



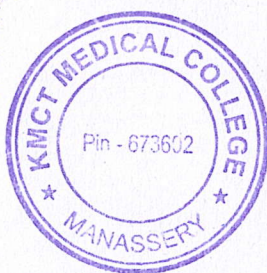
KMCT
MEDICAL COLLEGE

Approved by NMC

Affiliated to Kerala University of Health Sciences (KUHS)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.




Principal
KMCT Medical College
Manassery P.O.
Kozhikode

KMCT Medical College Campus, Mukkam, Kozhikode – 673602, Kerala

Phone 0495 2295087 Email : medical@kmct.org , Website : www.kmctmedicalcollege.org

CURRICULUM COMMITTEE MEETING

Date: 01/03/2023 (Wednesday) 11am.

Venue: MEU room

Attended by:

Name	Department	Sign
1) Dr. Anandadas P.L.	General Surgery	
2) Dr. Nivee N	ENT	
3) Dr. BINDU MOHANDAS	COMMUNITY MEDICINE	
4) Dr. Jayaraman	Community medicine	
5) Dr. Jyoti P.T	Ophthalmology	
6) Dr. SHAM SHEER R.P	Ophthalmology	
7) Dr. Shreelika MA	Ophthalmology	
8) Dr. Shreelika Vasa	F.M.T	
9) Dr. Nisha Nandakumar	FMT	
10) Dr. Sreedevi G	Forensic Medicine	
11) Dr. Witham G	Orthopaedics	
12) Dr. Nibena Paul	Paediatrics	
13) Dr. Reta James	Gen. Medicine	
14) DR. RAMESA P.K	(Curriculum Committee member - Surgical specialty)	
15) Dr. Shreetha Ubedulla	pharmacology (Curriculum committee)	
16) Dr. Sayika A.C	(ORU)	
17) Dr. SAFA KUNHEEN	(Anaesthesiology)	
18) Dr. Divya G. Krishnan	Pharmacology (MEU coordinator)	

The meeting was attended by Curriculum Committee members and Sub-curriculum Committee members of Phase 3 Part 1.

Divya
01/03/2023

KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE
MINUTES OF MEETING

Date: 01/03/2023 (Monday), 11 am to 12.30 p.m.
Venue: MEU Hall, 4th floor, Medical College Building

Agendas of the meeting

1. Sensitization regarding NMC timeline of Phase 3 (1) for MBBS 2020 batch.
2. Overview of available Phase 3(1) Master timetable for modifications if any.
3. Tentative scheduling of internal examination of Phase 3(1).
4. Planning of Phase 3(1) yearly timetable incorporating subject wise competencies.
5. Planning of AETCOM & Pandemic modules for Phase 3(1)

Key points discussed and decisions taken

- Phase 3 part 1 teaching period for MBBS 2020 batch will be for 11 months (44 weeks) from 06.03.2023 to 07.01.2024.
- University Exam in Phase 3 part 1 will be conducted in the subjects of Community medicine, Forensic, ENT, Ophthalmology.
- Theory classes (8-9, 12-1, 2-4pm) will be conducted in subjects of Community medicine, Forensic, ENT, Ophthalmology, Medicine & subspecialties, Surgery, OBG, Pediatrics, Orthopedics, Anesthesia, AETCOM & Pandemic module. Lunch break will be from 1 to 2 pm. Weekly Master timetable as finalized in meeting will be informed from the Principal's office to MBBS 2020 batch students & concerned departments.
- Clinical postings (total 42 weeks) will be held in Medicine (4wks), Surgery (4wks), OBG (4wks), Paediatrics (4wks), ENT (4wks), Ophthalmology (4wks), Community medicine (6wks), Orthopedics (4wks), Radiodiagnosis (2wks), Psychiatry (2wks), Dermatology (2wks), Respiratory medicine (2wks). Timing of posting will be from 9 to 12 from Monday to Saturday (i.e. 18 hours of posting/week). Clinical posting order will be informed from the Principal's office to students & departments.
- Internal exam tentative schedules were decided in the meeting. First Internal (theory) exams will be held in subjects of Community medicine, Forensic medicine, ENT, Ophthalmology (12/6/23 to 18/6/23). 2nd Internal exams (theory) will be held in subjects of Community medicine, Forensic medicine, ENT, Ophthalmology, Medicine, Surgery, OBG, Paediatrics between 11/9/23 to 20/9/23. Model Exam will be held in subjects of Community medicine, Forensic medicine, ENT, Ophthalmology- theory from 18/12/23 to 22/12/23 and practicals from 1/1/24 to 7/1/24. All theory exams will be held in the afternoon 1-4 p.m. On days of theory exam, lunch break will be from 12-1 p.m. Details of Internal exam will be forwarded from principal's office to students and departments.

- Aetcom and pandemic module schedules (same as last year) will be informed by MEU to students and departments. (Pandemic 18 hrs by community medicine; Aetcom 3.1 by ENT, 3.2 by Paediatrics, 3.3 by Surgery, 3.4 by Medicine, 3.5 by OBG)
- Competency sheets for preparing the year's timetable will be shared from MEU mail latest by 3.3.2023 with concerned departments. Departments can complete the filling of the sheets by 15.3.2023.
- Departments to order Log books as prescribed by KUHS.

Minutes recorded by Dr Divya G Krishnan, MEU Coordinator.

Copy to

1. Principal
2. HODs of Forensic medicine, Community medicine, ENT, Ophthalmology, Medicine, Surgery, OBG, Paediatrics, Orthopedics, Anesthesia
3. Curriculum committee members
4. MBBS 2020 office file

Attended by

Sl.no	Name	Department
1	Dr Mohandas PG	Surgery
2	Dr Jayakrishnan T	Community Medicine
3	Dr Bindu Mohandas	Community Medicine
4	Dr Nivee N	ENT
5	Dr Jyothi P	Ophthalmology
6	Dr Shamseer R.P.	Ophthalmology
7	Dr Shadiya MA	Ophthalmology
8	Dr Shirley Vasu	Forensic Medicine
9	Dr Nisha Nandakumar	Forensic Medicine
10	Dr Sreedevi G	Forensic Medicine
11	Dr Nithin G	Orthopedics
12	Dr Nileena Paul	Paediatrics
13	Dr Reeta James	Medicine
14	Dr Sajitha AC	OBG
15	Dr Safa Kunheen	Anesthesia
16	Dr Shaikh Ubedulla	Curriculum committee member (Phase 2)
17	Dr Ramesh PK	Curriculum committee member (Phase 3)
18	Dr Divya G Krishnan	MEU coordinator



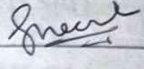
CHAIRMAN, CURRICULUM COMMITTEE

CURRICULUM COMMITTEE MEETING

Date: 10/03/2023 (Friday) 11 a.m.

Venue: MEU room.

Attended by.

Sl. No.	Name	Department	Signature
1	Dr. M. Rajani	Prof. Obs & Gynaecology	
2	DR. RAMESH P. R.	Curriculum Committee member Phase II - Part 2	
3	Dr. Gneeshana Rafeen	Assist Prof, Paediatrics	
4	Dr. Muhammed Shahid	Assoc. Prof. Gynaecology	
5	Dr. Nithin C	Associate Prof Ortho	
6	Dr. Sheikh Ubedullah	Curriculum Committee Phase 2	
7	Dr. Divya G. Krishnan	MEU Coordinator	

Meeting was attended by Curriculum Committee members and Sub-Curriculum Committee members of Phase 3 Part 2.

Divya
10/03/2023.

KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE
MINUTES OF MEETING

Date: 10/03/2023 (Friday), 11 am to 1.00 p.m.
Venue: MEU Hall, 4th floor, Medical College Building

Agendas of the meeting

1. Finalizing the Master timetable for Phase 3(2) for MBBS 2019 Batch.
2. Deciding the tentative dates of internal examinations of Phase 3(2).
3. Planning Learner doctor method for phase 3 (2)
4. Planning AETCOM & Pandemic modules for Phase 3(2)
5. Directions for preparing Phase 3(2) competency sheets as prescribed by NMC

Key points discussed and decisions taken

- Phase 3 part 2 timeline: Phase 3 part 2 timeline for MBBS 2019 will be from **13.03.2023 to 20.01.2024**. This period will provide 45 weeks of training period during which time all competencies prescribed for Phase 3(2) under theory and clinical postings will be covered and internal assessments will be conducted. As per the initial NMC timeline, the final university Exam for this batch is expected in February 2024. Since there is no clarity on NEXT for this batch, we have planned the timeline to complete the training in time before university exam in February 2024 (as prescribed in the initial NMC timeline)
- Phase 3part 2 Weekly Master timetable: The Master timetable is finalized with the consensus of representatives from all phase 3(2) departments. Theory classes for the batch will be from 8-9 am and 12-1pm from Monday to Saturday. Clinical postings will be from 9am to 12 noon from Monday to Saturday. Seminars/ Tutorials/ integrations/SDL will be conducted from 2-4 pm from Monday to Saturday. Slots for AETCOM and Pandemic module are also marked in the master timetable. The master timetable as decided in the meeting will be forwarded to all concerned departments and will be displayed on Students notice board by the Principal Office.
- Clinical postings: Total duration of Phase 3(2) postings is 44 weeks (792 hours). The postings will be held in Medicine (8+4wks), Surgery (8+4wks), OBG(8+4wks), Paediatrics (4wks), Orthopedics (2 wks), Dermatology (2wks). Clinical posting rotation order will be forwarded from the Principal's office to students & departments.
- Internal exam dates: First Internal theory exams of Phase 3 (2) is tentatively planned from 10/7/2023 to 14/7/2023 (Time of exam: 1 to 4 p.m.). On days of the Internal Exam, lunch break will be from 12noon to 1pm. Hence 12-1 pm theory classes will not be scheduled on internal exam dates. 8-9 am theory classes and clinical postings will be held as usual on the dates of the internal exams. Model theory exam will be held from 1/1/2024 to 8/1/2024, 1 to 4 p.m. Model practical exams will be held from 15/1/2024 to 20/1/2024. Detailed schedule of the internal exam will be forwarded from principal's office to students and departments. *(Besides the marks obtained in Model Practical exam, marks of the End posting exams conducted at the end of the clinical postings will also contribute to the final internal marks of the student.)*

- Learner doctor method: Resource material related to learner doctor method will be shared by MEU to concerned departments. Departments shall decide the competencies to be included under Learner doctor method.
- Pandemic module: 18 hours of Pandemic module is to be covered in Phase 3(2). The module must be integrated by Medicine, Pulmonary medicine & Anesthesia departments. Medicine department shall coordinate the conduct of the module with other 2 departments. Pandemic module will be scheduled on Saturday 8-9am till the completion of the allotted hours of the module.
- AETCOM Module: 9 modules of AETCOM for Phase 3(2) will be divided among Medicine, Surgery, OBG, Paediatrics & Orthopedics departments. Curriculum in charges of the respective subjects will communicate with MEU regarding the choice of their respective module after discussing with the Head of the department. Thereafter final AETCOM schedule will be released by MEU and forwarded to the departments.
- Phase 3 (2) competency wise complete timetable: Competency sheets for preparing the year's timetable will be shared from MEU mail latest by 13.3. 2023 with concerned departments. Departments shall complete the filling of the sheets by 31.3.2023 so that it can be uploaded on the College website and forwarded to NMC nodal center.
- Skill training: Students can be brought to skill lab during clinical postings for skill trainings to be done using manikins. Skill module will be shared by MEU to all departments for reference.
- Logbooks: Departments to place the order for Log books (format as prescribed by KUHS) with the College office. KUHS logbook format will be shared with departments by MEU for reference.

Minutes recorded by Dr Divya G Krishnan, MEU Coordinator.

Copy to

1. Principal
2. Medicine, Surgery, OBG, Paediatrics, Orthopedics
3. Curriculum committee members
4. MBBS 2019 curriculum file



CHAIRMAN, CURRICULUM
COMMITTEE

Attended by

Sl.no	Name	Department
1	Dr M. Rajani	OBG
2	Dr Mohammed Shafi	General Medicine
3	Dr Nithin G	Orthopedics
4	Dr Greeshma Rajeev	Paediatrics
5	Dr Shaikh Ubedulla	Curriculum committee member (Phase 2)
6	Dr Ramesh PK	Curriculum committee member (Phase 3)
7	Dr Divya G Krishnan	MEU coordinator

CURRICULUM COMMITTEE MEETING

Date: 15/3/2023 (Wednesday) 11 a.m.

Venue: MEU room

Attended by

Sl. No.	Name	Department	Signature
1.	Dr. Beena Philomina J	Microbiology	MB
2.	Dr. Smitha S. Nair	Microbiology	Smitha
3.	Dr. Khalid Ahmed.	Microbiology	Khalid
4.	Dr. Saikh Ubedulla	Pharmacology (Phase 2 cc members)	Ubedulla
5.	Dr. Sathya PP	Pathology	Sathya
6.	Dr. Janaki R	Pathology	Janaki
7.	Dr. Bincy Paul	Pathology	Bincy Paul
8.	Dr. BINDU MOHANDAS	COMMUNITY MEDICINE	Bindu
9.	Dr. Jayaraj Nair T	Community medicine	Jayaraj
10.	Dr. Shobha Vase	F.M.T	Shobha
11.	Dr. Hlera Sheng T	OB G	Hlera
12.	Dr. HEMANTHA I.K	G. Medicine	Hemanta
13.	Dr. Sreedevi G	Forensic Medicine	Sreedevi
14.	Dr. Divya G. Krishnan	MEU coordinator	Divya
15.	Dr. Lathi Nair.	Principal	Lathi

Meeting was attended by curriculum committee members and sub-curriculum committee members of Phase 2.

Divya
15/03/2023.

KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE
MINUTES OF MEETING

Date: 15/03/2023 (Wednesday), 11 am to 1.00 p.m.
Venue: MEU Hall, 4th floor, Medical College Building

Agendas of the meeting

1. Timeline of Phase 2 for MBBS 2021 batch.
2. Planning Phase 2 Master timetable for MBBS 2021 Batch
3. Revising the rotation pattern of clinical postings of Phase 2 for MBBS 2021 batch
4. Planning of Family Adoption Program
5. Planning of Phase 2 Pandemic module
6. Planning of Phase 2 AETCOM Module
7. Planning of Phase 2 Internal examinations
8. Logbooks- AETCOM logbook & Phase 2 subject-wise logbooks
9. Competency sheets filling by Phase 2 departments

Key points discussed and decisions taken

- **Timeline of Phase 2 for MBBS 2021 batch:** Phase 2 for MBBS 2021 batch will commence on **03.04.2023** (Monday). As per the tentative timetable issued by KUHS, 2nd MBBS university Exam for 2021 batch is scheduled from 13.3.2024. Considering the tentative date of university exam, teaching period of MBBS 2021 batch is planned from **03.04.2023 to 27/01/2024**. This period will provide 43 weeks of training period, during which all competencies prescribed for Phase 2 under theory and clinical postings will be covered and internal assessments will be conducted.
- **Phase 2 Weekly Master timetable:** Phase 2 master timetable followed for the previous CBME batches will be followed for 2021 batch also. However, considering the numerous holidays in April, SGD's (2-4 p.m. in batches) will begin only from **24/4/2023**. For the period from 3/4/2023 to 22/4/2023, 2-4 p.m. will be allotted for theory classes (whole batch) in Pharmacology, Pathology, Microbiology, Forensic Medicine, Community Medicine, Medicine, Surgery & OBG. Timetable exclusive for the period from 3/4/2023 to 22/4/2023 will be formulated and will be informed to all phase 2 departments and students. Master timetable (same as the previous batches), to be followed from 24.4.2023 will also be forwarded to all concerned departments and students from the office.

As per the suggestions of members present, curriculum orientation session for students will be planned on 3.4.23 (Monday) between 1-4 p.m. to provide an overview of Phase 2 curriculum and to orient them regarding general rules and guidelines pertaining to attendance and eligibility criteria. All phase 2 departments will participate in the orientation program and address the students.

- **Revising the rotation pattern of clinical postings of Phase 2 for MBBS 2021 batch:** Total duration of Phase 2 postings is 36 weeks. Postings will be conducted for 5 days in a week (Monday to Friday). Based on experience with previous batches, representatives from different departments have suggested a modification in rotation pattern from what was followed for previous CBME batches. Recommended rotation pattern is as follows ; Rotation in 6 departments of General

Medicine(4wks), General Surgery (4weeks), OBG (4wks), Community Medicine (4wks), Ophthalmology (4wks), ENT (4wks) for first 24 weeks followed by rotation in 6 departments of Paediatrics (2wks), Ortho (2wks), Respiratory (2wks), Psychiatry (2wks), Dermatology (2wks), Casualty & Clinical pathology (2wks) for the remaining 12 weeks. The recommendation shall be forwarded by CC/MEU to the principal's office.

- **Family Adoption Program:** 30 hours distributed in 6 visits must be allotted to Community medicine for FAP in Phase 2. Time slot for Phase 2 FAP shall be on ONE Saturday/Every alternate month from 9am to 1p.m. Theory classes in Medicine/Surgery/OBG (9 am to 1p.m.) will not be scheduled on Saturdays on which FAP is planned. Dates when FAP will be planned will be informed by CC/MEU to the departments so that theory classes in Medicine/Surgery/OBG need not be planned on those Saturdays.
- **Phase 2 Pandemic module:** Pandemic Module will begin in May with the module by Microbiology Department. Pandemic module schedule will be prepared and circulated to all concerned departments by MEU.
- **Phase 2 AETCOM:** Department wise division of AETCOM modules will be the same as for the previous CBME batches. The first Module 2.1 will begin in April 1st Week with Module 2.1 by Medicine, Surgery & OBG departments. For this batch, we shall schedule 29 teaching hours for AETCOM in the timetable and 9 SDL hours under AETCOM will be considered to have been completed in the week intervening between subsequent sessions. Complete AETCOM schedule will be prepared and circulated to all concerned departments by MEU.
- **Internal exam dates:** First Internal theory exams is tentatively planned from 3/7/23 to 7/7/23 (Pharm, Path, Micro, Community, FMT (5 days, 1-4 p.m.). Second Internal exam from 16/10/23 to 20/10/23(Pharm, Path, Micro, Community medicine, FMT (5 days, 1-4 p.m.). Practical exams will be conducted by respective departments on their convenient dates (1-4 pm). Model theory exams will be conducted from 15/1/24 to 20/1/24 (6 days 9.30am-12.30 pm) in Pharm1&2, Path1&2, Micro1&2. Practical exams will be from 22/1/24 to 27/1/24.
Note : Internal Exams in GM/GS/OBG can be planned along with 2nd internal exams of paraclinical subjects or can be conducted by individual departments on completion of their 25 theory classes. MCQ model QP can be set for Internal exams in clinical subjects as the preparatory step for NEXT. The decision has to be taken by the clinical departments and communicated to Curriculum committee at the earliest so that internal exam schedule can be finalized.

Suggestions from members regarding internal exams : 1. To freeze postings in the morning during Internal exams as students are often reported to skip morning postings during the period of Internal exams. 2. To give 1 day study gap between subjects during model exams. The recommendations will be discussed with the head of the Institute for approval.

- **Phase 2 competency wise complete timetable:** Competency sheets for preparing the year's timetable will be shared from MEU mail with all concerned departments. Departments shall complete the filling of the sheets as soon as possible so that it can be uploaded on the College website and forwarded to NMC nodal center.
Suggestion to align Medicine theory topics with Pathology & Microbiology topics has been forward to the Medicine curriculum representative by the respective HODs. The departments can coordinate the alignment and integration together.

- **Logbooks:** MEU to place order for AETCOM logbooks for this batch. Departments to place the order for their subject Log books (format as prescribed by KUHS) with the College office. Pages for AETCOM module can be edited from subject logbooks. Suggestion to reduce the reflection pages in the subject logbook can be considered by departments

Minutes recorded by Dr Divya G Krishnan, MEU Coordinator.

Copy to

1. Principal
2. Pharmacology, Pathology, Microbiology, Forensic Medicine, Community Medicine, Medicine, Surgery, OBG
3. Curriculum committee members
4. MBBS 2021 curriculum file

Attended by

Sl.no	Name	Department
1	Dr Lathi Nair	Principal
2	Dr Sathi PP	Pathology & Phase 2 phase coordinator
3	Dr Benzy Paul	Pathology
4	Dr Janaky	Pathology
5	Dr Beena Philomina	Microbiology
6	Dr Khalid Ahmed	Microbiology
7	Dr Smrithi S Nath	Microbiology
8	Dr Shaikh Ubedulla	Pharmacology & Phase 2 curriculum committee member
9	Dr Shirley Vasu	Forensic Medicine
10	Dr Sreedevi	Forensic Medicine
11	Dr Jayakrishnan T	Community Medicine
12	Dr Bindu Mohandas	Community Medicine
13	Dr Heera Shenoy T	OBG
14	Dr Hemanth	General Medicine
15	Dr Divya G Krishnan	MEU coordinator

CHAIRMAN, CURRICULUM COMMITTEE



ACTION TAKEN REPORT OF LAST MEETING.

KMCT MEDICAL COLLEGE CURRICULUM COMMITTEE

	Actions planned	Report	Final Status
1	Planning of White coat ceremony and other sessions of Foundation course for MBBS 2023 batch.	White coat ceremony & other sessions planned and conducted by Medical education Unit as per the timelines set in the last meeting. Complete schedule of FC sessions planned from Sept 20th onwards is submitted to Curriculum committee by MEU coordinator.	Completed
2	Preparation of Master-timetable, Competency sheets, Internal exam timetable, ECE, AETCOM schedule	All timetables prepared and being followed for MBBS 2023 batch	Completed
3	Phase 2 Timetable for utilization of 9-12 pm after the end of their clinical posting of MBBS 2021 batch on 8.12.23	Timetable from 11.12.23 to 30.12 prepared by sub curriculum committee & is complied with.	Completed
4	Model Exam for 2020 Batch – ENT & Ophthalmology	Circular to conduct ENT & Ophthalmology exam along with model exam & to consider it as 3rd internal exam was sent from principal's office to Departments & students and is complied with.	Completed




 Principal

Principal
 KMCT Medical College
 Manassery P.O.
 Kozhikode

**KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE**

Minutes of the CC held on 18.12.2023 at 12 noon

Attended by

Dr Vijish Venugopal, Principal, Chairman, Curriculum Committee
Dr Divya G Krishnan, Professor & Head, Dept. of Pharmacology & MEU Coordinator)
Dr Sreekala KN, Associate Professor, Dept of Physiology (Pre-clinical representative)
Dr Khalid Ahmed, Associate Professor, Dept. of Microbiology (Para clinical representative)
Dr Shafi, Associate Professor, Dept of Medicine (Representative from Medical speciality)
Dr Jisha, Assistant Professor, Dept of Paediatrics (Representative from Medical speciality)
Dr Lisha Govind, Professor, Dept of OBG (Representative from Surgical speciality)
Dr Hafsa, Assistant, Professor, Dept of Surgery (Representative from Surgical speciality)

	Agendas	Points discussed	Decisions/Action plan	Target & timeline
1	Action taken report of previous meeting	Dr Divya G Krishnan discussed the action taken plan for the last Quarter	- Planning of White coat ceremony and other sessions of Foundation course for MBBS 2023 batch. - Preparation of Master-timetable, Competency sheets, Internal exam timetable, ECE, AETCOM schedule - Phase 2 Timetable for utilization of 9-12 pm after the end of their clinical posting of MBBS 2021 batch on 8.12.23 - Model Exam for 2020 Batch – ENT & Ophthalmology	- White coat ceremony & other sessions planned and conducted by Medical education Unit as per the timelines set in the last meeting. Complete schedule of FC sessions planned from Sept 20th onwards is submitted to Curriculum committee by MEU coordinator. - All timetables prepared and being followed for MBBS 2023 batch. - Timetable from 11.12.23 to 30.12 prepared by sub curriculum committee & is complied with. - Circular to conduct ENT & Ophthalmology exam along with model exam & to consider it as 3rd internal exam was sent from principal's office to Departments & students and is complied with.
2	NMC Quarterly curriculum report making	College must submit quarterly reports of the curriculum progress to RCMET by 20 th March, 20 th June, 20 th September, 20 th December of every year. The google sheet with components to be filled is shared with MEU coordinator	- Standard formats to collect data already forwarded by MEU to all departments. - Departments shall be filling the formats for every quarter and shall be forwarding to meu@kinctmedicalcollege.org. - Reports shall be reviewed at quarterly CC meetings for compliance	By 17 th March, 17 th June, 17 th September & 17 th December every year.

3	Phase 2 curriculum planning for MBBS 2022 Batch	by RCMET. MBBS 2022 Batch shall start Phase 2 classes in 1 st week of January 2024.	- Dr Khalid Ahmed shall coordinate with Phase 2 sub curriculum committee and coordinate the Preparation of Master timetable, Holiday list, Year planner, Internal exam timetable & competency sheets with AITO. - Dr Divya G Krishnan shall coordinate with MEU & phase 2 sub-curriculum committee and prepare pandemic, AETCOM, FAP timetable for phase 2.	- To be completed by 29.12.23 - To be completed by 29.12.23
4	Electives planning for MBBS 2020 batch	MBBS 2020 Batch will complete model exam on 6.1.24. Their elective posting has to be started.	- Dr Divya G Krishnan will coordinate with Electives committee to decide the timeline and list of electives for the batch. - Elective allotment process to be completed by Electives committee	- To be completed by 24.12.23 - To be completed by 31.12.23
5	Phase 3 part 2 curriculum planning for MBBS 2020 batch	MBBS 2020 Batch will begin their phase 3 part 2 in March 2024	- Dr Shafi, Dr Hafsa, Dr Lisha, Dr Jisha shall coordinate with Phase 3(2) sub curriculum committee and coordinate the Preparation of Master timetable, Holiday list, Year planner, Internal exam timetable & competency sheets with AITO. - Dr Divya G Krishnan shall coordinate with MEU & phase 3(2) sub-curriculum committee and prepare pandemic, AETCOM, FAP timetable for phase 2.	- To be completed by 1.2.24 - To be completed by 1.2.24
6	Review of curriculum progress reports collected from Departments for the last quarter from September 20 th to December 15 th 2023	The reports collected from departments were reviewed. Areas which required modifications were identified and list made.	Areas requiring modifications will be informed to departments via official communication and the same will monitored during the next quarter	Communication to be sent by 24.12.23

The meeting concluded at 1.30 p.m.

Minutes recorded by Dr Divya G Krishnan, MEU Coordinator.

18.12.23



Principal
Principal
KMCT Medical College
Manassery P.O.
Kozhikode

Curriculum + Phase 2 Subcurriculum Committee Meeting

Date : 28/12/2023 .

Venue : MEU Hall

Time : 10:30am - 1:30 p.m.

Attended by :-

- 1) Dr. Khalid Ahmed
- 2) Dr. Meera S. Nair
- 3) Dr. Nanya G.
- 4) Dr. Nisha Nandakumar
- 5) Dr. JISHA
- 6) Dr. Rupak L
- 7) Dr. Dilruba
- 8) Dr. Reeta James
- 9) Dr. Lina Philomina J
- 10) Dr. Sathi PP
- 11) Dr. Divya G. Krishnan

1. Dr. Khalid Ahmed
2. Dr. Meera S. Nair
3. Dr. Nanya G.
4. Dr. Nisha Nandakumar
5. Dr. JISHA
6. Dr. Rupak L
7. Dr. Dilruba
8. Dr. Reeta James
9. Dr. Lina Philomina J
10. Dr. Sathi PP
11. Dr. Divya G. Krishnan

**KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE**

Minutes of the CC held on 28.12.2023 at 10.30AM

	Agendas	Points discussed	Decisions/Action plan	Target, Timeline, (Responsible person)
1.	Phase 2 timeline for MBBS 2022 Batch	As per KUHS meeting held for inspectors, the tentative date of starting Phase 2 for MBBS 2022 batch was mentioned as 3.1.24. However, no official intimation provided to colleges from KUHS in this regard.	Tentative Phase 2 timeline decided as 3.1.24 to 12.1.25 (12 months/52wks = Teaching period + university exams). A delay of Phase 2 starting date to 15.1.24 is anticipated.	Year planner /Phase 2 Competency sheets to be prepared & shared to Phase 2 departments from MEU mail by 11.1.24. (Dr Divya G Krishnan)
2	Duration of 3 rd , 4 th & 5 th term.		Tentative timelines • 3rd term: 3.1.24 (15.1.24) to 6.4.24. • 4th term: 15.4.24 to 13.8.24. • 5th term: 14.8.24 to 20.11.24 (Period after 20.11.24 will be used by departments for remedials or other academic measures as required)	• Circular in this regard to be released after official confirmation of starting date by KUHS. Target timeline for circular by 11.1.24 (Dr Sathi PP/Dr Divya G Krishnan)
3	Vacation period	2weeks of vacation is to be provided as per regulation.	• Vacation 1: 7.4.24 to 14.4.24 • Vacation 2: 14.9.24 to 22.9.24	• Circular in this regard to be released by 11.1.24 (Dr Sathi PP/Dr Divya G Krishnan)
4	Internal Examination dates (PCTs & Prelims)		• 1st PCT: 2.4.24 to 6.4.24 in 5 subjects of Pharmacology, Pathology, Microbiology, Community medicine, FMT. • 2nd PCT: 5.8.24 to 13.8.24 in subjects of Pharmacology, Pathology, Community Medicine, FMT, Medicine, Surgery, Microbiology & OBG. (Dates of exam will be in the same sequence) • Prelims: 1.11.24 to 20.11.24	• Circular in this regard to be released by 11.1.24 (Dr Sathi PP/Dr Divya G Krishnan)
5	Phase 2 master timetable	FMT department informed that NMC allotted teaching hours of FMT in phase 2 shall be completed by the end of 4 th term. Committee also discussed that the NMC allotted teaching hours for Community medicine in Phase 2 also	• Master timetable to be followed for MBBS 2022 batch will be same as that followed for MBBS 2021 batch for 3rd & 4th term. • In the 5th term, FMT, CM theory slots shall be allotted to Medicine, Surgery, OBG departments to complete their pending phase 2 theory hours.	• Phase 2 master timetable to be released by 11.1.24. (Dr Sathi PP/Dr Divya G Krishnan)

		will be over by the end of 4 th term.	SGD sessions of FMT in 5 th term shall be allotted to Microbiology.	
6	Clinical postings	36 weeks of clinical posting is planned in GM (9wks), GS (7wks), OBG(7wks), Pediatrics (4wks), Community Medicine (4wks), Orthopedics (2wks), Dermatology (2wks), Dentistry (1wk)	- Exact timeline of Clinical posting shall be decided only after confirmation of starting date by KUHS. - Rotation of all students in Med, Surgery, OBG in the first 21 weeks proposed. - Pathology & FMT representatives proposed regarding 1week of Medicine posting allocation to Clinical Pathology posting & 1 week for FMT Autopsy posting. The decision is subject to approval of Medicine HOD as well as confirmation of regulatory provisions for the option. - Medicine, Surgery, OBG, Paediatrics departments to prepare the day-wise schedule for the revised duration of phase 2 clinical posting & submit to Curriculum committee.	- Phase 2 clinical posting scheduling in consultation with Principal office by 11.1.24. (Dr Divya G Krishnan) - Curriculum committee members Dr Reeta James, Dr Hafsa & Dr Lisha Govind shall discuss with Medicine, Surgery & OBG depts regarding the feasibility of this option & inform the committee by 2.1.24. - Curriculum committee member Dr Reeta James shall discuss with HOD, Medicine regarding the feasibility of this option & inform the committee by 2.1.24 - Regulatory provisions for the same shall be ensured by HOD, Pathology & FMT departments from curriculum expert groups & inform the committee by 2.1.24. - Phase 2 SCC representatives of Medicine, Surgery, OBG to submit the day wise schedule of phase 2 clinical posting to curriculum committee by 11. 1.24. (Dr Dilruba, Dr Deepak, Dr Lisha Govind, Dr Jisha)
7	Learner doctor method in Phase 2	Learner doctor method as described in NMC regulations to be included.	- Medicine, Surgery, OBG, Paediatrics, Orthopedics shall include Learner doctor method from Phase 2 onwards. - Guidelines regarding learner doctor method to be shared to department and topics to be identified for learner doctor method after thorough discussion in the department.	Phase 2 SCC representatives of Medicine, Surgery, OBG to submit the plan for phase 2 Learner doctor method to curriculum committee by 11. 1.24. (Dr Dilruba, Dr Deepak, Dr Lisha Govind, Dr Jisha, Dr Dilip Devdas)
8	AETCOM	Phase 2 AETCOM	Pharmacology, Pathology,	AETCOM timetable shall be

	schedule	sessions to be conducted by Pharmacology, Pathology & Microbiology departments.	Microbiology shall comply by division of AETCOM modules & hours as mandated by the NMC in latest regulations (released 1.8.23)	prepared & released by 15.1.24 (Dr Divya G Krishnan)
9	Pandemic module	Phase 2 pandemic module sessions to be conducted by Pharmacology, Community medicine, Microbiology & General Medicine.	• Schedule as mandated by NMC shall be followed	• Pandemic module timetable shall be prepared & released by 15.1.24 (Dr Divya G Krishnan)
10	Family adoption program	30 hours, 10 visits under FAP of Phase 2	• FAP visits tentatively decided to be conducted on 4 th Saturday of every month. (9am to 1 pm)	• Final dates of FAP visits for phase 2 shall be released by 15.1.24 (Dr Divya G Krishnan)
11.	Log books	Logbook samples from all departments have been collected by Principal's office.	• Order for logbooks for all subjects to be placed by the college after the publication of SAY exam results of MBBS 2022 batch.	• Coordination regarding provision of logbooks with Principal's office shall be done (Dr Divya G Krishnan)

The meeting concluded at 1.30 p.m.

Minutes recorded by Dr Divya G Krishnan, MEU & CC Coordinator.

Attended by

Curriculum committee

Dr Divya G Krishnan, Professor & Head, Pharmacology & Coordinator, MEU & CC

Dr Khalid Ahmed, Associate Professor, Microbiology & member CC

Dr Recta James, Associate Professor, Medicine & member CC

Dr Jisha, Assistant Professor, Paediatrics & member CC.

Phase 2 Sub-curriculum committee

Dr Sathi PP, Professor & Head, Pathology & Coordinator, Phase 2 SCC

Dr Beena Philomina, Professor & Head, Microbiology & member, Phase 2 SCC

Dr Shirley Vasu, Professor & Head, FMT & member, Phase 2 SCC

Dr Dilruba, Assistant Professor, Medicine & member, Phase 2 SCC

Dr Deepak L, Assistant Professor, Surgery & member, Phase 2 SCC

Dr Meera S Nair, Associate Professor, Community Medicine

Dr Nisha Nandakumar, Associate Professor, FMT

Dr Athira Sasidharan, Assistant Professor, Pathology

Dr Navya G, Assistant Professor, Community medicine

NOTE: Email for all curriculum related communications and submissions:
meu@kmctmedicalcollege.org

**KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE
ACTION TAKEN REPORT OF QUARTERLY CC MEETING HELD IN DECEMBER 2023**

	Actions planned	Report	Final Status
1	Forwarding Quarterly Curriculum report from September to December 2023	Google form forwarded by the RCMET for CC report was filled by Dr Divya, MEU Coordinator on behalf of the Principal and was forwarded to RCMET. The attachments required along with the Google form was signed by the Principal was also forwarded on 20 th December 2023.	Completed
2	Preparation of Master-timetable, Clinical posting schedule, Competency sheets, Internal exam timetable, AETCOM timetables & vacation list for Phase 2 of MBBS 2022 Batch	All timetables prepared and circulated to the departments and students. Phase 2 Classes for the batch started on 15.1.24.	Completed
3	Electives for MBBS 2020	The elective schedule and allotment of students to different electives was done by Electives committee based on the preference form submitted by students. Electives were conducted from 8.1.24 to 4.2.24.	Completed
4	Preparation of Master-timetable, Clinical posting schedule, Competency sheets, Internal exam timetable, AETCOM timetables & for Phase 3 part 2 of MBBS 2020 Batch	All timetables prepared and circulated to the departments and students. Phase 3 part 2 Classes for the batch are scheduled to start on 21.3.24 after completion of their Phase 3 part 1 exams on 20.3.24.	Completed

Action taken report presented by Dr Divya G Krishnan as Agenda 1 during the Quarterly CC meeting held on 18.3.24



[Signature]

Principal

Principal
KMCT Medical College
Manassery P.O.
Kozhikode

**KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE**
Minutes of the CC held on 18.03.2023 at 12 noon

Attended by

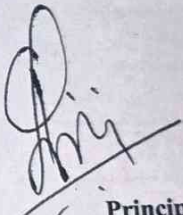
Dr Divya G Krishnan, Professor & Head, Dept. of Pharmacology & MEU Coordinator)
Dr Athira Sasidharan, Assistant Professor, Dept. of Pathology (Para clinical representative)
Dr Reeta James, Professor, Dept of Medicine (Representative from Medical speciality)
Dr Jisha C, Assistant Professor, Dept of Paediatrics (Representative from Medical speciality)
Dr Lisha Govind, Professor, Dept of OBG (Representative from Surgical speciality)
Dr Hafsa, Assistant, Professor, Dept of Surgery (Representative from Surgical speciality)

	Agendas	Points discussed	Decisions/Action plan	Target & timeline
1	Action taken report of previous meeting.	Dr Divya G Krishnan read out the action taken report for the last Quarter.	Action taken report of last quarter attached with minutes.	
2	Phase 3 part 1 curriculum planning for MBBS 2021 Batch	MBBS 2021 Batch shall be completing their phase 2 university exams on 27.3.24. Their phase 3 part 1 curriculum planning has to be done.	Phase 3 part 1 classes will begin on 1.4.24. Phase 3 SCC shall prepare the Master timetable, Holiday list, Year planner, Internal exam timetable & competency sheets. MEU shall prepare pandemic, AETCOM, FAP timetable for phase 3 part 1 in consultation with SCC.	Dr Divya to coordinate with Phase 3 part 1 SCC & MEU and prepare the curriculum details by 25.3.24 and present the details to CC. Following the approval of CC, the same will be sent for circulation.
3	Training of CC members at RCMET	RCMET has called for nominations of CC/MEU members for BCME training at RCMET on 22,23,24 th April 2024. Pending CC members who are available should attend the BCME at RCMET	Dr Vijish Venugopal & Dr Athira Sasidharan shall attend the proposed BCME at RCMET	Dr Divya to communicate the availability status of the 2 CC members to RCMET convenor by 19.3.24.
4	CISP 3 planning	The college has to conduct CISP 3 mainly for faculty from clinical side.	3 sets of Dates in 2nd week of May 2025 to be opted for. CISP 3 training. 2 MEU members Dr Bindu Mohandas & Dr Sreekala will also be included as resource faculty for CISP 3.	- Dr Divya shall communicate with RCMET and submit the CISP 3 Documents by April 1st week. - A review meeting on CISP 3 planning will be held on April 11th 2024.

			- The topic distribution is decided in the meeting and informed to all resource faculty. - All resource faculty shall start preparing the sessions after referring the shared NMC slides	
5	Review of curriculum progress reports collected from Departments for the last quarter from December 20 th 2023 to March 15 th 2024	The reports collected from departments were reviewed. Areas which required modifications were identified and list made.	Areas requiring modifications will be informed to departments via official communication and the same will monitored during the next quarter	Quarterly report to be sent to RCMET by 20.03.24 after getting signatures of Principal on the documents to be attached.

The meeting concluded at 1.30 p.m.
Minutes recorded by Dr Divya G Krishnan, Coordinator for MEU &CC

18.03.24


Principal

Principal
KMCT Medical College
Manassery P.O.
Kozhikode



KMCT MEDICAL COLLEGE CURRICULUM COMMITTEE

Minutes of the CC held on 25.03.2024 at 10.30AM

Attended by

Dr Divya G Krishnan, Professor & Head, Pharmacology
Dr Lisha Govind, Professor, OBG
Dr Reeta James, Associate Professor, Medicine
Dr Hafsa Salim, Associate Professor, Surgery
Dr Jisha Chakkalackal, Assistant Professor, Paediatrics
Dr Shirley Vasu, Professor & Head, FMT
Dr Jayakrishnan, Professor & Head, Community Medicine
Dr Bindu Mohandas, Professor, Community Medicine
Dr Nisha Nandakumar, Associate Professor, FMT

	Agendas	Points discussed	Decisions/Action plan	Target, Timeline, (Responsible person)
1.	Phase 3(1) for MBBS Batch timeline	Phase 3(1) for MBBS 2021 batch shall begin on 1.4.24	Tentative Phase 3(1) decided as 1.4.24 to 18.1.25 (42 weeks of teaching including PCTs, prelims and study period). Phase 3(1) university exam start on 20.1.25	Year planner /Phase 3(1) Competency sheets to be prepared & shared to Phase 3(1) departments from MEU mail by 30.03.2024. (Dr Divya G Krishnan)
2	Master timetable	Master timetable as followed for previous batches was discussed. No modification was suggested	Master timetable as before can be followed without any modifications	Master timetable to be circulated from Principal's office by 31.3.24
3	Internal Examination dates (PCTs & Prelims)		- PCT 1: 24.6.24 to 27.6.24 in FMT, CM, ENT, Ophthalmology. - PCT 2: 2.9.24 to 11.9.24 in FMT, CM, ENT, Ophthalmology, GM, GS, OBG, Paediatrics, Orthopedics - Prelims: 29.11.24 to 0.12.24	Circular in this regard to be released by 31.3.24

6	Clinical postings	Total 42 weeks of postings. However time available is deficient to complete the mandatory duration of postings	Postings will be held in 3 blocks of 16 weeks, 20 weeks and last 6 weeks. Curriculum committee has decided that the last block of postings will be held in 2 shifts in departments of Radiodiagnosis and Psychiatry. First shift will be from 9am to 12 noon. Second shift will be from 1 to 4 pm. Attendance in both shifts in 1 week will be accounted as completion of 2 weeks in the respective departments. The said strategy is adopted in order	Clinical posting to be circulated from Principal's office by 31.3.24
			to provide adequate clinical rotation to the students in spite of the insufficient teaching duration in Phase 3 part 1 allotted by the Regulatory bodies. (Ref: NMC MARB Circular dated 31.3.22, GME 2019, KUHS Exam Calendar 2024-2025).	
8	AETCOM schedule.	Phase 3(1) AETCOM sessions to be conducted by CM, FMT, ENT, Ophthalmology.	AETCOM modules & hours as mandated by the NMC in latest regulations (released 1.8.23) shall be followed,	AETCOM timetable shall be prepared & released by 31.3.24.
9	Pandemic module	Phase 3(1) pandemic module sessions to be conducted Community medicine.	Schedule as mandated by NMC shall be followed	Pandemic module timetable shall be prepared & released by 31.3.24
10	Family adoption program	5 visits (21hrs) under FAP of Phase 3(1)	FAP visits will be conducted along with Community medicine clinical postings.	

The meeting concluded at 12.30 p.m.

Minutes recorded by Dr Divya G Krishnan, MEU & CC Coordinator.

**KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE
ACTION TAKEN REPORT OF QUARTERLY CC MEETING HELD IN MARCH 2024**

	Actions planned	Report	Final Status
1	Forwarding Quarterly Curriculum report from December 2023 to March 2024	Quarterly report of the college was filled in the sheet forwarded by the RCMET Dr Divya, MEU Coordinator on behalf of the Principal and was forwarded to RCMET on 20th March 2024.	Completed
2	Preparation of Master-timetable, Clinical posting schedule, Competency sheets, Internal exam timetable, AETCOM timetables & vacation list for Phase 3 part 1 of MBBS 2021 Batch	All timetables prepared and circulated to the departments and students. Phase 3 part 1 Classes for the batch started on 1.4.24	Completed
3	Training of CC members at RCMET	- Dr Vijish Venugopal & Dr Athira Sasidharan completed BCME at RCMET from 22.4.24 to 24.4.24. - Dr Jisha J completed BCME at RCMET from 28/5/24 to 30/5/24	Completed
4	In house CISP 3 planning	Enquired with RCMET convenor regarding the conduct of in house CISP 3. As per the FDP regulations, in house CISP 3 can be conducted only after all CC members are trained in CISP at RCMET.	Not completed. Agenda advanced to next Quarter.

Action taken report presented by Dr Divya G Krishnan as Agenda 1 during the Quarterly CC meeting held on 18.6.24




Principal

**KMCT MEDICAL COLLEGE
CURRICULUM COMMITTEE**
Minutes of the CC held on 18.06.2024 at 12 noon

Attended by

Dr Divya G Krishnan, Professor & Head, Dept. of Pharmacology & MEU Coordinator)
Dr Athira Sasidharan, Assistant Professor, Dept. of Pathology (Para clinical representative)
Dr Reeta James, Professor, Dept of Medicine (Representative from Medical speciality)
Dr Jisha T, Assistant Professor, Dept of Paediatrics (Representative from Medical speciality)
Dr Lisha Govind, Professor, Dept of OBG (Representative from Surgical speciality)
Dr Hafsa, Assistant, Professor, Dept of Surgery (Representative from Surgical speciality)

	Agendas	Points discussed	Decisions/Action plan	Target & timeline
1	Action taken report of previous meeting.	Dr Divya G Krishnan read out the action taken report for the last Quarter.	Action taken report of last quarter attached with minutes.	
2	Phase 2 curriculum planning for MBBS 2023 Batch	MBBS 2023 Batch shall be completing their phase 1 university exams on August 2024. The Phase 2 curriculum planning for this batch has to be done.	- Phase 2 for MBBS 2023 batch will begin from September 2024. Phase 2 SCC shall prepare the Master timetable, Holiday list, Year planner, Internal exam timetable & competency sheets. - MEU shall prepare pandemic, AETCOM, FAP timetable for phase 3 part 1 in consultation with SCC.	Dr Divya & Dr Athira Sasidharan to coordinate with Phase 2 SCC & MEU and prepare the curriculum details by August 5th 2024 and present the details to CC. Following the review and approval of CC, the same will be sent for circulation.
3	Foundation Course for MBBS 2024 batch.	MBBS batch is likely to start the classes by September 2024	MEU and Phase 1 SCC shall prepare the Foundation course timetable and the session plans.	The FC timetable to be presented Dr Divya & Dr Zubaida PA to submit the FC timetable to CC by August 5th 2024 for review and approval.
4	Training of CC members at RCMET	One more CC member has to be trained in BCME. With that the requirements of CC members for BCME will be completed.	Dr Hafsa Salim Dabur shall attend the next BCME session at RCMET as and when it is scheduled.	Dr Divya to communicate the details of pending CC member to RCMET as and when next BCME is scheduled.
5	CISP 3 planning	The college has to conduct CISP 3 mainly for faculty from clinical side.	The CC shall start planning for CISP 3 such as allotments of topics and resource materials to the members. The CISP 3 shall be conducted as	To enroll CC & MEU members without CISP training) for the next session at RCMET as and when it is scheduled.

6	Review of curriculum progress reports collected from Departments for the last quarter from March 15 th to June 14 th 2024.	The reports collected from departments were reviewed. Areas which required modifications were identified and list made.	soon as all CC members become trained in CISP at RCMET. • Areas requiring modifications will be informed to departments via official communication and the same will monitored during the next quarter	• Quarterly report to be sent to RCMET latest by 21.6.24.
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The meeting concluded at 1.30 p.m.

Minutes recorded by Dr Divya G Krishnan, Coordinator for MEU &CC

18.06.2024


Principal

