



BALVIR SINGH TOMAR
INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
ESTABLISHED BY
INDIAN MEDICAL TRUST
(Charitable Public Trust)

Registration No.: - 6 Jaipur 2000 dated 26.08.2000

Science Tech City, Jaipur-Delhi Highway (NH 11C), Jaipur – 303002 (Rajasthan)

NO. BSTMSR/Hos./2024/01/O- MEU

Dated: 25.02.2025

OFFICE ORDER

As per the point No. 1.9 of UG – MSR – 2023 of National Medical Commission, 'Medical Education Unit' is hereby constituted as under: -

Sr. No.	Name	Designation	
1.	Dr. Sunil Bhatnagar	Dean & Director	Officer In-charge
2.	Dr. Ammathali Aparna	Professor, Physiology	Coordinator
3.	Dr. Roopali Nath	Associate Professor, Community Medicine	Co-coordinator
4.	Dr. Sushma B.J.	Professor, Biochemistry	Member
5.	Dr. Prachi Saban	Professor, Microbiology	Member
6.	Dr. Rohit Agarwal,	Professor, Pharmacology	Member
7.	Dr. Ritu Meena	Associate Professor, Psychiatry	Member
8.	Dr. Yelda Vyas	Associate Professor, Pathology	Member
9.	Dr. S.R. Kochar	Professor, Forensic Medicine	Member
10.	Dr. Madhvi Sanwalka	Assistant Professor, Pathology	Member

Copy forwarded to the following for information & necessary action:-

1. All Members As above.
2. All PHOD's of this Institute.
3. Officer Incharge – College website to upload on website.
4. Guard file.

Dean & Director

Dr. Sunil Bhatnagar
Dean & Director
Balvir Singh Tomar Institute of
Medical Sciences & Research, Jaipur

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About MEU:-

- A. Officer- in-charge of the Medical Education Unit will be the Dean/Principal of the Medical College or /Vice-chancellor of the University.
- B. MEU Coordinator should be of the rank of Professor/ Associate Professor. The Coordinator should continue for a minimum of 03 (Three) years. For any change in Coordinator if required thereafter, prior approval of NMC shall be taken.
- C. MEU Coordinator must have undergone MCI/NMC RBCW or BCME at the allocated NC/RC and MCI/NMC Advance Course in Medical Education (ACME), or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship, or IFME.

(Note: A waiver of additional qualification of ACME/FAIMER etc. is granted till 31st January 2024)

- d. MEU shall consist of Minimum 08 faculty and Maximum 14 faculty, including all cadres of full time faculty (out of which number of Assistant Professors shall not exceed 50% of total) with the following qualifications:
 - i. Have undergone RBCW or BCME at the allocated Nodal / Regional Centre
 - ii. It shall also be ensured that MEU faculty so appointed must continue for a minimum of 03 (Three) years. Any change prior to this shall only be permitted if the MEU faculty has retired/left the college. For any change in MEU faculty a prior approval of Convener of allocated NC/ RC shall be taken. A record shall be maintained at NC/RC and can be asked by Academic Cell, UGMEB at any time for verification.
 - iii. At least 50% faculty (minimum 04) should have received additional educational qualification* or training: i.e. MCI/NMC Advance Course in ME (ACME) at Nodal Centre, or any other additional qualification like M. Med, MHPE, Diploma in Medical Education, FAIMER Fellowship or IFME.

(*Note: A waiver of additional qualification of ACME/FAIMER etc. is granted till 31st January 2024. However, it should be responsibility of Principal/Dean and MEU coordinator to enroll members into required courses on priority)

- e. Support Staff shall be as per requirement. However, the college shall ensure that a minimum of 02 Support Staff (01 x Clerk, 01 X helper/ peon) are available with MEU at all times.
- f. MEU library should have books on medical education (minimum 10 titles as hard copies, not older than previous 02 editions/10 years) and books should be relevant to MEU activities. The MEU should have access (print or web) to at least two of the following Journals:
 - i. Medical Teacher
 - ii. Medical education
 - iii. Academic Medicine
 - iv. The Clinical Teacher



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- v. BMC medical education
- vi. The National Medical Journal of India
- g. The Medical Education Unit is to be housed in a designated area. The area measurements should be as per regulations. The main area/hall should accommodate around 40 persons in a workshop format with proper seating facilities and should have the following minimum number of equipment:
 - i. Multimedia PCs, internet enabled, with color Monitors : 02
 - ii. Multimedia projector : 02
 - iii. Screen for projection : 01
 - iv. Scanner + printer + copier : 01
 - v. Laptop : 01
 - vi. Flip chart / White boards : 06
 - vii. PA system with cordless mikes and Collar mikes : 02 + 02
- h. In addition, there should be availability of,
 - i. high speed broadband with 300 mbps speed with two high resolutions camera - one facing faculty and another facing the entire participants to enable linking of live sessions of the workshop or webinars with colleges under RC/NC.
 - ii. Facility for recording and storing all MEU workshops in online LMS as well as with storage in their own MEU.
 - iii. digital photography
 - iv. video-editing facility in a sound proof room.
- i. MEU can be assessed/inspected at any time by NC/RC/NMC.