



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069
Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050
E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com
Website : www.smmchri.res.in

Curriculum Committee Sri Muthukumar Medical College Hospital & Research Institute Chikkarayapuram, Near Mangadu, Chennai 600069

SOP

Chairman

Dr. R.Jayanthi,
Dean, Sri Muthukumar Medical College Hospital & Research Institute

MEU Coordinator

Dr. Suzanne Maria D'cruz,
Professor, Department of Physiology,
Sri Muthukumar Medical College Hospital & Research Institute

Role of the MEU Coordinator

- To lead and guide the Curriculum Committee in its function of implementation and monitoring of curriculum in SMMCH & RI.
- To lead and guide the Curriculum Committee in its function of conducting Curriculum Implementation Support Programmes (CISP), etc., for faculty of SMMCH & RI.
- To call for and preside over periodic meetings of the Curriculum Committee along with the Chairman of the Curriculum Committee to aid in its functioning.



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Terms for Reference

a) In line with the NMC guidelines, the Constitution of the Curriculum Committee in SMMCH & RI shall be as follows:

- i. Dean/Principal cum Professor (Department). – Chairman of the Committee.
- ii. MEU coordinator
- iii. 01 x Professor/ Associate Professor - Pre-clinical branch.
- iv. 01 x Professor/ Associate Professor - Para-clinical branch.
- v. 01 x Professor/ Associate Professor - Medicine and allied branch.
- vi. 01 x Assistant Professor with minimum of 5 years teaching experience - Medicine and allied branch.
- vii. 01 x Professor/ Associate Professor - General Surgery and allied branch.
- viii. 01 x Assistant Professor with minimum of 5 years teaching experience - General Surgery and allied branch.
- ix. Student representative from Phase III.

b) All Curriculum Committee members including Principal / Dean should have undergone MCI/NMC revised Basic Course Workshop in MET or Basic Course in Medical Education (BCME) at their allocated Nodal Centre (NC)/ Regional Centre (RC).

c) Curriculum Committee Members should also possess additional qualification of ACME/FAIMER/ MHPE/ Dip Med Ed. etc. as specified.

d) There should be a quarterly meeting of the CC in the colleges every year and the report shall be submitted to the respective NC/RC within a month of the meeting. Conveners of NC/RC shall forward a consolidated report to Academic cell, UGMEB every quarter and highlight any issues of concern in the allocated colleges. Since as per the UGMEB guidelines, each medical college is required to hold its Curriculum Committee meeting at least once in every 3 months, to keep a record of such meetings, the Curriculum Committee shall fill the prescribed Google Form and submit to the Nodal Centre the Feedback form for the Curriculum Committee



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Meeting regarding the status report on implementation of various aspects of the Curriculum (including number of hours, topics, competencies addressed etc.) as per the items in the Google Form, within a month. The Secretary - Curriculum Committee will be responsible for organizing the Curriculum Committee meetings and maintaining the minutes of the meetings conducted. The Treasurer - Curriculum Committee will be responsible for handling the financial aspects of the Faculty Development programmes like CISP..

Quorum: 90% of the members should be present for the Curriculum Committee meeting.

Function and Responsibilities

- To ensure curriculum planning and timetable scheduling, implementation and monitoring of curriculum.
- To conduct Curriculum Implementation Support Programmes (CISP) etc., as mandated by the National Medical Commission (NMC), under the aegis of the NMC Nodal Centre for faculty Development, Sri Ramachandra Medical College and Research Institute for training the faculty.
- To help the MEU in provide training support for the Basic Course in Medical Education (BCME)
- To liaise with the Regional/Nodal centres of the National Medical Commission (NMC)



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Responsibilities of the Curriculum Committee members

- To function as Resource persons and provide training support for the in-house training of faculty of SMMCH & RI by conducting the Curriculum Implementation Support Programmes (CISP) under the aegis of the NMC Nodal Centre for faculty Development, Sri Ramachandra Medical College and Research Institute
- To ensure curriculum planning and timetable scheduling, implementation and monitoring of curriculum by coordinating with the convenors of the different phase Curriculum Subcommittees regarding the specific curricular aspects allotted to them.

Responsibility of the Secretary - Curriculum Committee

- To organize Faculty Development programmes conducted by the Curriculum Committee and maintain records
- To maintain the minutes of the Curriculum Committee meetings conducted and ensure timely submission to the NMC Nodal centre.

Responsibility of the Treasurer - Curriculum Committee:

- To handle the financial aspects and budget provisions of the CISP and other Faculty Development programmes conducted by the Curriculum Committee



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Curriculum Committee Members

S. No	Name	Designation and Department
1	Dr. R.Jayanthi	Dean & Chairman, Professor, Department of Cardiothoracic Surgery
2	Dr. Suzanne Maria D'cruz	MEU Coordinator & Professor, Department of Physiology
3	Dr. J. Selvakumar	Professor, Department of Physiology (Pre-clinical Specialty)
4	Dr. Durairajan	Professor & Head, Department of Pharmacology, (Para-clinical Specialty),
5	Dr. Umesh G	Associate Professor, Department of Psychiatry (Medical Specialty)
6	Dr. Uganth Subash B	Professor, Department of Orthopedics (Surgical Specialty); Secretary - Curriculum Committee
7	Dr. V. U. Karthikeyan	Assistant Professor, Department of Psychiatry (Medical Specialty)
8	Dr. Timsi Jain	Professor & Head, Department of Community Medicine (Community Medicine/Surgical Specialty)
9.	Ms Berlin Joseph	Student Representative

Smita M.

IQAC COORDINATOR

R. Jayanthi

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