charges should be assigned targets; regular audits should happen and if any discrepancy was found the concerned should bear the cost.  
Cut medicines should not be accepted as return as it can neither be sold nor its expiry be checked.
25. Nurses to be evaluated for salary hike.
26. It was approved to bring brain-dead cases from tertiary Hospitals around to increase the number of Transplants.
27. It was approved to recruit 12 additional Junior Residents.
28. OP entrance?
29. Staff/Faculty Attendance should be checked regularly.







# VELAMMAL MEDICAL COLLEGE

## HOSPITAL AND RESEARCH INSTITUTE

Ref No: 1/H/Ad.B/2021

6 Feb 2021

### **ADVISORY BOARD MEETING MINUTES**

The Advisory Board meeting was held on 06.02.2021 at the Dean's Chamber. The meeting was chaired by the Hon'ble Chairman and all members of the Advisory Board attended the meeting.

Here is the summary of the points discussed in the meeting:

1. Consolidated attendance report to be submitted on **every Saturdays by HR.**
2. Management to bear the Vaccination cost of 140 kitchen workers (2.5ml vial which costs Rs.10,000/- could be used for 5 members) – **2<sup>nd</sup> week of February**
3. Anaesthetist Dr. Lavanya may be permitted to avail leave.
4. Circular to be sent to all Faculties and Consultants so that they are aware of Velammal Drugs which is to be introduced soon; MOU to be prepared, signed and the Purchase order has to be placed with the company.
5. Name Boards for all Consultants should be ready and put up for display by **2<sup>nd</sup> week of February.**
6. Number of OPs and IP Conversions of all Consultants to be monitored and reviewed **every month.**
7. Complaint register should be maintained in all wards and whatever complaint recorded has to be attended by the concerned then and there.
8. There should be proper coordination between OT Nurses, Ward In-charge and the Housekeeping to avoid delays in shifting a patient; cases requiring immediate attention should be identified and prioritized.
9. Though discharge process is streamlined there should be a monitoring mechanism to ensure whether patients are discharged on-time.

10. Salaries of Intensivist Dr.Santhosh Chakravarthy and Consultant Plastic Surgeon Dr.Manohar Velury to be revised.

Also the salary of Junior Resident Dr.Shoban may be revised – **10 days**.

11. Dr. Sandhya of General Medicine department is permitted to avail leave.

12. As RT-PCR testing is done only during night hours and the number of samples that are tested daily has drastically reduced, it was decided to reduce the extra manpower in the Molecular Lab in order to utilize them in the Central lab – **to be discussed with the in-charge of Molecular lab**.

13. Casualty triage gate should be closed-**Monday**.

14. Marketing team was fixed a target of 700 IPs by the **end of February**.

15. As Dr.Sathish and Dr.Alwar has expressed their unwillingness for working hours from 8am to 3pm, Consultants capable of doing critical Urology and Surgical Gastro cases has to be looked out – **10 days**

16. Like other Private Hospitals Anaesthetists and Intensivists on-call has to be identified.

17. For camps, it was decided to concentrate only on locations within 50km radius as the conversion rates will be very less for any other locations beyond this distance.

18. HR to send reply to Dr.Balamurali and ask to either report or surrender notice period salary – **06.02.2021**

19. Dr.Sathiya Selvam wants to be a full time Consultant – to be contacted - **Joined**

  
Dr. Ganesh Kumar, M.S., M.Ch.,  
Neuro Surgeon  
Consultant & Spine Surgeon  
Reg. No: 73283



  
15/2/21



S.NO	Department	Meeting Date	Discussion Points	Responsibility	Action Taken	Status (Pending / Closed / Process)
134	Advisory Board	24/04/2021	Room will provide for Day Scholer - Covid cases	CAO		Closed
165	Advisory Board	24/04/2021	To ensure the Stock of Oxygen and Remdesiver Injection, Er Vijayanand will arrange the injection on 26th April 2021	Er Vijayanand		Closed
137	Advisory Board	24/04/2021	Covid cases in 4th floor ICU to be managed by Intensivist Dr.Vijay Anand and his team in addition to routine work. Ground floor Covid ICU to be managed by Consultant Intensivist & Covid Isolation Ward I/c Dr.Varun along with Emergency Physician Dr.Uwaraja and Dr Uwaraja will segrate the Level 1,2,3, & 4 during admission time itself	Dr Vijay Anand Dr Joena Dr Varun Dr Uwaraja		Closed
138	Advisory Board	24/04/2021	Dr Uwaraja only will decide the Covid Admission cases	Dr Uwaraja		Closed
139	Advisory Board	24/04/2021	Standard Ward 3&4 will provide for Stable Patient & Ward 4 C and 4 D will provide for Unstable Patient	Dr Joena		Closed
140	Advisory Board	24/04/2021	Use Non Clinic Staff also for attending Covid Cases	VC / Dean		Closed
141	Advisory Board	24/04/2021	Rani will attend Day Shift Incharge & Vidya will attend Night Shift Incharge. They are the nodal point to contact any covid cases	Dr Ganesh Kumar	Mrs Rani - Day Shift Mrs Vidya - Night Shift	Closed
142	Advisory Board	24/04/2021	Oxygen Port will provide to Standard Ward at the earliest	CAO		Process

Department	Date	Discussion Points	Responsibility	Action Taken	Status (Pending / Closed / Process)
3	Advisory Board	24/04/2021	Covid Cases Incharge Details Ward - Dr Zona Ground Floor - Dr Uwaraja 4th Floor - Dr Vijay Anand Standard Ward - Dr Varun	Dr Vijay Anand Dr Joena Dr Varun Dr Uwaraja	Closed
144	Advisory Board	24/04/2021	Room identified for SWAB near Collection Centre or near Blood Bank	VC / Dean	Pending
145	Advisory Board	24/04/2021	Provide near Blood Bank Area for CT Scan Patient	VC / Dean	Pending
146	Advisory Board	24/04/2021	Counselling for Covid case attender	Concern Doctors	Pending
147	Advisory Board	24/04/2021	Provide Male Technician during Night Duty for SWAB	CAO	Process
148	Advisory Board	24/04/2021	Deploy Mrs Kani at 2nd Floor ICU		
149	Advisory Board	24/04/2021	Pneumatic System will provide to Lab & Pharmacy. Collect competitor quote and discuss with Consultant Mr Ananthapadmanabhan	CAO	
150	Advisory Board	24/04/2021	Finalise OG & Pediatric Exhibition Date	OG HOD & Pediatric HOD	
151	Advisory Board	24/04/2021	OP Services may extend to Dr Manikandan	VC	
152	Advisory Board	24/04/2021	to purchase HFNC	CAO	
153	Advisory Board	24/04/2021	Regular check up and monitoring Electrical Short circuit	CAO	
154	Advisory Board	24/04/2021	To conduct 4 CME per month	VC / Dean	

VC DEAN MS CAO Dr. Ganeshkumar Dr Subhiah Er. Vijayanad

by Ganesh 26/4





26/06/2021

### MINUTES OF MEETING

The Advisory Board Meeting was held on 26/06/2021 at 3.00 P.M in the Trust Office Board Room. The meeting was chaired by the Hon'ble Chairman and attended by the Dean, MS, CAO, Dr Ganesh Kumar, Dr Subbiah and Er. Vijay Anand.

Here are the points discussed in the meeting:

- Salary discrepancies to be sorted out; an employee with more experience in Velammal is not receiving salary on par with one who has recently joined. HR to submit a detailed salary report department wise with allowance and deductions.
- Salary hike will be based only on the performance of an individual; performance should be evaluated and metrics to be defined by the HR for an individual to be eligible for receiving a hike.
- Consultants interview has been planned through zoom meeting on 28.06.2021 from 4pm onwards; Dr.Samir to make necessary arrangements.
- Essential services like IT, Stores and Maintenance should not be disrupted during lockdown.
- OT list should be submitted to the Dean and MS daily for monitoring the number of surgeries performed/assisted by a Faculty/Consultant.
- There should not be any difference in pay/increment for senior SGE Consultants.
- Pharmacy to be audited; stocks should be verified.
- Memo to be issued to MRD in-charge for insubordination.
- Institution to function in full strength from 1<sup>st</sup> of July; no change in timings for doctors duty hours in Hospital (punching to be monitored). Circular to be sent to all Doctors and Staffs.
- Salary to be revaluated for Specialty OT supervisor.
- Dr.Senthil is authorized to discuss with Rio Hospital Consultants to refer Paediatric Liver Transplant cases.
- It was decided to fill the vacancy positions once the workload increases.



## VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

### MADURAI

- Casualty cases should be referred to the concerned OPD Speciality and whoever is on duty should be assigned
- Permanent staffs for the growth of Medicine, OBG and Paediatric departments.
- ~~OPD services to be improved; Faculties should be in the OPD even if there is no case.~~ House-surgeons should be engaged; should be monitored and assigned projects
- Casualty – students/nurses posting to be controlled
- MS to monitor OPD faculties at the time of login and logout.
- It was approved to purchase Sputnik Vaccines.
- Pharmacy sales to be increased.
- All communications from HODs of Medical college should be authorized by Dean/MS
- Thiruppuvanam Hospital to be inaugurated on 07.07.2021; equipments, manpower to be ready for full function; Er.Mr.Vijay Anand to monitor the progress.
- Any events, special cases, interviews etc. should be updated in official website; complete details of Faculties/Consultants including the number of surgeries they have performed should be available in website.
- ~~Dr.Rena will coordinate with departments to get their contents to be uploaded in the website which has to be functional within 10 days.~~
- Toxicology, Vaccination, Stroke units etc to be started ASAP as discussed in previous meeting.
- Salary increment for Casualty doctors; Increment/ appreciation letters to be kept in individuals file
- Special incentives may be considered for departments generating more revenue for motivation
- Income through Ambulance services to be evaluated; to bring more cases tie-ups with private Ambulances may be established; Mr.Sekar to give details of Ambulance drivers
- Tariff – Physiotherapy codes to be added.





## VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE

### MADURAI

- MOU with a Hospital in a Tribal village at Kodaikkanal – MEM PGs and JRs can be used; fully equipped Ambulance to be stationed.
- Insurance cover for employees of Velammal – benefits upto 3 lakhs; Management to pay the annual premium.
- Target – 80-90Lacs per day minimum; 30 crores per month
- Incentives may be considered for IP conversion.
- Siddha, Ayurveda and Homeopathy Doctors to be informed whenever Super Specialty camp is organized.
- Morphin injection - Dr.Ganesh Kumar authorized either to utilize without any issues or to safely dispose.
- Irregularities in punching by Nursing staffs was pointed out by Dr.Ganesh Kumar – Nursing supervisors to monitor.
- Separate entrance for patients and employees; South gate entrance to be opened to screen employees at logout.
- Mr.Jeyakumar to be assigned roles as a coordinator for laboratory services.
- A room nearer to the studio in 4<sup>th</sup> floor to be allocated for Digital marketing team
- Clean campus drives to be conducted.

*M. Subramanian*  
DEAN  
25/8/21

Copy submitted to:  
Hon'ble Chairman

Copy to:  
Medical Superintendent  
Chief Administrative Officer  
Dr Ganesh Kumar  
Dr Subbiah  
Er Vijay Anand



03/07/2021

### **MINUTES OF MEETING**

The Advisory Board Meeting was held on 03/07/2021 at 3.00 P.M in the Trust Office Board Room. The meeting was chaired by the Hon'ble Chairman and attended by the Dean, MS, CAO, Dr Ganesh Kumar, Dr Subbiah and Er. Vijay Anand.

Here are the points discussed in the meeting:

1. House-Surgeons to be monitored by HOD/Assistants while taking their ward rounds. If there are 2 House-Surgeons posted in a Ward with 10 patients, 1 should take complete care of 5 patients.
2. Length of hospital stay of Insurance patients to be monitored to avoid unnecessary wastage of important resources.
3. Grand rounds to be taken every week.
4. Quality of food given to the patients to be checked; F&B Manager Mr. Kesavan to be instructed for giving proper diet ontime to the patients and to ensure there is no wastage of food.
5. All supervisors should ensure that the checklists about cleaning activity are maintained in all toilets under their control and should also make sure that it is properly signed by the person attending; Housekeeping Manager should regularly monitor and countersign.
6. There should be constant availability of faculties in all the Outpatient departments.
7. Every faculty should gain popularity among patients; there should be better interaction with patients/attenders and a strong interpersonal relationship needs to be developed. Personal attention should be given continuously to the patients by the treating doctors from admission to discharge.
8. While taking rounds, faculties should speak with the patients/attenders about the condition and the type of treatment; attenders should know the complications involved.
9. Any new patient, long stay patients, critically ill patients and patients in ventilator support should be known to the Supervisors & Nursing heads.





10. Roles of PROs to be demarcated; Mr.Vinoth may be reassigned roles to exclusively look after 4<sup>th</sup> and 5<sup>th</sup> floor.
11. Floor managers to be recruited; Freshers (MBA in Hospital Management) may be considered; new hires to be trained before posting.
12. Medical College and Specialty census should be submitted to the Dean & MS.
13. OT list should be submitted to the Dean and MS daily for monitoring the number of surgeries performed/assisted by a Faculty/Consultant.
14. Fixed pay for Medical Oncologist Dr.Balambika may be considered.
15. Before allowing Junior APs/SRs to do surgery individually, they should have assisted minimum of 30 to 40 Surgeries and should be assessed by their respective HODs. APs/SRs can do open surgeries under guidance and assistance of HOD & senior surgeons; Laparoscopic surgeries require good hands-on experience. After well verse with open surgery basic Lap surgery may be performed with the help of senior Consultant & Professors. Chairman Sir insisted that Senior Professors should assist youngsters and to train them properly.
16. Monitoring mechanism/protocol for unnecessary conversion of Medical College cases to Specialty to be eligible for Fee for service.
17. Protocol should be framed for a Medical College Faculty to be a Consultant in Speciality wing.
18. The request from Radiology HOD to buy a new Fetal Ultrasound machine to be discussed; proposal along with the complete details of the existing machine to be submitted.
19. Login/logout times of Faculties, time they spend in the OPDs, Theatres and classes to be monitored.
20. Senior Consultants to be monitored to see if they attend OPDs in ground floor; protocol to be framed.
21. Pending payment for a Pharmacy supplier was pointed out; to settle partially.
22. Services of Patient care/Ward secretaries to be monitored; to be effectively utilized.
23. General stores should be audited; stocks issued should tally the indents received.



**VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE**

**MADURAI**

24. In IP Pharmacy random audit should be conducted to verify stocks of costly drugs; in-charges should be held accountable for excess/shortage.
25. OT supervisor to be evaluated to check if she is eligible for receiving salary hike.
26. Dr. Anitha, Associate Professor of OBG to be assigned an OP day in Specialty hospital.
27. Sputnik Vaccines to be purchased at the earliest.
28. All legal notices should be handled by the Dean; a copy to be submitted to the Hon'ble Chairman.
29. Thiruppuvanam Hospital to be inaugurated on 9th of July; to be visited before inauguration to see everything intact.
30. Collector to be invited for the inauguration of Toxicology unit; date to be finalized; content should be ready for press release with number of poison cases handled till date from inception.
31. Ambulance services/cases to be audited; Mr. Sekar to be evaluated; Private ambulance drivers to be followed up.
32. Specialty checkup at Thiruppuvanam Velammal Hall on 11th of July; president to be invited.
33. Performance of all ancillary department heads to be monitored to see if they are delivering the assigned responsibilities.
34. Responsibilities for Wardboys to be fixed.
35. It was pointed out that there wasn't any help from the securities and driver when a case is received at emergency; protocol to be designed to swift handle.

Copy submitted to:  
Hon'ble Chairman

Copy to:  
Medical Superintendent  
Chief Administrative Officer  
Dr Ganesh Kumar  
Dr Subbiah  
Er Vijay Anand

*9/5/21*  
DEAN  
*8/7/21*