



SHRI GAURI SHANKAR MEDICAL COLLEGE & HOSPITAL

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Minutes of the First Meeting of the Medical Education Unit (MEU)

Agenda

1. Constitution of the Medical Education Unit.
2. Orientation on the objectives, roles, and functions of the MEU.
3. Implementation of Competency-Based Medical Education (CBME).
4. Planning of Faculty Development Programmes (FDPs).
5. Preparation of the annual MEU activity plan.
6. Any other matter with the permission of the Chair.

Proceedings

The meeting commenced with a welcome address by the Chairperson, who emphasized the pivotal role of the Medical Education Unit in strengthening academic excellence, fostering innovation in medical education, and ensuring effective implementation of Competency-Based Medical Education (CBME) in accordance with institutional and regulatory requirements.

Agenda Item 1: Constitution of the Medical Education Unit

The Chairperson formally announced the constitution of the Medical Education Unit comprising faculty representatives from pre-clinical, para-clinical, and clinical departments. The committee acknowledged the constitution of the MEU and unanimously endorsed its composition. Dr. [Name] was confirmed as the Medical Education Unit Coordinator.

Agenda Item 2: Objectives and Functions of the Medical Education Unit

The MEU Coordinator presented the vision, objectives, and scope of activities of the Unit. The committee deliberated on the role of the MEU in enhancing the quality of

medical education through faculty development, curriculum planning, innovative teaching-learning strategies, student assessment, educational research, and continuous quality improvement.

It was agreed that the Medical Education Unit will:

- Facilitate effective implementation of Competency-Based Medical Education.
- Promote learner-centred and outcome-based teaching methodologies.
- Coordinate Faculty Development Programmes and educational workshops.
- Encourage educational research and scholarly activities.
- Support continuous academic quality assurance through periodic review and feedback.

Agenda Item 3: Implementation of Competency-Based Medical Education

The committee reviewed the key components of CBME and discussed strategies for its effective implementation across all departments. Particular emphasis was placed on:

- Alignment of teaching with defined competencies.
- Early Clinical Exposure (ECE).
- Integration of teaching across disciplines.
- Self-directed learning.
- Skills-based training.
- Workplace-based assessment.
- Continuous formative assessment and structured feedback.

Heads of Departments were requested to ensure adherence to CBME principles in academic planning and delivery.

Agenda Item 4: Faculty Development Programmes

The committee resolved to organize regular Faculty Development Programmes aimed at enhancing faculty competencies in medical education. The proposed programmes will focus on:

- Competency-Based Medical Education.
- Teaching-learning methodologies.
- Student assessment and evaluation.
- Objective Structured Clinical and Practical Examinations (OSCE/OSPE).
- Blueprinting and question paper development.

- Educational technology.
- Research methodology and publication ethics.

The MEU Coordinator was entrusted with preparing the annual FDP schedule.

Agenda Item 5: Annual Activity Plan

The committee approved the preparation of an annual operational plan incorporating:

- Faculty Development Programmes.
- Academic workshops and seminars.
- Curriculum implementation review meetings.
- Academic and assessment audits.
- Student feedback analysis.
- Educational research initiatives.
- Continuous quality improvement activities.

The annual calendar will be circulated to all departments following approval by the competent authority.

Resolutions

After detailed deliberations, the committee unanimously resolved to:

1. Establish and operationalize the Medical Education Unit as the institutional body responsible for promoting excellence in medical education.
2. Conduct periodic Faculty Development Programmes to strengthen faculty competencies.
3. Ensure effective implementation and monitoring of Competency-Based Medical Education across all academic departments.
4. Encourage innovation in teaching, learning, assessment, and educational research.
5. Conduct regular academic reviews to monitor curriculum implementation and educational outcomes.
6. Hold Medical Education Unit meetings on a quarterly basis or as required.

Action Points

Action Item	Responsibility	Timeline
Prepare the annual MEU activity calendar	MEU Coordinator	Within two weeks
Organize the first Faculty Development Programme	MEU Coordinator	Within one month
Submit departmental academic implementation plans	Heads of Departments	Within one month
Initiate CBME orientation for faculty	MEU Coordinator	Ongoing
Schedule quarterly MEU meetings	Member Secretary	Ongoing

Vote of Thanks

There being no further business, the meeting concluded with a vote of thanks to the Chairperson. The members reaffirmed their commitment to promoting excellence in medical education and ensuring the successful implementation of the Medical Education Unit's objectives.


Principal

Shri Gauri Shankar Medical College & Hospital
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