



Datta Meghe Institute of Higher Education and Research

(Deemed to be University)

Jawaharlal Nehru Medical College, Sawangi (Meghe), Wardha-442107

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NMC Nodal Centre for National Faculty Development

Ref. No: JNMC NODAL CENTER/2024/

Date: 06/05/2024

To,
The Dean/Principal
(Colleges/Institutes re-allocated to NC, JNMC, Wardha as per NMC Circular dated 10/04/2024) Enclosed

Respected Sir / Madam

NMC Nodal centre for National Faculty Development, Jawaharlal Nehru Medical College, (DMIHER, DU), Sawangi (Meghe), Wardha (Maharashtra) is pleased to announce that as per directives of NMC, the **First onsite session of 15th NMC Advance course in Medical Education (2024 B Batch)** will be held from **6th August 2024 to 10th August 2024.**

You are requested to submit applications of maximum 2-3 faculty members from your Institute for the same. Priority should be given to MEU faculty members since ACME is one of the eligibility criteria for MEU member. Kindly send your reply to this mail ONLY. Your mail should reach us **not later than 20th June 2024.**

The Application form has to be submitted in soft copy (*scanned copy Duly signed application form along with scanned documents*) [(i) **Self-attested Certificate of MCI/NMC recognized Revised Basic course/Basic course in ME**, (ii) **Teaching experience certificate of more than 3 years and (iii) Dean's recommendation letter**] by – email at jnmcnodalcentre@gmail.com .

Please note that as per NMC guidelines, the 'Registration fees' for the ACME course is 18,000/- (Eighteen Thousand only). Once the faculty applicant gets confirmation mail regarding his/her selection for 15th ACME, from JNMC Nodal Centre, then only fees to be deposited.

Rest of the details about the course will follow.

Thanks and Regards

Dr. Tripti K Srivastava, Convener
Dr. Sonali Choudhari, Co convener (ACME)
NMC Nodal Center for Faculty Development
JNMC, Sawangi (Meghe), Wardha

Encl.:- 1. Selection/Eligibility criteria and mandates for course completion_ACME_NMC
2. Application form_15th ACME

(As per NMC guidelines with Ref No.- D-I1011t384t2024tAC, dated 15/04/2024)

I] Mandatory ACME Course Completion Requirements:

- a) Attendance at two onsite sessions of 5 and 3 days each.
- b) Timely submission of the participant's final project proposal, final project report, final poster and e-portfolio.
- c) Participation in online discussions with a minimum of two academic posts per week.
- d) Moderation of a discussion under faculty guidance during the allotted topic.
- e) Record keeping of the discussions as allotted.
- f) Summarizing the discussions as allotted.
- g) Presentation of completed project work as poster.
- h) Attending a BCME (one day).

II] Eligibility/Selection Criteria for ACME Application :

- a) Application is to be made on standard application form. Recommendation from the Dean/ Principal of the college is must on the application form.
- b) Applicant must be a **Full-time faculty** as per NMC regulations.
- c) Associate Professor/Additional Professor/Professor shall be considered Up to 3 seats in a batch. May be allotted to Assistant Professors with minimum three years teaching experience. These 03 seats can also be allotted to faculty applicants from the NC/RCs.
- d) While ascertaining three years teaching experience for Assistant professor the experience of senior residency, junior residency and Tutorship will **NOT** be considered.
- e) Applicant must have successfully completed the RBCW/BCME (*A self-attested copy of the certificate to be attached*)
- f) **Institution-specific eligibility of participants:** 30% of faculty in a medical college spread over specialties must undergo the ACME. Principal/Dean of college must check this before sending the applications and also attach the list of already trained/undergoing ACME candidates. This should also be checked by NC/RC that the applicants are drawn from various specialties. Date of joining of each eligible participant as full-time faculty

in the colleges to be clearly mentioned at the time of application / nomination by the Dean / Principal.

- g) Preference will be given to RC/NC resource faculty, MEU Coordinator/Curriculum Committee members and MEU members of the college. However, not more than three Department of medical education (DOME) faculty and other faculty of a Nodal Centre/ Regional center can undergo ACME at their own NC.
- h) The maximum number of participants per course is 30 and the minimum 25.
- i) The NC should also prepare a tentative reserve list of 5 candidates so that a seat does not go vacant in the event of a last-minute cancellation.

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Office,
NMC Nodal Center for Faculty Development,
Jawaharlal Nehru Medical College, Sawangi (Meghe), Wardha

15. Why do you want to apply for this course. Please write in 150 words.

16. After attending the course, what changes you want to make in medical education in your institution. Please write in about 150 words.

17. Please submit a '*Curriculum Innovation Project Proposal*' on the given headings (*applications without project will NOT be entertained*). The participants need to carry out this project in next 5 months at their institutes (doable part initially). If selected, this proposal will be discussed and further refined during the first contact session.

- a. Title of the project:
 - b. Why is the idea necessary?
 - c. Brief literature review in 200 words
 - d. Methodology
 - e. How will you measure the outcome?
 - f. What will happen after 5 years if this innovation is implemented?

Has the project been discussed -i) in MEU (DOME in case of NC/RC) - Yes / No

& ii) with Principal/Dean - Yes / No

If any of the above points (1-17) is not marked and Yes/No information is not filled, the **application will not be considered. No reminder/communication will be sent for incomplete applications.**

DECLARATION

- I have understood that this course is of 6 months duration, which includes two contact sessions at the Nodal Center and an online learning phase of 5 ½ months using email/other online channels. I agree to complete the mandatory requirements for the course as given below:

<p><u>Mandatory course requirements</u></p> <ul style="list-style-type: none">-Attendance at two onsite sessions of 5 and 3 days each-Timely submission of the participant’s final project proposal final project report, final poster and e-portfolio-Participation in the online discussions with a minimum of two academic posts per week-Moderation of a discussion under faculty guidance during the allotted topic-Record keeping of the discussions as allotted-Summarizing the discussions as allotted-Presentation of completed project work-Attending BCME (one day)
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- I have also understood that my performance in all the components will be monitored by the faculty and/or NMC Monitoring committee. I will need to repeat one or more requirements of the program if I fail to show a satisfactory performance in any of the above-mentioned mandatory requirements within a specified time as provided.
- There will be no refund of fee for any reason after selection. If I fail to complete the program within a period of 12 months from the date of my enrollment, I will not be able to enroll for the program again at any of the Nodal Centers of NMC in India for the duration as decided by NMC.
- If selected for the course, I will sign the necessary undertaking. I will be able to start the course only after submission of the undertaking duly signed by me and the Principal/Dean.
- If I join a different college (MCI/NMC recognized) during the period of the course, I will inform this to the Convener of the Nodal Center and submit a fresh undertaking duly signed by the Principal of the new college. If I do not inform and submit required documents within a month of change, my course will be terminated.
- I confirm my commitment to contribute to Medical Education.
- I have read and discussed guidelines and requirements of the course with MEU coordinator/RC convener & Principal.
- I understand that applying for course does not guarantee selection. In case of non-selection, I will not send any direct communication/messages to Nodal center for asking reasons, but will discuss to improve my application with MEU coordinator/NC, RC convener.
- Change in dates of course due to NMC approval will be acceptable to me.
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Name ----- Signature ----- Date-----

Forwarded by MEU Coordinator/NC, RC Convener

(I have read & discussed application with Principal & applicant):

Name ----- Signature ----- Date-----

Recommendations by Principal

Dr.....working asin the department of.....on a full time post sinceis nominated for the Advance Course in Medical Education Course at NMC Nodal Center,.....Medical College,The nomination has been discussed with MEU coordinator/NC, RC convener based on regulations including priority training of MEU/CC members and training of 30% faculty of college spread over specialties. A list of college faculty trained/undergoing ACME is enclosed*. The details provided by the applicant in the application form are correct as per our records. He will be relieved, if selected; to participate in both contact sessions and other required activities. The institution and participant agree by the NMC criteria on mandatory participation, during on-site and on-line sessions, and also agree that in cases of default, the participant will not be called for second session and will not be given Certificate of Participation/completion.

Name of Principal:

Signature of Principal:

Date:

Office Stamp

Contact details of the Principal: Email: -----Tel: -----

*The List of ACME trained/undergoing/Not-completed					
S No	Name	Department	ACME Batch & Name of Nodal Centre	Certificate received/ Completed/ Not completed	MEU coordinator/ MEU or CC member. Pls specify
1					
2					
Add rows as needed. The above list must be signed by MEU coordinator/NC/RC Convener and Principal					

Important information

-Applicant must have a working knowledge of MSWord, PowerPoint and Excel.

-Form will not be accepted without registration fee (if selected), copy of certificate of approved rBCW /BCME and Experience certificate (if assistant prof).

- Registration fee details are available on NMC website (for reference)

- No refund shall be entertained if cancelation request is received after selection of faculty applicant.

Checklist: (Tick):

- i) rBCW/BCME certificate Y/N,
- ii) Experience certificate Y/N (for AP only),
- iii) All rows/boxes filled Y/N;
- iv) Required signatures Y/N:
- v) List of ACME trained....Y/N,
- vi) Curriculum innovation project proposal Y/N:
- vii) Application discussed Y/N