

SOP FOR FORMATION OF KNOWLEDGE REPOSITORY COMMITTEE

Aim –

The purpose for setting up this committee is to have a mechanism by which there is a process of continuous updating and repopulating of the IDCCM question bank. The tenure of the committee will generally be for a year, except for members of the core group, in whom out of 5, two would be retained, at the discretion of the president to preserve continuity in the working process.

Process –

There would be three groups in this committee.

1) CORE GROUP

Chancellor nominates a 5-member Question bank committee (Core Group) **from senior fellows** of the college.

One of them would be the nominated chairperson of the committee, by the Chancellor. The tenure for 3 of the members will be for one year, while 2 of them will be invited by the Chancellor to continue in the core group for a year more. At no time would any member of this group be severing the committee for more than 2 years, consecutively.

They would have access to all sections of the password protected question bank.

Duties of core group-

- a) Vetting of the existing question bank –
to remove outdated and irrelevant questions
modify those questions that can be resuscitated
- b) Appoint 10-member section editors.
- c) Allot specify topics to section editors.
- d) Oversee the creation of new questions to be added to the question bank.

2) SECTION EDITORS

This 10-member section heads (Editors) are appointed by the core group from the **fellows of the college**. This group has 10 members because the present question bank has 10 sections. Each person in this group will be assigned to a section by the core group and preferably be experts in that field who are willing to deliver the assigned work within the stipulated time frame. They will be provided password protected access to the questions in the bank specific to their section only. **They will not get access to any other section of the question bank.**

Duties of the 10 editors -

- a) To select 5 members into their section, with the help of the core group. (See section 3 below)
- b) To help the core group to vet and resuscitate the existing questions in the bank section allotted to them.
- c) To vet and edit all the new questions submitted to them.

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- d) To allot topics from their section for creating new MCQs to the 5 members selected to their group.
- e) To make sure that the new questions submitted to them are vetted and uploaded into the password protected question bank section in a folder titled “New questions – Year”

3) QUESTION CREATORS

Each section will have a 5-member team (question creators), appointed by the respective section editor with the help of the core group, selected from **fellows of the college who are IDCCM/IFCCM teachers or examiners and other non-fellow IDCCM/IFCCM teachers or examiners.**

(Total 50 question creators)

Duties of the Question makers

- a) Each member will create a minimum of 50 MCQs, over a period of 6-8 months, from the topics assigned to them by their section editor. They are encouraged to submit as many questions as possible.
- b) They should submit the MCQs to their respective section editors. It is preferred if they would send 6-8 MCQs every month, to make the vetting process easy.

The Questions creators will not have any access to any other questions in the question bank.

It is proposed that a minimum of 2500 MCQs will be created by the end of 10 months. Question Creators would receive an honorarium of Rs 200/- per question, to a maximum of Rs 10,000/-, at the of their 1-year tenure.

The chairperson of the committee can call for two physical meetings of the core group in a year, on mutually agreed upon dates for 2 days and one night with stay and travel funded by the College. This meeting will be attended by chancellor, vice chancellor, college secretary and exam secretary and will be held in the ISCCM office.

(The agenda for each meeting will be decided by the chairperson – Eg vetting of old question bank or vetting of the newly creating questions)

All other meetings of the committee will be held on zoom and facilitated by the College office.

The questions that have been vetted and finalized in these meetings will then be added to the question bank.

All 65 members of the knowledge repertoire committee should sign a confidentiality agreement prior to accepting their position.

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Proposed Time Frame for the Committee's Working

President nominates the chairperson and sets up the Core Group

In 2 weeks – Core Group – selects the 10 section editors.

In following 2 weeks - Core Group + Section editors – selects the 50-member question creators.

In next 2 weeks - Core Group + Section editors - Allot topics to their respective team members

In next 8 months - Question creators start creating MCQs and sending them to their respective editors

6 months into their tenure – Core group could have their first physical meeting at the college office.

11 months into their tenure – Core group could have their second physical meeting at the college office to finalize the question bank.

12th month – Core group handovers the Question bank to the next team