

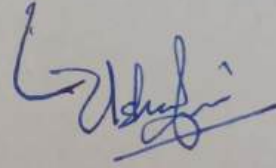
GOVERNMENT OF MANIPUR  
J.N. INSTITUTE OF MEDICAL SCIENCES  
POROMPAT, IMPHAL EAST

**CIRCULAR**

Imphal, the 12<sup>th</sup> November 2024

No: 01/140/Cir/JNIMS/2013(Pt.): <sup>11790</sup> It is hereby informed to all the Faculty members of JNIMS that **First onsite session of the 16<sup>th</sup> NMC Advance course in Medical Education (2025 A Batch)** will be organised by NMC Nodal Centre for National Faculty Development, Jawaharlal Nehru Medical College, (DMIHER, DU), Sawangi (Meghe), Wardha (Maharashtra) from 11<sup>th</sup> February 2025 to 15<sup>th</sup> February 2025 (5 days).

Therefore, interested Faculty members are requested to submit the application on prescribe form for nomination of the said training on or before 26<sup>th</sup> November 2024. MEU members will be given preference as per communication received from Nodal Centre



**(Prof. L. Usharani Devi)**  
Director,  
J.N. Institute of Medical Sciences

Copy to:

1. Dean (Academic), JNIMS
2. All HODs, JNIMS
3. System Administrator, JNIMS with a request to upload in JNIMS website
4. Notice Board
5. Guard file

### APPLICATION FORM

#### NMC-16<sup>th</sup> Advance Course in Medical Education (ACME Batch- 2025 A)

National Medical Commission, Nodal Center for Faculty Development  
Jawaharlal Nehru Medical College, Sawangi (Meghe), Wardha (MS)  
(email- jnmcnodalcentre@gmail.com)



**Important dates:**

**First contact session:** 11<sup>th</sup> Feb 2025 to 15<sup>th</sup> Feb 2025

**Last Date for receipt of application:** On or before 30<sup>th</sup> Nov 2024 (Midnight)

1. Name of faculty applicant: \_\_\_\_\_
2. Academic Designation & Dept. \_\_\_\_\_
3. Institution                      Govt./Private                      Name:-----
4. Working in present institute since: \_\_\_\_\_
5. The present institute is recognized by MCI/NMC:    Yes/No
6. Qualifications: \_\_\_\_\_
7. Medical Council name and registration number:-----
8. Teaching experience in years in faculty position, assistant prof. onwards-----  
- (If Assistant professor... certificate of teaching experience must be attached)  
Date of first joining as assistant prof. (fulltime): \_\_\_\_\_
9. Date of birth/Age: \_\_\_\_\_                                      Gender : M/F
10. rBCW/BCME attended at: \_\_\_\_\_  
Dates                                      Approved by MCI/NMC: Yes/No
11. Any other training in medical edu. \_\_\_\_\_
12. Are you a member of MEU of your college?    (DOME if NC/RC)                      Y/N  
If yes, Designation: Coordinator/Member since.....  
(If yes, submit approved list of MEU with training details)
13. Are you a member of curriculum committee of your college?                      Y/N  
(If yes, submit approved list of CC with training details)
14. Contact details: Address with pin code \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_                      Mobile: \_\_\_\_\_

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:

### Mandatory course requirements

- 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)
- 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.
  -

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 as ..... in the department  
of.....on a full time post since ..... is 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 NMC 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

## Nodal Centres

CENTRE ID	TYPE OF CENTRE	NAME OF NODAL/REGIONAL CENTRE	TOTAL COUNT
001	NODAL CENTRE	Pramukhswami Medical College, Gujarat	PSMC, Karamsad - 16 SAIMS, Indore - 21 MPSGMS, Jamnagar - 08 Total Colleges - 45
002	NODAL CENTRE	CMC, Ludhiana, Punjab	CMC Ludhiana - 20 PGIMS, Rohtak - 17 HIMS, Dehradun - 17 Total Colleges - 54
003	NODAL CENTRE	Jawaharlal Nehru Medical College, Wardha, MH	JNMC Wardha - 23 MC Jorhat - 18 AFMC, Pune - 1 NEIGRIMS, Shillong - 16 Total Colleges - 58
004	NODAL CENTRE	SRMC&RI, Chennai, TN	SRMC, Chennai - 16 SCB, Cuttack - 20 Madras MC, Chennai - 14 Total Colleges - 50
005	NODAL CENTRE	Seth G. S. Medical College, Mumbai, MH	Seth GS MC - 18 MUHS, Nashik - 19 SRMS IMS, Bareilly - 19 Total Colleges - 56
006	NODAL CENTRE	CMC, Vellore, TN	CMC, Vellore - 14 Alluri Sitaram MC - 13 AMC, Vizag - 20 Total Colleges - 47
007	NODAL CENTRE	Smt. NHL Municipal Medical College, Ahmedabad, GJ	NHL, Ahmedabad - 22 IGIMS, Patna - 21 Total Colleges - 43
008	NODAL CENTRE	JNMC, Belagavi, KA	JLNMC, Belagavi - 21 MRMC Gulbarga - 21 Total Colleges - 42
009	NODAL CENTRE	St. John's Medical College, Bengaluru, KA	St. John's MC, Bangalore - 15 MS Ramaiah MC - 18 ESI Joka, W.B. - 16 Total Colleges - 49
010	NODAL CENTRE	Govt. Medical College, Kottayam, KL	GMC, Kottayam - 23 GMC, Calicut - 22 Total Colleges - 45
011	NODAL CENTRE	KGMU, Lucknow, UP	KGMU, Lucknow - 19 IMS, BHU, Varanasi - 16 Total Colleges - 35
012	NODAL CENTRE	JIPMER, Puducherry	JIPMER, Puducherry - 20 Madurai MC, Madurai - 21 Total Colleges - 41
013	NODAL CENTRE	Maulana Azad Medical College, Delhi	MAMC, Delhi - 21 MGMC, Jaipur - 21 Total Colleges - 42
014	NODAL CENTRE	Bhaskar Medical College, Telangana	BMC, Telangana - 18 Kakatiya medical college - 12 GMC, Secunderabad - 18 Total Colleges - 48