



CHENNAI MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE IRUNGALUR, TRICHY- 621 105

Ref.No.61/ME-1/CMCH/2018

Date:

30.01.2018

Post-Graduate Curriculum Committee

I. INTRODUCTION

Medical Council of India (MCI) and the respective university provide curriculum for postgraduate (PG) courses in general. However, the pattern of cases/materials, requirements of local community, interest and involvement of teachers/ facilitators, and the monitoring system vary from place to place in a vast country like India. In view of these, there is a need to develop curriculum committee for each institution without violating the principles, objectives and goals of MCI and affiliated university in order to oversee the measures under taken to implement the curriculum as envisaged by the MCI and the respective university for postgraduate medical education. Also, there is need to monitor and execute teaching, training and assessment (TTA)/ teaching, learning and evaluation (TLE) methods adopted in PG programmes and to bring uniformity wherever possible. Moreover, the MCI in its PG medical education regulations 2000 (amended upto July 2017) in clause 13.4, stated that every medical institution undertaking postgraduate training programme shall setup an academic cell or curriculum committee. Keeping all these in mind and to improve TTA/ TLE methods, the PG curriculum committee (PGCC) has been organized with certain objectives and goals/ PGCC shall be dynamic and maintain integrity and transparency. Various components of PGCC are given in the ensuing pages so as to plan and develop bench marks and indicators to assess the activities in a measurable manner.

II. OBJECTIVES

1. To describe departmental objectives based on the needs and changing trends.
2. To design TTA/ TLE modules, skill development programmes and simulation aspects.
3. To integrate digital skills and usage of medical apps in TTA/ TLE.
4. To emphasize upon ethics, attitude, professionalism and communication skills.
5. To plan special programmes for non-achievers.
6. To promote inter (multi)-professional education and research collaborations
7. To demonstrate on research skills, publications and presentations.
8. To recognize the needs and requirements of PG students and provide a support environment.

9. To demonstrate leadership skills and professional competency so as to carry out professional services and propagate medical education independently with commitment and confidence.
10. To consider maintenance of files, documents, records and registers related to PG programmes.
11. To recognize the areas of curriculum that require modification(s) and contribute to University.
12. To identify innovations in PG Medical Education.

III. GOALS

1. To produce ethically sound and professionally competent consultants with adequate knowledge, skills and attitude to serve the sick and suffering at the hospital level and at community, and propagate medical education, who shall adhere to the policies pronounced by Ministry of Health and Family Welfare, Government of India as well as the State or Union Government or International agencies.
2. To produce consultant with confidence to face social, legal ethical, educational and professional challenges/ issues and settle them in an amicable manner with evidences and contribute to the welfare of the community.
3. To achieve the objectives and goals specified by the PG Medical Education of MCI and affiliated University as well as the newer one amended as on date.

IV. STRUCTURE

1. Chairperson: Dr. Nachal Annamalai, Professor of Physiology

2. Member secretary: Dr. M. Muhil, Associate Professor of Physiology

3. Members

S.No	Faculty Name	Designation	Contact details:
			Email & Mobile
1.	Dr. Gurudatta S. Pawar	Coordinator Medical Educational Unit; Prof. of Forensic Medicine and Toxicology	E.Mail:pawarcmc@gmail.com Ph No:9845001642
2.	Dr.N.Balasubramanian	Prof. of Dermatology	Email:skinbala@gmail.com Ph.No:9842403737

3.	Dr. Kalavathy Ponniraivan	Prof. of Biochemistry	E.Mail:kalavathyponniraivan@gmail.com Ph. No:9444414405
4	Dr. S.D. Nalinakumari	Prof. of Anatomy	E.Mail:drnalinidas@gmail.com Ph. No:9446050267
5.	Dr. R. Pramila	Prof. of Pathology	E. Mail: drpramilapath1956@gmail.com Ph.No:9842434563
6.	Dr. P. Anusuya	Prof. of Obstetrics & Gynecology	E.Mail:dranusuya68@gmail.com Ph.No:9443331285
7.	Dr. C. Asokkumar	Prof. of General Medicine	E.Mail:drasokkumartrichy@gmail.com Ph. No:9363003807
8.	Dr. D. Saminathan	Prof. of Pediatrics	E.Mail:dsaminathan842@gmail.com Ph.No:9443401736
9.	Dr. P. Karthick	Prof. of General Surgery	E.Mail: dc_karti@yahoo.co.in 9443637478

4.Invited members: Professors of Pre-clinical, Para-clinical, clinical departments, and allied sciences directly involved in PG teaching and training shall be the invitees whenever required. Postgraduate student representatives shall be invited.

V. Working Modalities

1. Chairperson

1.1. The chairperson shall be a senior faculty member as specified in the PG medical education regulations 2000, amended upto July 2017 in clause 13.4(a) of the MCI.

1.2. The Chairperson shall be responsible to organize the meeting regularly during 3rd week of the months specified below regularly and/ or as and when required after consulting the Dean with an agenda and shall have the meeting between 2.00 pm to 3.00 pm at the Chairperson's department.

1.3. The Chairperson after the conduct of meeting, shall prepare and discuss the finalized minutes with the Dean for revision and approval, and request the office of the Dean for circulation to all the members as well as to all the PG departments.

1.4. The Chairperson shall prepare an abstract of the meeting for Dean's approval and submit the same for display in the institutional website.

1.5. The Chairperson shall nominate the member secretary who shall work actively in the interest of the institution and adhere to the objectives and goals of the committee as well as the directions of the Chairperson.

1.6. The Chairperson shall recommend a competent eligible PG faculty for the vacant position of members of the PG curriculum committee to the Head of the institution, the Chairperson of the medical education unit for consideration and get an approval from college council.

1.7. The Chairperson shall take initiatives to conduct PG introduction programme wherein the PG students shall be informed on their rights and responsibilities, and explained on the expectations with regard to work, learning and assessment from the point of Institution, University, Government and regulatory bodies. The Chairperson shall prepare the proceedings of the PG introduction programme with evidences and keep the same for the purposes of inspection by statutory and accreditation bodies. A brief report of the same shall be given to the Dean for display in the college website.

1.8. The Chairperson shall review the results of University PG examinations of each department and maintain a copy of the records with remarks and suggestions made for the purpose of inspection by statutory and accreditation bodies.

1.9. The Chairperson shall collect the PG related documents expected from MCI and University or other academic bodies from the respective websites as well as from administration and all the PG departments.

1.10. The Chairperson shall analyze such documents and then consolidate and prepare required circulars related to academics and administration, and discuss with the Dean for onward transmission to the respective authorities/ departments periodically or as and when desired.

1.11. The Chairperson shall initiate a dialogue on curriculum change and find out newer ideas brought by members/ and invitees, and consider the same after a discussion for implementation if acceptable in consultation with respective department and prepare a report for University for inclusion.

1.12. The Chairperson shall maintain all the communications, records and registers related to PG programmes for the purposes of administration and for MCI/ university inspection or assessment by various accreditation bodies and shall hand-over these documents to the new incumbent or to the member secretary at the time of relief.

1.13. The Chairperson shall share the communications received from MCI and University or other academic bodies and administration to all the PG departments for further action as desired by them.

1.14. The Chairperson shall interact with Professor and Head of all the PG departments and collect the details as desired by the University/ MCI or other accreditation bodies and bring them to the notice of the Dean for further action.

1.15. The Chairperson shall collect the attendance particulars of postgraduate students from each department as on 14th August, 14th November, 14th February and 14th April for the preceding three months respectively and submit the consolidated details to the Dean by 3rd week of respective months so as to reach the University through online and also a hard copy of the attendance particulars to the controller of examinations of the University.

1.16. The Chairperson shall motivate the Professor and Head of all the PG departments to collect the feedback form from the PGs, PG faculty and the postgraduate examiners (after the conduct of clinical/ practical and viva examination) and ask the Professor and head of respective departments to analyze, consolidate and prepare a report in duplicate, and keep a copy of the same in the respective department along with evidences for the inspection by statutory and accreditation bodies. The Chairperson shall ask them to send another copy to PG curriculum committee for discussion in the subsequent meeting and making decisions for improvement. The Chairperson shall highlight the decisions made on the feedback form along with evidences so as to substantiate the questions raised by regulatory and administrative authorities.

2. Member Secretary

2.1. Member secretary shall preferably be from the Chairperson's department or as nominated by the Chairperson in concurrence with Head of the Institution.

2.2. Member secretary shall prepare and finalize the agenda 7 to 10 days before the stipulated date of the meeting based on the matters and suggestions brought by the Faculty members including PG students belonging to different departments with reference to the educational activities and performance of students; curriculum and other matters related to objectives and goals.

2.3. Member secretary shall in consultation with chair person finalize the agenda and communicate to all members and participants along with the place (venue), date and time of meeting well in advance.

2.4. The Member Secretary shall make use of the office of his/ her department for the meeting.

2.5. The member secretary shall prepare the minutes of the meeting and finalize the same in consultation with the Chairperson.

3. Activities of the committee

Committee shall:-

3.1. General

3.1.1. Strive hard to quest for excellence

3.1.2. Foster global competition

3.1.3. Monitor provision of Academic environment

3.1.4. Encourage collaborative programmes on TTA/ TLE and Research at interdepartmental, interdisciplinary and interinstitutional

3.1.5. Inculcate value system

3.1.6. Be dynamic and contributive for the betterment of PGs and their career

3.1.7. Encourage usage of digital technology and various medical apps towards learning, practice and assessment

3.1.8. Discuss on the validity and usefulness of the inputs brought by PGs belonging to different departments

3.1.9. Prepare bench marks and indicators to assess the achievements of the departments so as to ensure transparency and quality, and conduct audit to ascertain in a measurable manner.

3.1.10. Go through the Regulatory body/ MCI standard assessment form (SAF of respective PG department) and verify whether the departments have come up to the expectations of statutory body/ MCI

3.2. Curriculum related

3.2.1. Monitor and review various components of PG curriculum and educational programmes of each department as disclosed to them, the University and MCI, and the additional aspects incorporated by the departments towards PG medical education and assessment.

3.2.2. Motivate each PG department to design structured training programme in a written manner and monitor the execution of academic activities so as to enable the examiners to determine the training undergone by PG students and assess the same at the time of MCI inspections by the MCI inspectors (MCI PGME regulations 2000, amended upto July 2017 clause 13.4.b) or other accreditation bodies/ agencies.

3.2.3. Consider the changing trends and expectations of various international bodies and medical professional associations related to PG medical education.

3.2.4. Introduce newer ideas in designing, planning and developing PG curriculum so as to meet the demands and expectations of the stakeholders and alumni of today and tomorrow.

3.2.5. Incorporate academic flexibility in consultation with respective departments.

3.2.6. Verify whether learner centered approach is followed for effective implementation.

3.2.7. Identify areas that require modifications and contribute the same to the University/ Academic/ Statutory bodies for appropriate action.

3.3. Quality Enhancement

3.3.1. Undertake quality initiatives, quality sustenance and quality enhancement activities on all aspects of TTA/ TLE and research.

3.3.2 Upgrade assessment and skill development system so that PGs are trained on par with their counterparts elsewhere.

3.3.3. Identify the lacunae or non-achievements and discuss with the Professor and Head of respective departments for improvement.

3.4. Training

3.4.1. Organize training programmes for PGs on self evaluation, self learning and continuous learning with regard to their services and the needs of the local and global community.

3.4.2. Organize interactive sessions on the roles and responsibilities and their social accountability.

3.4.3. Monitor the following training enshrined in the MCI PGME regulations 2000, amended upto July 2017 and the newer ones incorporated by MCI/ University for all PGs such as Medical audit, Management, Health economics, Health information system, Basic statistics, research methodology, exposure to human behavior studies, knowledge of pharmaco-economics and non-linear mathematics, and also see that necessary entries are made in the PG's log book.

3.4.4. Oversee whether all the postgraduates are trained on basic medical sciences with emphasis on preventive and social aspects, emergency care, autopsy, biopsy, cytology, endoscopy, imaging, health insurance, indemnity insurance, alternative medicine including yoga and meditation, and laws and regulations related to health and illnesses, and various welfare schemes of Government of India and State/ Union Government for patients as well as upcoming subjects such as Sustainable Development Goals (SDGs), Medical records, Artificial intelligence and so on.

3.5. Ethics, Professionalism and Patient safety

3.5.1. Assess the teaching and training activities on various components of ethics, professionalism and patient safety delivered to PGs.

3.6. Research, Publications and Presentations

3.6.1. Monitor whether PGs received research environ and trained on research activities including publications and presentations.

3.6.2. Assess the involvement of PG students in collaborative research and the innovations brought out by them.

3.7. Feedback

3.7.1. Give freedom to PGs and collect their views/ feedbacks with regard to TTA/ TLE and Research.

3.7.2. Go through the views/ feedbacks given by PGs as well as the reports on feedback received from the departments and arrange to rectify the deficiencies/ consider suggestions for betterment of PG education.

3.8. Log Book

3.8.1. Assess the (structured) log book maintained by the PGs periodically for the entries and achievements, and ascertain whether these are as per time bound programme/ structured training programme disclosed by the departments.

3.8.2. Monitor the time bound progress of PG Dissertation works based on the entries in the log book.

IV General

4.1. PG Curriculum committee shall be one of the arms of medical education unit (MEU)

4.2. The quorum for the meeting shall be participation of a minimum of 60% of members.

4.3. The data entry operator/ office secretary of the Chairperson's department shall participate in PG curriculum committee meeting and record the activities.

V Frequency of meetings – *Bimonthly*: February, April, June, August, October and December

VI. Agenda: Agenda in general shall have a minimum of the following and subject to the needs and as desired by the members/ faculty on feedback received.

- a. Approval of the minutes of previous meeting
- b. Action taken report
- c. Review of activities related to PGs with regard to
 - i. Academics
 - ii. Publications and Research

- iii. Clinical/ practical skills
- iv. Dissertation works
- v. Evaluation/ Assessment aspects
- vi. Logbook
- vii. Feedback
- viii. Curriculum aspects
- d. Administrative aspects
- e. Any others brought by the members/ and participants

VII. Courses covered

The PG curriculum committee shall cover all the certificate/ diploma/ degree/ fellowship/ online courses organized by / conducted in the institution

VIII. Member status

1. MEU coordinator shall be one of the member.
2. All the other members shall have undergone basic medical education technology training (MET) as specified by MCI.
3. The committee members shall be a PG teacher as per MCI
4. There shall be four from pre and para clinical departments, another four from clinical departments and one other from super-speciality department.
5. At any point of time, there shall not be more than one member from the same department.

IX. Validity of the committee

1. The committee shall start its activities with effect from date of issue of this letter and shall be valid for three years and then it has to be re-organized as per the directions of the Head of the institution and as decided by the college council.
2. The tenure of the Chairperson shall be three years. Further the college council shall decide on the continuation of the existing Chairperson or select new one.

X. Synonym

The PG curriculum committee is also known as PG academic cell as specified in the MCI-PG medical education 2000.

XI. Appellate authority

The Head of the institution is the appellate authority for any controversies/ conflicts among the members/ functional status of PG curriculum committee of the institution or complaints brought by the faculty, residents and PG students of the college involved in PG medical education activities. The head of the institution welcomes new methods/ suggestions

from faculty, residents and PG students for effective implementation of PG curriculum. Further, faculty, residents and PG students are encouraged to submit their suggestions and innovations through their Unit chief and Head of the Department to the Head of the Institution, the Dean for further action.

DEAN

Copy to:

- Deputy Director
- Medical Superintendent
- Vice Principal
- HODs of all departments for circulation
- All members
- File

Copy Submitted to:

- Chairman Trichy Office and (Mail)
- Registrar(Mail)
- Director General(Mail)
- Director Campus(Mail)