**Undertaking to be signed by participants of the Fellowship in Medical Education (FIME) program under aegis of Medical Council of India. Dates of the program ………………………………….**

I, Dr. …………………………………………………………………………………….working as ……………………………………..at the …………………………………………………Medical College ………………………………….. had applied for the FIME program through Principal/ Director of my college and have been offered a seat in the said program at Nodal Center, Christian Medical College, Ludhiana.

* I am aware of the requirements/ regulations concerning the said program, which include satisfactory completion of:
* Two onsite sessions of 5 and 3 days each
* Timely submission of my final project proposal
* Participation in the online discussions with a minimum of six academic posts per month
* Moderate a discussion under faculty guidance during my allotted monthwith active participation in the internal planning threads
* Record keeping of the discussions
* Summarizing the discussions
* Presentation of completed project work as a poster
* Observation of a basic course workshop and submission of its report as per protocol
* I understand that missing any activity outlined above fully or partly will make me ineligible for award of FIME. I also understand that my performance will be assessed by the faculty from time to time and will be taken into consideration before deciding on my eligibility for FIME. I have seen the evaluation protocol for this.
* I understand that the project carried out by me can neither be published nor presented elsewhere unless it is first presented during second contact session.
* I will maintain dignity and use acceptable language during online discussions. I have very clearly understood that if I use a language which is unacceptable, offensive or derogatory, then my name will be taken off the discussion forum and I shall have no claim whatsoever regarding non-completion of the program
* I understand that plagiarism is viewed seriously and can result in me being taken off the course.
* I will not forward the mails on the discussion forum to others not involved in this program, social media or other discussion groups.
* I will observe a basic course workshop after participation in second onsite session and submit the report as per the attached protocol. I understand that this cannot be done at a place where I am a faculty for such course or where I have gone as a MCI observer. No travel or other allowance is admissible for this activity either from Nodal Center of from MCI.
* I have understood that I have only 18 months (from the date of initial enrollment) to complete the program. If I fail to complete the program within the stipulated time, my name will be taken off the rolls and I will not be able to enroll for the program for a further period of two years from that date at any Nodal or Regional Center.
* I have also understood that there is no refund of fee under any circumstances nor can it be carried forward or transferred to someone else.
* If I join another college during the course of this program, I will inform this promptly to the convener of the Nodal Center and also submit another copy of this undertaking to the concerned convener of the Nodal Center duly endorsed by the Principal/Dean of the new college.
* I have read and understood the guide to e-learning and agree to follow it during the course of the program. I have also seen and understood the assessment scheme for the program.

Signatures ………………………………………………………… Dated …………………………..

(Name) …………………………………………………………… Place ……………………………..

Countersigned

Principal/Dean/Director Stamp of the college

**Monitoring Proforma for FIME**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | First session | Second session | Project proposal | Poster presentation | Basic course observation and report submission | Moderation | Record keeping | Participation in email discussions\* | Total |
| **Marks allotted** | **10** | **10** | **10** | **10** | **15** | **20** | **05** | **20** | **100** |

The participant has to obtain a minimum of 60% in each category and a minimum of 75% in aggregate to be eligible for award of certificate of FIME. Evaluation of online participation will include number as well as quality of mails. This will also include active participation in the planning process and participation in internal discussion threads.

Signatures ………………………………………………………… Dated …………………………..

(Name) …………………………………………………………… Place ……………………………..

Countersigned

Principal/Dean/Director Stamp of the college