



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Internal Quality Assurance Cell

Minutes of the IQAC Meeting held on 8th October 2018, at 11.00 am in Conference Hall at MGMIHS, Navi Mumbai

Members present:

1. Dr. Shashank D Dalvi, Hon'ble Vice Chancellor, MGMIHS, Navi Mumbai (Chairperson)
2. Dr. Siddharth P. Dubhashi, Director (Academics), Prof. and HOD Surgery, MGMIHS, Navi Mumbai (IQAC Coordinator)
3. Dr. S N Kadam, Director, Trustee, MGMIHS, Navi Mumbai (Management)
4. Dr. P M Jadhav, Vice Chairman, MGM Trust (Society)
5. Dr. N N Kadam, Controller of Examinations, MGMIHS, Navi Mumbai (Society)
6. Dr. Rajesh B Goel, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
7. Dr. Sabita Ram, Director Research, MGMIHS, Navi Mumbai (Administrative Officer)
8. Dr A. G. Shroff, Medical Director, MGM Medical College, Aurangabad (Administrative Officer)
9. Dr. Pravin Suryavanshi, Deputy Dean, MGM Medical College, Aurangabad (Administrative Officer)
10. Dr. Swati Shiradkar, Prof. OBGY, MGMIHS, Aurangabad (Teacher)
11. Dr. R. S. Inamdar, Prof. & HOD, Physiology, MGMMC, Navi Mumbai (Teacher)
12. Dr. (Mrs.) Jaishree Ghanekar, Prof. & HOD Medicine, MGMMC, Navi Mumbai (Teacher)
13. Dr Prasad Waingankar, Prof. & HOD, Community Medicine, MGMMC, NM (Teacher)
14. Dr. Gautam Shroff, Professor and HOD Anatomy, MGMMC, Aurangabad (Teacher)
15. Dr. Samir Pachpute, Associate Prof., Microbiology, MGMMC, Navi Mumbai (Teacher)
16. Dr. (Mrs.) Parineeta Samant, Associate Professor, Biochemistry, MGMMC Navi Mumbai (Teacher)
17. Dr. Rajesh Kadam, Assistant Professor, Pharmacology, MGMMC, Aurangabad (Teacher)
18. Dr. Akshat Mishra, UG Student, MGMMC, Navi Mumbai (Student)
19. Dr. Rajat Chandak, UG Student, MGMMC, Aurangabad (Student)
20. Dr. Rohit Jacob, PG Student, MGMMC, Aurangabad (Student)
21. Dr. Shaba Thomas, PG Student, MGMMC, Navi Mumbai (Student)
22. Dr. Sameer Kadam, Alumnus, MGMIHS, Navi Mumbai (Alumni)
23. Dr. Kiran Mali, (Alumni)
24. Adv. Ranjit Bhosale (Legal Expert)
25. Dr. Archana Mishra, Hospital Administration, MGM Hospital, Kamothe, Navi Mumbai
26. Dr. Srivalli Natarajan, IQAC Co-ordinator, MGMDCH, Navi Mumbai (External invitee)
27. Mrs. Trupti Pandya, MIS Coordinator, MGMIHS, Navi Mumbai (Administrative Staff)



Agenda:

At the outset, the Chairperson, Dr. Shashank D. Dalvi, welcomed all the members for the IQAC meeting. He requested the IQAC Coordinator, Dr. Siddharth P. Dubhashi, to proceed with the agenda items.

Item No.1: Confirmation of the minutes of the IQAC meeting held on 6th July 2018

The minutes of the IQAC meeting held on 6th July 2018, were unanimously confirmed.

Item No. 2: Action Taken Report for items pertaining to meeting held on 6.7.18

Sr. No.	Item	Action Taken
1.	Internal Academic and Administrative Audit	Conducted, Report submitted
2.	External Academic and Administrative Audit	Conducted, Report submitted
3.	Resident as Teacher workshop	Conducted in July 2018 by Education Unit
4.	Session on Safe Laboratory Practices	Conducted by Central Clinical Laboratory
5.	Guest Lecture by Prof. Ved Prakash (Former Chairman, UGC)	Conducted on 1.8.18
6.	Promotion of UG Research	ICMR-STs Orientation Lecture conducted on 24.9.18 at Navi Mumbai Will be conducted on 12.10. 2018 at Aurangabad
7.	Audit of daily emergency services	Initiated
8.	Value-Based Education and inculcation of Gandhian Philosophy	Participation of students in RETHINK INDIA event Movie on life of Mahatma Exhibition on Life of Mahatma on 2.10.18 Skits on Gandhian Values on 2.10.18

Item No. 3: Reports of the Internal Academic and Administrative Audit Committee

The Internal Academic and Administrative Audit was conducted on 9th and 10th July 2018 at Navi Mumbai campus and on 11th July 2018 at Aurangabad campus. The Committee comprised of:

1. Dr. Shashank Dalvi, Vice Chancellor (Chairman)
2. Dr. Rajesh Goel, Registrar
3. Dr. Siddharth P. Dubhashi, IQAC Coordinator, MGMIHS



The Committee visited all 57 departments and evaluated all parameters for each department pertaining to:

- a. Curriculum
- b. Teaching-Learning and Evaluation
- c. Research and Extension
- d. Infrastructure
- e. Student Support
- f. Governance
- g. Best Practices

Apart from visits to Departments, detailed discussions were held with all concerned Heads of Institutions. The Committee also visited attached hospitals, all ancillary facilities and Centres of Excellence. Interactions were held at both campuses with concerned stakeholders: Faculty, Non-teaching staff, Students and Alumni.

Following documents were studied for each department:

- General Administration
- UG Training
- PG Training (all documents related to various facets of training, including the six monthly progress reports) (Six monthly progress reports from the batch admitted in May 2016)
- Internship
- Research Publications
- Research projects (Major and Minor) (Ongoing and Completed)
- Awards
- Dissertations
- Conferences attended
- Conferences conducted (Brochures, Souvenirs)
- Outreach activities
- Mortality reports
- Department Library
- Department Museum
- Mentorship
- Results
- Question papers (last 5 years)
- Participation in Integrated Teaching
- Syllabus (UG and PG)
- Minutes of Department Meetings
- Activities for advanced and slow learners
- Value added courses
- Internal Assessment
- Governance
- Allied teaching program
- PPT Presentations by all Faculty on Desktop
- TV / Radio talks, Newspaper articles



- Best Practice documents (as per NAAC format: Title, Objectives, Context, Description, Evidence of success, Problems encountered and resources required, any other information pertaining to the practice)

The Committee submitted necessary suggestions and recommendations to the Heads of Institutions and Heads of Departments.

Item No. 4: Report of External Academic and Administrative Audit Committee

The University IQAC conducted the External Academic and Administrative Audit from 7th to 9th August 2018 at Navi Mumbai and Aurangabad campuses. The Committee comprised of:

1. Prof. S. Rangaswami (Chairman)
2. Prof. Y.M. Jayaraj
3. Prof. V.A. Saoji
4. Dr. Manjusha Vatsa
5. Dr. Ganvir

The audit included:

- a. Presentation by Vice Chancellor, Dr. Shashank Dalvi
- b. Presentation by IQAC Coordinator, Dr. Siddharth P. Dubhashi
- c. Presentations by Heads of Institutions
- d. Presentations by Hospital Superintendents
- e. Visits to 57 Departments
- f. Document verification
- g. Interactions with Faculty, Non-teaching staff, Students, Alumni

The AAA Committee made the following recommendations:

S.No	Recommendation
1.	Competency-Based curriculum may be duly stressed.
2.	CBCS for programs where no stringent guidelines from statutory councils.
3.	Scope for more value-added and skill-based courses to meet emerging need for skilled Health Care Workers and Professionals.
4.	Consider increasing the proportion of teachers from different parts of country to enhance faculty diversity.
5.	Introduce fully automated Examination Management System (EMS).
6.	Formal Examination manual may be prepared incorporating provision for handling student grievances.



7.	May evolve PO, CO mapping based on NBA model.
8.	Explore possibilities for more funded research projects.
9.	Foster innovative research proposals by faculty and students for incubation.
10.	Provision of incentive to faculty for innovative research projects.
11.	Teachers may be encouraged to publish more papers in recognized journals.
12.	Faculty to be encouraged to have publications in Indexed Journals.
13.	Campus wide Wi-Fi Facility
14.	Central Library to take measures to improve usage of library facilities.
15.	Expand e-content development by faculty.
16.	Explore measures to increase students benefitted by career counseling and other capability enhancing skills.
17.	Information on outgoing students who are self-employed may be gathered.
18.	Scrutiny of data for progression to higher education.
19.	Financial support for Alumni may be encouraged.
20.	Scope to improve the performance-appraisal system by including more objective parameters
21.	Structured feedback for PBL and Communication Skills training
22.	Analyze efficacy of best practices using structured feedback.
23.	Structured feedback for effectiveness of teaching-learning process
24.	Automation of library functions
25.	Meeting of Planning and Monitoring Board may be held on regular basis
26.	Guidelines on Student Conduct to be added in student handbook
27.	Prepare and ensure implementation of Annual Perspective Plan

Item No. 5: AQAR 2018-2019 – Sub-Report July to August 2018

The IQAC Coordinator presented the Annual Quality Assurance Sub-Report for the period July to August 2018. The members unanimously approved the same.

Item No. 6: Feedback on Teaching-Learning activities

The IQAC Coordinator informed that the AAA Committee has given a recommendation regarding feedback analysis for activities pertaining to:

- a. Problem-Based Learning
- b. Communication Skills
- c. Bioethics



The Vice Chancellor directed Dr. Siddharth P. Dubhashi to constitute a Sub-Committee to formulate the feedback forms for the above mentioned activities. It was decided to have the final validated forms implemented latest by 15th November 2018.

Item No. 7: Amendments in Vision and Mission statements of MGMIHS

Registrar, Dr. Rajesh Goel informed that appropriate amendments are being made in the Vision and Mission statements of MGMIHS. Members mentioned that all IQAC activities will be focused on creating awareness regarding key aspects of our Vision and Mission statements, amongst our stakeholders.

Item No. 8: Preparation of Vision 2030 Document

The Vice Chancellor informed the house that the preparation of Vision 2030 document is in progress and that the same would be placed before the Planning and Monitoring Board in November 2018. The document would take into account all recommendations given by the NAAC Peer Team in 2013, UGC Review Committee in September 2017, AAA Committee in August 2018, Feedbacks from External Examiners, latest guidelines of Statutory Councils, National Policies.

Item No. 9: Automation of Library and Examination Section

The IQAC Coordinator informed the house regarding the progress of full automation of Library and Examination Sections. The progress as satisfactory. Vice Chancellor directed concerned Section Heads to complete the full automation process at the earliest.

Item No. 10: Research activities

Dr. Raman Yadav, represented the Innovation and Incubation Centre and briefed the house regarding 14 projects which have been conceived. Vice Chancellor directed the IQAC members to initiate discussions regarding possible start-ups with the help of industry collaborations.

Item No. 11: Plagiarism Policy

Vice Chancellor expressed serious concern regarding the quality of research publications and mentioned about the UGC Guidelines 2018, regarding the same. The Registrar and the IQAC Coordinator informed the house that all the MS / MD Dissertations, PhD Theses, research papers



would be subjected to a plagiarism check and that a certificate to that effect will be mandatory before final submission of concerned documents to the University.

Item No. 12: Performance Appraisal Policy

The IQAC Coordinator informed the house that the formats for Faculty Performance Appraisal are being revised as per recommendation of the AAA Committee and that the same would be implemented from academic year 2018-19 onwards.

Item No. 13: Skill Lab activities

The members expressed their opinions regarding strengthening the skill lab activities. They suggested that more modules for different levels of students need to be prepared. Vice Chancellor requested the Registrar and IQAC Coordinator to initiate the process for the same, in consultation with Skills Lab heads at both campuses.

Item No. 14: Alumni Activities

Dr. Kiran Mali, Alumni I/C, made a presentation regarding the alumni activities. He informed the house regarding the institution wise chapters. It was unanimously decided to invite distinguished alumni as guest speakers at both campuses.

Item No. 15: MGMIHS Bioethics Unit event

The Head of the Unit, Dr. Sidharth P. Dubhashi informed the house that a formal event to present the Writ of Appointment to the Faculty of the Steering Committee of the MGMIHS Bioethics Unit of UNESCO Chair in Bioethics, was conducted on 23rd August 2018, in the presence of Prof. Dr. Russell D'Souza, Head, Asia Pacific Bioethics Network, UNESCO Chair in Bioethics. Writ of Appointment was presented to:

- Dr. Shashank Dalvi, Hon'ble Vice Chancellor – Chair
- Dr. Siddharth P. Dubhashi, Director (Academics), HOD Surgery – Head
- Dr. Jaishree Ghanekar, HOD Medicine - Secretary



Item No. 16: Quality Initiatives undertaken

Various quality initiatives undertaken by MGMIHS and its constituent units were discussed.

Quality Initiative	Dates	Duration	Number of Participants
Integrated Teaching	Once in a month	One day	UG students (150)
Education Technologies	---	One to three days	20-25
Skill Lab Exercises	---	One / Two days	UG , PG students, Interns
Internal audits	----	Three days	All departments
Prescription Audits	---	Three days	Clinical departments
Good Clinical / Laboratory Practices	---	One day	Para-clinical and Clinical departments
Social Commitment (Health camps, Health Education, Environment awareness, Cleanliness drives)	---	One day to One week	Faculty, Students, Paramedical staff
Feedback from Stakeholders	---	---	----
Research Methodology Workshops	----	2 days	50 to 75
Resident as Teacher workshop	July 2018	One day	30 PG students
Academic and Administrative Audit (Internal)	16.7.18 to 18.7.18	Three days	All departments and stakeholders
Session on Safe Laboratory Practices	27.7.18	3 hours	All PG students
Guest Lecture on Historical Progress towards Quality in Higher Education in India (Prof. Ved Prakash)	1.8.18	3 hours	300 along with videoconferencing with Aurangabad campus
Academic and Administrative Audit (External)	7.8.18 to 9.8.18	Three days	All departments and stakeholders
ICMR-STs Orientation Lecture (Navi Mumbai campus)	24.9.18	3 hours	All UG students (Medical)



Value-based Education and inculcation of Gandhian Philosophy	2.10.18	One day (Exhibits, Skits, Movie)	350
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The members appreciated the efforts of MGMIHS and its constituent Units for the various quality initiatives.

Item No. 17: Quality Initiatives planned

The IQAC Coordinator informed the house regarding the various Quality Initiatives planned by MGMIHS and its constituent Units:

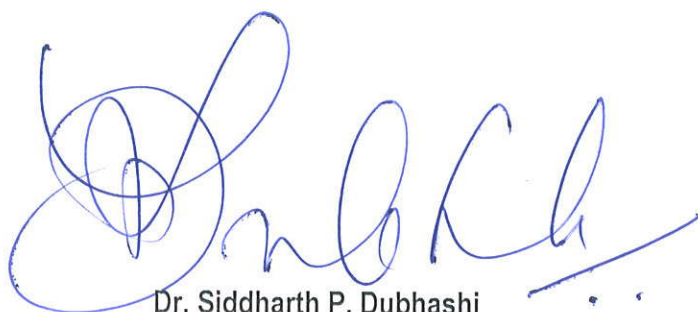
Quality Initiative	Dates	Duration	Number of Participants
Gender sensitization	----	3 hours / 1 hour sessions	Faculty, UG and PG students
Prescription Audits	---	Three days	Clinical departments
Good Clinical / Laboratory Practices	---	One day	Para-clinical and Clinical departments
Social Commitment (Health camps, Health Education, Environment awareness, Cleanliness drives)	---	One day to One week	Faculty, Students, Paramedical staff
Feedback from Stakeholders	---	---	-----
Research Methodology Workshops	----	2 days	50 to 75
3T-IBHSc Training (Bioethics) at Aurangabad campus	11.10.18 to 13.10.18	Three days	70
ICMR-STs Orientation Lecture (Aurangabad campus)	12.10.18	3 hours	All UG students (Medical)
Academic and Administrative Meeting	Third Monday of every month	3 hours	Representatives of all stakeholders of both campuses



Item No. 18: Progress of SSR preparation

The IQAC Coordinator informed the house that the SSR preparation is in progress and that Criterion-wise meetings are being conducted periodically for discussion of qualitative and quantitative matrices of the NAAC SSR Manual.

Since there were no other points, the meeting ended with vote of thanks.



Dr. Siddharth P. Dubhashi
(IQAC Coordinator, MGMIHS)



Dr. Shashank D. Dalvi
(Chairperson, IQAC)

Date: 8th October 2018
Place: Navi Mumbai

