

## Curriculum Committee Meeting Minutes

Date: 05.11.2025

Time: 12.00 Pm

Venue: MEU Hall

- The meeting started with a silent prayer.
- Dr. Betsy Thomas, Principal and Chairman MEU presided over the meeting
- Dr. Menon N K Sunilkumar, MEU Coordinator welcomed all the members to the meeting and he presented a PPT on the curriculum committee work so far, presented the minutes of the previous meeting.
- Dr. Betsy Thomas expressed her gratitude to all MEU subcommittee members for their support in ensuring the smooth running of our CBME curriculum activities.
- The principal informed the changes in the clinical postings published in the last CBME and also asked for the suggestions from the departments regarding the distribution of posting.
- Dr. Menon N K Sunilkumar mentioned about various activities that occurred after the last MEU meeting:
  - Individual Subcommittee meetings.
  - On 31st July 2025, 1st & 2nd August 2025, the Basic Course in Medical Education (BCME) was conducted offline at AIMS, Thrissur. 30 Faculty members of our medical college attended, Dr. Saritha J Shenoy, Associate Professor of Physiology and internal Resource Faculty of NC, GMC Kottayam was the Observer.
  - On 22nd & 23rd, August 2025, Dr. Prameela Menon, Professor of OBG, MEU member attended the NMC ACME course at NMC Nodal Centre, GMC Kottayam.
  - On 29th October 2025, Learning Management System (LMS) - Moodle Training Program for 32 faculty members (1st batch) was started by the MEU Team. Program inaugurated by Dr. Deepti Ramakrishnan, Vice-Principal and Curriculum Committee member. Six week training program to be concluded on 4th December 2025

### Agenda

1. To effectively implement the NMC guidelines.
2. To identify the faculty members who have to attend the mandatory BCME, CISP workshop and ACME and send the list to NMC as soon as possible.
3. Timetable uploading of each CBME Phase in the website
4. Updating the common Google sheet for all faculty details regarding attended FDPs.
5. To organize medical education related training programs at our institution.
6. Suggestion by each CBME Phase coordinators.



7. Discussion on Linker cases.
8. Updating activities of MEU in website section of MEU of our institution
9. MEU books

- Each Phase coordinators provided an overview of their phase examinations, activities and discussed about the uploading of the timetable to the website.
- Dr. Kalyani Pillai MEU Coordinator of Learner Doctor Method explained the discussion that took place in the subcommittee meetings. She informed that for the 2024 batch students, the concept of Learner Doctor Method has been explained. Two students will be assigned for one mentor, and the students are asked to collect patient's history, which the students will do well.
- Dr. Anish S MEU Coordinator of Integration Alignment Committee reviewed the points discussed in the subcommittee meeting and presented a plan. He presented once again the Linker cases identified for our institution.
- 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, where students must write their reflections from Phase 1 to Phase 3 Part II in the same book. She also informed that the pattern of assessment can be determined based on the requirements of individual departments.
- 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.
- Dr. Menon Sunil, MEU Coordinator requested the members to provide the list of books relevant for MEU unit to be given to the Library.
- Meeting concluded by 3.30 pm.



*Betsy*  
Dr. Betsy Thomas  
Principal and MEU Chairman  
AIMS, Thrissur

**Dr. BETSY THOMAS**  
MD, FRCOG, DNB, MICOG  
PRINCIPAL  
AMALA INSTITUTE OF MEDICAL SCIENCES  
AMALA NAGAR, THRISSUR-680 555

## ACTION REPORT

**Curriculum Committee meeting held on 05.11.2025.**

<b>POINTS DISCUSSED</b>	<b>SUGGESTED ACTION</b>	<b>RESPONSIBLE PERSON</b>	<b>ACTION TAKEN/STATUS</b>
Conducting meetings (MEU , Curriculum Committee)	MEU every month and Curriculum committee once in 4 months	Curriculum Committee	Will be done regularly
Uploading Time table	To be done phase wise and to be cross checked	Phase coordinators	Will be uploaded after verification
Common Google sheet for all faculty members	Data regarding NMC training in faculty development program (FDP)	MEU coordinator	Will be done
Preparing list of faculty members attending BCME CISP 3,ACME	Notice circulated from the principal office	MEU coordinator	Ongoing



Updating the activities of each MEU sub committee	To organize subcommittee meetings	Coordinators of each MEU sub committee	Will be done
Organizing medical education related training programs at our institution.	To identify the programs such as training programs on Moodle platform, research activities which can empower the faculty preparations for CBME implementation.	Curriculum Committee and MEU team	Will be done regularly
Discussion on Linker cases.	To be organized well and phase wise utilization of these linker cases and to be used in the subsequent phases	Coordinators of MEU sub committee of Alignment – Integration and Curriculum Committee and MEU team	Will be organized well and reaffirmed regularly
Updating activities of MEU in MEU section of website of our institution	To be organized well and updated regularly	MEU coordinator and MEU team	Will be done regularly
Identifying MEU books	To be given as a list from each department	Coordinators from each department	Will be identified and list submitted for approval of management



*Betsy*

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**Curriculum committee and Medical Education Unit**  
**Minutes of the meeting**

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

Time : 12 noon

Date : 25.06.2025

Venue : MEU Conference Hall

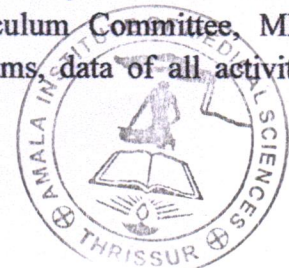
Meeting was attended by :

1. Dr.Betsy Thomas, Principal & Prof. of OBG,Chairman 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 Prof., Department of General Medicine Phase III-Part II CBME Coordinator
6. Dr. Jessie Jose, Associate Professor of Paediatrics and Curriculum Committee member
7. Dr. Lathika,Professor and HOD of Ophthalmology and Curriculum Committee member
8. Dr.Bindhu CB , Professor and HOD of Physiology and Curriculum Committee member
9. Dr.Prince Paul, Professor and HOD of Forensic Medicine and Curriculum Committee member
10. All MEU Sub committee members
11. Dr.MenonN.K.Sunil Kumar, MEU Co-ordinator& Prof. of Paediatrics

1. Meeting started with silent prayer at 12 noon 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. On 15th May 2025,Dr. Mini Kariappa,Dr Lola Das, Dr. Stelin, Dr. Anish S., Dr Nayana Sunil, Dr. Boney Rajan attended KUHS MCQ Workshop.

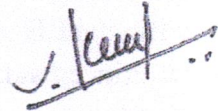
**Agenda**

- a) To effectively implement the NMC guidelines as per the latest CISP- Curriculum implementation support program of NMC.
- b) To identify 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.
- c) To prepare a common data base of our faculty members of each department in the above NMC Faculty Development programs and be ready for NMC inspection 2024.
- d) To update the following details in AIMS Website as required by NMC- Time table uploading of each phase of each batch, data of curriculum Committee, MEU Department, Sub- committees and faculty training programs, data of all activities related to medical Education in our Medical College.



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

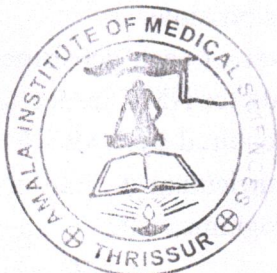
1. Dr.Betsy Thomas explained about the necessary actions in each department regarding the organization of seminars,lectures,SGD,SDL,Skill lab sessions, AETCOM sessions and Pandemic module.
2. The Coordinators of 4 MEU Subcommittees(Learner- Doctor Method Sub committee,Alignment & Integration Team Sub committee, AETCOM Sub committee and Skill Lab Sub committee ) presented their report and updated on the activities.The Learner doctor method was being efficiently conducted and sttudentswere asked to be constantly motivated to take active participation in academic –clinical examination and practical skills. Skill lab is being empowered with new list of mannequins and skill developing stations and gadgets identified.The concept of linker cases discussed in detail and will request subject specific cases to be used as linkers.
3. Dr.Menon Sunil kumar requested to all HODs to submit the details of faculty members for the BCME and CISP 3 workshops which will be organized after getting permission from the NMC,Nodal Centre ,GMC,Kottayam.
4. The logistics of organizing BCME in July was discussed in detail and requirements and faculty members as resource persons of CC/MEU identified and practise session continued.
- 5.The committee decid ed to conduct meetings of the MEU in every month and Curriculum committee in the the first week of March, June, September & December 2025 and sub committee meetings also four times in a year as the guidelines of the NMC ,New Delhi .
- 6Meeting concluded at 1.45 pm after tea.



Dr.MenonN.K.Sunil Kumar  
MEU Co-ordinator

Copy to : All members of Curriculum committee

**Dr.MENON. N.K.SUNILKUMAR**  
DNB (Paediatrics)  
Reg.No: 24574  
Professor of Paediatrics  
Amala Institute of Medical Sciences, Thrissur



## Curriculum Committee Meeting Minutes

Date: 21.03.2025  
Time: 12.00 Noon  
Venue: MEU Hall

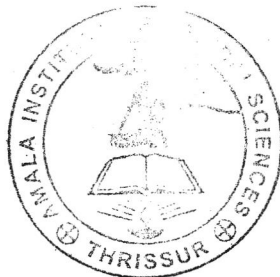
- The meeting started with a silent prayer.
- Dr. Betsy Thomas, Principal and Chairman MEU presided over the meeting.
- Dr. Menon N K Sunil kumar, MEU Coordinator welcomed all the members to the meeting. He presented an overall review of the previous year's actions and works done by each sub-committee. He appreciated all members for the effort they put in.
- He reminded the faculty about the BCME & CISP training courses, which are considered mandatory for everyone. He stated that faculty members who have not completed the training must do so as soon as possible.
- Dr. Menon N K Sunil kumar gave a brief note about the MCQ session he attended at the nodal center, and he suggested organizing one or two sessions on MCQ in our institution.
- Dr. Betsy Thomas appreciated all committee and sub-committee members for the efforts they made last year.
- Principal mentioned the JR/SR training program as a best practice followed by Amala, and appreciated Dr. Menon N K Sunil kumar for the effort he put into the program.

### Agenda

1. NMC gazette August 2023.
  2. MEU Subcommittee Updates
  3. Timetable uploading of each CBME Phase in the website
  4. Release of common Google sheet for all faculty
  5. Preparing list of faculty members for BCME, CISP 3, ACME.
  6. Suggestion by each CBME Phase coordinators.
  7. Updating activities of each MEU in website
- Each Phase coordinators provided an overview of their phase examinations and activities.
    - Phase 1 - Revised Curriculum for 2024 batch.
      - Completed PCT 1 for the 2024 batch
      - Arranged remedial classes for slow learners.
    - Phase 2 - Completed PCT 1 for the 2023 batch
    - Phase 3 Part 1 - University exams on January
      - Clinical postings and theory class will be over by August.
    - Phase 3 part 2- 2 PCT's for 2021 batch.



- 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.
- 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.
- 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.
- 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.
- 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.
- The Principal informed that the university has not made AETCOM attendance mandatory, and the in- charge of each phase can sign the AETCOM logbook.
- 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.



*Betsy*

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Principal and MEU Chairman  
AIMS, Thrissur

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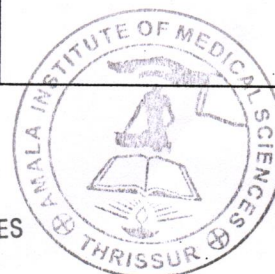


## ACTION REPORT

**Curriculum Committee meeting held on 21.03.2025**

POINTS DISCUSSED	SUGGESTED ACTION	RESPONSIBLE PERSON	ACTION TAKEN/STATUS
Conducting meetings (MEU , Curriculum Committee)	MEU every month and Curriculum committee once in 4 months	Curriculum Committee	Will be done regularly
Uploading Time table	To be done phase wise and to be cross checked	Phase coordinators	Will be uploaded after verification
Skill lab log book	Skill lab coordinators of each department	Skill lab coordinator	Ongoing
Common Google sheet for all faculty members	Data regarding NMC training in faculty development program (FDP)	MEU coordinator	Ongoing
Preparing list of faculty members attending BCME CISP 3,acme	Notice circulated from the principal office	MEU coordinator	Ongoing
Updating the activities of each MEU sub committee	To organize subcommittee meetings	Coordinators of each MEU sub committee	Will be done regularly

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## Curriculum Committee Meeting Minutes

Date: 16.11.2024

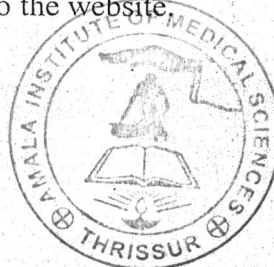
Time: 12.30 Pm

Venue: MEU Hall

- The meeting started with a silent prayer.
- Dr. Betsy Thomas, Principal and Chairman MEU presided over the meeting
- Dr. Menon N K Sunilkumar, MEU Coordinator welcomed all the members to the meeting and he presented a PPT on the curriculum committee work so far, presented the minutes of the previous meeting.
- Dr. Betsy Thomas expressed her gratitude to all MEU subcommittee members for their support in ensuring the smooth running of our CBME curriculum activities.
- The principal informed the changes in the clinical postings published in the last CBME and also asked for the suggestions from the departments regarding the distribution of posting.
- Dr. Menon N K Sunilkumar mentioned about various activities that occurred after the last MEU meeting:
  - Individual Subcommittee meetings.
  - UGMED online webinar held on 4<sup>th</sup> September, 2024.
  - Orientation programme for Phase II, 2023 batch students on 18<sup>th</sup> September 2024.
  - CBME curriculum - 5 sessions completed.
  - Dr. Lathika. V K, (Prof. and HOD of Ophthalmology), Dr. Jessie Jose (Asso. Prof., Dept. of Paediatrics) & Dr. Savithri M.C (Prof. & HOD Pathology) successfully completed the 1 year "Advance Course in Medical Education" conducted by NMC.
  - Anjana Kamath (2022 Batch) winner -National Family Adoption Programme Collage Competition, conducted by NMC UGMEB and IAPSM.

### Agenda

1. NMC gazette August 2023.
  2. MEU Subcommittee Updates
  3. Timetable uploading of each CBME Phase in the website
  4. Release of common Google sheet for all faculty
  5. Preparing list of faculty members for BCME, CISP 3, ACME.
  6. Suggestion by each CBME Phase coordinators.
  7. Updating activities of each MEU in website
- Each Phase coordinators provided an overview of their phase examinations, activities and discussed about the uploading of the timetable to the website



- Dr. Kalyani Pillai MEU Coordinator of Learner Doctor Method explained the discussion that took place in the subcommittee meetings. She informed that for the 2023 batch students, the concept of Learner Doctor Method has been explained. Two students will be assigned for one mentor, and the students are asked to collect patient's history, which the students will do well.
- Dr. Anish S MEU Coordinator of Integration Alignment Committee reviewed the points discussed in the subcommittee meeting and presented a plan. He informed that the integration of Phase 1 and 2 has been completed, and the integration of Phase 3 part 1 and 2 is ongoing. He also mentioned the positives as well as the challenges being faced.
- 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, where students must write their reflections from Phase 1 to Phase 3 Part II in the same book. She also informed that the pattern of assessment can be determined based on the requirements of individual departments.
- 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.
- Meeting concluded by 3.30 pm.

*Betsy*

Dr. Betsy Thomas  
Principal and MEU Chairman  
AIMS, Thrissur



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- Meeting concluded by 3.30 pm.

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Principal and MEU Chairman  
AIMS, Thrissur





### Curriculum Committee Meeting Minutes

Date: 12.07.2024  
 Time: 2.00 Pm  
 Venue: MEU Hall

- The meeting started with a silent prayer.
- Dr. Betsy Thomas, Principal and Chairman MEU presided over the meeting
- Dr. Menon N K Sunil kumar, MEU Coordinator welcomed all the members to the meeting and he presented a PPT on the curriculum committee work so far, presented the minutes of the previous meeting.
- He informed the group about the BCME held on May 20,21, and 22, 2024 and mentioned that 29 members attended the session.
- Dr. B Vipin (Dept. of OBG), coordinator of skill lab MEU committee was congratulated for the excellent performance of the skill lab during the time of QAS inspection on June 27. The assessors gave a positive report about the skill lab.

#### Agenda

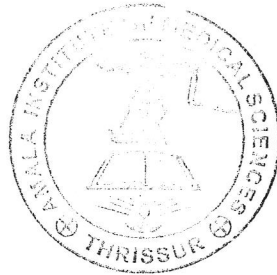
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  2. Timetable uploading of each CBME Phase in the website
  3. Preparing list of faculty members for BCME, CISP 3, ACME.
  4. Suggestion by each CBME Phase coordinators.
  5. Updating activities of each MEU subcommittee.
- Dr. Betsy Thomas announced Dr. Anish S as the CBME Phase 3 Part 2 curriculum Coordinator, following the retirement of Dr. G. George.
  - The principal mentioned the student's interest in the research field and stated that around 15 students applied for the ICMR project.
  - She also mentioned that our students participated in Young Innovators Programme (YIP), and three of their ideas were selected for the next level District competition. She congratulated Dr. Boney Rajan, the YIP coordinator, and Dr. Anish S, Dr. Sreejith Kishore, the mentors of YIP for their efforts in achieving this success.
  - Dr. Menon N K Sunilkumar informed the faculty that, those who attended BCME/ CISP 3 in their own institution should also attend BCME/ CISP 3 at the Nodal Center in GMC kottayam. He also emphasized that the faculty should attend the advanced course. Additionally, he requested a list of doctors who wish to attend ACME for the 2025 batch.
  - Dr. Kalyani Pillai MEU Coordinator of Learner Doctor Method explained the discussion that took place in the subcommittee meetings. She requested templates from each department regarding Learner Doctor Method. She suggested that the Learner Doctor Method should have





a department wise printout and be covered like a log book cover page. She also emphasized the need for an orientation for students about the LDM and the Log Book.

- Dr. Anish S MEU Coordinator of Integration Alignment Committee reviewed the points discussed in the subcommittee meeting and suggested the listing of new topics that should be included as integrated topics.
- Dr. V.K Prathibha MEU Coordinator of AETCOM committee mentioned the meeting held with the Phase 1 and 2 Coordinators and discussed the introduction of a separate log book starting from the 2022 batch onwards. She reminded everyone about the AETCOM hours required for each department and emphasized the need to maintain documentation regarding attendance and AETCOM topics covered.
- Dr. B Vipin MEU Coordinator of Skill Lab mentioned the skill lab time table that reflects topics for 6 weeks. He also discussed about the changes in the assessment part and publication of new book. Additionally, he suggested the need for a skill lab training unit.
- Dr. Lola das (CBME Phase-1 Coordinator) and Dr. Deepti Ramakrishnan (Vice Principal and CBME Phase-2 Coordinator) provided an overview of their phase examinations and discussed the uploading of the timetable to the website.
- Meeting concluded by 3.30 pm.



*Betsy*

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Principal and MEU Chairman  
AIMS, Thrissur

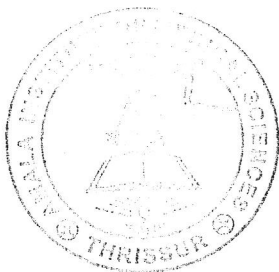
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### ACTION REPORT

Curriculum Committee meeting held on 12.07.2024.

POINTS DISCUSSED	SUGGESTED ACTION	RESPONSIBLE PERSON	ACTION TAKEN/STATUS
Conducting meetings (MEU , Curriculum Committee)	MEU every month and Curriculum committee once in 4 months	Curriculum Committee	Will be done regularly
Uploading Time table	To be done phase wise and to be cross checked	Phase coordinators	Will be uploaded after verification
Common Google sheet for all faculty members	Data regarding NMC training in faculty development program (FDP)	MEU coordinator	Will be done
Preparing list of faculty members attending BCME CISP 3,acme	Notice will be circulated from the principal office	MEU coordinator	Will be done
Updating the activities of each MEU sub committee	To organize subcommittee meetings	Coordinators of each MEU sub committee	Will be done



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