
6 credit points per year are required and minimum 30 credit points for renewal of registration is mandatory. Of these, six:

a) Credit points will be required per year. Exemption from this rule in special circumstances can be given by chairman or Accreditation Committee.

b) It is desirable that minimum 50% should be from CMEs of the speciality concerned.

c) Renewal cycle of 5 years is from the date of fresh registration 3 or renewal date. In majority of cases, it is from 1st April to 31st March of next year.

In any CME/ Symposium/ Conferences of any duration, no more than 4 credit points will be awarded.
5) A] Speakers & Observers for CME

**Database** of accredited speakers will be created to avoid unnecessary repetitive paperwork.

MMC will invite applications in a prescribed format from drs or associations. Applications and criteria are available on the website.

Criteria For Speakers-say Professional standing of 10 years for MBBS, 5 years for PG, 3 years for Superspecialist, Associate prof of medical colleges, Deans, Civil surgeons, DHO, DTO etc ) and create a list of speakers allowed for granting cme points.

**Observers for CME**- Other than MMC members observers are must for cmes. Specific format, criteria, duties & regulations for working n appointment are formulated and are available on the website.. The designated IMA branches will appoint observers, who will be having specialty knowledge of the oncerned subject, Stay & Transport to be borne by the organisers.

MMC members can attend any CME to oversee the conduct of CME with prior information to the organization and report to MMC their observation. There will be no registration fee for any MMC member. Database of observers will be created.

IMA Branches are there in every nook and corner of Maharashtra with good networking amongst themselves. They should offer the services of their expert members as speakers and observers and co-operate for any other work which MMC wants to de-centralise.
## 5] B] Speakers for CME

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<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>MMC will give Credit points only to CME's having MMC approved Speakers.</td>
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<tr>
<td>2</td>
<td>Speakers will have to apply to MMC with a nominal fee of Rs.100/ to get approval from MMC in prescribed format which is available online.</td>
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<tr>
<td>3</td>
<td>A database of all approved speakers will be made and displayed on MMC website.</td>
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</tbody>
</table>
| 4 | Criteria for Approval of Speakers –  
   a) MBBS – 10 Years of Professional Standing (Private Practice)  
   b) PG (MCI Recognised ONLY) – 5 years of Professional standing  
   c) Super Specialist – 3 years of Professional Standing  
   d) Medical Teachers – All Associate & Professors. PG teachers of MCI recognized degrees.  
   e) All Deans, Civil Surgeons, DHO, Heads of Govt Hospitals.  
   f) For foreign faculty prior permission of MMC will be necessary.  
   g) In special cases, chairman MMC or Accreditation committee can grant approval on recommendation of MMC member on case to case basis. |
| 5 | Foreign faculty will be permitted only if they fulfil the MCI & Govt norms |
5] C] Observer for CME

1) MMC will appoint 2 observers for each CME.

2) Observers will be appointed in consultation with district/ state IMA Accreditation committee.

3) One Observer should as far as possible from the concerned specialty of CME.

4) The organization hosting the CME will have to make the observers as Hon. Delegate & arrange for local hospitality including & stay.

5) Observers will have to authenticate the attendance sheet, Feedback forms & Excel sheet (Summary of CME) & mail it to MMC office.

6) Observers have to maintain highest standards of decorum and they will have to ensure that the CME is conducted properly and as per prescribed norms and there is no false attendance and that fees is not charged.

7) Observer will be paid honarium of Rs.1000/- per CME by Maharashtra Medical Council
Application for obtaining Accreditation by Maharashtra Medical Council.

To,
Maharashtra Medical Council,
189/A, Anand Complex, 2nd Floor,
Sane Guruji Marg, Arthur Road Naka,
Mumbai-400011

Sub: Issue of Certificate of accreditation

Sir,

Our organisation regularly conducts CME programs / workshops / seminars for updating knowledge of doctors and we have demonstrated ability to plan & implement above programs to cover the targeted doctors. Brief details of our organisation are as below.

1) Name of organisation / Association , Branch, Parent Organisation ( State or National)

2) Registration with Charity Commissioner

3) Report of last Audit (Upload scanned audited report)

4) CMEs/ Conferences held in last one year

5) Names And Contact Details of current office bearers (President & secretary)

6) Any Other particular

I request to issue certificate of accreditation to our institute / association. We hereby agree to follow the rules and regulations as prescribed by MMC to conduct CMEs.

Thanking you,
With warm regards,
Yours truly,

Signature of Office Bearer

Name

Official Stamp

Note: 1) Application should be made on official letter head of organisation / Association.
2) Kindly send a DD of Rs.5000/- payable to Registrar MMC, Mumbai. (payment facility should be made online eg. Payment gate) after letter of approval from MMC.
Application for Accredited Speaker

To,
Registrar,
MMC,

I hereby request you to grant me approval as speaker.

Name
DOB:-
Address
Office (for teachers)/IMA
President (for private practitioners)
Home
Cell No.
Email
Registration No.
Last Renewal date

Qualification
Year
Univ
Degree

PG
Other

Teaching Experience-
Professional Standing -
Speciality -
Membership by professional Association-
The above furnished information is true and that I have not been penalised by MMC in Past.

Countersign of head of Institute
(for teachers)/IMA President (for
Private Practitioners) with seal

Sign of applicant

Kindly attach the following photo copies with application.

1. Registration certificate
2. Renewal proof
3. Degree / PG Certificate
4. Teaching experience certificate.
5. Rs 100 DD/At Par Cheque payable to Registrar, MMC, Mumbai
LETTER OF APPOINTMENT AS OBSERVER

Dear Dr,

MMC is delighted to appoint you as observer for the following CME—
Name of Organisation/Contact person details/Place/Date/Time---
You are kindly requested to attend this CME.observe that CME is properly conducted as per MMC norms.
Kindly sign the attendance sheets/Feedback forms and send the summary with your remarks to MMC office at the earliest.
You are expected to maintain the highest standards of decorum and discipline of medical ethics. Your confidential code for this conference is....................
You have to fill the list of participants on a proforma on the website after conclusion of program. Honarium of Rs. 1000/- will be sent to you by MMC. MMC is thankful to you for your services for educational cause.

Registrar
C.C : Concerned Org Sec / MMC member.
FORMAT OF CERTIFICATE FOR DELEGATES

Name of organization
(Organizing CME / Workshops/ Seminars Conferences)

code no.-

______________________________________________

Type of CME-
Clinical/Paraclinical/Surgery/Medicine/Gynaecology/Multispeciality

This is to certify that

Dr.____________________________________________________________

has participated as delegate in _____________________________________
(CME Programmes / Workshops / Seminars / Conferences) held on the
Date/Month/Year.

Maharashtra Medical Council has granted_____Credit hours for delegates.

Signature & Name of Registrar          Signatures & Names of Org. Secretary
Maharashtra Medical Council           Observers
FORMAT OF CERTIFICATE FOR FACULTY

Name of organization
(Organizing CME / Workshops/ Seminars Conferences)
code no.-______________________________________________

Type of CME-
Clinical/Paraclinical/Surgery/Medicine/Gynaecology/Multispeciality

This is to certify that

Dr.________________________________________________________
has participated as faculty member in _________________________
(CME Programmes / Workshops / Seminars / Conferences) held on the
Date/Month/Year.
Maharashtra Medical Council has granted one Credit hour for this
speaker.

Signature & Name of Registrar
Maharashtra Medical Council

Signature & Name of Org. Secretary
Organisation