

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

Minutes of the Joint meeting of the Reconciliation Board & Expert Group to revise Basic Course Workshop Programme in MET held on 4th March, 2015, approved by the Academic Committee on May 15th 2015 and Executive Committee on June 4, 2015

a) Requirements of MEU units in Medical Colleges:

Staff:

The members recommended the following composition of staff for MEUs in medical colleges:

- Officer- in-charge : Dean/Principal/Vice-chancellor
- Coordinator : Professor/Associate Professor (same coordinator to continue for a minimum of three years and any change to be intimated to the Academic Cell of MCI), and should have undergone MCI Orientation workshop and MCI Basic Course Workshop at the allocated Nodal/Regional Centre. She/He should have received additional educational qualification or training: eg. MCI Advance Course in ME, M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME, within such prescribed period as decided by the MCI from time to time.
- MEU faculty : Minimum 08 core faculty including all cadres of faculty with the following qualifications:
 - ✓ Have undergone MCI Basic Course in MET at the allocated Nodal/Regional Centre or in the medical college under MCI observership.
 - ✓ Has received additional educational qualification or training: eg. MCI Advance Course in ME, M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME, within such prescribed period as decided by the MCI from time to time.

Requirements of Medical Education Unit in medical college (MSRs 50/100/150/200/250 admissions annually)

The Expert Group members made the following recommendations for amendment to **Schedule - II - D. STAFF REQUIREMENT FOR-ANCILLARY SERVICES**, MSRs 50/100/150/200/250 admissions, annually.

MEDICAL EDUCATION UNIT

- Officer- in-charge : Dean/Principal/Vice-chancellor
- Coordinator : Professor/ Associate Professor (same coordinator to continue for a minimum of three years and any change to be intimated to Academic Cell of MCI), should have undergone MCI Orientation workshop and MCI Basic Course Workshop in MET at

the allocated Nodal/Regional Centre and Advance Course in Medical Education at the allocated Nodal Centre, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship, or IFME, within such prescribed period as decided by the MCI from time to time.

- MEU faculty : Minimum 8 core faculty including all cadres of faculty with the following qualifications:
 - ✓ Have undergone MCI Basic Course in MET at the allocated Nodal / Regional Centre, or in the medical college under MCI observership.
 - ✓ Has received additional educational qualification or training: eg. MCI Advance Course in ME at MCI Nodal Centre, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME, within such prescribed period as decided by the MCI from time to time.

Supportive Staff:

As per Minimum Standard Requirements notified from time to time.

Journals

MEU/ college library should have books on medical education (10 nos) and should have access (print or web) to at least two of the following Journals:

- (a) Medical Teacher
- (b) Medical education
- (c) Academic Medicine
- (d) The Clinical Teacher
- (e) BMC medical education

Infrastructure and equipments

The Medical Education Unit is to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipments:

Two Multimedia PCs internet enabled with colour Monitors	: 2
Computers will be utilized for the entire media operation, i.e. for connectivity with printers, digital photography and scanners. It should have video-editing facility	
Multimedia projector	: 2
Screen for projection	: As per requirement
Scanner + printer + copier	: 1
Laptop	: 1
Magnetic Board /flip boards	: As per requirement
Overhead projector	: 1
PA system with cordless mikes (2) and Collar mikes (2)	

b) Requirements for recognition as Department of Medical Education of MCI Regional Centre

The following are the requirements for recognition of a medical college as MCI Regional Centre in Medical Education Technologies (MET).

- I. The medical college should be of at least 10 years standing and should have both undergraduate and postgraduate teaching.
- II. The medical college should have a functional Medical Education Unit of at least 10 years standing with documentary evidence of having conducted MCI Basic Course Workshop in MET for its faculty at least four/five times.
- III. The Coordinator of MEU of the college seeking recognition as Regional Centre should have received training in MCI Orientation Workshop and MCI Basic Course Workshop in MCI recognized Nodal/Regional Centres and has also received training in MCI Advance Course in Medical Education at MCI Nodal Centre, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME, within such prescribed period as decided by the MCI from time to time.
- IV. Recognition as MCI Regional Centre is need-based. MCI reserves the right to grant or refuse requests from medical colleges to be recognised as an MCI Regional Centre in Medical Education Technologies.
- V. For recognition as MCI Regional Centre in MET, following additional requirements are needed:

Staff:

The members recommended the following composition of staff for Department of Medical Education at MCI Regional Centres.

Officer in Charge: Dean/Principal/Vice-chancellor

- ✓ Convener: One Head of the Department of Medical Education at the pay scale of Professor **in addition** to his/her full-time responsibilities as teaching faculty of the concerned institution. An undertaking from the Dean of the concerned Institution in this regard would be mandatory. She/He should have undergone Orientation Workshop at the allocated Nodal/Regional Centre and MCI Advance course in Medical Education at allocated Nodal Centre or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER, or IFME Fellowship, within such prescribed period as decided by MCI from time to time.

Regional Centre should have minimum of ten (10) additional resource faculty with medical education qualifications as given below:

- ✓ Have undergone MCI Basic Course in MET at the allocated MCI Nodal/Regional Centre. She/He should have received any of the additional educational qualifications or training: eg. MCI Advance Course in Medical Education, M. Med, MHPE, Diploma in Medical Education, FAIMER or IFME Fellowship, within such prescribed period as decided by the MCI from time to time.
- ✓ At least 05 of these faculty should be associated with the Medical Education Department for at least 05 years. The pool of Resource faculty should be gradually expanded.

Supportive Staff:

Stenographer / Office Assistant	: 1
Office assistant / Computer Operator	: 1
Technicians for Audio Visual Aids /Photography	: 1
Peon	: 1

Journals

The Medical Education Department library should have books on Medical Education (20 nos) and should have access (print or web) to at least three of the following Journals:

- Medical Teacher
- Medical education
- Academic Medicine
- The Clinical Teacher
- BMC medical education

Infrastructure and equipments

The Medical Education Department of the Regional Centre may be housed in an appropriate air-conditioned area which can accommodate around 30 participants in a workshop format. The venue must be equipped with blackboard /whiteboard/multimedia board. The venue should be well lit with proper audio/video aids. It should also have a proper sound recording system, backed up by a continuous power supply.

The Regional Centre should have the following **infrastructural** facilities:

- Facilities for holding small group discussion
- Facilities for holding large group discussion
- Facilities for locating OSCE/OSPE stations
- Skills lab
- AV aids including black/white boards, flipcharts, overhead projectors, LCD projector, computers with printers, photocopier, internet connection etc as per detailed list given herein under:
- Accommodation facilities within reasonable distance from campus at reasonable cost.

The Expert Group members finalized the list of equipments required at MCI Regional Centres, which is given as under:-

List of equipments required at MCI Regional Centres in MET

The Medical Education Unit to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipments:

Two Multimedia PCs internet enabled with colour Monitors	: 2
Computers will be utilized for the entire media operation, i.e. for connectivity with printers, digital photography and scanners. It should have video-editing facility	
Multimedia projector	: 2
Screen for projection	: As per requirement
Scanner + printer + copier	: 1
Laptop	: 1
Magnetic Board /flip boards	: As per requirement

Overhead projector	: 2
Laser Printer with scanner	: 1
PA system with cordless mikes (3) and Collar mikes (3)	

The above list of equipments should be available in each Regional Centre.

C. Requirements of Department of Medical Education at MCI Nodal Centre in Medical Education

An MCI Regional Centre in MET is upgraded as MCI Nodal Centre by the Medical Council of India as requirement to conduct Advance Course in Medical Education or any other advance Medical Education programmes, in addition to conduct of MCI Basic Course Workshop in MET. Hence, a Nodal center must fulfill all the following requirements.

Staff:

The members recommended the following composition of staff for Department of Medical Education at MCI Nodal Centres in Medical Education:

Officer in Charge: Dean/Principal/Vice-chancellor

- ✓ Convener: One Head of the Department of Medical Education at the pay scale of Professor **in addition** to his/her full-time responsibilities as teaching faculty of the concerned institution. An undertaking from the Dean of the concerned Institution in this regard would be mandatory. She/He should have undergone MCI Orientation Workshop and MCI Basic Course Workshop in MET at the allocated MCI Nodal/Regional Centre. She/He should have undergone MCI Advance course in Medical Education or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship, or IFME, within such prescribed period as decided by the MCI from time to time.

An MCI Nodal Centre in Medical Education should have minimum of twelve (12) additional resource faculty with medical education qualifications as given below:

- ✓ Have undergone MCI Basic Course in MET at the allocated MCI Nodal/Regional Centre,
- ✓ Have received any of the additional educational qualifications: eg. MCI Advance Course in Medical Education, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship, or IFME, within such prescribed period as decided by the MCI from time to time.

Of the faculty at the Nodal Centre, one will be the Convener for the Nodal Centre, one Co-Convener for Advance Course and one Co-Convener for Basic Course Workshop in MET. The Co-convener for Basic Course Workshop in MET will have independent charge for organizing/supervising Basic Course Workshops in MET.

Supportive Staff:

Stenographer / Office Assistant	: 1
Office assistant / Computer Operator	: 2
Technicians for Audio Visual Aids /Photography	: 1
Peon	: 1

Journals

The Medical Education Department library of MCI Nodal Centre should have books on Medical education (20 nos) and should have access (print or web) to at least three of the following Journals:

- Medical Teacher
- Medical education
- Academic Medicine
- The Clinical Teacher
- BMC medical education

Infrastructure and equipments

The Medical Education Department of the Nodal Centre is to be housed in an appropriate air-conditioned area which can accommodate around 30 participants in a workshop format. The venue must be equipped with blackboard /whiteboard/multimedia board. The venue should be well lit with proper audio/video aids. It should also have a proper sound recording system, backed up by a continuous power supply.

The Nodal Centre should have the following **infrastructural** facilities:

- Facilities for holding small group discussion
- Facilities for holding large group discussion
- Facilities for locating OSCE/OSPE stations
- Skills lab
- AV aids including black/white boards, flipcharts, overhead projectors, LCD projector, computers with printers, photocopier, internet connection etc.
- Accommodation facilities within reasonable distance from campus at reasonable cost.

List of equipments required at MCI Nodal Centres in MET

The Department of Medical Education at an MCI Nodal Centre is to be housed in an appropriate area which can accommodate around 30 participants in a workshop format and should have the following equipments:

Two Multimedia PCs internet enabled with colour Monitors	: 2
Computers will be utilized for the entire media operation, i.e. for connectivity with printers, digital photography and scanners. It should have video-editing facility	
Multimedia projector	: 2
Screen for projection	: As per requirement
Scanner + printer + copier	: 1
Laptop	: 2
Magnetic Board /flip boards	: As per requirement
Overhead projector	: 2
Laser Printer with scanners	: 2
PA system with cordless mikes (3) and Collar mikes (3)	