

Minutes of Meeting
MEDICAL EDUCATION UNIT
VCMS & JTB HOSPITAL DEBUN-95

Attendance 18.10.22, Room 414, Med College Bldg.

1. Dr. Alpama Rajzade. Alpama
18/10/22
2. Dr. Chander Grover Chander
18/10/22
3. Dr. Ankur Singh Ankur
18/10/22
4. Dr. Narinder Kaur Narinder
18/10/22
5. Dr. Mrinalini Kothu Mrinalini
18/10/22
6. Dr. Mohit Mehndiratta Mohit
18/10/22
7. Dr. Jolly Rohatgi - Rohatgi
18/10/22
8. Dr. Dhirej Shah Dhirej Shah
18/10/2022
9. Dr. Khan Amir Mansaf K.A.M

K.A.M
18/10/22

Minutes of meeting
Medical Education Unit, UCMS and GTB Hospital, Delhi-95

Date 18th Oct 2022

Venue: Room 414, Medical college building, UCMS and GTBH Delhi

Name of faculty attended:

1. Dr Jolly Rohatgi
2. Dr Alpana Raizada
3. Dr Navneet Kaur
4. Dr Mohit Mehndiratta
5. Dr Chander Grover
6. Dr Dheeraj Shah (Faculty Incharge, MEU)
7. Dr Khan Amir Maroof (Coordinator, MEU)
8. Dr Ankur Singh
9. Dr Mrinalini Kotru

Dr Charu Jain, Dr Satendra Singh and Dr Somdatta Patra could not attend the meeting as they were on leave or preoccupied with other assignments in the college.

We officially welcome Dr Navneet Kaur, Dr Chaur Jain, and Dr Ankur Singh in the MEU committee. We also thank the Principal for including himself in the MEU committee as the overall Incharge of the MEU.

Deliberations conducted:

1. Formation of a Mentoring committee under MEU

UCMS had a well functioning and an effective mentoring program. But with Dr Navjeevan Singh and Dr Upreet leaving the institute, the program suffered a setback around 2017-18. With the launch of CBME, the MEU had to invest all its energy for its planning and implementation in the college. And then with Covid 19 pandemic, the MEU had to plan and implement an online mode of teaching learning in the college. This led to lack of attention to the mentoring programme. Now with these things settled, and the Principal also keenly interested in the mentoring program and providing all support, the MEU intends to restart its mentoring program. A committee will be formed by the MEU led by Dr Vishakha (Asstt Prof, Physiology) and the co-leads will be Dr Alpana Raizada (Prof, Medicine), Dr Satendra Singh (Prof, Physiology). [Addendum: After this MEU meeting, the Principal has recommended Dr Shilpi Goyal, Asstt Prof, Physiology to be included in the mentoring committee of UCMS. So this mentoring core committee will have four faculty members to begin with]

This Faculty supervised, near peer mentoring committee will begin its activities so as to start the mentoring program from 2022 admission batch joining from 15th Nov 2022.

Some suggestions for the mentoring committee which came up were as follows:

- Invite faculty for joining the mentoring program using a Google Form. Ask whether they were part of the Mentoring program earlier in the college?
- Share the documents related to UCMS mentoring program including published papers with all MEU members.

- We can connect the mentees to various cultural societies of the students to make it better aligned with the students of the students as well as embed them within the official extracurricular environment of the institute.
- The final list of students will be ready after the last round of counselling and joining date. We can have the template ready by this month's end but begin it after the list of UCMS students is finalised.

2. Blog for UCMS teachers and students

In order to give space to the expressions, opinions, experiences and research of the medical students, nursing students, faculty, residents and other non teaching staff with respect to Medical Education, the MEU will begin a blog for UCMS students, teachers and other employees. This will be moderated by an editorial team consisting of students, residents, nurses, and faculty. This team will conduct peer review or request some others to peer review and decide to accept, modify or reject the submission. It will be open for all students and employees of UCMS and GTBH. The editorial team once formed will decide the name of the blog and further decisions will be taken by it with the approval of the Coordinator/Faculty Incharge MEU. This blog may be hosted on the existing MEU website i.e. medicaleducationucms.weebly.com or on our new college website www.ucms.ac.in or independently on some blogging platform such as Wordpress or Tumblr.

3. Formation of a MedCodEd group of students under MEU to promote computer/coding skills in medical education

With the advent of computer technology in various fields in the form of Artificial intelligence, Machine learning and other ways, the MEU decides to start a MedCodEd group of students under its Students' Unit. Dr Mohit Mehndiratta and Dr Ankur Singh will be the faculty advisors of this group. The Coordinator MEU is already in touch with certain students of UCMS which organised Genesis Hackathon in Medicamentum 2022 as well as with other students who participated in Website contest organised by the Website committee along with MEU UCMS and GTBH as well as certain other students who have a fairly good understanding of certain computer languages as well as interest in this topic. The MEU coordinator will hold a meeting with the students and formalise the list of students to begin with and hand over to the faculty advisors of this committee to take it forward.

4. Imprest money for MEU

It was informed by one of the members that the college is in the process of making provisions for imprest money to all the departments and that MEU must also request for the same. MEU will send such a request. [update: This letter was sent to the Principal and the Principal has issued directions to the competent authority to consider allocating Rs 5000/- imprest money for MEU]

5. Revised Basic Course Workshop

The MEU in consultation with the Principal has nominated Dr Charu Jain and Dr Ankur Singh for the next rBCW to be held at MAMC, the NMC regional centre in Delhi from 9-11 Nov 2022. This will complete the requirement of our MEU which mentions that all the MEU members must be trained in rBCW. After this, we will send the composition of MEU to the NMC regional centre and request for permission for conducting the rBCW in the institute. Most likely it can be held after winter vacations either in the last week of January or first week of February 2023.

6. Furniture for MEU

It was suggested that MEU must demand for certain furniture items for the MEU. Dr Amir and Dr Mohit Mehndiratta will visit the MEU to assess the furniture requirements. [Update: This visit was conducted and the demand list for furniture was sent to the Principal]

7. Space for MEU

It was reported that the Coordinator MEU along with the Principal UCMS and JR UCMS visited the MEU and also the Old Book Bank Room in the library block earlier last month. The Principal has also instructed the General section and the Library Unit to shift the existing items of the Old Book Bank Room to the current MEU room. The Old Book Bank Room is larger and can host 30 participants in its workshops as per the criteria laid down by the NMC for the MEU.

8. Sound system for MEU

The MEU coordinator had already submitted the request for a sound system for MEU. The order has been placed on GeM by the AR Store, Mr Sumeet Arora and will be delivered any time soon. [Update: The portable sound system which has a speaker and two wireless microphones has been received by the MEU]

The meeting ended with thanks to the Chair.

Minutes of the meeting compiled by Dr Khan Amir Maroof (Coordinator, MEU)

The minutes were approved by email.



Dr Khan Amir Maroof
Coordinator
MEU
UCMS and GTBH
Delhi