



Karpaga Vinayaga Institute of Medical Sciences & Research Centre  
GST Road, Chinnakolambakkam, Palayanoor (P.O) Madhuranthagam (Tk.),  
Chengalpet - 603 308.  
Phone - 04471565100 website; [www.kims.edu.in](http://www.kims.edu.in) mail; [principal@kims.edu.in](mailto:principal@kims.edu.in)

KIMS/11/CC-07/2021

Date: 02.07.2021

**Minutes of Meeting held on 02.07.2021**

- Welcome note was given by the Principal.
- Dr. S Sujatha (MEU co-ordinator & Professor Department of General Medicine) gave a brief about the status of phase II timetable & its regular follow-up with the involved departments.
- She also conveyed that a curriculum Sub-committee for phase II & Sub-sub Committee meeting was conducted in the council hall. The HOD's were sensitized about the further improvement in increasing integration of the topics for the better understanding & correlation for the Students.
- Dr.M Ramula (Professor & Head Department of General Surgery) Suggested to prepare & give a structured timetable day/week wise for phase III & to be shared among the sub-committee members to proceed to prepare the time table in a step-wise manner.
- Principal added to take periodical reviews for phase II timetable & to give a deadline for submission of the same as it is supposed to upload it on google forms shared by SRMC Medical College Porur, Chennai.
- Dr. Navin R (Professor Department of Physiology) explained in brief about the ongoing ECE classes for 1<sup>st</sup> MBBS students.
- Meeting ended with vote of thanks

*[Signature]*  
PRINCIPAL

Copy submitted to: Managing Director.

Copy to: Medical Superintendent,  
Medical Director  
Vice principal  
Concerned Departments

\* Dr. Sugala Vishwasnao  
Dr. Navin Rajarathnam  
Dr. K. Balan  
Dr. Roseline Fatima Williams  
Dr. M. Ramula  
Dr. S. Sujatha

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KIMS/CC-09/2021

Date: 03.09.2021

**Minutes of Meeting held on 03.09.2021**

Meeting Started with Welcome note by Principal

- Dr. M. Ramula had conveyed leave of absence due to personal reasons.
- It was discussed about the Assessment / Academic log books- phase II 2019-20 batch received from the Tamilnadu Dr. MGR Medical University, Chennai, & to call a meeting for the Curriculum Sub Committee for phase II & explain about the log books received.
- Dr. Navin Rajaratnam updated about the phase I timetable for 2021-22 batch. This timetable was put as per week/ days for a period of 48 weeks. & the Foundation course schedule was ready. As per the checklist.
- Main timetable was almost ready with checklist & ECE & AETCOM hours. This will be submitted for review by last week of October by the respective departments. Principal conveyed the message that SRMC being the mentor Institute, need to submit the 1st year timetable by 6th November 2021 by filling the Google forms.
- Dr. K. Balan commented upon phase II timetable, & added that about the work in progress. & wanted a Curriculum Sub-Committee meeting which was planned in 2nd week of September.
- Dr. Roseline Fathima William discussed about the updates of 3rd year part I timetable.

Meeting ended with vote of thanks.

*Seetharaman*

**PRINCIPAL**

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Chengalpattu - 603 308.

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Members of Committee,  
Medical Superintendent,  
Medical Director,  
Vice principal,  
Concerned Departments

*Seetharaman*  
Dr. Suthala Vishwasnao  
Dr. Navin Rajaratnam  
Dr. K. Balan  
Dr. Roseline Fathima William  
Dr. M. Ramula





KIMS/CC-11/2021

Date: 02.11.2021

**Minutes of Meeting held on 02.11.2021**

Principal gave a Welcome Note:

Dr. Navin Rajaratnam updated about 1st year MBBS timetable, which was ready with, checklist for both foundation Course & Main Timetable. The distribution of hours. for ECE, AETCOM, Sports & Extra Curricular activities was highlighted in the timetable as per the checklist received from the Mentor Institute, SRMC.  
It was decided to upload before evening today. as the last date being 06.11.2021.

Dr. K. Balan discussed about the Sub-Committee meeting & the Assessment & Academic record books ready for the 2019 Batch students, received from the affiliated University, The Tamilnadu Dr . MGR Medical University.

Pharmacology department had revised & prepared the Academic record book for 2019 Batch. Committee had requested to review the phase II timetable in 3rd week of November, as the last date to submit the timetable was 01.12.2021. It was decided to submit in last week of November.

Meeting ended with vote of thanks.

**Copy submitted to:** Managing Director.

**Copy to:**

Members of committee  
Medical Superintendent,  
Medical Director,  
Vice principal,  
Concerned Departments

Dr. Sufala Vishwasrao *[Signature]*  
Dr. Navin Rajaratnam  
Dr. K. Balan *[Signature]*  
Dr. Roseline Fathima William  
Dr. M. Ramula *[Signature]*  
Dr. S. Sujatha *[Signature]*

*[Signature]*  
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MS/CC/CIR/01-2022

Date :25.01.2022

Curriculum Committee

The following members were present

1. Dr.SUFALA SUNIL VISHWASRAO, THE PRINCIPAL
2. Dr.SUJATHA.S
3. Dr. RAMULA .D
4. Dr.S.VADIVEL
5. Dr.THIRUNAAUKKARASU.D
6. Dr.K.BALAN

Minutes of the meeting:

1. Principal suggested that all Heads of the Departments must be sensitized regarding Elective postings for the CBME batch
2. Discussion regarding final year Time table. Dr.Sujatha suggested that the 5 Heads of the Departments including General Medicine, General Surgery, OB&GY, Pediatrics, Ortho to be sent a Circular regarding CBME Time table preparation.

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Concerned Members/Departments

  
PRINCIPAL

  
MEU Coordinator  
KIMS & RC



MS/CC/CIR/02-2022

18.02.2022

Curriculum Committee

The following members were present

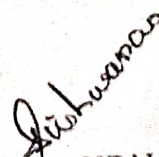
1. Dr.SUFALA SUNIL VISHWASRAO, THE PRINCIPAL
2. Dr.SUJATHA.S
3. Dr. RAMULA .D
4. Dr.S.VADIVEL
5. Dr.THIRUNAAUKKARASU.D
6. Dr.K.BALAN

Minutes of the meeting:

1. Sensitisation of all the faculties across departments regarding Electives. need to be done
2. PG curriculum chairman had suggested that PG activities held in departments should be fixed on specific days. Hence, Principal had asked for a consensus regarding uniformity in days. It was suggested that Journal Club in all PG department should be held on 2nd and 3rd Thursday between 12.00 noon to 1.00 .pm
3. Basic Sciences PG examinations will be conducted based on CBME format. From 2021 batch onwards.

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Medical Education Unit

KIMS/CC/CIR/005-2022

Date :26.05.2022

### Curriculum Committee

The following members were present

1. Dr.SUFALA SUNIL VISHWASRAO, THE PRINCIPAL
2. Dr.SUJATHA.S
3. Dr. RAMULA .D
4. Dr.S.VADIVEL
5. Dr.THIRUNAAUKKARASU.D
6. Dr.K.BALAN

### Minutes of the meeting:

1. Dr.Sujatha MEU Coordinator presented to all the Heads of the Departments, regarding Electives for a professional year III-Part-1.
2. The Highlights of the lecture were  
Elective postings  
**9.3.2** Two months are designated for elective rotations after completion of the examination at end of the third MBBS Part I and before commencement of third MBBS Part II.  
**9.3.3** It is mandatory for learners to do an elective. The elective time should not be used to make up for missed clinical postings, shortage of attendance or other purposes.  
**9.3.4 Structure**  
(b) Block 1 shall be done in a pre-selected preclinical or para-clinical or other basic sciences laboratory OR under a researcher in an ongoing research project. During the electives, regular clinical postings shall continue.  
(c) Block 2 shall be done in a clinical department (including specialties, superspecialties, ICUs, blood bank and casualty) from a list of electives developed and available in the institution OR as a supervised learning experience at a rural or urban community clinic.
3. The CBME Timetable for the Professional year Third-Part-II has to be Read ~~ed~~.

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*Sufala*  
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*Sujatha*  
MEU Coordinator  
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