



SARDAR PATEL INSTITUTE OF MEDICAL EDUCATION AND HEALTH SCIENCES

(GOVERNED BY - SANSKAR FOUNDATION)

Date: May 18, 2026

MEETING NOTICE

All newly designated members are strictly requested to attend the **First Official Meeting** of the Medical Education Unit. The details of the assembly are outlined below:

- **Date:** May 21, 2026
- **Time:** 11:00 AM onwards
- **Venue:** MEU Conference Hall, Main College Building

Meeting Agenda:

1. Formal introduction of the committee members and allocation of specific MEU operational portfolios.
2. Review of the foundational infrastructural requirements for the MEU room (including AV aids, internet connectivity, and resource library setup) to meet the upcoming NMC assessment criteria.
3. Discussion on the execution timeline of the orientation program for the incoming first-year MBBS batch (150 seats).
4. Blueprint planning for the upcoming Curriculum Implementation Support Program (CISP) and Basic Course in Biomedical Research (BCBR) training for institutional faculty members.
5. Any other matter with the permission of the Chair.

Attendance is mandatory for all members. No leaves will be sanctioned on the day of the meeting unless under extreme emergencies authorized directly by the undersigned.


(Prof.(Dr.) Narsingh Verma)
Principal/Dean

Copy to for information/action:

1. The Managing Director/Chairman, SPIMEHS (for kind information)
2. All concerned MEU Committee Members SPIMEHS, Lucknow
3. All Heads of Departments (Anatomy, Physiology, Biochemistry, etc.), SPIMEHS, Lucknow
4. Medical Superintendent, SPIMEHS, Lucknow
5. Office Copy



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OFFICE OF THE PRINCIPAL

SARDAR PATEL INSTITUTE OF MEDICAL EDUCATION AND HEALTH SCIENCES

Ref No: SPIMEHS/P.O./MEU/2026/

Date: May 18, 2026

MEDICAL EDUCATION UNIT

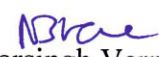
As per the mandatory regulations laid down by the National Medical Commission (NMC) for the establishment of undergraduate medical education institutions, a **Medical Education Unit (MEU)** is hereby formally constituted at the **Sardar Patel Institute of Medical Education and Health Sciences**.

The MEU will serve as the core body responsible for faculty development, implementing the Competency-Based Medical Education (CBME) curriculum, overseeing internal assessments, and organizing standard teaching-learning methodologies for our intake of 150 MBBS students.

The newly appointed committee members of the MEU are as follows:

Sr.No.	Committee Members & Department Name	Designation
01	Dr. Narsingh Verma, Principal & Professor of Physiology	Chairman
02	Dr. Shweta Kanchan, Professor & HOD of Physiology	M.E.U Coordinator
03	Dr. Roohana Hasan Associate Prof. of Pharmacology	Co- Coordinator
04	Dr. Ankit Gupta Professor & Head of General Medicine	Member
05	Dr. Shailesh Kumar Sharma Professor & Head of Paediatrics	Member
06	Dr. Sdhna Tiwari Professor & Head of General Surgery	Member
07	Dr. Sana Tiwari Professor of Obst. & Gynaecology	Member
08	Dr. Garima Sharma Professor of Pathology	Member
09	Dr. Dhurv Agarwal Professor of Community Medicine	Member
10	Dr. Gopa Banerjee Professor of Microbiology	Member
11	Dr. Devayani Ashish Thakur Professor of Anaesthesiology	Member

Please Contact Coordinator for any help, if need be.


(Prof.(Dr.) Narsingh Verma)
Principal/Dean

Copy to for information:

1. The Hon'ble Chairman, SPIMEHS (for kind information)
2. The Medical Superintendent, SPIMEHS, Lucknow
3. All Head of Department, Pre, Para, Clinical Department for information. SPIMEHS, Lucknow
4. All Concerned Committee Member SPIMEHS, Lucknow
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OFFICE OF THE PRINCIPAL

SARDAR PATEL INSTITUTE OF MEDICAL EDUCATION AND HEALTH SCIENCES

MEDICAL EDUCATION UNIT (MEU) MEETING

Date: May 21, 2026

Time: 11 am Onward

Venue: College Council Hall

Members List

Sr.No.	Committee Members & Department Name	Designation	Attendance
01	Dr. Narsingh Verma, Principal & Professor of Physiology	Chairman	Present
02	Dr. Shweta Kanchan, Professor & HOD of Physiology	M.E.U Coordinator	Present
03	Dr. Roohana Hasan, Associate Prof. of Pharmacology	Co- Coordinator	Present
04	Dr. Ankit Gupta, Professor & Head of General Medicine	Member	Absent
05	Dr. Shailesh Kumar Sharma, Professor & Head of Paediatrics	Member	Present
06	Dr. Sdhna Tiwari, Professor & Head of General Surgery	Member	Present
07	Dr. Sana Tiwari, Professor of Obst. & Gynaecology	Member	Absent
08	Dr. Garima Sharma, Professor of Pathology	Member	Present
09	Dr. Dhurv Agarwal, Professor of Community Medicine	Member	Present
10	Dr. Gopa Banerjee, Professor of Microbiology	Member	Present
11	Dr. Devayani Ashish Thakur, Professor of Anaesthesiology	Member	Present

1. Welcome Address & Introduction

The meeting commenced with a welcome address by **Dr. Narsingh Verma, Dean/Chairperson** of the institution. All members of the Medical Education Unit and departmental representatives introduced themselves. The objectives and importance of the MEU as per the guidelines of the National Medical Commission (NMC) were discussed.

2. Constitution & Functioning of the Medical Education Unit

The functioning of the Medical Education Unit, roles and responsibilities of members, and formation of subcommittees for Curriculum Planning, Assessment, Faculty Development and Student Support were discussed.

Resolution: It was resolved that regular MEU meetings will be conducted **Last Saturday of Every Month.**

3. Planning of 1st Year MBBS Academic Schedule

The tentative academic calendar for first-year MBBS students was discussed. Coordination among Anatomy, Physiology and Biochemistry departments regarding integrated teaching schedules, practical sessions and tutorials was emphasized.

Resolution: Departments will submit finalized teaching schedules by **30 June 2026**.

4. Competency-Based Medical Education (CBME)

Discussion was held regarding implementation of Competency-Based Medical Education (CBME), including competency mapping, logbooks, reflective learning and Self-Directed Learning (SDL).

Resolution: All departments shall maintain competency records and logbooks as per NMC guidelines.

5. Foundation Course Program

The Foundation Program schedule for first-year MBBS students was reviewed. Sessions on professionalism, ethics, communication skills, stress management, anti-ragging awareness, language skills and basic life support were proposed.

Resolution: A detailed Foundation Program timetable will be circulated before commencement of classes.

6. Student Discipline & Professional Conduct

Attendance policies, dress code, maintenance of discipline, mobile phone usage during classes and student mentoring mechanisms were discussed.

Resolution: Faculty mentors will be assigned to students for academic and psychological support.

7. Faculty Development Programs (FDPs)

The need for regular Faculty Development Programs was emphasized. Workshops on teaching-learning methods, assessment techniques, AETCOM, research methodology and OSPE/OSCE were proposed.

Resolution: At least one FDP/workshop shall be conducted every month under MEU activities.

8. CME / Workshops / Academic Activities

Members discussed organizing regular CME programs, workshops, guest lectures and journal clubs to promote academic growth and interdisciplinary learning.

Resolution: Departments were encouraged to prepare annual plans for CMEs and workshops.

9. Assessment & Examination Planning

Internal assessment schedules, question paper moderation, blueprinting and maintenance of assessment records were discussed.

Resolution: Assessment procedures will be conducted strictly as per NMC norms and university regulations.

10. Mentorship & Student Welfare

The importance of student mentoring, wellness activities and grievance redressal systems was discussed.

Resolution: A student mentoring and counselling framework will be implemented.

11. Documentation & NMC Preparedness

Members discussed the importance of proper documentation of academic activities, attendance records, MEU meetings, CMEs and FDPs for future NMC inspections.

Resolution: All departments shall maintain updated academic records and documentation.

12. Any Other Matter

Additional suggestions and recommendations from members were invited and discussed.

13. Vote of Thanks

The meeting concluded with a vote of thanks proposed by Dr.Shweta Kanchan. Professor & Head, Department of Physiology.

Signatures

Sr.No.	Committee Members & Department Name	Designation	Signature
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