

**MEDICAL EDUCATION UNIT**

**GOVT MEDICAL COLLEGE, SURAT**

Minutes of the meeting conducted on 6-11-2017

Medical education Unit meeting was conducted on 6-11-2017 at 4 pm in conference room near Deans Office where following members were present.

1. Chairman Dr J M Brahmbhatt, GMC surat
2. Dr Dharitri Parmar
3. Dr Priti Kapadia, MEU Coordinator
4. Dr Arpita Nishal, MEU Coordinator
5. Dr Preeti Yadav
6. dr Kamlesh Dave
7. Dr Beena Vaidya
8. Dr Puneet Saxena
9. Dr Alpana Mathur
10. Dr Irfan Momin
11. Dr Mohua Moitra
12. Mr Mahesh Chaudhary, Account Officer

Agenda : To plan for upcoming Revised Basic Course workshop on 21-23 Nov 2017

In the meeting, planning and finalizing all the arrangements for the workshop were discussed. Timetable was discussed in detail with discussing the session plans for the academic sessions by each faculty.

This was followed by discussion of the logistics of organizing the conference including stationary, Resource material printing, Food and catering.

It was decided that stationary including kits and others will be provided as per requirement sent by MEU. Printing/xerox will be done in students section. Cost of Food and catering order will be given as per guidelines provided by College. College council room was decided as the venue for the workshop.

A Junior clerk from Students section was assigned to help in typing and other technical work of MEU, as and when required.

To streamline the logistic resources of future workshops, lot of discussions were done and inputs given by members, to put systems into place, so that they can be organized in a smooth manner.

MEU coordinator thanked the members and concluded the meeting.



**DEAN  
GOVT. MEDICAL COLLEGE,  
SURAT.**



**Co-ordinator, Medical Education Unit;  
Government Medical College-Surat.**

**MEDICAL EDUCATION UNIT**

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Minutes of the meeting conducted on 5-8-2017

Medical education Unit meeting was conducted on 5-8-2017 at 12 in afternoon in office of MEU coordinator,Dr Priti Kapadia where following members were present

1. Chairman Dr J M Brahmbhatt,GMC surat
2. Dr Dharitri Parmar
3. Dr Priti Kapadia, MEU Coordinator
4. Dr Arpita Nishal, MEU Coordinator
5. Dr Preeti Yadav
6. dr Kamlesh Dave
7. Dr Beena Vaidya
8. Dr Puneet Saxena
9. Dr Alpana Mathur
10. Dr Irfan Momin
11. Dr Mohua Moitra

Agenda : To plan out Orientation Program for the new batch of 1st MBBS students from 28-8-17 to 31-8-17,1-9-17 and 4-9-17

Dean Sir ,after formal greeting, informed that this year,for the first time Orientation program for 1st MBBS students has to be arranged,which has to be planned by the MEU.

After a lot of deliberations,it was decided that it will be a 5 day program.Dates were finalised. First day will be welcome ceremony for students and their parents followed by addressing of parents anxiety by Psychiatry dept faculties. afternoon would be given off for arrangement of hostel accomodation.

On 2nd,3rd and 4th day, students would be rotated in the first year subjects( Anatomy,Physiology, and Biochemistry) in the mornings and in Psychiatry and PSM in the afternoons by dividing them into 3 batches.

The last day will be conducted by the members of MEU, orienting students to topics like, Types of learning, preparing for exam, Literature search, Professionalism and ethics and Communication skills, followed by a feedback from students.

At the end, Dean Sir asked the MEU coordinator to prepare the timetable of 5 days.

MEU Coordinator thanked all the members and concluded the meeting.



**DEAN  
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**Co-ordinator; Medical Education Unit;  
Government Medical College-Surat.**

**Minutes of the meeting conducted on 31<sup>st</sup> July 2017**

Medical Education Unit meeting was conducted on 31.7.2017 at 4.30 pm in conference room near Dean's office where following members were present.

1. Chairman Dr J M Brahmbhatt , GMC, Surat
2. Dr Dharitri Parmar
3. Dr Priti Kapadia, MEU Co ordinator
4. Dr Arpita Nishal MEU Co ordinator
5. Dr Preeti Yadav
6. Dr Kamlesh Dave
7. Dr Beena Vaidya
8. Dr Puneet Saxena.
9. Dr Alpana Mathur
10. Dr Irfan Momin

1. Chairman , after formal greetings , declared names for various committees of the college namely Medical Education Unit, Curriculum committee, Research Cell and Human ethical review committee . He proposed that MEU will collaborate with other committees as and when required.

2. He requested the unit to make a timetable of ME activities throughout the year, to start Revised basic workshop for faculties, and at least monthly program for coming year. He also requested MEU to look after making ready each department's PG teaching schedule and PG work distribution and skill development year wise. He also suggested to look for the possibilities to make our centre a Regional centre of MCI for ME activities and thereby upgrade the MEU.


3. MEU Co coordinator welcomed all members. She made new members aware about FAIMER fellowships at various centers, upcoming Advanced course for Medical Education (ACME) at our regional centre, and upcoming NCHPE 2017 at Jorhat , Assam. She insisted at least two abstracts to be sent from our college to have representation of our institute and requested Chairman to publicize for the same in upcoming HOD meet. She requested all members of MEU to suggest two topics each to compile the calendar of activities throughout the year.

4. Dr Irfan, member MEU proposed a small one day workshop on Mendeley reference management. He expressed that it can be a useful workshop for all researchers of the institute. Chairman Dr Brahmbhatt accepted it and suggested to plan the same for MEU, Research Cell and Curriculum committee members. All unanimously agreed to start the ME activities for this program in coming month.

Dr Puneet and Dr Irfan were requested to make arrangements for the workshop.

5. Chairman thanked all members and concluded the meeting.

  
**DEAN**  
**GOVT. MEDICAL COLLEGE,**  
**SURAT.**

  
**Co-ordinator, Medical Education**

## MEU

Meeting of all members of MEU was held on 27<sup>th</sup> march 2017 at 3:30 pm in Dean's Office, Government Medical College, Surat where following MEU members were present.

1. DR. J. Brahambhatt, Dean , Chairman, MEU
2. DR. N D. Kantharia, Co-ordinator, MEU
3. Dr. Arpita Nishal, Member, MEU
4. DR. Preeti Yadav, Member, MEU
5. DR. Punit Saxsena, Member, MEU
6. DR. Mahuva Moti, Member, MEU

### MINUTES OF MEETING

Agenda – Planning for forthcoming workshop on” Professionalism in medical education and healthcare Professionals”.

Date for workshop was finalized on 13<sup>th</sup> April 2017 and time table for the same was discussed by members of MEU.

It was planned that resource faculty will be called from outside.

Name of Dr. Chetan Desai, Professor of Pharmacology, BJ Medical College, Ahmedabad and FAIMER fellow was suggested and accepted unanimously by all members.

Formal circular for above workshop was circulated by Dr. N.D. Kantharia, MEU, Coordinator, GMC, Surat

Dr Preeti Yadav thanked all members of MEU.



DEAN  
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Co-ordinator, Medical Educ  
Government Medical Colle