

The Council has taken executive decisions for the efficient conduct of the National Faculty Development Programme and these are given below:

## **Decisions of the Council regarding Faculty Development Programmes**

### **A. Decisions regarding conduct of Basic Course Workshops**

#### **I. Minutes of the meeting of the Conveners of the Regional Centers on Medical Education Technologies held on 11<sup>th</sup> June, 2009, as approved by the Executive Committee meeting held on Thursday, the 8<sup>th</sup> October, 2009 at 11.30 a.m.**

1. *The TA / DA of participants to the Basic Course will be met by the Medical Colleges/institutions to which they belong. They will be on deputation during this period.*
2. *The participants would be junior and mid-level faculty, up to Associate Professors.*
3. *On receipt of information from the Convener about the details of the workshop, the Medical College would be required to send the names and other details of the faculty who would attend the workshop, to the respective Convener of the Regional Centre.*
4. *The number of participants per workshop would be from 15-25.*
5. *The Convener of each Regional Centre would inform the Academic Calendar of the workshops to the respective Medical Colleges at the beginning of the Academic calendar year, with copy to Director, Academic Cell, Medical Council of India.*
6. *Modality of Evaluation and certification would be based on a uniform system of grading which would be developed by Dr. Krishan Prakash, MAMC, New Delhi and sent to Director, Academic Cell, Medical Council of India, who will convey this to all Regional Centres.*
7. *Director, Academic Cell, Medical Council of India would communicate to each Regional Centre, the names of the Medical Colleges under their charge. The average number of Medical Colleges under each Centre would be 25-30.*
8. *The expenses likely to be incurred towards honorarium to be paid to the participating faculty would be worked out by the Convener of each Centre and intimated to Director, Academic Cell, Medical Council of India for the purpose of reimbursement. The admissible expenses, limited to honorarium to be paid to the faculty participants in the programme, will be reimbursed by the Council.*
9. *The Regional Centres would exchange among themselves the LRM developed by them. The pool of experts/resource persons available at Centres may be made available to those centres who require their expertise.*

10. *Certificates would be printed by the institutes and would carry the signatures of (1) Director, Academic Cell, Medical Council of India, (2) Dean/Principal of Regional Centres and (3) Convener, Regional Centre.*

**II. Minutes of the meeting of the Expert Group to develop the programmes for Advanced and Degree courses in Medical Education Technologies held on 14<sup>th</sup> July, 2009 at 2.30 p.m in the office of Medical Council of India, at New Delhi, as approved by the Executive Committee of the Medical Council of India in its meeting held on 08.10.2009.**

“ ...

1. *Regional centres would conduct four Basic Course Workshops i.e., two per academic session. One of these workshops would be for Coordinators/in-charge of MEUs.*
2. *Faculty in-charge of MEUs in medical colleges would be the participants who would attend the Basic Course Workshop in MET at Regional Centres. In addition, five more faculty members from each medical college would be trained to create sufficient resource pool.*
3. *The Council would communicate to the Dean/ Principal of Medical College concerned, the following:*
  - a) *that it is mandatory for the Co-ordinator of the MEUs in medical colleges to attend the one-day Orientation Workshop and 3-day Basic Course Workshop in MET which would be organized by the Regional Centre under which their institution falls,*
  - b) *that TA/DA of the Coordinators of MEUs of medical colleges to attend these meetings will be paid by the medical college concerned,*
  - c) *the coordinators of MEUs will be on deputation to attend the above workshops organized by the Regional Centres,*
  - d) *Certificate of participation will be issued by MCI, on receipt of copy of attendance signed by the Convener of the Regional Centre.*
4. *The Head of each medical college would inform the name of the coordinator of MEU to the respective Convener of the Regional/Nodal Centre within two weeks of receipt of the above communication from MCI.*
5. *MEUs in each medical college would conduct two workshops in Basic Course in MET. The feedback from participants would be sent to the Convener, Regional centre who would in turn send a consolidated report at the end of the year to Director, Academic Cell.*
6. *The Co-ordinator of MEUs in medical colleges would inform the Convener/s of their respective Regional Centre, sufficiently in advance, the details of the schedule for conducting the Basic Course Workshop in MET. The programme would be the same as developed by MCI-nominated group of experts. The Convener of the respective Regional Centre or his representative would monitor this activity. The Convener of the Regional centre would help the coordinator of medical colleges to structure their workshop and prepare an annual schedule of activity of the MEU. The Convener of the Regional Center would be reimbursed TA/DA (as permissible) to visit MEUs in medical colleges under their charge for monitoring, with approval from MCI.*

7. *Expenses to conduct these workshops will be made available to the coordinator of MEUs by the Head of the Institution/ medical colleges.*
8. *Convener/s of each Regional Centre would undertake a one-day sensitization programme for coordinators of MEUs under their charge. Coordinators of MEUs would be informed that it is mandatory for them to attend this Workshop. Compliance would be communicated to MCI by Conveners of each Regional centre. Coordinators would be on deputation and reimbursed travel and daily allowances, as admissible, by their own college. “*

**III. Minutes of the Executive Committee meeting held on Tuesday, 1<sup>st</sup> December, 2009 at 11.30 a.m. in the Council office at Sector 8, Pocket 14, Dwarka, New Delhi.**

The Executive Committee also approved the amendment to agenda item 28 point 8 of EC meeting held on 08.10.2009 Recommendations of the meeting of the Conveners of the Regional Centres on conduct of basic course in Medical Education Technologies, which reads as under:-

8. The expenses likely to be incurred towards honorarium to be paid to the participating faculty would be worked out by the Convener of each Centre and intimated to Director, Academic Cell, Medical Council of India for the purpose of reimbursement. The admissible expenses, limited to honorarium to be paid to the faculty participants in the programme and Rs. 5000/- only for incidental expenses, will be reimbursed by the Council.

**IV. Minutes of the Executive Committee meeting held on 12<sup>th</sup> January, 2010 at 11.30 a.m. in the Council office at Sector 8, Pocket 14, Dwarka, New Delhi - 110077.**

**Honorarium of Convener & Faculty – Reg**

Read: The matter with regard to honorarium of Convener & Faculty and/or convener conducting workshop by the regional nodal centers.

The members of the Executive Committee of the Council noted that the Committee at its meeting held on 8th October, 2009 while perusing the recommendations of the Expert Group to develop programmes for Advanced & Degree Courses in Medical Education Technologies (MET) dated 14.07.2009 decided as under:-

“The Executive Committee of the Council perused the recommendations of the Expert Group to develop programmes for Advanced & Degree Courses in Medical Education Technologies (MET) of its meeting held on 14.07.2009 which read as under:-

“ ...

1. Regional centres would conduct four Basic Course Workshops i.e., two per academic session. One of these workshops would be for Coordinators/in-charge of MEUs.

2. Faculty in-charge of MEUs in medical colleges would be the participants who would attend the Basic Course Workshop in MET at Regional Centres. In addition, five more faculty members from each medical college would be trained to create sufficient resource pool.
3. The Council would communicate to the Dean/ Principal of Medical College concerned, the following:
  - a) that it is mandatory for the Co-ordinator of the MEUs in medical colleges to attend the one-day Orientation Workshop and 3-day Basic Course Workshop in MET which would be organized by the Regional Centre under which their institution falls,
  - b) that TA/DA of the Coordinators of MEUs of medical colleges to attend these meetings will be paid by the medical college concerned,
  - c) the coordinators of MEUs will be on deputation to attend the above workshops organized by the Regional Centres,
  - d) Certificate of participation will be issued by MCI, on receipt of copy of attendance signed by the Convener of the Regional Centre.
4. The Head of each medical college would inform the name of the coordinator of MEU to the respective Convener of the Regional/Nodal Centre within two weeks of receipt of the above communication from MCI.
5. MEUs in each medical college would conduct two workshops in Basic Course in MET. The feedback from participants would be sent to the Convener, Regional centre who would in turn send a consolidated report at the end of the year to Director, Academic Cell.
6. The Co-ordinator of MEUs in medical colleges would inform the Convener/s of their respective Regional Centre, sufficiently in advance, the details of the schedule for conducting the Basic Course Workshop in MET. The programme would be the same as developed by MCI-nominated group of experts. The Convener of the respective Regional Centre or his representative would monitor this activity. The Convener of the Regional centre would help the coordinator of medical colleges to structure their workshop and prepare an annual schedule of activity of the MEU. The Convener of the Regional Center would be reimbursed TA/DA (as permissible) to visit MEUs in medical colleges under their charge for monitoring, with approval from MCI.
7. Expenses to conduct these workshops will be made available to the coordinator of MEUs by the Head of the Institution/ medical colleges.
8. Convener/s of each Regional Centre would undertake a one-day sensitization programme for coordinators of MEUs under their charge. Coordinators of MEUs would be informed that it is mandatory for them to attend this Workshop. Compliance would be communicated to MCI by Conveners of each Regional centre. Coordinators would be on deputation and reimbursed travel and daily allowances, as admissible, by their own college.”

After due deliberations, the members of the Executive Committee decided to approve the above recommendations of the Expert Group. It was further decided to communicate these guidelines to each medical institute and regional centres/nodal centres for organizing the

workshops on Medical Education Technologies within the time frame work as mentioned above.

The Executive Committee reviewed its earlier decision to the extent that the Faculty and Convenor of the Regional Centres be paid an honorarium of Rs. 1000/- per day for 3 days under the National Faculty Development Programme of the Council

## **V. Minutes of the meeting of the Academic Cell held on 31<sup>st</sup> March, 2010 at 10.30 p.m. at the office of the Medical Council of India, Dwarka, New Delhi**

### ***Recommendations at the meeting of the Convenors of the Regional Centres in medical Education Technologies***

*The Academic Cell perused the recommendations evolved at the meeting of the Convenors of the Regional Centres in Medical Education Technologies held on 30<sup>th</sup> March, 2010 which are read as under:-*

*--*

- 1. Medical Council of India may approve the programme for the Advanced Course in Medical Education Technologies.*
- 2. Approval may be conveyed for the establishment of the Nodal Centres who would conduct the Advanced Course Workshop for senior faculty and Deans of medical Colleges.*
- 3. Regional Centres will undertake capacity building by conducting exclusive workshops for Heads of Departments, Deans of medical colleges, Directors of Medical Education and Vice-chancellors. Workshops for Directors of Medical Education and Vice-chancellors will be held at Medical Council of India after the Apical Cell becomes functional.*
- 4. Dr. Tejinder Singh, Convenor, Regional Centre at Christian Medical College will develop the Modality of Evaluation and certification which will be sent to Director, Academic Cell who will circulate it among the Convenors of the Regional centres.*
- 5. The Programme of the Orientation Course Workshop for Coordinators of MEUs in medical colleges, will be prepared jointly by Dr. Sunita Vagha, Convenor, Regional Center, JLN Medical College, Sawangi, Wardha and Dr. Tejinder Singh, Convenor, Christian Medical College, Ludhiana by April 15, 2010 and communicated to Dr. M. Rajalakshmi, Academic Cell, MCI. This will be made available to all Regional Centres by Academic Cell, MCI for implementation.*
- 6. Convenors of Regional Centres would inform the Director, Academic Cell, the names of the coordinators of MEUs in medical colleges who do not attend the Orientation Workshop. A letter seeking explanation for non-attendance would be sent to the Dean of the respective*

*medical college and to the concerned Coordinator of the MEU of the College, by the Secretary, Medical Council of India.*

- 7. The Convenors of the Regional Centers would send the details of the Academic Calendar of the Regional Centres to Dr. M. Rajalakshmi, Academic Cell, MCI before 31<sup>st</sup> July, 2010 who will notify the same to all medical colleges.*
- 8. The Convenors of the Regional Centers would send the name of one Co-convenor for each Centre to the Academic Cell, MCI.*
- 9. The Academic Cell would convey to the Convenors of the Regional Centers the latest information on the contact address of the Medical Colleges, under their charge.*
- 10. The medical colleges conducting institutional Basic Course Workshops in Medical Education Technologies will conduct the same after prior information to the Convenor of the concerned Regional Center, who will depute an Observer. The Observer will be paid TA and honorarium of Rs. 1000/day. The medical college will send the detailed report of the Workshop to the Convenor of the Regional Center. The Convenor, Regional Center would inform the Director, Academic Cell of the Workshops conducted by the medical colleges.*
- 11. The Regional centers would make efforts to have a follow-up programme of the faculty trained by them.*
- 12. The Regional Centres would be permitted to appoint one secretarial staff in view of the responsibilities assigned to them.*
- 13. In view of the financial difficulties faced by the Centres in conducting the Workshops, the budget allocation for conducting the Workshops will be reexamined by the Medical Council of India.”*

*After due deliberations, the members of the Academic Cell approved the above recommendations of the Convenors of the Regional Centre, in the meeting held on 30<sup>th</sup> March, 2010. The members of the Academic Cell also decided that all Regional Convenors will be informed that the Certificate of Participation should be given by the Regional convenors to only those participants who have attended all sessions throughout the Workshop and the Deans of the colleges would be informed of the same. It was further decided that Chairman, Academic Cell may discuss item 13 of above “In view of the financial difficulties faced by the Centres in conducting the Workshops, the budget allocation for conducting the Workshops will be reexamined by the Medical Council of India”, with President, Medical Council of India.*

**VI. Minutes of the meeting of the Convenors of the Regional Centres in Medical Education Technologies held on 3<sup>rd</sup> August, 2010 at 10.30 p.m. at the office of the Medical Council of India, Dwarka, New Delhi**

1. The programme for the Advanced Course in Medical Education Technologies was approved and copy given to all Convenors. The Advance Course Workshop will be held by the Nodal Centres and for the sake of uniformity, the Convenors / Co-convenors of the Nodal Centres would be deputed to attend the Advance Course Workshop being organized by the Nodal Centre, Christian Medical College, Ludhiana and will be paid TA and Honorarium of Rs.1000/day by the Medical Council of India.
2. Approval was given for the following Regional Centres to be upgraded to Nodal centres and to conduct Advance Course workshops, in addition to routine Basic Course Workshops during 2010-2012. The Regional Centres recognized as Nodal Centres are: (1) Christian Medical College, Ludhiana, (2) Smt. NHL Municipal Medical College, Ahmedabad, (3) Jawahar Lal Nehru Medical College, Wardha, Sawangi, (4) Seth GS medical College & KEM Hospital, Mumbai, (5) Sri Ramachandra Institute of Medical Sciences & Research, Chennai, and (6) St. John's Medical College, Bangalore.
3. The Chairperson informed that the Board of Governors is proposing to convene a meeting of Directors, Medical Education and Secretary, Health Services of various States and State Medical Councils. At this meeting, the need to accelerate training programme for teachers and financial inputs for the same would be discussed.
4. The Modality of Evaluation and certification was approved.
5. Programme for Orientation Course Workshop for Coordinators of MEUs in medical colleges was discussed (see earlier item for details) and approved.
6. Convenors of Regional Centres would inform the Chief Consultant, Academic Cell, of the names of the coordinators of MEUs in medical colleges who did not attend the Orientation Workshop. A letter would be sent to the Dean of the respective medical college and to the Coordinator of the MEU of the College, by the member, Board of Governors, Medical Council of India, informing them of the importance of the coordinators attending the Orientation Programme. It was also decided that the Orientation programme would be clubbed with the Basic Course Workshop and the Coordinators of MEUs will attend both courses.
7. In view of the need to increase the pace of Training Programmes, the Nodal/Regional Centres have provided the revised Academic Calendar is placed as Appendix I. This will train approximately 1030 extra teachers by May 2011.
8. The name of Co-convenors has been sent by three centres only. The remaining Centres would send the name at the earliest.
9. The reallocation of medical colleges will be done after new Regional Centres are established and the same will be conveyed to Convenors of Nodal and Regional centres by the Academic Cell, Medical council of India.

10. The meeting approved the recommendation that (a) medical colleges conducting institutional Basic Course Workshops in Medical Education Technologies will conduct the same after sufficient prior information to the Convenor of the concerned Regional Center, who will depute an Observer, (b) the Observer will be paid TA and honorarium of Rs. 1000/day, after receipt of detailed Report of the Workshop and name and address of participants, and (c) the Convenor, Regional Center would inform the Chief Consultant, Academic Cell of the Workshops conducted by the medical colleges and their evaluation of the same in the proforma developed by Medical Council of India.

The Certificate of Participation (placed in file) to be distributed to participants of Basic Course Workshop being conducted by the medical colleges under supervision by Convenor, Regional Centre or representative of Regional Centre, was approved and will be used hereafter. The Convenor of each Regional Center will send a copy of this Certificate of Participation to Coordinators of MEUs in the medical Colleges, under their charge.

11. The Chairperson requested the members to prepare an Action Plan for enhancing the number of teachers trained and the budgetary requirements for the same.
12. A letter from the Board of Governors will be sent to all Heads of Medical Colleges/ Health Institutions regarding importance of Medical Education Units and training of teachers.

**The Board of Governors in the meeting held on 03.05.2013 approved the following recommendation of the Academic Council given as under:**

1. Training of medical college faculty up to level of Associate Professors in MCI Basic Course Workshop would be compulsory hereafter,
2. The MET training would be added to the credit hours of the concerned faculty,
3. The medical college faculty up to level of Associate Professors would undergo training in MCI Basic Course Workshop once every 5 years.

**The Board of Governors in the meeting held on 6<sup>th</sup> -7<sup>th</sup> August, 2013 approved the following recommendations of the Academic Council, given as under:**

*The Board of Governors decided that faculty should complete training in MCI Basic Course Workshop in Medical Education Technologies either, before joining service but after selection, or during the probation period.*

**The Executive Committee of MCI in its meeting held on 18-02-2014, endorsing the recommendation of the Academic Council meeting held on 20<sup>th</sup> January, 2014 decided as under:**

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*Training in Basic Course Workshop in MET would be compulsory for faculty of all the medical colleges at all levels including Professors and teacher administrators.*



## **VII. Minutes of the meeting of the Expert Group to revise Basic Course Workshop Programme in MET held on 11<sup>th</sup> December, 2014 at the office of the Medical Council of India, Dwarka, New Delhi**

### **Quality Improvement of Regional Centres and Basic Course Workshop in MET**

The Committee recommended the following:

- Regional Centre resource faculty must undergo the MCI Advance Course in Medical Education within the next one year.
- All MEU faculty in all medical colleges should undergo the Advance course within the next two years.
- Observers to Basic Course Workshops in medical colleges should be present in all sessions on all days of the workshop and should conduct debriefing and feed back sessions with all college resource faculty at the end of the day of each workshop.
- To continue administering the daily sessions feedback, programme evaluation questionnaire, retro pre-evaluation and pre-test and post-test to collect and analyse evaluation data.
- After the Basic Course Workshop in MET has run for 7 years, a core group of experts/ external agency would conduct an impact evaluation study.

### **B. Decisions regarding conduct of Advance Course in Medical Education**

1. **Recommendations of the Academic Committee meeting held on 3<sup>rd</sup> September 2014 approved the Minutes of the meeting of the Conveners of Nodal centres dated 16 July, 2014; this was approved by the Executive Committee meeting held on November 20, 2014. The relevant decisions are given below:**

(a) **The eligibility criteria for participation in Advance Course:**

- 30% of the total faculty strength of each medical institution should undergo the Advance Course in ME within a period of three years.
- The faculty should spread across specialties and cadres.
- The candidates would be recommended by the Dean/Principal of the institution.
- The candidate would have at least 3 years teaching experience
- The candidate should have undergone training in MCI Basic Course Workshop.

(b) **Duration of the Advance Course:**

- One year

- Two onsite sessions of 5 days and 3 days each
- Overlap of one day on day 3 between two batches
- Parallel session for Batch A and Batch B from day 4 onwards

Session 1: Five days			Overlap		
Session 2: Three days					
<b>Batch A</b> 5 days onsite	<b>Batch A</b> 6 months online for discussion on 4 educational themes.  Also have some content delivered electronically.  Project work		<b>Batch A</b> 3 days onsite Present their project  Encourage networking and mentoring partnerships  <b>Batch B</b> 5 days onsite	<b>Batch A and B</b> 6 months online. Batch A will also act as Observers for at least 2 workshops and provide standardized feedback on planning and execution	

- (c) TA/DA of the participants from medical colleges/Regional Centres/Nodal Centres to attend the Advance Course in Medical Education conducted by MCI Nodal Centres will be paid by the medical college/Centre concerned. They will be on deputation during the period.
- (d) At each contact session of the Nodal Centre, during the overlap day, MCI will depute a National Consultant.
- (e) **Minimal requirements and Criteria for Resource faculty to conduct advanced course**
- In the beginning phases of conduct of Advance Course, each Nodal Centre should have **at least 5 faculty** who fit into one of the following criteria:
    - ✓ Degree in medical education
    - ✓ Diploma in medical education
    - ✓ FAIMER ( Foundation for Advancement of International Medical Education and Research) Fellowship
    - ✓ Advanced course in medical education (project based longitudinal course)
- (f) **Participant registration fees: Rs 10, 000/ participant/course**

This will be paid by the institution of the trainee and will be used for payment of online sessions of Rs.10,000/month and other expenses for conducting the Advance Course.

(g) **Criteria for course completion:**

- Hundred percent attendance in onsite session 1 and session 2
- Active participation in all online discussions
- Completion of educational project
- Poster presentation of educational project at the end of 6 months
- Satisfactory performance in the assessment criteria

Course completion certificate will be issued by the Nodal centre at the end of one year.

(h) **Names of the National Consultants are given below:**

Dr. Tejinder Singh, CMC, Ludhiana,  
Dr. Dinesh Badyal, CMC, Ludhiana  
Dr. P.V. Vijayaraghavan, Sri Ramachandra MC & RI, Chennai  
Dr. Latha Ravichandran, Sri Ramachandra MC & RI, Chennai  
Dr. Rashmi Vyas, CMC, Vellore  
Dr. Minnie Faith, CMC, Vellore  
Dr. Dhayakani Selvakumar, CMC, Vellore  
Dr. Sucheta Dandekar, Seth GS Medical College & KEM Hospital, Mumbai,  
Dr. Henal Shah, Seth GS Medical College & KEM Hospital, Mumbai  
Dr. Avinash Supe, Lokmanya Tilak Municipal Medical College, Mumbai  
Dr. Sunita Vagha, JLN Medical College, Wardha  
Dr. Alka Rawekar, JLN Medical College, Wardha  
Dr. Adarshlata Singh, JLN Medical College, Wardha  
Dr. Himanshu Pandya, Pramukhswami Medical College, Karamsad  
Dr. Suman Singh, Pramukhswami Medical College, Karamsad

**2. Recommendations of the Academic Committee meeting held on 30 January 2015 approved the Minutes of the meeting of the Conveners & Co-Conveners of Nodal centres dated 17-18 December, 2014; this was approved by the Executive Committee meeting held on March 2, 2015. The relevant decisions are given below:**

**A. Logistics:**

- The total duration of the second phase would be 7 days. For session 1, the duration of the Programme should be the same i.e. 5 days. Day 5 would be the overlap day with session-2. Hence, days 5, 6 and 7 will form the session-2.
- Maximum no. of participants permitted is 30. The minimum no. of participants permitted is 20. In exceptional situations, permission from MCI may be obtained to increase maximum no. of participants to 40.

## **B. Academics:**

- **Eligibility for 2<sup>nd</sup> On-site Session:**

The eligibility for participation in the second on-site session would be as under:

- 100% attendance on 1<sup>st</sup> on-site session,
- Active participation in on-line discussion sessions with at least two academic posts per week, and
- Satisfactory project completion, as certified by the Convener of the concerned Nodal Centre.

- **Participant registration fees: Rs 12, 500/ participant/course**

**The registration fee of Rs.12,500/- for entire Advance Course is to be paid by all participants.**

- **Time-line for submission of posters/appraisal report:**

Submission for poster (pdf)/e-poster should be 15 days prior to 2<sup>nd</sup> on-site session; submission of MCI Basic Course Workshop appraisal report, as described in para 3.6 below, should be latest by the end of 9 months, to be able to facilitate review of the project by Nodal Centre Resource faculty.

- **Criteria for Award of Certificate of Advance Course in Medical Education:**

The following criteria would be strictly followed by the Nodal Centres for awarding the Certificate of Participation:

- 100% attendance in both on-site sessions and satisfactory participation, as defined on page 9 in the Minutes dated 11-12 August 2014 under the heading “Assessment Plan for Participants”, in both i.e. 1<sup>st</sup> and 2<sup>nd</sup> on-line sessions, as certified by the Convener, Nodal Centre.
- Submission of detailed appraisal Report in Word document by the end of 9 months.
- The participants to Advance Course must appraise one Basic Course Workshop for its full duration, at the Nodal Centre/nearby Regional Centre/in one of the colleges attached to the designated RC or nearby RC, where Basic Course Workshop is being held. Following this, the participant must complete the report using the structured proforma prepared for this purpose (Annexure I) and comment on different aspects of the Workshop like objectives of the workshop, teaching learning methods used, quality of interactions and organizational component etc. The participant must submit the

completed report to the Convener, Nodal Centre where the participant is attending the Advance Course, latest by the end of 9 months from the start of Advance Course.

- Any travel expenditure involved in appraising the above Basic Course Workshop will be met by the participant/his medical college. The Conveners of all Regional Centers will be informed of this requirement in advance by the Convener, Nodal Centre so that the participants of Advance Course in ME are allowed to complete this assignment. This may be included in the circular being sent by Nodal Centres to its participating Medical colleges in Advance Course.

- **8E-learning component: status, issues and solutions**

The present criteria of two academic mails per week in on-line sessions will continue. The Nodal Centre should send mails to the non-responders reminding them that Certification of Advance Course in ME requires **mandatory participation in on-line sessions**, failing which they would not be included in the 2<sup>nd</sup> **on-site** contact session. This information should be intimated to MCI also, by the Convener of the Nodal Centre. The Principal/Dean of respective medical colleges to which non-responding faculty are affiliated also would be intimated about his/her non-participation by Convener, Nodal Centre/MCI.

The last month of on-line session is for discussion regarding project, before the presentation of poster/e-poster.

- **Topics for on-line sessions:**

Topics for on-line sessions for next five months after session-2 were finalized in the following order:

1. Interactive teaching
2. Assessment in competency based curriculum
3. Giving feedback to students-15days followed by Students feedback- 15 days
4. Professionalism and ethics
5. Scientific paper writing, and
6. Writing for grants

**Criteria for selection of participants:**

- (a) Minimum 3 years of teaching experience as full fledged faculty of an MCI recognized medical college, (b) has undergone MCI Basic Course Workshop in MET

conducted by MCI recognized Nodal Centre/Regional Centre/medical colleges under MCI observership.

- Preference to be given for core (Resource) Faculty of MCI Nodal Centres, Regional Centres (RCs), MEU Co-ordinators & MEU members of affiliated Colleges. The nominated persons should declare commitment to contribute to ME in the parent institution and this should be part of Nomination letter signed by participant and the Principal/Dean to Convener, Nodal Centre. This letter will state clearly that the concerned medical college and participant agree by the MCI criteria on mandatory participation, during on-site, off-site and on-line sessions, as per MCI guidelines for Advance Course in ME and also agree that in cases of default, the participant will not be called for second session **and will not be given** Certificate of Participation.
- MCI will put the above criteria for successful participation in Advance Course on its Website.
- Convenors, Co-convenors of Nodal Centres and Regional Centres, MEU Co-ordinators & MEU members of affiliated Colleges must undergo Advance Course in ME. Each Regional Centre should nominate one faculty from their team. Medical Council of India will send a letter to this effect to the Convenors of NCs, who will then forward it to the attached colleges.
- The faculty of Nodal Centres must undergo Advance Course in ME within the next one year [if they are not qualified as per MCI Criteria for NC (e.g. Master's degree in Health Profession Education-MHPE, FAIMER Fellows). Nodal Centre Faculty who have not undergone the MCI Advance Course in ME should be permitted to undergo Advance Course at the neighboring Nodal Centres, after due recommendation from Principal/Dean. Financial expenditure will be met by the Nodal Centre/participant. The number of such faculty should not exceed 1-2 per Nodal Centre, subject to the proviso that this will complete the required no. of trained faculty for conduct of Advance Course at such Nodal centre and on written assurance from Dean/Principal that such faculty will continue to be part of the Nodal Centre faculty for a minimum of five years. If the faculty, who has thus been trained, is transferred to another college, then it will be incumbent upon the parent college to sponsor another faculty member for the Advance Course in ME at the designated Nodal Centre, using its own resources.
- Registration fee of Rs 12,500/- has to be paid by all participants, as mandatory requirement.

**VIII. Minutes of the meeting of the Academic Committee held on 18<sup>th</sup> September, 2015 at 11:30 a.m. at the Office of the Medical Council of India, Dwarka, New Delhi, approved by Executive Committee meeting held on 27.11.2015.**

**12. Norms for Resource faculty at MCI Regional Centres: a) maximum number, b) those resource faculty on website who have not undergone sensitization programme, c) no. of faculty from outside the regional center and their qualifications**

The Academic Committee recommended that all the MCI Nodal/Regional Centres should have prescribed number of qualified resource faculty within a period of one year i.e. by the end of Academic Session 2015-2016. The stipulated number of Resource faculty in Nodal & Regional Centres has already been notified and they are required to possess the prescribed eligibility proposed by the Academic Committee and duly approved by the Executive Committee.

The Academic Committee also recommended that as of now not more than 50% of the Resource Faculty (of the total number of Resource Faculty) in each Nodal & Regional Centre should be from outside the Nodal/Regional Centre; these Resource Faculty must also fulfill the academic requirements in Medical Education as recommended by the Academic Committee and approved by the Executive Committee.

**16. E-mail from Dr. Tejinder Singh, Convener, FIME regarding nomination of 2-3 participants as Adjunct faculty for FIME**

The Academic Committee recommended that Faculty holding FIME degree may be nominated as Adjunct faculty for the FIME programme by the MCI Nodal Centres.