

SOP : Curriculum and other related committees

**Curriculum Committee**

The curriculum committee(CC) ensures that the institutional curricular plan and its delivery are aligned to and in accordance to the principles and requirements enshrined in the GMR document.

The rôle of the curriculum committee in this process is as follows:

- a. Overall in-charge of the curricular delivery
- b. Meets at least 6 times a year
- c. Provides oversight and support of the curricular program
- d. Creates the timetable with the help of the curriculum sub-committees (CSC) and Alignment and Integration team (AIT) and approves them
- e. Provides necessary authority and support for the work of the curriculum
- f. Responsible for preparation reports etc as required by the medical council

Phase-wise sub-committees and topic specific alignment and integration teams will help the curriculum committee in its task. The Composition of the curriculum committee will be as follows

1. Professor/Associate Professor of Pre –clinical specialty
2. Professor/Associate Professor of Para –clinical specialty
3. Professor/Associate Professor of Medical specialty
4. Professor/Associate Professor of Surgical specialty
5. MEU coordinator of the college
6. Representative of student and interns
7. Dean /Principal to act as Chairman of the Committee

Curriculum Subcommittee (CSC)

The phase wise **Curriculum Subcommittee (CSC)**: should consist of heads of departments/ key faculty from each specialty teaching in that phase and with representation from members of other phases and reporting to the CC. Its functions are summarised below:

- a. Responsible for the implementation of the curriculum in each phase
- b. Meets as often as needed
- c. Reviews competencies for each phase and converts them into learning objectives
- d. Works in aligning the curriculum as much as possible and enlisting help from other phases in creating necessary vertical integration and links
- e. Reduces redundancy across the phase by integrating overlapping teaching elements
- f. Develops learning and assessment methods for each phase
- g. Prepares the timetable for the phase and presents it to the CC for approval
- h. Collects feedback and provides student support



*[Signature]*  
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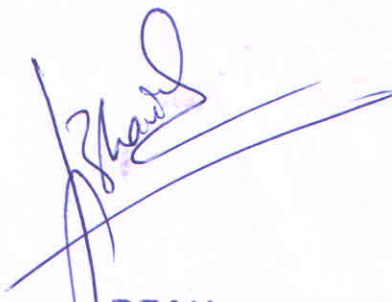
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### **The Alignment and Integration team (AIT)**

**The Alignment and Integration team (AIT):** is a group of faculty that will ensure that a Aligned and Integrated Topic (AITo) is delivered. Each team will have at least one member from each department across phases and is responsible for delivery of the topics. The AIT reports to the curriculum committee. The functions of the AIT include the following:

- a. Responsible for the creating learning and assessment sessions of the Aligned and Integrated Topics (AITo) identified across phases
- b. Each AIT will have a team with adequate representation from the subjects involved in that topic
- c. A team leader from each AIT represents the Aligned and Integrated Topic (AITo) to the CSC and/or CC
- d. Reviews competencies and develops learning objectives for the topic
- e. Assigns learning objectives to each phase and teaching session
- f. Develops learning and assessment methods for the (AITo)
- g. Helps faculty with delivering session appropriately and in a collaborative manner across phases
- h. Collects feedback for the AITo
- i. Provides student support

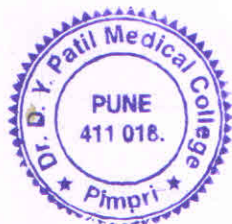


  
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The following are nominated as members of Curriculum Committee

| Sr. No. | Name                  | Designation & Department of Curriculum Committee Members(faculty)             |
|---------|-----------------------|---|
| 1       | Dr J S Bhawalkar      | Dean,<br>Chairperson<br>Department of Community Medicine                      |
| 2       | Dr P R Manvikar       | Professor, Department of Anatomy<br>(Preclinical)                             |
| 3       | Dr A V Tilak          | Professor & Head of Department , Department of Pharmacology<br>(Paraclinical) |
| 4       | Dr Shubhangi Kanitkar | Professor, Department of<br>Medicine<br>( Medicine & Allied)                  |
| 5       | Dr Himadri Bal        | Professor, Department of Obstetrics & Gynecology<br>(Surgery & Allied)        |
| 6       | Dr S L Jadhav         | Professor, Department of Community Medicine<br>(MEU Coordinator)              |
| 7       | Ms Srishti Mohapatra  | Student rep/Intern  |



  
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The following are nominated as members of Curriculum Subcommittee (CSC)

#### Phase I

|                                    |                            |
|------------------------------------|----------------------------|
| Anatomy :                          | Dr P R Manvikar : Chairman |
| Physiology:                        | Dr V G Jaltade             |
| Biochemistry:                      | Dr Mona Tilak              |
| Community medicine :               | Dr Hetal Rathod            |
| Representative from other phases : |                            |

|             |                       |
|-------------|-----------------------|
| Phase II :  | Dr Abhijit Tilak      |
| Phase III : | Dr Shubhangi Kanitkar |

#### Phase II

|                                  |                         |
|----------------------------------|-------------------------|
| Pharmacology :                   | Dr A V Tilak - Chairman |
| Pathology :                      | Dr C R Gore             |
| Microbiology :                   | Dr R N Misra            |
| Forensic Medicine:               | Dr A Ghangale           |
| Community Medicine:              | Dr A Banerjee           |
| Representative from other phases |                         |

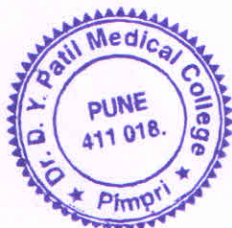
|             |                       |
|-------------|-----------------------|
| Phase I:    | Dr P R Manvikar       |
| Phase III : | Dr Shubhangi Kanitkar |

#### Phase III

|                                    |                             |
|------------------------------------|-----------------------------|
| Obstetrics and Gynecology :        | Dr H G Deshpande - Chairman |
| Pediatrics :                       | Dr S R Agarkhedkar          |
| General Medicine:                  | Dr A L Kakrani              |
| General Surgery:                   | Dr S G Chavan               |
| Orthopedics :                      | Dr Sanjay Deo               |
| Forensic Medicine and Toxicology : | Dr A Ghangale               |
| Community Medicine:                | Dr A Banerjee               |
| Dermatology:                       | Dr Neeta Gokhale            |
| Psychiatry:                        | Dr Daniel Saladana          |
| Respiratory Medicine:              | Dr M S Barthwal             |
| Otorhinolaryngology :              | Dr G D Mahajan              |
| Ophthalmology :                    | Dr R Magdum                 |
| Radiodiagnosis :                   | Dr Rajesh Kuber             |
| Anesthesiology :                   | Dr Smita Joshi              |

Representative from other phases

|           |                   |
|-----------|-------------------|
| Phase I : | Dr P R Manvikar   |
| Phase II: | Dr Abhijeet Tilak |



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## Foundation Course

### Curricular governance and evaluation of the program

#### (Person responsible, evaluation periodicity, methods, reporting)

The program will be owned and conducted by the pre-clinical departments with appropriate input and faculty support by other departments

#### Responsibilities of Dean of the medical college:

- a. To head a committee for Foundation Course implementation with one pre-clinical HOD as Convener and the other three and MEU Coordinator / co-Coordinator as members
- b. To allocate a venue for the foundation course (preferably other than the Lecture class rooms)
- c. To allocate the resources for the conduct of the foundation course (including those related to community visits, external resource persons etc.)
- d. To conduct at least two meetings with Curriculum Committee and the committee mentioned above in the month preceding the Foundation Course
- e. To arrange the meeting with parents and faculty.

#### Responsibilities of the Curriculum Committee

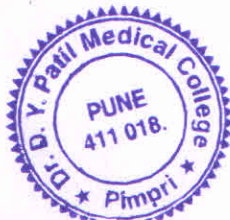
- a. To schedule the sessions for one month and allocate the sessions to the resource persons (including external resource persons from outside the college, if necessary)
- b. To monitor the smooth conduct of the program
- c. To coordinate with the administration and clinical faculty
- d. To monitor and submit reports to the Dean

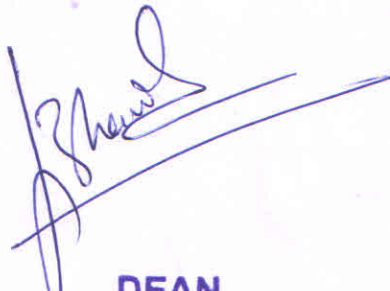
#### Responsibilities of the MEU

- a. To arrange the sensitisation programs for all faculty members (including the Dean & HODs)
- b. To ensure the coordination between the above two committees
- c. To train and orient the resource persons
- d. To collect the reports and coordinate with Nodal Centre(NC) / Regional Centre(RC).
- e. To ensure that at least one MEU faculty should be present in all sessions.

**Evaluation:** Program effectiveness questionnaire from faculty and students

**Reporting:** The Curriculum Committee will submit the schedule and report with inputs from students, resource persons, MEU faculty and the MEU coordinator shall forward the same to NC/RC within two weeks of the last day of the Foundation Course.




  
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The following are nominated as members of Foundation Course

Dean -  
HOD ,Anatomy -  
HOD, Physiology-  
HOD ,Biochemistry-  
Coordinator MEU-

Dr J S Bhawalkar : Chairman  
Dr P R Manvikar : Coordinator  
Dr V G Jaltade  
Dr Mona Tilak  
Dr S L Jadhav



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