



**BALVIR SINGH TOMAR**  
**INSTITUTE OF MEDICAL SCIENCES & RESEARCH**

**OFFICE OF THE DEAN AND DIRECTOR**

**No. BSTIMSR/Office/2026/026**

**Date: 03.02.2026**

**OFFICE ORDER**

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

<b>S.No.</b>	<b>Member Name</b>	<b>Designation</b>	
1.	Dr. Sunil Bhatnagar	Dean & Director	Officer In-charge
2.	Dr. Ritu Meena	Associate Professor, Psychiatric	Coordinator
3.	Dr. Roopali Nath Mathur	Professor & Addl. Principal, Community Medicine	Member
4.	Dr. Shiv Rattan Kochar	Professor & HOD, Forensic Medicine	Member
5.	Dr. Leena Saini	Professor & HOD, OBG	Member
6.	Dr. Prachi Saban	Professor & HOD, Microbiology	Member
7.	Dr. Suresh Chand	Professor, Forensic Medicine	Member
8.	Dr. Suresh Kumari	Professor, Anatomy	Member
9.	Dr. Yelda Vyas	Associate Professor, Pathology	Member
10.	Dr. Madhvi Sanwalka	Assistant Professor, Pathology	Member

  
**Dean & Director**

Copy to:

1. Director Administration/Addl. Principal
2. All Head of the Departments/Academic Coordinator/All Concerned
3. Office File

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

Copy for information to: -

1. Secretary to Hon'ble Founder & Chairman
2. OSD to Hon'ble Founder & Chairman



**BALVIR SINGH TOMAR**  
**INSTITUTE OF MEDICAL SCIENCES & RESEARCH**

**OFFICE OF THE DEAN AND DIRECTOR**

---

**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 enrol 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) is 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



**BALVIR SINGH TOMAR**  
**INSTITUTE OF MEDICAL SCIENCES & RESEARCH**

---

**OFFICE OF THE DEAN AND DIRECTOR**

---

- iii. Academic Medicine
  - iv. The Clinical Teacher
  - 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 colour 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.