



Minutes of the Meeting of Medical Education Unit and Curriculum Committee (29th October 2020)

A meeting of Medical Education Unit (MEU) and Curriculum Committee (CC) was held at Council Hall, P. D. U. Govt. Medical College, Rajkot.

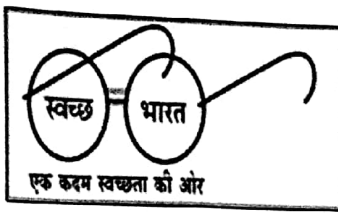
The Chairman (MEU) and Dean, PDU Medical College welcomed all the participants of the meeting and shared the objectives of the meeting. The main agenda of the meeting was the upcoming Curriculum Implementation Support Program Workshop II, scheduled between 25th to 26th or 26th and 27th November (tentatively)

Following issues were discussed and decisions were taken in this meeting:

1. Complete live streaming of AV contents of the two days training session to the Observer situated at Pramukh Swami Medical College, Karamsad
2. Need for uninterrupted, reliable dedicated Broadband connection to ensure live streaming of training session
3. Need for platform for Online Training Session
4. Advance to meet expenses towards the preparatory phases of the workshop.

The following decisions and distribution of tasks to ensure smooth conduct of the workshop which ensured are as follows.

Sr. No	Task	Decision taken	Responsibility
1	Online streaming	College is to ensure GTPL Broadband connection dedicated for Council Hall	Dr. Mukesh Patel
2	Camera for streaming	Use of Laptops with HD camera to capture Audi and video placed strategically in the Council Hall	Dr. Mukesh Patel
3	Microphone	Use high quality sensitive microphone to ensure easy capture by microphones of laptop	Dr. Mukesh Patel
4.	Platform to ensure live streaming	College is to purchase License for Zoom App to conduct the live steaming of the training session	Dr. Mukesh Patel
5	Pre- workshop Kit and Participants	Based on Kit along with handouts, 35-40 kits would be prepared in advance. List of participants (with about 15 participants from Medicine and Allied and Surgery and Allied branches)	Dr. Viren Karia
6	Food	Lunch, mid-morning and evening tea and snacks, along with drinking water would be procured from the College Canteen. The premises of the College, Ground Floor near FMT department would be utilized for having the lunch.	Dr. Jatin Bhatt and Dr. Madhulika Mistry

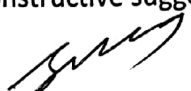


Medical Education Unit
PDU Government Medical College, Rajkot,
Ph: 0281 – 2458337, 38, 39




Sr. No	Task	Decision taken	Responsibility
7.	Finance	Need to receive Rs. 10,000 (Rupees Ten Thousand) in advance towards incurring expenses in the preparatory phase like kit preparation etc.	Dr. Shobha Misra
8	Overall	Liaison with PSMC Karamsad, and overall organization of the workshop	Dr. Shobha Msira

As there were no other points for discussion the meeting concluded with thanks to the chair. The Chairman, MEU thanked all the members for their active participation and constructive suggestions.


Chairman (MEU) & Dean
PDU Govt. Medical College
Rajkot

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|------|----------------------|---------------------|--|
| 1 | Dr. Mukesh Samani | Chairman MEU, CC | Dean, PDU Medical College, Rajkot |
| 2. | Dr. Pankaj Buch | Member MEU | Professor & Head, Paediatrics |
| 3 | Dr. J. G. Bhatt | Member MEU, CC | Professor & Head, Dept. of Surgery |
| 4. | Dr. Anil Singh | Member MEU | Professor & Head, Pharmacology |
| 5 | Dr. Mukesh Patel | Member MEU, CC | Additional Professor, Psychiatry |
| 6 | Dr. P. J Dudhrejiya | Member MEU | Associate Professor, Medicine |
| 7 | Dr. Madhulika Mistry | Member MEU, CC | Associate Professor, Microbiology |
| 8. | Dr. Viren Karia | Member MEU, CC | Associate Professor, Anatomy |
| ✓ 9. | Dr. Shobha Misra | Coordinator MEU, CC | Professor & Head, Dept, of Community Medicine |
| 10 | Dr. Anupam Banerjee | Co-coordinator MEU | Assistant Professor, Dept. Of Community Medicine |
| 11 | Concerned File | | |


3/11/2020