SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution & Accredited by NAAC with "A" Grade)

(An Autonomous Institution)

Madagadipet, Puducherry - 605 107

SCHOOL OF ALLIED HEALTH SCIENCES

Board of Studies – 3rd Meeting

23.08.2021

B.Sc., Medical Lab Technology & DMLT

AGENDA OF THE MEETING

Item No. :1	DESCRIPTION
	Welcome Address, Introduction about the Institution, Department and BoS Members
Item No. : 2	
	Confirmation of minutes of the second meeting of the board of studies
	The Head of the department appraised the board regarding the minutes of BoS 2nd meeting and the minor revisions incorporated in the course content.
Item No. :3	
	To discuss and ratify the improvisations in the Curriculum and syllabi of the B.Sc., Medical Lab Technology & DMLT under the Regulation of R-2020 for the students admitted in the Academic year 2021-22
Item No. :4	
	To discuss and ratify the improvisations in the Curriculum and syllabi for the Second Year Courses under the Regulation of R-2020 for the students admitted in the Academic year 2020-21
Item No. :5	
	Any other item with the permission of chair

Dr.R .Gopal

Dean-AHS

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SCHOOL OF ALLIED HEALTH SCIENCES

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23.08.2021

MINUTES OF THE MEETING

B.Sc., MEDICAL LAB TECHNOLOGY& DMLT

Item No. 3:1	DESCRIPTION
	Dr.R.Gopal Dean of AHS formally initiated the meeting by a warm welcome to the honorable members and thanked them for accepting the invitation for 3rd meeting of BoS.The Chairman proceeded with the presentation to deliberate on agenda items
Item No. 3: 2	
	Confirmation of minutes of 2nd BoS Meeting. The Head of the department appraised the board regarding the minutes of BoS 2nd Meeting **Review and confirm minutes of 2nd BOS meeting held on25.03.2021** **Minutes are Reviewed and Confirmed**
Item No.3 :3	
	To discuss and ratify the Modifications in the curriculum and syllabi of the B.Sc., Medical Lab Technology & DMLT under the regulation of R- 2020 for the students admitted in the academic Year 2021-2022. **The BoS members elaborately discussed the curriculum and syllabi and suggested to include the Medical Information system in Computer Science course of 1st year in Allied Health Sciences.**

	The above corrections are made in the syllabus (Given in Annexure- I) and approved by the BoS members.
Item No.3:4	
	To discuss and approve the teaching schedule (Time Table) for the 2nd year and 3rd year courses.

The BoS Members Elaborately discussed theTeaching Schedule (Given in Annexure- II) and approved by the BoS members. |
| **Item No.3:5** | |
| | Any other item with the permission of chair

NIL |

The meeting was concluded at 2.15PMwith vote of thanks by Dr. R. Gopal, Dean- AHS

Dr.R .Gopal

Dean-AHS

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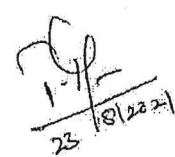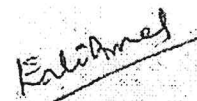**(An Autonomous Institution)**
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SCHOOL OF ALLIED HEALTH SCIENCES

Panel for the Board of Studies – B.Sc. MEDICAL LAB TECHNOLOGY & DMLT

Sl. No.	Name of the Member	Designation	Signature
1	Dr. Erliamelivan Professor & HOD Department of Pathology Sri Manakula Vinayagar Medical college & Hospital Mail id: erlisuneeth@gmail.com PH:9944025425	Chairman	
2	Dr. Prince Associate Professor Department of Microbiology Mother Teresa Post Graduate and research Institute of Health Sciences, Puducherry Mail id:cpprincepni@gmail.com PH: 9345413279	(University Nominee) Subject expert	
3	Dr. Anitha Ramdas Professor Department of Pathology Pondicherry Institute of Medical Sciences, Pondicherry Mail id: anitaramdas2002@yahoo.co.in PH: 9003895754	(Academic Council Nominee) Subject Expert	26/3/24
4.	Dr. Kulkarni Sweta Associate Professor Department of Biochemistry Mahatma Gandhi Medical College and Research Institute, Puducherry Mail id: shwetakulkarni82@gmail.com PH: 9442232578	(Academic Council Nominee) Subject Expert	S.V.Kulkarni
5	Dr.D.Durai murugan Consultant General and Laparoscopic surgeon Department of Gastroenterology Villupuram Mail id:duraigastrocare@gmail.com PH:9443723677	Industrial Expert	
6	Dr. Asmathullah Professor & HOD	Internal Member	

	Department of Bio-chemistry Sri Manakula Vinayagar Medical college & Hospital Mail id:asmath.ulla@rediffmail.com PH:9894471020		
7	Dr. Mangaiyarkarasi Professor Department of Microbiology Sri Manakula Vinayagar Medical college & Hospital Mail id: drtmangai76@yahoo.co.in PH: 9442485276	Internal Member	
8	Mrs.R.Elakiya Assistant Professor Department Of Biochemistry Sri Manakula Vinayagar Engineering College Pondicherry Mail Id: elakiya.20101991@gmail.com PH:8344986675	Internal Member	

Dr. Erliamelivan
Chairman

Dr.R .Gopal   Dr. S. Anbumalar   Dr. V.S.K.Venkatachalapathy
Dean-AHS   **Dean – Academics**   **Director cum Principal**

SCHOOL OF ALLIED HEALTH SCIENCES

Board of Studies – 3rd Meeting

Annexure –I

CURRICULAM AND SYLLABI

R-2020

Programme

B.Sc., Medical Lab Technology

&

Diploma in Medical Lab Technology

U20CTAT17	COMPUTER SCIENCE	L	P	Hrs
		25	25	50

TYPING TEXT IN MS WORD

- Inserting tables in a document.
- Formatting the text–using different font sizes, bold, italics
- Bullets and numbering
- Pictures, file insertion
- Aligning the text and justifies
- Choosing paper size
- Adjusting margins
- Header and footer, Inserting page No"s in a document Printing a file with options
- Using spell check and grammar

CREATING TABLE IN MS EXCEL

- Cell editing–Using formulas and functions Manipulating data with excel
- Using sort function to sort numbers and alphabets
- Drawing graphs and charts using data in Excel–Auto formatting–Inserting data from other work sheets.

PREPARING NEW SLIDES USING MS POWERPOINT

- Inserting slides – Slide transition and animation – Using templates
- Different text and font sizes – Slides with sounds – Inserting clipart, pictures, tables and graphs– Presentation using wizards

INTRODUCTION TO INTERNET

Using search engine –Google search–Exploring the next using Internet Explorer and Navigator – Uploading and Download of files and images – Email ID creation
- Sending messages – Attaching files in E-mail ID
- Typing a text and aligning the text with different formats using MS-Word
- Inserting a table with proper alignment and using MS-Word
- Create email merge document using MS-word to prepare greetings for 10 friends
- Preparing a Slides how with transition, animation and sound effect using MS-PowerPoint
- Customizing the slides how and inserting pictures and tables in the slides using MS- Power Point
- Creating a work sheet using MS-Excel with data and use of functions
- Using MS-Excel prepare a worksheet with text, date time and data
- Preparing a chart and pie diagrams using MS-Excel
- Using Internet for searching, uploading files, downloading files and creating E-mail ID

AHS-B.Sc Optometry

REFERENCE BOOKS:

1. Fundamentals of computers- V. Rajaraman-2004
2. Absolute beginners guide to computer basics-Michael Miller. Que Publisher, September 1, 2009.
3. Networking concepts and technology – by Deepak Kalkadia, Francesco DiMambro, Prentice hall publisher, May 25, 2007
4. Operation system concepts (8th edition) by Abraham Silberschatz, Peter Baer Galvin, Greg Gangne, Wiley Publisher, Feb 13, 2009.
5. Microsoft office 2013 for Dummies – by Wallace Wang, July 31, 2013.