

MEDICAL EDUCATION UNIT, UCMS, Delhi
Minutes of meeting held on 12.01.18

The first meeting of the newly constituted Medical Education Unit of UCMS was held in the Committee Room of Principal Office on 12.01.18. The following members attended the meeting:

Prof Piyush Gupta	: Incharge, MEU	<i>[Signature]</i>
Prof S N Bhattacharya	: Member, MEU	
Prof Arun Sharma	: Member, MEU	<i>[Signature]</i>
Prof Jolly Rohatgi	: Member, MEU	
Dr Khan Amir Maroof	: Coordinator, MEU	<i>[Signature]</i>
Dr Alpana Raizada	: Member, MEU	<i>[Signature]</i>

Dr Naveen Sharma, Dr Mrinalini Kotru and Dr Mohit Mehndiratta could not attend the meeting as they were on vacation. Dr Naveen Sharma's views as per his email sent was put forth and discussed in this meeting.

The meeting began with a brief description of the newly constituted MEU by Dr Piyush and Dr Amir. Inputs were invited from all members of committee.

The inputs provided by Dr SN Bhattacharya were:

- Medical humanities to continue its activities as done previously
- A calendar for all proposed MEU activities to be prepared
- The newsletter previously published in print may now be brought out as e-letter with its link on MEU website
- Senior residents to be sensitized to Medical Education Technology through orientation programmes
- A basic course for faculty development be continued for all freshly inducted faculty members
- Guest lectures or presentations made by faculty of UCMS to be incorporated into a digital library and be made available to all in the college through a link in the MEU website
- E- videos for learning basic skills of examination and diagnostic procedures should be developed and disseminated

Dr Arun Sharma added to this list by saying that:

- ucms.ac.in to be utilized for mailbox of MEU and assured that enough space can be made available for this purpose
- MEU constitution to be uploaded
- MEU to provide platform for conducting single day workshops by faculty members in the areas of their expertise
- He put forth his observation as a member of the College Thesis Presentation Research committee that with the Protocol Writing workshop not conducted this year, the quality of the protocols were very poor. This he said was in contrast to those years earlier when PWW was held. Hence, he stressed upon to continue with PWW and TWW as fixed MEU workshops every year.

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Dr Alpana Raizada proposed that:

- A session on MEU and its scope to be included in the 3rd semester orientation program and all activities of MEU and resources added to MEU website should be sent on group email of postgraduates as well as faculty
- All resource persons to pool in their presentations and group work for future use
- Lecture theatre attendants to be provided with pendrives containing interesting videos on basic skills, commonly performed procedures and other useful information so that these can be used as a filler to occupy students while they are waiting for their classes.
- Members of MEU to attend the revised basic faculty development workshop if not already done so
- Research in Medical Education to be promoted and conducted by MEU, UCMS.

Dr Piyush urged for inclusion of Medical Education journals in the college library.

Dr Amir presented a draft regarding the outline of the tasks ahead of MEU and elaborated upon by Dr Piyush which broadly covered the points mentioned by the members earlier. The additional points were incorporated for future reference.

The following tasks were outlined in the presentation and were allocated to respective members with their timelines:

1. One hour time slot on Tuesday 3pm-4pm in each quarter, at present dedicated to CPC, to be allocated to MEU. Content to be presented, contact and interaction with resource persons and dissemination to be handled by Dr Alpana Raizada.
2. The MEU e-bulletin to be brought out as a biannual feature (May/Jun and Nov/Dec) by Dr. Mrinalini Kotru as the Editor in Chief and she can develop her own team of other editorial members. The other editorial members can also be from outside of the MEU official members list, if needed.
3. A day long thesis writing workshop to be conducted in the month of February (3/4th week) for the second-year postgraduates of all departments. Based on the feedback of this, MEU will have a relook of the one day workshop strategy for future.
4. Protocol writing workshop to be conducted in batches in the first week of August
5. A total of four one-day Biostatistics workshops to be organized by Dr Arun Sharma during each calendar year. The first one to be done in Feb/March 2018.
6. A proposal for financial grant to meet expenses of MEU to be prepared by Dr S N Bhattacharya
7. A proposal to conduct a national level conference on research methodology was also floated, tentatively to be held in September 2018. The modalities of which will be discussed in a separate meeting.
8. Generating an Email id of ucms with ucms.ac.in, updating the MEU and college website with the details of the new members through Head DBMI and coordinate with library for Med Education Journals, will be done by Dr Amir Maroof.

12/1/18

The meeting concluded with an agreement to meet monthly on the 3rd/4th Monday of each month. The next meeting is scheduled for 22nd January. Time and venue will be finalized and informed. The meeting ended with thanks to the chair.

WV / QMS / Ananthacharya

MEDICAL EDUCATION UNIT

Minutes of meeting held on 22.01.18

The second meeting of the Medical Education Unit of UCMS was held in the MCH block of GTB Hospital on 22.01.18. The following members attended the meeting:

Prof Piyush Gupta	: Incharge, MEU	<i>PG</i>
Prof S N Bhattacharya	: Member, MEU	<i>SNB</i>
Prof Arun Sharma	: Member, MEU	<i>AS</i>
Prof Jolly Rastogi	: Member, MEU	<i>JR</i>
Dr Khan Amir Maroof	: Coordinator, MEU	<i>KAM</i>
Dr Alpna Raizada	: Member, MEU	<i>AR</i>
Dr Naveen Sharma	: Member, MEU	<i>NS</i>

Dr Mrinalini Kotru and Dr Mohit Mehndiratta could not attend the meeting as they were on vacation.

The meeting began with a brief description of the progress made on certain tasks delineated in the meeting on 12.01.18 by Dr Piyush and Dr Amir. These were:

1. E mail id for MEU has been generated and the webpage has been updated. *meded@ucms.ac.in* will be the preferred email id for MEU related communications.
2. Letter to Principal and a copy to the incharge, library, with request for journals (3 nos) in medical education as per the MCI recommendation has been prepared for dispatch. It will be despatched by tomorrow.
3. E-mail to Dr Satendra has been sent with request to provide a calendar of activities which are planned through Medical Humanities.
4. Letter of request for a committed working space for MEU along with supporting document from MCI has also been prepared and will also be despatched by tomorrow.
5. The response to letter from Dr Manish Narang enquiring about Revised Basic Faculty Development Workshop was also discussed. The members were of the opinion that after the requisite nos of faculty in the college are trained in the revised basic course workshop and ATCOM module at the regional MCI centre i.e. MAMC, we will hold institutional faculty development workshops here. This reply will be sent to the principal and a copy to Dr Manish within this week.
6. The request from Dr Neelam Vaney, Faculty incharge of LT, for the MEU LCD projector on loan was approved by the Incharge, MEU and all the members were informed about it. The members were also apprised of the earlier practice of getting LCD projector from the LT when the MEU one failed.
7. Dr Piyush Gupta circulated the proposed timetable for a one-day Thesis Writing Workshop (TWW) and members were asked to volunteer as resource persons. Names of non-member faculty were also contemplated upon. A tentative date for 17.02.18 was floated for TWW and Dr Naveen Sharma has been nominated as the coordinator for this workshop.
8. The content of the biostatistics workshop to be coordinated by Dr Arun Sharma was also deliberated upon by all members and a consensus was reached that the first one-day workshop would be for faculty on "Sample size and Sampling".

22/11/18

9. The possibility of printing all or few copies of the newsletter was also explored and financial implications and feasibility were discussed.
10. Dr Priyush briefed Dr Alpana Raizada about utilizing the one hour long CPC slot by small, interesting and if possible interactive sessions. It was decided that the first such slot will be taken care by the core group. He also informed that one such slot which seems to be feasible is on 6th March. Dr Alpana was asked to provide an outline before TWW. She was also asked to start working on E- videos for learning basic skills of examination, diagnostic procedures and other informative matter. All members volunteered to contribute to this.
11. Dr Mohit was allocated the task of coordinating the Protocol Writing Workshop to be conducted in the month of August.
12. A workshop for Senior Residents on Medical Education Technology was again discussed
13. A meeting with the Principal was also thought of to discuss the calendar of MEU and to initiate work towards organising a National Conference on Research Methodology.
14. The calendar of activities will be emailed to Dr Bhattacharya for drafting a budget outline to be submitted to the Principal.

The next meeting was scheduled for 19.02.18 at 1:30 pm; venue yet to be decided.

The meeting ended with thanks to the chair.

Minutes of the meeting for MEU Bulletin

Date: 7th March 18, 2PM.

Venue: Dr Piyush Gupta's room

Agenda of the meeting were:

- Decide the Aims & the scope of the bulletin
- Decide the name of the bulletin
- Decide the format/Contents
- Delegation of responsibility & time lines

Meeting was attended by Dr Piyush Gupta, Dr Amir, Dr Dheeraj, Dr Ashish, Dr Sumita, Dr Richa, Dr Shilpi and Dr Mrinalini

The following points were discussed:

1. Decide the Aims & the scope of the bulletin

'To foster, encourage and sensitize an environment of medical education in the institute.' was agreed upon

2. Decide the name of the bulletin

No consensus was reached. But would be decided in a weeks time.

3. Decide the format/Contents

Following points were considered and finalized

- 4 or 8 page bulletin depending on the articles we receive
- 3 column format on A4 paper
- Consensus on 'Bi-annual' publication to be released in July & January. 'Quarterly' publication would be considered after assessing the publication related difficulties faced in the first two issues.

- The contents would be as follows

1st page: Editorial & invited article

Last page: announcements & any achievement of the Medical education unit

In between pages would carry articles on

- Policy & guidelines related to medical education
- Write-up/summary of 'MEU hour' conducted in the period
- Latest research in medical education
- Debate -for and against on any topic related to the subject
- Section on medical humanities
- Cartoons & caricatures
- Students corner & feedback


4. Delegation of responsibility & time lines

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- Dr Piyush Gupta - would write on CBME which was taken up in the MEU hour
- Dr Ashish volunteered to manage Medical Humanities section
- Dr Amir would arrange for a cartoonist who could contribute in the bulletin
- Dr Sumita Halder would manage the section on 'latest research in medical education'
- Dr Chander was considered for managing section on 'Debate'
- Dr Richa would look after the 'Students corner & feedback section' Dr Shilpi would assist her.
- Dr Mrinalini would write the editorial
- Dr Dheeraj and Dr Mrinalini would coordinate to bring out the final layout and editing

5. The other issues which were raised were

- About the guest editorship
- logo for the MEU bulletin
- email to be created in gmail
- How to invite articles? Poster based invitations were considered for the same.

 2/4/18

6/9/18

Minutes of the meeting

MEU UCMS and GTBH meeting: 6th Sep 2018, Time 2-3pm, Venue: Dr. Piyush's room, GTBH

Chairperson: Dr. Piyush Gupta

The following members attended the meeting: Dr Piyush Gupta, Dr SN Bhattacharya, Dr Jolly Rohaigi, Dr AK Sharma, Dr Mrinalini Kotru, Dr. Alpana Rajzade, an Dr. Amir Maroof Khan

Dr. Naveen Sharma and Dr. Mohit Mehndiratta could not attend the meeting due to certain other prior commitments.

Points discussed:

1. The members of MEU committee congratulated Dr. Piyush Gupta for NBE Excellence in Medical Education Award and for getting selected for the Advanced Course in Med Education at CMC Ludhiana.
2. The members of MEU committee congratulated all the members who have been trained in rBCW+AETCOM module. Now the MEU UCMS is eligible to organize MCI approved rBCW+AETCOM module training workshop for the faculty members of UCMS and GTBH, Delhi.

3. The MEU members thanked Dr. Mohit for collecting the receipts of the faculty members who attended the rBCW earlier at MAMC; and to Dr. Alpana for the timely reminder.
4. Dr. Amir informed the members about a discrepancy which he had noted regarding the MEU coordinator eligibility requirements between two MCI documents i. Minimum requirements for 150 students for MBBS and ii. The 2015 MCI meeting document of the reconciliation board. It was placed before the committee that the clarification has been sought for this matter from the MCI and the academic cell of MCI has clarified that the 2015 document is valid, according to which the current MEU coordinator fulfils the eligibility requirement.

5. Dr. Amir informed the members that a room was allotted to MEU by the Principal. But the room was not handed over by the Librarian and on enquiring Mr. Arora, it was found that due to certain reasons the Librarian has returned the letter citing inability to give the room to MEU.

6. Dr. Mrinalini updated the members about the MEU newsletter status. It is ready and can be circulated as a soft copy, any day. In order to get some print copies, some funding is required. Dr. Mrinalini and Dr. Amir met the Principal on 4th Sep 2018 to ask for funds for printing 500-1000 copies of the newsletter. The principal told that he is not sure of any budget head from which it could be sanctioned. Dr. AK Sharma in today's meeting

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informed that in the past when he got the college newsletter published and printed, some amount of money was sanctioned for it. Dr. Minnalmi and Dr. Amir will again meet the Principal and tell him about this and try to get some funds for printing of MEU Newsletter. If there is a delay of more than one week in getting some concrete decision regarding funding availability, we will not wait further and release the soft copy of the MEU newsletter.

7. Dr. Alpana will ask Mr. Arora for a day/time slot for MEU hour as was done earlier. She will keep informed of the development. We plan to hold one MEU Hour program in the last quarter of this year.

8. There was a discussion to have a Student MEU section under MEU. This will help institutionalize and support the medical students of our college to carry on medical education related activities such as medical quiz, debates etc. All agreed with the concept of having a Students section of MEU. Dr. AK Sharma and Dr. Amir will be the faculty incharge for the Student MEU related activities on behalf of the MEU. Dr. AK Sharma and Dr. Piyush Gupta were of the opinion that we should discuss about the activities with the students if they are interested in conducting any medical education related activity under MEU and try to see how it can be made sustainable. One of the activities related to medical education being carried out by the students is Medical Quiz i.e. Illuminous society of UCMS.

9. Protocol writing workshop feedback update was given by Dr. Amir

10. The following training workshops has been planned for future in this year:

- a. MEU Hour in the last quarter of this year
- b. Revised Basic Course and AETCOM module workshop for the faculty members of UCMS and GTBH. Venue is one of the limitations for this. We need to explore it further.
- c. Dr. AK Sharma to plan for a statistics related workshop: P=? To be held preferably in the last quarter of this year. This will be for faculty members of UCMS and GTBH on the lines of the sample size workshop n=?.
- d. A workshop for faculty members will be conducted by Dr. Piyush Gupta on certain medical education related topic such as MCQ framing, as per his project submitted for Advance Course in Medical Education. This will also be in the last quarter of this year.

11. Dr. SN Bhattacharya to prepare a tentative budget for next year for MEU. This will be submitted to the Principal.

12. Dr. AK Sharma suggested that the next meeting of MEU should be held with the Principal. We can plan it in the last week of this month itself. Dr. Amir to coordinate the meeting.

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13. Dr. Piyush enquired about the near-peer mentoring program of UCMS. All the MEU members were of the opinion that this mentoring program should be continued. Dr. Amir informed that the mentoring program will be held as in the past, by the MEU itself. Dr. Amir will take all the related documents from Dr. Satendra Singh. Other faculty members of the college can facilitate and support the mentoring program.

14. Dr. Piyush suggested that a register should be maintained for the minutes of the meeting. All agreed to the suggestion. Dr. Amir will prepare and maintain a register for the minutes of the meeting for records.

The meeting ended with thanks to the Chair.



22 Nov. 2018

Page No.
Date:

Minutes of the meeting (Fourth)

Attended by.

Dr. Purnit Gupta (Chair)
Dr. Jolly Kohalgi
Dr. Alpene Rajgade
Dr. Mohit
Dr. Khan Amir Nawaz

Agenda discussed -

1. MCQ - Family development workshop
to be conducted on 18th Dec. 2018 (tentative)
- Invite Registration from UMS & SR
family - say 20-25 participants.
- To send for budget for lunch / snacks
2. MBO Now - Dr. Alpene will frame
a letter and we will send as a
reminder to each one slot
for MBO Now every quarter.
3. ~~Health~~ ²⁰¹⁹ Thematic Writing Workshop.
One day workshop.
23rd Feb. Preferable
or 2nd March -
Dr. Mohit Madhwal. Lead
Coordination, workshop.

(4) - A request came from Dr. Anwar, (BMS) for to Staircase workshop - related to Survival Curves. Dr. Anwar has told him to email at ~~med~~ Med. Education. Unit.

(5) - A Dr. Pujara asked to confirm from Dr. Devendra whether we can conduct FDI Review Basic Course Workshop in March 2019.

Can MCI send an observer for this. Dr. Anwar will confirm and let everyone know.

(6) - A website management team of students to be formed (5 students) for a new website.

A new website to be formed on Weebly.com as the earlier website is not user friendly. The link to be given on old website.

(7) - Dr. Minchhi to submit timeline for next bulletin. By 15th March. 2019, next bulletin to be released.

8. MEU recommends The Govt
Committee to
scrutiny. - The faculty
Ums & SOB N and take lead
in implementing - the ~~sample~~
Competency based Curriculum. of ME.
This should include pre - para and
clinical ^{can} coordinator.
This ~~should~~ be done with MEU
9. Support, if needed.

The meeting ended with Thanks to The
Chair.

Prof.

Dr. V

Dr. Jolly

Dr. A. M.
Ganji

(Dr. Anir)

(Dr. Manish)

Dr. Sepana
(Dr. Sepana Raizade)

17/5/19 next meeting was held today.
The following members attended the meeting.
Dr. Amin M Khan
Dr. Alpam Rangide
Dr. Mohie Mehadiro
Dr. Arun Sharma

1. Date for CISP was discussed:
As in the week of June 10 days
of June, exams are to
be held. The Prof sent up,
the term test & are also laid
up. The faculty is busy in
exams. As there are no SRs
so faculty will be involved in
irregularities and other exam
related duties.

This issue will point till
20th June (tentatively) because of
exams / term test.

~~2. The date~~ The faculty already
trained in CISP is also not
are.

Some of the faculty who were trained in
CISP at MCI Regional Centre
are also on vacation.

So it's not possible to conduct
CISP in our institute before
the 15th July.

Hence, the MBO member decided
that the CISP BS feature
can't be on. 17-19 July 2019.

2. As we have to also conduct
VBCW + ABEW for our family
we need to see the program
schedule and plan a
free funded program schedule &
arrange for other requirements
so that we can conduct it
whenever we get an opportunity.

The facilitators for the respective
sessions should be decided.

3. As per our direction - 10 in
class being, the total no. of
participants should be 30. Family
10 - for child, 10 - parent (parent
(parent child does not include
Comm med.), 5 - Medical &
armed specialist, & 5 - Support
& armed specialist.

In our course, there is an extreme
shortage of family members.

In July, we need to
obtain - 10 family members for
for child, 10 for parent

Anxiety	- 1	(mandatory)
Phobia	- 4	(mandatory)
Behavior	- 5	(mandatory)
(or parents child training)		

10 for parent

Petro - 5
Phame - 1
Mico - 2
Forme med - 2

Total 10

mandatory

* 5 from Medicine & allied specialties
Comm med - 2
Medicine - 1
Dermat - 1
Peds - 1
} mandatory

5 from Surgery & Allied.
Surg - 1
Ortho - 1
Gynae & Obs - 1
Eye, Otorhino - 1
ENT - 1
} mandatory

A letter for Principal Officer should
be sent to all the departments
to request them to deposit
funding number for CUP-16 ~~at~~ 182
CUP program in July 2019.
~~The details.~~

4. Venue of CUP ~~in~~ camp.
can be LT-4 or 1A floor
Library block computer room or
Principal Officer Committee Room.
As the seating arrangement of
required in CUP training is

for a small group discussion
for teaching method, the
Committee Room (Principal's Office)
or the 1st floor Library Block
Computer Room. It is preferable
we request the Principal to
chat in the same for the
CISP workshops.

5. As the MEO projector is
not working, we request
request the Principal to
expedite its approval for repair.
It is important that the
Banking projector is also approved
for the MEO.

6. A laptop for MEO is required
on an urgent basis to
conduct the CISP and other
workshops.

7. We would request the Principal
to designate one person to
MEO for assisting in administrative
and clerical work from the bank
so that the CBME related work
can

G.A. ✓

gaurav

Anusha
12/05/19

Approved
12/5/19

21/04/2019

MEU

Page No.
Date:

Meeting was attended by

- ① Dr. Piyush Gupta. Gen
- ② Dr. Anur k-A-M
- ③ Dr. Monalini Mon
- ④ Dr. Mohit. scans 21/10/19
- ⑤ Dr. Somdutta. sketch

1. Dr. Piyush welcomed Dr. Somdutta as new MEU member.

2. Congratulate for success of foundation camp

3. Dr. Anur proposed launch of paper writing workshop. * & and then ~~amend~~ the fully utilize the purpose of paper writing.

Dr. Piyush → ? sensitization process
→ ? direct interest to writing
↓
write a paper for Thesis

Dr. Monalini → proposed 1st year proposal writing
may include sensitization
Dr. Mohit → also proposed at Thesis writing
sensitization

• Dr Anur suggested →
= These writing work → design the agenda
1st - 15 July - invitation on form

15 - 30 - screening done
↓

many selection criteria
may come with supervisor or co-supervisor

• Dr Mohit - raised question of conducting
Research methodology course
↓

conclusion ~~work~~ ① → it's online on individual basis

② we can continue to do small
workshop on stats

• Dr Mohit has been selected as the
lead for paper writing workshop

④ BLS Training → Dr Sandeep allocated
for it and will ~~start~~
work on the logistics
↓
Coordinate with Dr Anur.

⑤ YBCW 2CISP - Dr Anur coordinating
| - Feb 2020 has been considered suitable
time
4 days + 3 days CISP
↓
break → Mon-Thurs 2 Mon-Wed
3rd week 1st week

= 30 participants should do

⑥ Thesis W W → Dr Alpina

Time prepared = December

↓
and half ^{vacation} of January for
finally agreed upon.

⑦ Mentoring program = Annapurna

Richa

Rumpa

Sumchi

Sony

~~Arushi~~

Chande -

Sumita

ashu
v

→ Mentoring

⑧ MEO bulletin - Funds letter

- Release by Mid Nov.

⑨ Foundation came evaluation.

→ Feedback made

→ Faculty input. →

↓ Student - ~ 120 responses received.

- Faculty - who took classes.

- different questionnaire for the Faculty coordinator

Dr. Amur is circulating

(10)

MEU room

It was decided that open ended feedback will be asked.

(11)

MEU Room

electricity down. ✓

within 2-3 days

White waly 2 blinds = sunny

(12)

Projector & Laptop → paperwork done

Repair - of main laptop = file is missing

The projector continues to be nonfunctional.

(13)

Annual Report preparation

still in preparation

(14)

Students section MEU

(15)

Mumukshu - doing well

Adv. p. research methodology

2 events done already.

This can be included in the students
MEU

↳ so should write a letter
to MEU - for officially incorporating it in
MEU

→ Dr. Pygals → better cooperation,
CBSE, etc student interaction
important → a blanket approval
for student MEU.

- student volunteer for tech computer skills.
- website manager for MEU
- Annual Report

We can give a certificate for the same.

3 leads

- ↳ Social media - 2 in each
- ↳ Website "
- ↳ Annual "
- Workshop management "
- MEU bulletin "

To be approved by Principal for
official social media.

Students computer Room = can be used for
MOU workshop.
with the letter to principal.
(Signature)

14 / Jan / 2020.

Page No.
Date:

Meeting was attended by.

Dr. SN Bhattacharya
Dr. Aparna Karijeda
Dr. Man Anur Mangar
Dr. Somdatta Pab
Dr. Mohit Mehmudine
Dr. Jolly Rohatgi

Handwritten notes:
- Sandeep
- Aparna
- Jolly
- Mohit
- Jolly

1. Dr. Somdatta to coordinate with Dr. Syal & Dr. Ashe for BIS Training 7 February. To start from April 2020.

2. Short Writing Workshop - one day two half day's i.e. 1:30 - 4:30 on Thurs & Friday may be used for conducting Short Writing Workshop preferably in second half of February 2020 (13th, 14th Feb)

Dr. Mohit to provide the list of PGs (2018)

Dr. Aparna to coordinate the workshop.

3. Revised Basic Course Workshop ~~CISP~~ - ^{ARTCOM}

17th - 20th February 2020.

4. CISP -

4th - 6th March 2020.

Committee Room of Administrative Block of Hospital may be tapped for CISP.

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

Dated: 18th Jan 2021

Approved on email

Drs Somdatta Patra, Mrinalini Kotru, Priyanka Gogoi, Khan Amir Maroof, attended in-person, and Drs Jolly Rohatgi, Alpana Raizada, Chander Grover, Mohit Mehndiratta attended online via Google Meet.

Agendae and deliberations were as follows:

1. MEU participation in UCMS Golden Jubilee Celebrations:
The following suggestions came up as events for the MEU events during UCMS Golden Jubilee celebrations.

3-4 guest lectures on Medical Humanities or Medical education topics to be delivered by globally/nationally renowned personalities in medical humanities/ education, such as Dr Ronald Harden, Dr VK Paul, Dr Tejinder Singh and others.

The MEU-Golden Jubilee Team would comprise of Dr Chander Grover (Lead, MEU-Golden Jubilee Team), Dr Mohit Mehndiratta, Dr Alpana Raizada, Dr Mrinalini Kotru to form the tentative timetable and finalize the list of personalities for Golden Jubilee celebrations. This team can take inputs from other committees and associations such as Alumni association etc. This would have to be done by 5th February 2021.

Other events could be:

Launch of MEU Website – March 2021 (Dr Amir). Website should be on the homepage of UCMS. All videos, newsletters should be on the website.

Launch of MEU- Connect Golden Jubilee edition newsletter – 16 pages – on 5th Sep 2021 (Dr Mrinalini)

Protocol and Thesis writing workshop (Dr Mohit Mehndiratta)

Faculty development workshop + Brainstorming – DigiMedEd – Digital tools for Medical education (Dr Dheeraj, Dr Amir) – Faculty and senior residents

rBCW or CISP workshops – as per NMC guidelines

Report writing of MEU-Golden Jubilee celebration: Dr Somdatta Patra, Dr Akansha and Dr Thamizh.

2. rBCW/CISP workshop update: This will be conducted once NMC begins giving permission for rBCW+AETCOM workshops (Dr Amir)
3. Newsletter: The payment status to the printer for the earlier newsletter to be checked, and the plans for the next newsletter to be developed. (Dr Mrinalini)

4. AV aids for online training:

Two laptops with touch screen, stylus, and MS Office

Computer monitor – 32 inches

Wifi router in MEU room

A bigger MEU Room

One new projector

Color and B/w Printer, copier and scanner with bluetooth and wifi connectivity

Voice recorder

A camera for recording and video transmission

A hard disk (500 GB) (Dr Amir, Dr Somdatta)

5. Any other agenda

A Basic Course in Biomedical Research conducted by ICMR and NIE should be done by all faculty of UCMS and GTBH. MEU would intimate all faculty of UCMS and GTBH. (Dr Alpana, Dr Amir)




The meeting ended with thanks to the chair.

Dr Amir Maroof Khan
Coordinator,
MEU, UCMS and GTBH
Delhi-95


Attendance sheet:

Medical Education Unit
UCMS & GTBH Hospital
Meeting
Attendance
18.01.21

MEU
Time 2.00pm

1. Dr. Somdatta 
2. Dr. Anshu 
3. Dr. Prayanshu Jyoti - Jyoti
4. Dr. Anurag Maroof Khan K.A. 
5. Dr. Chander Prasad - online
6. Dr. Jolly - online
7. Dr. Ashish - online
8. Dr. Alpana Rajwade - online

K.A. Maroof
18/1/21
Dr. Chander Anurag Maroof

18.01.21

1. Dr. Sandalia Sandalia
2. Dr. Monali M
3. Dr. Priyanka Gogoi - Gogoi.
4. Dr. Anur Manoj Khan K.A. K.A.
5. Dr. Chandan Groun - online
6. Dr. Jolly - online
7. Dr. Mohit - online
8. Dr. Alpina Rajada - online

K.A. Manoj

18/1/21

Dr. Khan Anur Manoj

identifying golden jubilee
 - serving guest lectures
 invites

- ① Dr Mohit
- ② Dr Chandra
- ③ Dr Alpura - ?
- ④ Dr Mithalini

Dr. Puneet
 Nimadi
 Guest speaker

IX New email ID common to all MEC members.

X Calendar - events for golden jubilee celebration.

- Confluence - 3 : ① Spic Macay
- Digital workshop - ② IPS, IFS, IAS - panel discussion
- MEC Bulletin ③ - Dr Puneet - Alumni.
- MEC website
- ~~Spic Macay~~ Thesis writing & proposal writing workshop.
- H.B.C.W. - workshop.

Panel discussion -

- ① Dr Vikrama - IFS.
- ② Dr Nanyerian - I school - Theater of the oppressed.
- ③ Dr Kiran Mishra
- ④ Dr Palash Sen

Guest Lecture :

- ① Dr Chandra
- ② Dr Nimad Kaul.
- ③ Dr Tejinder Singh

Spic Macay.

Minutes of meeting held on 30 June 2021 online - 2pm to 2.30pm

The following members attended the meeting:

Drs Dheeraj Shah, Mrinalini Kotru, Chander Grover, Alpana Raizada, Mohit Mehndiratta, Somdatta Patra, Amir Maroof Khan.

Agendae:

1. Updates of activities done in the last year.
 - a. Revised basic course workshop - March 2021- funds not received yet. We will be sending reminders and follow up. Until this is released, we can't plan for the 3rd rBCW in UCMS.
 - b. Supported in online MS teams implementation - continuous support provided
 - c. Meta analysis and systematic review - October 2020
 - d. Felicitation of future medical educators: Link <https://youtu.be/Rn4EMoElKEE>
 - e. Google meet video guides:
 - i. Google Meet Video Guides: #1 - Scheduling a meeting on Google Meet - <https://youtu.be/62bfzyQds6Y>
 - ii. Google Meet Video Guides: #2 - How to send Google Meet invitation and share joining links - <https://youtu.be/QxCdSPYvIRI>
 - iii. Google Meet Video Guides: #3 - How to host a session on Google Meet - <https://youtu.be/bgginN1NatE>
 - iv. Google Meet Video Guides: #4 - Doing presentations on Google Meet - <https://youtu.be/sLpjwVQD2i8>
 - v. Google Meet Video Guides: #5 - Adding Meet Attendance extension for taking attendance on Google Meet - <https://youtu.be/PrWYbOkjzzM>
 - vi. Google Meet Video Guides: #6 - Taking Attendance during Google Meet sessions - <https://youtu.be/nLZEwMwulK8>
 - vii. Google Meet Video Guides: #7 - Managing chat-box in Google Meet - <https://youtu.be/ahtoHnGzvsU>
 - viii. Google Meet Video Guides: #8 - Ending a Google Meet session - <https://youtu.be/o0Mcxgxs9bl>
 - f. Twitter presence Twitter@MedicalUcms on 17th May 2020
 - g. Seven publications related to Medical Education (SDL, Online transition of teaching, Online transition of preclinical practicals, CBME FAIMER project, MCQ article by Dr Piyush, one editorial, one in orthopedics and med ed)
 - h. Screenshot based guides for Google Meet
 - i. Covid training of healthcare workers in 2020
 - j. Covimpressions - along with Faculty from Johns Hopkins- online international webinar
 - k. Workshop on statistics - IAG and MEU
 - l. National level online course for CBME in Community Medicine (Dr Amir and Dr Somdatta)
 - m. National level online quiz (organum donum) - june 2021

K. A. M. V.

- n. Key concepts in clinical quality management - Dr Neeraj Jain .. online talk - MRU + MEU 28th Oct 2020
- o. Illuminous Integrated Medical quiz - 24 and 26 Sep 2020
- p. Online videos for healthcare workers in Covid management
- q. COVID Training team for HCW or UCMS and GTB hospital - includes hands on training for nurses - certificate course - currently ongoing.
- r. My Covid story contest - award given on Jan 26th 2021 - VC DU

2. Future plans

- a. New FDP workshops on Online teaching Technology, and on CBME Assessment. It was deliberated at length w.r.t. Priority setting. The opinion was that we should conduct mini-workshops on Assessment in CBME for our faculty members and especially the newly recruited ones.

- 3. Organum donum and illuminous update: We have paused the activity of Illuminous due to the problems regarding the selection of a coordinator. After Dr Chetna Dengri (Founder student of Illuminous) left, there has been no official coordinator. Dr Amir will hold a meeting with their active members to see how this issue can be resolved. The Organum Donum society is doing well. They are organizing events regularly. Their transfer of coordinator post is also smooth.

Approved on email.



Dr Amir Maroof Khan

Coordinator

MEU

UCMS & GTB N

Dellhi

minutes of meeting - 30 June 2021 - for approval/com...

<https://mail.yahoo.com/d/search/keyword=pic%20oprajoura/messages/>

Subject: minutes of meeting - 30 June 2021 - for approval/comments

From: Alpana Raizada (alpanaraizada@yahoo.com)

To: mededu.ucms@gmail.com; shahdheeraj@hotmail.com; khanamirmaroof@yahoo.com; somdattap@gmail.com; chandergroverkubba76@gmail.com; mrinalini.kotru@gmail.com; drmohitucms@gmail.com

Date: Sunday, July 25, 2021, 11:51 AM GMT+5:30

Dear Dr Amir,

Thanks for sharing the minutes.

They appear all comprehensive.

Regards

Alpana

Sent from Yahoo Mail for iPhone

On Saturday, July 24, 2021, 3:02 PM, Medical Education Unit, UCMS
<mededu.ucms@gmail.com> wrote:

sir/ma'am

pfa the minutes of the meeting (hybrid mode) held on 30th June 2021 for your approval/comments.

please see if i missed anything in the minutes.

please reply by Wednesday 28th July 2021.

thanks and regards

amir

--

Dr Amir Maroof Khan

Coordinator

Medical Education Unit

UCMS and GTB Hospital

Delhi

minutes of meeting - 30 June 2021 - for approval/comments

To: Chander Grover (chandergroverkubba76@gmail.com)

mededu.ucms@gmail.com

shahdheeraj@hotmail.com; khanamimaroof@yahoo.com; somdattap@gmail.com;

minalini.kottu@gmail.com; drmohitucms@gmail.com; alpanaraizada@yahoo.com

Date: Sunday, July 25, 2021, 11:16 AM GMT +5:30

Thanks dr amir,

Sorry, missed the initial part of the meeting. Am happy to know so many things accomplished by MEU in the last year!

Rest appears fine.

Warm Regards

On Sat, Jul 24, 2021 at 3:02 PM Medical Education Unit, UCMS <mededu.ucms@gmail.com> wrote:
sir/ma'am

pfa the minutes of the meeting (hybrid mode) held on 30th June 2021 for your approval/comments.
please see if i missed anything in the minutes.

please reply by Wednesday 28th July 2021.

thanks and regards

amir

--
Dr Amir Maroof Khan

Coordinator

Medical Education Unit

UCMS and GTB Hospital

Delhi

--
Dr Chander Grover

Professor, Dermatology and STD

University College of Medical Sciences and GTB Hospital

Delhi, India

Founder Secretary, Nail Society of India www.nailsocietyofindia.com

Section Editor, IJDVL, www.ijdv.com

Member, IADVL Academy, 2021-2022

Coordinator, IADVL Special Interest Group on Dermatosurgery 2019-2020

Vice-President, IADVL- Delhi State Branch-2018-19

Honorary Secretary, IADVL- Delhi State Branch-2017

utes of meeting - 30 June 2021 - for approval/com...

<https://mail.yahoo.com/d/search/keyword=pic%20oprajoura/messages/A...>

minutes of meeting - 30 June 2021 - for approval/comments

to: dheeraj shah (shahdheeraj@hotmail.com)

mededu.ucms@gmail.com; khanamirmaroof@yahoo.com; somdattap@gmail.com;
chandergroverkubba76@gmail.com; mrinalini.kotru@gmail.com; drmohitucms@gmail.com;
alpanaraizada@yahoo.com

date: Sunday, July 25, 2021, 12:11 PM GMT+5:30

Thanks Dr Amir for compiling and sending the minutes, which are comprehensive as well as crisp. I am attaching an article (Gupta P, Shah D, Singh T. Competency Based Assessment in Pediatrics for the New Undergraduate Curriculum. Indian Pediatr. 2021 Apr 20:S097475591600315. Epub ahead of print), which you may add in medical education unit publications. Although medical education unit has not been mentioned in this article, I suggest that from now onwards whenever any member of MEU publishes an article related to Medical education in any journal, in the affiliation, Medical Education Unit of UCMS can be added along with department's name. Also, for future, we should plan for upgradation of MEU to Department of Medical Education.

Best Wishes and Regards

Dheeraj Shah

From: Medical Education Unit, UCMS <mededu.ucms@gmail.com>

Sent: Saturday, July 24, 2021 3:02 PM

To: Dheeraj Shah <shahdheeraj@hotmail.com>; Khan Amir Maroof <khanamirmaroof@yahoo.com>; Somdatta Patra <somdattap@gmail.com>; Chander Grover <chandergroverkubba76@gmail.com>; Mrinalini Kotru <mrinalini.kotru@gmail.com>; Mohit Mehndiratta <drmohitucms@gmail.com>; Alpana Raizada Dr <alpanaraizada@yahoo.com>

Subject: minutes of meeting - 30 June 2021 - for approval/comments

sir/ma'am

pfa the minutes of the meeting (hybrid mode) held on 30th June 2021 for your approval/comments.

please see if i missed anything in the minutes.

please reply by Wednesday 28th July 2021.

thanks and regards

amir

--

Dr Amir Maroof Khan
Coordinator
Medical Education Unit
UCMS and GTB Hospital
Delhi



CBME_apr2021_IP_online.pdf
165.4kB

utes of meeting - 30 June 2021 - for approval/com...

<https://mail.yahoo.com/d/search/keyword=pic%20oprajoura/messages...>

minutes of meeting - 30 June 2021 - for approval/comments

n: Mrinalini Kotru (mrinalini.kotru@gmail.com)

mededu.ucms@gmail.com

shahdheeraj@hotmail.com; khanamirmaroof@yahoo.com; somdattap@gmail.com;

chandergroverkubba76@gmail.com; drmohitucms@gmail.com; alpanaraizada@yahoo.com

Date: Sunday, July 25, 2021, 8:48 PM GMT+5:30

Thanks Amir for sharing minutes..I approve.

I also endorse Dr Dheeraj s idea. This will promote it as a separate department, the status it deserves .

On Sat, 24 Jul 2021, 15:02 Medical Education Unit, UCMS, <mededu.ucms@gmail.com> wrote

sir/ma'am

pfa the minutes of the meeting (hybrid mode) held on 30th June 2021 for your approval/comments.

please see if i missed anything in the minutes.

please reply by Wednesday 28th July 2021.

thanks and regards

amir

—
Dr Amir Maroof Khan
Coordinator
Medical Education Unit
UCMS and GTB Hospital
Delhi

MEU : Meeting Minutes with Principal

Date : 17th Aug 2022

Venue : Principal office

- (1) A presentation was made and following points ^{Time:} discussed in today meeting.
- (2) Proposal for making widiomodules; Recording facility: in collaboration with MIO for setting up an editing facility.
- (3) MEU room; renovation of Existing Room or if possible to allocate
- (4) No permanent office staff: Posting of permanent office staff for keeping as NMC mails: and other records: New requirement
- (5) Need of audiosystem MEU: Portable Music/audio/mic system already lying purchased for D.T (can be used)
- (6) Fund to be released query: To be called if it is recurring grant by UGC
- (7) MEU bulletin: Printing & Publishing: Previously 1000 copy: in 7000 Rs To be done ~~aggr~~ agreed unanimously
- (8) Imprest money: For petty expenses C imprest card: (ANARA BANK) 5000 Rs: one limit: Refillable - still under process A SOP must be made for expenditure/scope of expenditure
- (9) Color printer & Scanners: Centralised Color printing facility with MIO: (Medical Illustration Unit) ~~aggr~~ may be created/re-furbished
- (10) Internet facility: Options: wifi or LAN connection to made available in MEU room (PC or LAPTOPS)
- (11) Desk tops
 - Need for replacement with LAPTOPS
 - Send a demand for LAPTOPS to authority (Principal)
- (12) To train 100% of faculty in ~~RESP~~ SP & ATECOM.
- (13) Medical Education Unit hours: To be started
- (14) Research grant: (1) Intramural Research grant)
 - (2) Projects can be taken by members for revenue generation)
- (15) Mentorship program: For UG: may be expanded to PG as well.
PTD

Attendance sheet: Meeting of MEU members
with the Principal, VOMS & GORN.
Meeting Minutes on the back of this page approved by

① Dr. Amir Nawaz Khan. K.A.M.

② Dr. Dheeraj Shah Dheeraj Shah

③ Dr. Chander Grover Grover

④ Dr. Tilly Rhatgi — Rhatgi

⑤ Dr. Munahim Koton Munahim

⑥ Dr. Somdatta Palia Palia

⑦ Dr. Malik Muhammad Zaman Zaman

⑧ Dr. Ankur Singh Ankur Singh

K.A.M.
17.8.22

Minutes of Meeting on the reverse of
this page:

K.A.M.

MEU Meeting - 28.3.2022.
UCMS & SGB Hospital, DELHI
Room no. 114, 4th floor, UCMS 12.30pm - 1.30pm

Agenda & deliberations

1. RBCW - Venue - Principal office Committee Room.
as LT & Conference Hall is not available.

Dates - 20-25 July tentative date.
After PA exams and vacations of faculty.

- write a letter to Principal MS SGBH
to get the Conference hall ready. We
need it to conduct RBCW / Theme writing
Workshop.

2. Theme proposal writing workshop :-
- Date - Tentative 18th - 21st 5.30 pm
to 7.30 pm

- online over - period of one week
Schedule will be made.

- Recording will be done.

- MS Team. Provide 10 laptops to
- BCBH to be told of PK.

3. Digitized skills for faculty / teaching.
- 3. One day workshop.

Can be held in a Seminar room or a LT.
or Gov Committee Room. (Principal's office)

- Roll online

- Google form.

- Consideration now - Google sheet -

- Dropbox. Synchronization.

- Google Classroom.

- Online Meeting

- Meeting = join media

- Google drive.

- Latest +

- 25-30 participants. &

- one day program.

vi. Send a request to Principal / MD / GSM

to provide the skill training & training /

enhancement / P's / MGRS. for improvement

Agency of patients care.

- a three year plan. we also

important important that we have

experienced that we have in hand in

It will also help in short training

& evidence related training

have to PWD for training in MED.

5. Support in A.

28/3/22

28/3/22

28/3/22

28/3/22

28/3/22

28/3/22

28/3/2022

Minutes of the meeting dated: 10.9.2022

Agendae:

1. To decide the winners of the UCMS website homepage contest organised by MEU, UCMS and GTB Hospital, Delhi.
2. Any other agendae with the permission of the chair

A meeting was conducted on 10th Sep 2022 from 12 noon to 1 pm in hybrid mode. The following members were present online: Dr Jolly Rohatgi, Dr Mirinalini Kotru, Dr Alpina Raizada, Dr Mohit Mehndiratta, Dr Ankur Singh and the following were present in-person: Dr Somdatta Patra and Dr Amir Maroof K.

Agenda 1: It was informed to all that we had missed out one entry when we met to decide about the contest winners in the last meeting on 1st Sep 2022, as that one entry was in the spam folder. Therefore the earlier decision taken on 1st Sep 2022 became invalid.

The members deliberated on the three entries and the following winners were decided:
1st position: Ayush Kumar Jha, Vishal Pranav, Ayush Kaushal (MBBS 2021 batch) email: ayushjha282002@gmail.com

2nd position: Shantanu Kushwaha and Sushant Goyal (MBBS 2019 batch) email: shantanukushwaha6191@gmail.com

3rd Position: Deepak (MBBS 2020 batch) email: dk911092@gmail.com

The members appreciated the talent and the creativity of the students. A certificate to this effect will be given to both in the next week, preferably through the Principal, UCMS and GTBH. It was also highlighted that we can involve these students for the MEU website or to create a group of students to promote capacity building on coding in the college.

Agenda 2: Certificate of appreciation to those who were members of the MEU earlier but are now not a part of the MEU

Dr AK Sharma, Dr SN Bhattacharya and Dr Priyanka Gogoi served the MEU but as they had to leave the institute they are not a part of MEU now. We all agreed that it would be a good gesture to send them a certificate of appreciation and a note of thanks for their contribution to MEU, UCMS and GTBH. We should continue this tradition henceforth also as any one who serves the MEU for any duration would be given a similar note/token of appreciation and thanks. There was a suggestion to acknowledge other MEU members too who had left earlier. We will try to formulate that list and then put it up for further discussion in future meetings.

Agenda 3: The MEU appreciation award to the students/PG/SR who contributed to MEU at the college level was identified as Dr Kshinij Garg (SR, Dept of Community Medicine). His contribution towards working on the phase III part I timetable (2019 batch) and regularly updating it was immense. Dr Jolly Rohatgi, the chairperson of the Phase III part I curriculum subcommittee was also aware of this and she seconded his name. All members agreed.

Agenda 4: It was reported by the Coordinator, MEU that a few events such as Teachers' Day 2022, World Suicide Prevention day 2022, Genesis Hackathon in Medicamentum 2022 were conducted with MEU support, and certain changes in MEU committee might be imperative based on the NMC guidelines to be adhered to and sent to NMC before getting permission for rBCW.

Dr Mrinalini was requested to begin the planning for the next MeU Connect newsletter.

The meeting ended with thanks to the Chair.

Approved on email.



- Dr Amir Maroof Khan
Coordinator, MEU
UCMS and GTB Hospital, Delhi