



AARUPADAI VEEDU MEDICAL COLLEGE & HOSPITAL

Vinayaka Mission's Puducherry Campus

VINAYAKA MISSION'S RESEARCH FOUNDATION - Deemed to be University

(Recognized by : MCI, New Delhi; Ministry of Health & Family Welfare, Govt of India; NAAC & NABH Accredited)

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E-Portfolio Core Committee

Committee Designation	Name	Academic Designation
Chairperson	Dr. R Mani	Dean
Co-Chairperson	Dr.Latha.R	Vice Dean Academics & Digitalization
In charge	Dr.T. Prasad	Professor of Community Medicine, PG Coordinator
Advisory Members	Dr. Sheela Kuruvilla	Professor & HOD of DVL
	Dr. Sampath Kumar Poral	Professor & HOD of General Surgery
	Dr. S. Vithiavathi	Professor & HOD of General Medicine
	Dr. S.Deepa	Professor & HOD of O&G
	Dr. R. Jawahar	Professor & HOD of Pathology
	Dr. B. Pramodhini	Professor, Microbiology
IT Support	Mrs.Vijeya Chitra	Informatics cell Manager
Coordinators	Dr.Franc Deepika Venugopan	Assistant Professor, Pharmacology
	Dr. S Jeevithan	Asst Professor, Forensic Medicine

DEAN

Dr. R. MANI, M.D.,
DEAN

Aarupadai Veedu Medical College & Hospital,
Kirumampakkam, Puducherry-607 403.

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Near by kilpauk metro railway station, Kilpauk, Chennai - 600 010, Tamil Nadu, India

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Standard Operating Procedure (SOP) for Implementation of E-Portfolio for Postgraduate Students.

1. PURPOSE:

To implement E-Portfolios as a structured tool for documenting PG trainees' competency progression, fostering reflective practice, and enabling formative feedback in line with NMC CBME guidelines.

2. SCOPE:

Applicable to all PG students (MD/MS), their faculty, guides, and coordinators across clinical and pre-clinical specialties.

3. OBJECTIVES:

- Document progressive attainment of competencies.
- Promote self-directed learning, professionalism, and reflection.
- Enable structured formative assessment and feedback.
- Maintain a repository of academic, research, and skill-based activities.

4. CORE TEAM MEMBERS

COMMITTEE DESIGNATION	NAME AND DESIGNATION	RESPONSIBILITIES
Chairperson	Dr.R.Mani Dean	Ensure overall compliance
Co-Chairperson	Dr.Latha.R Vice Dean Academics & Digitalization	Ensure compliance with NMC guidelines.
In charge	Dr.T. Prasad Professor of Community Medicine PG Coordinator	Oversees E-Portfolio implementation, ensures timely entries, audits quality, facilitates faculty feedback, and reports compliance.
Advisory Members	Dr. Sheela Kuruvilla, HOD of DVL Dr. Sampath Poral, HOD of General Surgery Dr. Vithiavathi.S, HOD of General Medicine Dr. S.Deepa, HOD of O&G Dr. Jawahar, HOD of Pathology Dr. Pramodhini, Prof., Microbiology	Faculty Advisor for effective implementation of E portfolio
IT Support	Mrs.Vijeya Chitra Informatics cell Manager	Ensure platform functionality, security, and support.
Coordinators	1) Dr.Franc Deepika Venugopan, Asst Professor, Pharmacology 2) Dr.Jeevithan , Asst Professor, Forensic Medicine	Support & Coordinate E Portfolio core team members

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Continuation Sheet

5. COMPONENTS OF PG E-PORTFOLIO

1. **Demographics and Academic Profile**
2. **Competency Logbook**
 - Mapped to NMC specialty-specific learning objectives
 - Entrustable Professional Activities (EPAs) and milestones
3. **Procedures/Skills Performed**
 - Log with date, level of supervision, and verification
4. **Clinical Case Records / Presentations**
5. **Research Activities**
 - Protocol approval, progress, data collection, manuscript submission, ethics clearance
6. **Teaching/Academic Activities**
 - Seminars, journal clubs, case presentations, UG teaching
7. **Reflections & Self-Assessment**
8. **Feedback Received**
 - From faculty, mentors, peers (structured format)
9. **Assessment Summary**
 - Workplace-based assessments (Mini-CEX, DOPS, CBD), formative evaluations
10. **Certifications & Courses Attended**
11. **Annual Progress Reports**

6. FREQUENCY AND TIMELINES

Activity	Minimum Frequency
Clinical/Procedure Logs	Weekly (mandatory)
Reflections	Fortnightly or post significant event
Research Updates	Quarterly
Feedback Documentation	Monthly (Every 15 th of that month) must be presented by all PGs in the Department
Mentor Review Meetings	Once per term (at least 3 per year)
E-Portfolio Audit (Internal)	Quarterly



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7. REVIEW & FEEDBACK MECHANISM

- Faculty guides must **review E-Portfolios monthly** and provide **structured formative feedback** using checklists/rubrics.
- PG students are expected to respond to feedback and implement suggested improvements.
- Reflections must demonstrate critical thinking, ethical considerations, and integration of knowledge into practice.

8. MONITORING & QUALITY ASSURANCE

- **Quarterly audits** by the department PG academic coordinator.
- Annual compliance report submitted to the Vice Dean Academics
- Random review during external/internal assessments and inspections.
- Postgraduate students are advised that **failure to log in to the E-Portfolio account for a period exceeding three months** will result in **automatic suspension of the account**.
- To regain access, students will be required to obtain **prior approval from the Vice Dean (Academics)**.

9. CONFIDENTIALITY AND ETHICAL CONSIDERATIONS

- Only the student, assigned faculty, and academic leadership may access E-Portfolios.
- Plagiarism, data manipulation, or falsified entries will invite **disciplinary action** as per institutional policy.

10. TECHNICAL REQUIREMENTS

- Cloud-based digital platform with:
 - Secure login
 - Time-stamped entries
 - Upload capability (PDFs, multimedia, scanned logs)
 - Reflection templates and feedback rubrics
 - Access control and data backup

11. COMPLIANCE AND CERTIFICATION

- **Completion and periodic updating of the E-Portfolio is mandatory for appearing in university examinations and thesis viva.**
- A certificate of satisfactory E-Portfolio maintenance must be issued by the department **annually and before the final summative assessment.**

R. Mani

DEAN

**Dr. R. MANI, M.D.,
DEAN**

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Kiramampakkam, Puducherry-607 403.