



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)
Grade 'A' Accredited by NAAC
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MGMIHS – IOAC (Aug 2017)

MINUTES OF MEETING

The University IQAC meeting chaired by Dr. (Lt. Gen.) S. K. Kaul Hon'ble Pro Vice Chancellor, MGMIHS held on 8th August 2017 at University Conference Room. Following members attended the meeting:

1. Dr. S. K. Kaul, Pro Vice Chancellor, MGMIHS (IQAC Coordinator)
2. Dr. Rajesh Goel, Registrar, MGMIHS (member)
3. Dr. Siddharth Dubhashi, Director (Academics), MGMIHS, NM (member)
4. Dr. G.S.Narshetty, Dean, MGM Medical College, NM (member)
5. Dr. Sabita Ram, Dean, MGM Dental College, NM (member)
6. Dr. Rajani Mullerpattan, Director, MGM School of Physiotherapy, NM (member)
7. Dr. Prabha Desila, Director, MGM, New Bombay College of Nursing (member)
8. Dr. Mansi Rathod, I/C Director, MGM School of Biomedical Sciences- NM (member)
9. Dr. Padma Ramesh, Associate Professor, Dept. of ENT, MGMMC, NM (member)
10. Dr. Rishikesh Wadke, Asst. Professor, Dept of Community Medicine, MGMMC, NM (member)
11. Dr. Samir Pachpute, Associate Professor, Dept. of Microbiology, MGMMC, NM (member)
12. Dr. Archana Mishra, Deputy Registrar, MGMIHS, NM (member)
13. Dr. Swagatika Mishra, Coordinator, MGM University Dept of Prosthetics and Orthotics (Invitee)
14. Dr. Haritha K.N. Coordinator, IQAC, MGMMC, NM (Institutional Coordinator)
15. Mr. Sumeet Hule, MIS Coordinator, MGMIHS, NM

Following members attended the meeting via Web conference from MGM Aurangabad:

1. Dr. Rajesndra B. Bohra, Dean, MGM Medical College, Aurangabad (member)
2. Dr. Rajesh Kadam, Deputy Registrar, MGMIHS, Aurangabad (Invitee)
3. Dr. Gautam Shroff, Professor & HOD, Anatomy, MGMMC, Aurangabad (member)

Following members were unable to attend the meeting.

1. Dr. S.N. Kadam, Hon'ble Vice Chancellor, MGMIHS (Member)
2. Dr. P.M. Jadhav, Vice Chairman, MGM Trust (Member)
3. Dr. N.N. Kadam, MGM Trustee, MGM Trust (Member)
4. Dr. Anuradha Mhaske, Principal, MGM Institute of Nursing Education- Aurangabad (Member)
5. Dr. Sarath Babu, In Charge Principal, MGM School of Physiotherapy- Aurangabad (Member)
6. Dr. Veena Kulkarni, Director, MGM School of Biomedical Sciences – Aurangabad (Member)
7. Mr. Ranjeet Bhonsale, Advocate, Navi Mumbai (Member)
8. Dr. Kiran Mali, Alumnus, MGMIHS, Navi Mumbai (Member)
9. Ms. Megha Chopra, Medical Student, MGMMC, Navi Mumbai (Member)

MINUTES

Agenda 1 – Welcoming the new members of University IQAC

- 1.1 Dr. S.K. Kaul welcomed all participants of the IQAC meeting from Navi Mumbai and Aurangabad.
- 1.2 Dr. Kaul introduced new members of IQAC team namely; Dr. Rajesh Goel, Registrar, MGMIHS and Dr. Archana Mishra, Deputy Registrar, MGMIHS.
- 1.3 Dr. Kaul remarked that those members who are unable to attend IQAC meeting must send prior intimation of their inability to attend.
- 1.4 As this IQAC meeting was meant only for members of IQAC team, presence of proxies on behalf of Principal, MGM Institute of Nursing Education, Aurangabad, Incharge Principal, MGM School of Physiotherapy, Aurangabad and Director, MGM School of Biomedical Sciences, Aurangabad, without prior intimation, was not considered to be in order. It is requested that in future, all non-members should give prior intimation if they want to participate / attend IQAC meeting.

Agenda 2 - Ten minutes presentation by Institutional Heads on initiatives taken under IQAC.

- 2.1 Dr. Archana Mishra and Dr. Rishikesh made a presentation of all the initiatives, as per 7 (seven) NAAC criteria, taken by MGM Medical College, Navi Mumbai (Annexure 1).
- 2.2 Dr. Rajani Mullerpattan, Director, MGM School of Physiotherapy presented initiatives taken by her institute, in respect of Quality parameters. (Annexure 2).
- 2.3 Dr. Swagatika Mishra, Coordinator, MGM University Department of Prosthetics & Orthotics, Navi Mumbai informed the members that first batch of 5 students for Bachelor's program has already started in the department. Members commended her on this achievement.
- 2.4 Chairperson said that quality assurance and improvement is the responsibility of every employee, teaching and non teaching, and this has to percolate down to each department and each unit of all institutes. Unit heads and departmental heads have to take direct ownership of these responsibilities. IQAC's role is only supervisory. Role of Heads of Departments should be pro-active in taking quality initiatives.
- 2.5 Dr. Kaul informed the members that review by NAAC for renewal of accreditation is due next year. He stressed upon everybody to start working on it. Lot of data has to be prepared and uploaded on the NAAC website within next six months. The data has to be relevant and factual. Only if the data is accepted by the NAAC, re-accreditation process will commence.

Agenda 3 - Orientation of members for revised accreditation criteria's by NAAC

- 3.1 Dr. Kaul informed the members that NAAC has revised accreditation criteria. These are available on its website and all concerned must study these (Annexure 3). Some important points to note in the revised criteria are :-
 - 3.1.1 Institutions submitting fraudulent data or information will be debarred from the accreditation process and legal action will be initiated against them.
 - 3.1.2 Dr. Dubhashi spoke about the objective assessment parameters in the revised criteria. Criterion 7 stipulates that documentary evidences of social initiatives taken by the institution must be submitted.
 - 3.1.3 Dr. Rajesh Goel spoke about the contents of the Revised Accreditation Criteria of NAAC and the procedures to be followed. He also emphasized that we have to start working now onwards to commence the processes for re-accreditation as per revised criteria, for which MGMIHS is due in January 2019.

- 3.1.4 Dr. Kaul informed the members that NAAC will select 10% students randomly from the institute to be accredited, take their feed back online and accord the feedback due weightage for accreditation. NAAC has already started asking all institutions about details of all the students registered in that institution so that they can be directly contacted by NAAC for feedback.
- 3.2 Dr. Kaul asked all institution heads, including those from Aurangabad to send a detailed IQAC report every quarter to the University IQAC henceforth. He also stressed on the point that reports should be factual and genuine and supported by documentary evidence.

Agenda 4- Organizing the conference on “Quality Benchmarking” in November 2017

- 4.1 IQAC of MGMIHS proposed that a national conference on Quality Benchmarking in Health Sciences be held at Navi Mumbai in November, 2017.
- 4.2 Proposal was provisionally accepted and will be put up to Hon’ble Vice Chancellor for approval.
- 4.3 Dr. Kaul proposed the name of Dr. Dubhashi as Organising Secretary of the conference, which was accepted unanimously. Dr. Dubhashi was requested to submit a detailed proposal about holding the conference within a week’s time. The proposal will have to be submitted to NAAC two months in advance for approval of financial grants. Dr. Dubhashi was requested to constitute various committees to take care of all aspects of the conference.

Agenda5 - Any other agenda with the permission of Chair

- 5.1 Dr. Rajesh Goel informed the members that All India Survey on Higher Education (AISHE) allots a code to all institutes of higher education and this code is mandatory for applying for accreditation to NAAC. He was happy to inform that MGMIHS and all its constituent institutes have been allotted AISHE Code, for which he was complimented.
- 5.2 Dr. Goel also informed that our Alumni Association activities need to be enhanced further because it is a mandatory requirement for accreditation. Each institute has to have an Alumni Association which should be registered. It was proposed that while giving out NOC to passing-out students, their names should be added to the Alumni Association of the institute and they be asked to pay a nominal fee which should be deposited in the account of Alumni Association. Dr. Goel also informed that an outside consultancy helps institutes in locating and engaging its alumni online.

Another suggestion that was proposed was to appoint one person by every institute who should be given the task of locating and contacting alumni. NAAC requires each institute to have an Alumni Committee. This was accepted in principle and it was decided that University IQAC will instruct all institutes of MGMIHS to constitute Alumni Committees who will help in forming Alumni Associations. These associations will be registered and their bank accounts opened. Proposal for hiring outside consultancy to help institutes in locating and engaging alumni will be put up to Hon'ble Vice Chancellor for approval.

5.3 Dr. Dubhashi proposed to constitute following committees for better functioning of IQAC. These are :-

- a) UG Training committee
- b) PG Training committee
- c) Scientific Training committee
- d) Ethics Training committee
- e) Library committee
- f) Student council

In addition to Chairperson, Secretary and Members, each committee should have student representative also.

Dr. Kaul directed that this is a good suggestion. Some committees already exist. Now there is need to supplement them. They should meet regularly and document the minutes of the meetings. These minutes should be signed by student representatives (including male and female) also. The minutes should be submitted to heads of institutes, with a copy endorsed to IQAC.

5.4 Dr. Goel said that Parent – Teachers meetings should be held regularly by all institutes, minutes documented and records maintained.

Dr. Kaul requested all heads of Institutes to ensure that PTA meetings are held regularly without fail and minutes documented. Any action to be taken on outcome of such meetings must be carried out promptly and documented.

5.5 Dr. Haritha commented that at present institute level IQAC at Navi Mumbai has only one external member, whereas there should be two. Dr. Dubhashi was asked to identify one more person from industry as member of IQAC. All other institutes should also include 2 external members in their respective IQAC's.

5.6 Dr. Dubhashi suggested that each institute should submit details of one best practice followed by them to the Central IQAC. Dr. Kaul agreed with the suggestion and requested heads of institutes to implement it.

At the end of the meeting Dr. S.K. Kaul thanked all the members for active participation in the IQAC meeting.

Meeting was closed with thanks to all members who attended the meeting.

----- S/d -----

Dr. Rajesh B. Goel
Registrar

----- S/d -----

Dr. S.K. Kaul
University IQAC Coordinator

Approved

----- S/d -----

Dr. S.N. Kadam
University IQAC Chairman