

**COMMITTEES & SOP**  
(MEU & Curriculum Committee, Curricular Sub Committees, Alignment & Integration team & Foundation Course Committee)

**Responsibilities of the MEU:**

- a. To arrange the sensitization programs for all faculty members.
- b. To ensure the coordination between the MEU & Curriculum Committee.
- c. To train and orient the resource persons.
- d. To collect the reports and coordinate with Nodal Centre (NC)/ Regional Centre (RC).
- e. To ensure that at least one MEU faculty should be present in all sessions.

Evaluation: Program effectiveness questionnaire from faculty and student.

**MEU Committee**

1. Dr. Rajiv Arora	Director Principal	Chairperson
2. Dr. H.K. Cheema	Professor & Head OBG	Coordinator
3. Dr. Tania Moudgil	Professor Ophthalmology	Co-Coordinator
4. Dr. Avjot K. Miglani	Professor & Head Physiology	Member
5. Dr. Sheevani	Professor Microbiology	Member
6. Dr. Parwinder Kaur	Professor Pathology	Member
7. Dr. Puneet Khurana	Professor Forensic Medicine	Member
8. Dr. Shalini Salwan	Professor Pharmacology	Member
9. Dr. Megha Sood	Professor Pharmacology	Member
10. Dr. Barinder Kaur	Associate Professor Ophthalmology	Member

(Issued vide letter no. PIMS.DP.Gen.-50/6338 to 6362 on dated 18/12/2021)

**CURRICULUM COMMITTEE:**

The curriculum committee (CC) ensures that the institutional curricular plan and its delivery are aligned to and in accordance to the principles and requirements enshrined in the GMR document.

The role of the curriculum committee in this process is as follows:

- a) Overall in-charge of the curricular delivery.
  - b) Meets at least 6 times a year.
  - c) Provides oversight and support of the curricular program.
  - d) Creates the timetable with the help of the curriculum sub-committees (CSC) and Alignment and Integration team (AIT) and approves them.
  - e) Provides necessary authority and support for the work of the curriculum.
  - f) Responsible for preparation of reports etc as required by the (Medical Council) NMC.
- Phase-wise sub-committees and topic specific alignment and integration teams will help the curriculum committee in its task.

The Composition of the curriculum committee will be as follows: -

1. Professor/Associate Professor of Pre-clinical specialty
2. Professor/Associate Professor of Para-clinical specialty
3. Professor/Associate Professor of Medical specialty
4. Professor/Associate Professor of Surgical specialty
5. MEU coordinator of the college
6. Representative of student and interns
7. Dean /Principal to act as Chairman of the Committee

Reporting: The Curriculum Committee will submit the schedule and report with inputs from students, resource persons & MEU faculty and thereafter the Schedule will be forwarded to NC/RC.

### Curriculum Committee

1. Dr. Rajiv Arora	Director Principal	Chairperson
2. Dr. H.K. Cheema	Professor & Head OBG	Coordinator MEU
3. Dr. Jagminder Kaur Bajaj	Professor & Head Pharmacology	Member
4. Dr. Ravjit Kaur Sabharwal	Professor & Head Biochemistry	Member
5. Dr. Seema Dutt Bandhu	Professor & Head Ophthalmology	Member
6. Dr. Amarjit Singh Vij	Professor Medicine	Member
7. Mr. Savi Taak	Batch 2019 student	Member

(Issued vide letter no. PIMS/DP/Gen.-50/6338 to 6362 on dated 18/12/2021)

### Curriculum Subcommittee (CSC)

The phase wise **Curriculum Subcommittee (CSC)**: should consist of heads of departments/ key faculty from each specialty teaching in that phase and with representation from members of other phases and reporting to the CC. Its functions are summarized below:

- Responsible for the implementation of the curriculum in each phase.
- Meets as often as needed.
- Reviews competencies for each phase and converts them into learning objectives.
- Works in aligning the curriculum as much as possible and enlisting help from other phases in creating necessary vertical integration and links.
- Reduces redundancy across the phase by integrating overlapping teaching elements.
- Develops learning and assessment methods for each phase.
- Prepares the timetable for the phase and presents it to the CC for approval.
- Collects feedback and provides student support.

### Curricular Sub Committees (CSC):

#### (Phase Specific Subcommittees)

#### Phase-1 In- charge Dr. Ravjit Kaur Sabharwal Prof. & Head Biochemistry

1. Dr. Ambica Wadhwa	Prof. & Head Anatomy
2. Dr. Avjot Kaur	Prof. & Head Physiology
3. Dr. Ravjit Kaur Sabharwal	Prof. & Head Biochemistry
4. Dr. Harinder Singh	Prof. & Head Community Medicine

#### Representative from other phases

Phase II: Dr. Jagminder Kaur Bajaj Prof. & Head Pharmacology

Phase III: Part-1 Dr. Seema Dutt Bandhu Prof. & Head Ophthalmology

Part-2 Dr. H. K. Cheema Prof. & Head OBG

Dr. Shivani Professor, Microbiology Department -In Charge Alignment & Integration team.

#### Phase-2 In- charge Dr. Jagminder Kaur Prof. & Head Pharmacology

1. Dr. Jagminder Kaur Bajaj	Prof. & Head Pharmacology
2. Dr. Parwinder Kaur	Prof. Pathology
3. Dr. Sheevani	Prof. Microbiology
4. Dr. Anju Gupta	Professor & Head Forensic Medicine
5. Dr. Harinder Singh	Prof. & Head Community Medicine
6. Dr. Kulbir Sharma	Prof. & Head Medicine
7. Dr. H.K.Cheema	Prof.& Head OBG
8. Dr. Yatin Ghosh	Prof. & Acting HOD Surgery

#### Representative from other phases:

Phase I: Dr. Ravjit Kaur Sabharwal Professor & Head Biochemistry

Phase III: Part 1 Dr. Seema Dutt Bandhu Prof. & Head Ophthalmology

Part 2 Dr. H. K. Cheema Prof. & Head OBG

Dr. Shivani Professor, Microbiology Department -In Charge Alignment & Integration team.

**Phase-3 Part I In-charge Dr. Seema Dutt Bandhu prof. & Head Ophthalmology**

- |                          |                                 |
|--------------------------|---------------------------------|
| 1. Dr. Seema Dutt Bandhu | Prof. & Head Ophthalmology      |
| 2. Dr. Harinder Singh    | Prof. & Head Community Medicine |
| 3. Dr. Anju Gupta        | Prof. & Head Forensic Medicine  |
| 4. Dr. Harinder Singh    | Prof. & Head ENT                |
| 5. Dr. Kulbir Sharma     | Prof. & Head Medicine           |
| 6. Dr. Yatin Ghosh       | Prof. & Acting HOD Surgery      |
| 7. Dr. H.K. Cheema       | Prof. & Head OBG                |

**Representative from other phases:**

**Phase I :** Dr. Ravjit Kaur Sabharwal

Prof. & Head Biochemistry

**Phase II :** Dr. Jagminder Kaur Bajaj

Prof. & Head Pharmacology

**Phase III : Part-2** Dr. H. K. Cheema

Prof. & Head OBG

Dr. Shivani Professor, Microbiology Department -In Charge Alignment & Integration team.

**Phase- 3 Part II In- Charge Dr. H.K. Cheema Prof. & Head OBG**

- |                            |                              |
|----------------------------|------------------------------|
| 1. Dr. H.K. Cheema         | Prof. & Head OBG             |
| 2. Dr. Kulbir Sharma       | Prof. & Head Medicine        |
| 3. Dr. Yatin Ghosh         | Prof. & Acting HOD Surgery   |
| 4. Dr. Harmesh Singh Bains | Prof. & Head Paediatrics     |
| 5. Dr. Joseph J.B. Mal     | Associate Prof. Orthopaedics |
| 6. Dr. Sandeep Soni        | Prof. TB & Chest             |
| 7. Dr. Deepali Gul         | Associate Prof. Psychiatry   |
| 8. Dr. Rattan Lal Bassan   | Associate Prof. Skin & VD    |
| 9. Dr. Ramesh Chander      | Prof. & Head Radiology       |
| 10. Dr. Balwinder Singh    | Prof. & Head Anesthesia      |

**Representative from other phases:**

**Phase I:** Dr. Ravjit Kaur Sabharwal

Prof. & Head Biochemistry

**Phase II:** Dr. Jagminder Kaur Bajaj

Professor & Head Pharmacology

**Phase III:** Part-1 Dr. Seema Dutt Bandhu

Professor & Head Ophthalmology

Dr. Shivani Professor, Microbiology Department -Incharge Alignment & Integration team.

*(In continuation of this office issued vide letter no. PIMS/DP/Gen.50/3264 to 3289 dated 03/09/2020)*

### The Alignment and Integration team (AIT)

**The Alignment and Integration team (AIT):** is a group of faculty that will ensure that a Aligned and Integrated Topic (AITo) is delivered as per the curriculum. Each team will have at least one member from each department across phases and is responsible for delivery of the topics. The AIT reports to the curriculum committee. The functions of the AIT include the following:

- a) Responsible for the creating learning and assessment sessions of the Aligned and Integrated Topics (AITo), identified across phases.
- b) Each AIT will have a team with adequate representation from the subjects involved in that topic.
- c) A team leader from each AIT represents the Aligned and Integrated Topic (AITo) to the CSC and/or CC.
- d) Reviews competencies and develops learning objectives for the topic.
- e) Assigns learning objectives to each phase and teaching session.
- f) Develops learning and assessment methods for the (AITo).
- g) Helps faculty with delivering session appropriately and in a collaborative manner across phases.
- h) Collects feedback for the AITo.
- i) Provides student support.

### Alignment & Integration team

1. Dr. Sheevani	Professor Microbiology	MEU Member In-charge
2. Dr. Barinder Kaur	Associate Prof. Ophthalmology	Member Secretary
3. Dr. Mamta Sharma	Professor Anatomy	Member
4. Dr. Jasveen Kaur	Associate Professor Anatomy	Member
5. Dr. Harleen Kaur	Professor Physiology	Member
6. Dr. Poonam G Kohli	Associate Prof. Physiology	Member
7. Dr. Bhavana R Thakur Dass	Professor Biochemistry	Member
8. Dr. Nipunjot Grewal	Associate Professor Pharmacology	Member
9. Dr. Baljit Jassal	Associate Professor Pharmacology	Member
10. Dr. Vaneeta Bhardwar	Professor Pathology	Member
11. Dr. Neha Batra	Associate Professor Pathology	Member
12. Dr. Shashi Chopra	Professor Microbiology	Member
13. Dr. Guriqbal Singh	Associate Prof. Forensic Medicine	Member
14. Dr. Bhuwan Sharma	Associate Prof. Community Medicine	Member
15. Dr. Anjali Arora	Associate Prof. Community Medicine	Member
16. Dr. Sagar Chandra	Assistant Prof ENT	Member
17. Dr. Kusum Bali	Professor Medicine	Member
18. Dr. Bavneet Kaur Dang	Associate Prof. Medicine	Member
19. Dr. Rajneesh Kumar	Professor Surgery	Member
20. Dr. Navneet Kaur	Associate Professor Surgery	Member
21. Dr. Amita Mahajan	Professor OBG	Member
22. Dr. Anuradha Bansal	Associate Prof. Paediatrics	Member
23. Dr. Chetan Goyal	Assistant Prof. Orthopaedics	Member
24. Dr. Harveen Kaur	Professor Dentistry	Member

*(Issued vide letter no. PIMS.DP.Gen.-50/6338 to 6362 on dated 18/12/2021)*

### **Foundation Course**

#### **Curricular Governance and Evaluation of the program**

##### **(Person responsible, evaluation periodicity, methods, reporting)**

The program will be owned and conducted by the pre-clinical department with appropriate input and faculty support by other departments.

#### **Responsibilities of Dean:**

- a) To head a committee for Foundation Course implementation with one pre-clinical HOD as convener and the other three and MEU Coordinator / Co-coordinator as Members.
- b) To allocate a venue for the foundation course.
- c) To allocate the resources for the conduct of the foundation course (including those related to community visits, external resource person etc.).
- d) To conduct at least two meetings with Curriculum Committee and the committee mentioned above in the month proceeding the Foundation course.
- e) To arrange the meeting with parents and faculty.

#### **Foundation Course Committee:**

1. Dr. Rajiv Arora	Director Principal	Chairman
2. Dr. H. K. Cheema	Prof. & Head OBG	Coordinator MEU
3. Dr. Ambica Wadhwa	Prof. & Head Anatomy	Convener/in-charge
4. Dr. R. K. Sabharwal	Prof. & Head Bio-Chemistry	Member
5. Dr Avjot K. Miglani	Prof. & Head Physiology	Member

*(Issued in continuation of this office issued vide letter no. PIMS/DP/Gen.- 50/3264 to 3289 dated 03/09/2020)*



**Director Principal  
PIMS Jalandhar**