

**Medical Education Unit**  
**Minutes of the meeting**

Agenda : Updating the NMC Curriculum and activities of MEU Sub committees and action plan- reg.

Time : 12 pm to 3.30 pm

Date : 21.03.2025

Venue : MEU Conference Hall

Meeting was attended by :

1. Dr.Betsy Thomas, Principal & Prof. of OBG,Chairman of MEU
2. Dr.Lola Das, Prof. & HOD, of Anatomy,Phase I CBME Coordinator
3. Dr.Deepti Ramakrishnan , Vice Principal, Prof. , Department of Pathology, Phase II CBME Coordinator
4. Dr.Sruthi M.V. Associate Prof.,Department of Community Medicine,Phase III-Part I CBME Coordinator
5. Dr.Anish S Associate Prof., Department of General Medicine Phase III-Part II CBME Coordinator
6. All HODs , Deputed coordinators of each MEU Subcommittee.
7. Dr.MenonN.K.Sunil Kumar, MEU Co-ordinator&  
Prof. of Paediatrics

1. Meeting started with silent prayer at 2 pm at MEU Conference Hall.
2. Dr.Menon N.K.Sunil Kumar presented the minutes of the previous meeting.
3. Dr.Menon N.K.Sunil Kumar informed that we have been informed by Dr.Suresh , In charge , NMC Nodal centre,GMC Kottayam that we have to conduct regularly meetings of the MEU Subcommittees under the supervision of the Curriculum Committee in every Medical College.
4. Dr. Menon N K SunilKumar ,informed the faculty members that as per the guidance and instructions from the NMC,Nodal Centre ,GMC,Kottayam, we have reconstituted the Curriculum committee,MEU and associate members of MEU again. and empowered the 4 MEU sub committees.
5. Dr. Betsy Thomas,Principal, expressed her gratitude to all MEU subcommittee members for their support in ensuring the smooth running of our CBME curriculum activities.
6. Dr. Menon N K Sunilkumar mentioned about various activities that occurred after the last MEU meeting:
  - Individual Subcommittee meetings.
  - CBME curriculum sensitization classes for senior residents - 11 sessions completed.
  - Dr. Sruthi MV, (Associate Prof. of Community Medicine), Dr. Boney Rajan (Asso. Prof., Dept. of Pharmacology ) ,Dr.Arun K Prakash(Asso. Prof., Dept. of Physiology ) & Dr. Derlin (Associate Prof. of Anaesthesia) successfully completed the BCME training from 16<sup>th</sup> to 18<sup>th</sup> January conducted by NMC Nodal Centre At GMC,Kottayam..
7. The agenda for this meeting was circulated in all departments since February 2025.

## Agenda

- a) To effectively implement the NMC guidelines
- b) To take effective measures for Timetable uploading of each CBME Phase in the website.
- c) To prepare list of faculty members who have to attend the mandatory Basic Course in Medical Education, mandatory CISP workshop and also Advance course in medical education (optional) and send the list to NMC as soon as possible.
- d) To prepare a common data base of our faculty members of each department in the above NMC Faculty Development programs.
- e) To update the activities of each MEU Subcommittees.

### **Following decisions have been taken under the guidance of Principal**

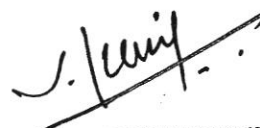
1. Dr. Betsy Thomas requested the faculty members present to take the necessary actions in each department regarding the organization of seminars, lectures, SGD, SDL, Skill lab sessions, AETCOM sessions.
2. Dr. Betsy Thomas reminded about the mentor-mentee program, assigning one mentor for every three mentees. She mentioned that each student should have a mentor from each department as well as a phase mentor. She also reminded about the linker case method
3. Each Phase coordinators provided an overview of their phase examinations, activities and discussed about the uploading of the timetable to the website.
4. The chief Coordinators of 4 MEU Subcommittees (Learner- Doctor Method Sub committee, Alignment & Integration Team Sub committee, AETCOM Sub committee and Skill Lab Sub committee ) presented the report of activities and also discussed in their respective groups about the updation of activities to be adopted in each subcommittee according to the CBME guidelines. The summary of activities would be published.
5. Dr. Kalyani Pillai MEU Coordinator of Learner Doctor Method explained the discussion that took place in the subcommittee meetings. She informed about the Learner- Doctor Method log book, which will be separate for each year, but all departments can contribute to a single book.
6. Dr. Prameela Menon mentioned that the case record and logbook are mostly similar, so she suggested integrating the case record with the logbook. She noted that this would also be easier for the students.
7. Dr. B Vipin MEU Coordinator of Skill Lab thanked everyone for using the skill lab for departmental activities, CME's and workshops. He also mentioned the modification of the skill lab logbook of and the assessment module, which has not been introduced yet by NMC. Currently, assessments are conducted as per departmental criteria. He also informed about the number of skill lab competencies in each phase. Dr. B Vipin MEU Coordinator of Skill Lab thanked everyone for the utilization of the skill lab by all departments. He added that students from outside had visited skill lab during the library fest.
8. Dr. Menon Sunil kumar requested to all HODs to submit the details of remaining faculty members for the BCME and CISP 3 workshops which will be organized after getting permission from the NMC, Nodal Centre, GMC, Kottayam.
9. Dr. V.K Prathibha MEU Coordinator of AETCOM committee informed that, changes in the AETCOM competency are observed in some departments from the 2024 batch. From the 2023 batch onwards, a separate logbook has been introduced for AETCOM. She introduced the AETCOM coordinators of each phase: Phase 1- Dr. Tinju James, Phase 2- Dr. V.K Prathibha, Phase 3- Dr. Ajin Joseph.
10. The Principal informed that the university has not made AETCOM attendance mandatory, and the in- charge of each phase can sign the AETCOM logbook.
11. Dr. Anish S MEU Coordinator of Integration Alignment Committee discussed module based integrated teaching sessions with departments. Presentation topic will be assigned

to students, with four presentation schedule each day. Integration topics should be selected by the respective departments themselves.

- Meeting concluded by 3.30 pm after tea.

Dr.Menon N.K.Sunil Kumar  
MEU Co-ordinator

Copy to : All members of Curriculum committee and MEU

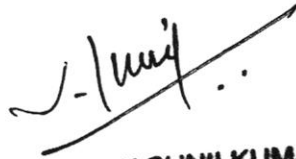


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**ACTION REPORT MEU MEETING ON 21/03/2025**

<b><u>POINTS DISCUSSED</u></b>	<b><u>SUGGESTED ACTION</u></b>	<b><u>RESPONSIBLE PERSON</u></b>	<b><u>ACTION TAKEN/ STATUS</u></b>
Conduct of curriculum committee meetings	4 curriculum committee meetings in the academic year ( March,June,September, December)	Curriculum committee	Regular meetings ( next in June), to be done
Conduct of MEU meetings	Meetings of MEU every month	Curriculum committee	Done
Conduct of MEU Sub committee meetings	4 sub committee meetings in the academic year	Curriculum committee	Done
Updating the activities of MEU Sub committees were formed in the MEU meeting on 17/02/2024.	<b>4 MEU Subcommittees</b> - Learner- Doctor Method Sub committee, -Alignment & Integration Team Sub committee, -AETCOM Sub committee and -Skill Lab Sub committee.	Curriculum committee	Done
Report by each Chief Coordinator of each MEU Sub committees	<b>4 Chief Coordinators of MEU Subcommittees designated</b> - Learner- Doctor Method Sub committee, -Alignment & Integration Team Sub committee, -AETCOM Sub committee and -Skill Lab Sub committee.	Supervised by the Curriculum committee	Done
Report by each Chief Phase Coordinator of each CBME Phase	<b>Phase vise Coordinators of each year</b>	Supervised by the Curriculum committee	Done
Preparing logbooks,clinical clerkship document, skill lab document	The respective sub committee decided	Coordinator of each MEU Sub committee	Done
Preparing phase III part 1 timetable	To be done phase wise	Principal	Done
Preparing phase III part 2 timetable	To be done phase wise	Principal	Done
BCME and CISP-3 workshops	To Send circular to all departments , get the list of faculty members and send to NMC Nodal Centre,GMC,Kottayam	Curriculum committee	To be done
Session on preparation of MCQs		MEU Coordinator and MEU faculty members who	To be organized

		attended the KUHS MCQ Workshop	
Sharing of common Google form to all faculty members to get the details of FDP	Common Google form shared to all department HODs	Coordinators of Alignment – Integration MEU Subcommittee of each department	Done
Preparation of module based integrated teaching sessions with departments	Presentation topic will be assigned to students, with four presentation schedule each day. Integration topics should be selected by the respective departments themselves.	Coordinators of Alignment – Integration MEU Subcommittee of each department	To be organized

  
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