



MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

Sector-I, Kamothe, Navi Mumbai - 410209

Tel. No. 022-27432471, 022-27432994, Fax No. 022 - 27431094

E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

MINUTES OF THE ACADEMIC & ADMINISTRATIVE MEETING OF MGMIHS

A meeting of the constituent unit Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 18th June, 2018 at 03:00 pm via video conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS
2. Dr. S.N. Kadam - Medical Director
3. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
4. Dr. K.R. Salgotra - MS, MGM Hospital, NM
5. Dr. Siddharth Dubhashi - Director (Academics)
6. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, NM
7. Dr. Prabha Dasila - Principal, MGM School of Nursing, NM
8. Dr. Swagatika Mishra - Head, MGMIUDP&O, NM
9. Dr. N.C. Mohanty - Joint Controller, MGMIHS, NM
10. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

At Aurangabad:

1. Dr. R.B. Bohra - Dean, MGM Medical College, A'bad
2. Dr. Ajit Shroff - Medical Director
3. Dr. Pravin Suryawanshi - Deputy Dean, MGM Medical College, A'bad
4. Dr. B.K. Somani - MS, MGM Hospital, A'bad
5. Dr. Veena Hatholkar - Director, MGM School of Biomedical Sciences, A'bad
6. Dr. Sharath Babu - Director, MGM School of Physiotherapy, A'bad
7. Dr. Satish Bhoiete - Officiating Principal, MGM School of Nursing, A'bad
8. Dr. Rajesh Kadam - Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members and informed the house that this is the first academic & administrative meeting of MGMIHS after taking over the charges of Vice Chancellor. He further added that the academic & administrative meeting of MGMIHS with the constituent unit Heads at both campuses will now regularly be held on 3rd Monday of every month via video conferencing. Hon'ble Vice Chancellor will chair these meetings alternately at Navi Mumbai & Aurangabad campus.

Hon'ble Vice Chancellor explained the purpose and objectives of these meeting so as to get updates on all academic & administrative matters of all constituent units of MGMIHS.

Thereafter he asked Dr. Rajesh Goel, Registrar to take up the items on the Agenda for further deliberation and discussion.

Item No. 1: NAAC Second cycle – SSR preparation, revised IQAR report etc.

He appraised the house that several meetings of NAAC campus Criteria heads/University Criteria heads at both campuses had been organized in last 06 months to assess the progress for NAAC Second cycle accreditation. He suggested the following measures to be undertaken in this regard:

1. Data provided by various Institute Heads at both campuses must be authentic as the third party validation will be undertaken by NAAC.
2. Draft SSR must be prepared by 1st week of July 2018 so that it can be handed over to members of Academic & Administrative Audit (3A) committee for their perusal. He also informed that 3A committee visit is expected in 1st week of August, 2018. After the 3A committee visit, based on their recommendations the SSR will be revised and updated so as to sent to NAAC in September, 2018.
3. As per the NAAC requirement, department evaluative report (in the NAAC prescribed format) must be prepared by all the departments which is a part of SSR.
4. Since the Annual Quality Assurance Report (AQAR) format has been revised from academic year 2018-19, he informed all constituent unit heads to submit Quarterly Quality Assurance Report (QQAR) in the revised format with effect from 1st July 2018.
5. He also suggested all institute heads to suggest revision in vision and mission statement of university.
6. Student Satisfaction Survey (SSS) must be carried out before NAAC inspection.

Item No. 2: Academic Calendar of the new Academic year -2018-19 for UG/PG courses:

All the institute heads must adhere to Academic Calendar 2018-19 for all UG/PG courses and accordingly the UG/PG time table must be in place. All the teachers must adhere to this time table from 9 am to 5 pm. Dr. R. B. Bohara, Dean, MGM Medical College, A'bad, Dr. Pravin Suryawanshi, Deputy Dean, informed that attendance cell is looking after this at A'bad. Hon'ble Vice Chancellor also suggested to maintain PG log book and Six monthly progress report by all PG students. Induction programme for all UG/PG students must be carried out religiously and report must be sent to University. Hand book must be provided at the time of admission. All eligible PG teachers must be made PG guide in rotation. Respective PG guide must give the research topic to the PG students within three months of joining. The PG topic must be the part of 1st six monthly progress report. Hon'ble Vice Chancellor also emphasized on strengthening the mentorship programme which can help in prevention of ragging and to council the students accordingly.

Item No. 3: CME/Workshop/Conference to be organized by Department/Institution:

All Head of Institutes must plan CME/Workshop/Conference for entire year in advance. The expert faculties who are invited as Examiners, Guests and other visits can be involved as a speaker in CME. This will also prevent clash of CME/Workshop/Conference on a given day.

Item No. 4: Research methodology workshop for all post graduates.

Research methodology workshop must be conducted within 3 months of joining for all PGs. It could be for 6 half days (post noon) or 3 full days.

Item No. 5: MET training to all teachers.

MET cell must prepare an academic calendar for various faculty development programme activities as per MCI standards. All the teachers in Medical College and other units must be regularly trained and sensitized under MET cell.

Item No. 6: Alumni registration and mobilization.

Registrar informed the house that "MGMIHS University alumni association" has been registered and nine different chapters will soon be opened under it for nine constituent units. Each unit/chapter to be headed by a senior faculty who is alumni of that unit along with Head of Institute. He/she should plan for alumni activities of respective unit. There should be link of alumni unit, Placement Cell, Overseas coordinator in the website. Further group pictures should be captured at every Induction programme, followed in every year and one in last year, leading to an album.

Item No. 7: Any other point

- i) Ph.D – Hon'ble Vice Chancellor opined that inservice faculties must be encouraged to register for Ph.D. Dr. A.G. Shroff was of opinion that faculties must not be charged any fees for pursuing Ph.D. Registrar informed that discounted fees for inservice faculties is already in place. Dr. S.N. Kadam, informed the house that CET is mandatory for all including inservice faculties. He further opined that Ph.D. by inservice faculties will not only lead to research motivation but also add to new knowledge in respective speciality. It can also be made an essential element for promotion.
- ii) Website - The website of all constituent units and university and must be updated and vibrant. Each constituent Unit Head/Registrar must develop their website and update it regularly. Each of these websites should be finally linked to University website.
- iii) Convocation – Vice Chancellor informed that the 9th convocation of MGMIHS has been scheduled on 31st July, 2018 at Aurangabad. He suggested to take parents feedback on the day of convocation. Further he stressed that alumni must be invited for convocation.
- iv) Action plan 17 by 17 - Hon'ble Vice Chancellor informed the members that MHRD has organized a conference on 27th July, at New Delhi for Vice Chancellor of all Deemed to be Universities to discuss on the digital initiatives taken in response to action plan 17 by 17 proposed by MHRD.
- v) Yoga Day 2018 – Hon'ble Vice Chancellor reminded all institute heads about the observation of international day of yoga on 21st June, 2018 and instructed them to submit details of activities undertaken by college/school/department to the university latest by 1.00PM, 21st June, 2018 so as to upload them on UGC university portal.
- vi) NSS - Hon'ble Vice Chancellor stated that NSS is to be installed at both campuses i.e. Navi Mumbai and A'bad.
- vii) Annual gathering/Sports/Cultural programme - Registrar informed the house that at Aurangabad, an annual activity named "MGM Olympics" is organized every year in

the month of December. Similarly at Navi Mumbai too there would be a common event in the end of February till 1st week of March (15 days).

- viii) Admission Cell – Dean, MGM Medical College, Navi Mumbai informed all that an admission cell had been made on the ground floor, MGM Medical College, Navi Mumbai for providing necessary information regarding courses offered at MGMIHS.
- ix) Gandhian thoughts/Lectures/Plaques - It was decided that Gandhian thoughts to be mentioned at the end of minutes of important meetings. Further lectures on Gandhian thoughts/Philosophy to be organized twice a year. Gandhian Plaques/statues to be made available so as to give as a memento to Guests.
- x) To a query raised by Dr A. G Shroff, Hon'ble Vice Chancellor informed the house that in the perspective plan of MUHS (2006-11), it has been stated that there is dearth of Paramedical/Nursing/Physiotherapy staff in the Maharashtra state. Therefore to cater to these professional manpower need of society, it is suggested to start colleges/schools for imparting Paramedical/Nursing/Physiotherapy courses after due permission from respective statutory councils.

Registrar informed the members that the next meeting will be held on 16/07/2018 and Hon'ble Vice Chancellor will be chairing the meeting from Aurangabad.

As there were no discussion points, the meeting ended with a vote of thanks.


Member Secretary
Dr. Rajesh B. Goel
Registrar
MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209

~~SECRET~~

Annexure -I



MGM INSTITUTE OF HEALTH SCIENCES
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MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-02/2018) MEETING OF MGMIHS

A meeting of the constituent unit Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 16th July, 2018 at 02:00 pm via video conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
2. Dr. N.C. Mohanty - Joint Controller, MGMIHS, NM
3. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, NM
4. Dr. Prabha Dasila - Principal, MGM School of Nursing, NM
5. Dr. Mansee Thakur - Director, MGM SBS, NM
6. Dr. Swagatika Mishra - Head, MGMIUDP&O, NM

At Aurangabad:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS
2. Dr. Ajit Shroff - Medical Director
3. Dr. R.B. Bohra - Dean, MGM Medical College, A'bad
4. Dr. Pravin Suryawanshi - Deputy Dean, MGM Medical College, A'bad
5. Dr. Siddharth Dubhashi - Director (Academics)
6. Dr. R.B. Goel - Member Secretary, MGMIHS, NM
7. Dr. B.K. Somani - MS, MGM Hospital, A'bad
8. Dr. Veena Hatholkar - Director, MGM School of Biomedical Sciences, A'bad
9. Dr. Aparna Kakkad - CMS, A'bad
10. Dr. Dinesh Rao - Academic Admin, A'bad
11. Dr. Satish Bhoiete - Officiating Principal, MGM School of Nursing, A'bad
12. Dr. Rajesh Kadam - Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members.

Hon'ble Vice Chancellor once again explained the purpose and objectives of these meeting so as to get updates on all academic & administrative matters of all constituent units of MGMIHS.

Thereafter he asked Dr. Rajesh Goel, Registrar to take up the items on the Agenda for further deliberation and discussion.

Item No.1. To confirm the minutes of last monthly meeting held on Monday, 18th June, 2018 (Annexure-I)

Minutes of the last monthly meeting were read out by Registrar and were confirmed (Annexure-I).

Item No.2. Action Taken by each Institute Head.

Hon'ble Vice Chancellor stressed that all Institute Heads/authorities must initiate/adopt all actions for each activity as minuted in a time bound manner.

Item No.3. NAAC new format for AQAR submission.

NAAC has shifted from manual submission of "Annual Quality Assurance Report" (AQAR) to Online submission with effect from Academic Year 2018-19 (July 1, 2018 onwards). The existing manual format of AQAR (Annexure-II) therefore has also been changed to a new online format (Annexure-III). It was emphasized that as all departments are submitting the AQAR of respective departments on a monthly basis to Institute level IQAC by 5th of every month for preceding month, Institute heads will be presenting the consolidated Monthly AQAR of their institute during monthly Academic & Administrative meeting chaired by Hon'ble Vice Chancellor in the new online format. The presentation of July 2018 monthly AQAR will happen during next monthly Academic & Administrative meeting scheduled on August 20, 2018. Institute heads thus must circulate new online format to all departments under them through institute level IQAC so that data compilation can take place in the new format with effect from July 1, 2018.

Item No.4. National Institutional Ranking Framework (NIRF)

MGMIHS has participated in NIRF 2018 under "Overall" and "Medical" categories but could not make in top 200 in Overall and top 25 in Medical category. Close scrutiny of the parameters used in NIRF disclosed that research publications in Scopus and Web of science indexed journals are necessary to be in top rankings of NIRF. It is pertinent to mention here that as per the new draft 2018 regulations of deemed university, continuation of deemed status has been linked with NIRF ranking and NAAC grading. Thus, all efforts must be undertaken in this direction to achieve the required NIRF ranking and NAAC grading. Hon'ble Vice Chancellor informed that in order to encourage faculties/PG students/PhD students/research scholars to publish the research articles in Scopus, Pubmed and Web of science indexed journals, an incentive of Rs. 10000/- (Ten Thousand only) per publication is being recommended for approval from Board of Management of MGMIHS. It was also proposed that at least half publications must be in Scopus/Pubmed indexed journals while considering promotions of faculties.

Item No.5. NAAC 2nd cycle accreditation.

It was informed that draft SSR is ready and will be sent to AAA committee members for their perusal after incorporating changes as suggested during institutional visits of Navi Mumbai and Aurangabad campus. AAA committee visit has been scheduled from August 7 to August 9, 2018. All the institutes/departments will be visited by AAA committee and data as mentioned in draft SSR will be verified by the committee. Suggestions and recommendations of AAA committee will be finally incorporated in the draft SSR in consultation with NAAC university

criteria heads and institution heads through Institution level IQAC. The final SSR will be ready by September 15, 2018 and after due approval from Board of management will be uploaded on NAAC website in the first week of October 2018.

Item No.6. Low attendance at PhD open defense.

The low attendance at PhD open defense has been a matter of concern and therefore it was decided that all the registered PhD students and their guides must attend the open defense compulsorily. Lots of academic and scientific discussion takes place during open defense which will be helpful for all PhD students and their guides. Research section of the university shall inform all concerned regarding this henceforth and shall keep the attendance on record. This will also be recorded in the log books of the PhD students under signatures from their guides.

Item No. 7. 3T course in Bioethics at Aurangabad campus.

It is proposed to have the 3T course at Aurangabad campus in the month of October 2018. The final dates will be notified soon for the same. (Annexure-IV)

Item No. 8. AECC (Ability Enhancement Compulsory Course) on "Environment Studies".

Department of Community Medicine has been given the responsibility to conduct the course (through credit system) at respective campuses for all constituent units under MGMIHS with immediate effect. (Annexure-V)

Item No. 9. Ragging free campus.

UGC and other regulatory bodies have been issuing circulars and guidelines to make all education campuses ragging free. As the new academic year is beginning in August 2018, all institute heads must enforce multiple mechanisms as described by regulatory bodies. (Annexure-VI)

Item No. 10. Any other item with permission of chair.

a. Hon'ble Vice Chancellor informed that a workshop is being organized at University headquarters on August 23, 2018 on the topic Present Challenges for Medical Education in India. Various speakers includes: Dr, Ved Prakash Mishra, Dr. Russel Desouza, Dr. Maisekar (VC MUHS), Dr. Shingare DMER, Avisanh Supe, Hegde NAAC etc.

b. Timely payment of examiners remuneration: Dr. Shroff informed that there is delay in payment of examination remuneration to which Dr. Mohanty (Jt. COE) responded by saying that university must get the tabulated details of remunerations in the prescribed format for payment through net banking. After receipt of details, all payments will be cleared within 48 hrs.

c. Grievance redressal system: A 3 tier grievance redressal system has to be in place i.e. at department level, at institute level and at University level. The flow of grievance if not resolved shall be from department to College/School and from College/School to university.

The grievance redressal committee must be constituted as per the UGC norms (Annexure-VII).


Further all Institute Heads were directed as per UGC letter No. D.O.No. F.2-1/2013 (PG/Pt. File) dt. 09/08/2017 to display "UGC's Student Grievance Portal" and "Grievance Redressal Mechanism" near their office (Annexure-VIII).

d. **National Bioethics Youth Conference:** It is being organized at Amritsar in October 2018. All the institute heads were requested to nominate the students for the said conference. Reimbursement of all expenses will be borne by university. (Annexure-IX)

e. Dean, Dr. G S Narshetty requested to share the details of all those PhD students who are pursuing PhD under medical college as well as all those who are pursuing PhD in allied units.

Registrar informed the members that the next meeting will be held on 20/08/2018 (AA-03/2018) and Hon'ble Vice Chancellor will be chairing the meeting from Navi Mumbai.

As there were no further discussion points, the meeting ended with a vote of thanks.


Member B. Gool
Secretary
Registrar
All India Institute of Health Sciences
(Deemed to be University) Act, 1956
Navi Mumbai - 410 209



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A meeting of the constituent unit Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 22nd August, 2018 at 10:00 am. in the lounge, MGMIHS, Navi Mumbai.

Following members were present:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS
2. Dr. P.M. Jadhav - Hon'ble Trustee, MGMIHS
3. Dr. R.B. Bohra - Dean, MGM Medical College, A'bad
4. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
5. Dr. Pravin Suryawanshi- Deputy Dean, MGM Medical College, A'bad
6. Dr. K.R. Salgotra - MS, MGM Hospital, NM
7. Dr. N.N. Kadam - COE, MGMIHS
8. Dr. N.C. Mohanty - Joint Controller, MGMIHS, NM
9. Dr. Siddharth Dubhashi - Director (Academics)
10. Dr. Swati Shiradkar - Prof., OBGY., MGM Medical College, A'bad
11. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, NM
12. Dr. Sarath Babu - Director, MGM School of Physiotherapy, A'bad
13. Dr. Prabha Dasila - Principal, MGM School of Nursing, NM
14. Dr. Anuradha Mhaske - Principal, MGM School of Nursing, A'bad
15. Dr. Satish Bhoiete - Officiating Principal, MGM School of Nursing, A'bad
16. Dr. Mansee Thakur - Director, MGM SBS, NM
17. Dr. Swagatika Mishra - Head, MGMIUDP&O, NM
18. Dr. Rajesh Kadam - Deputy Registrar, MGMIHS
19. Dr. Dinesh Rao - Academic Admin, A'bad
20. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members.

Thereafter he asked Dr. Rajesh Goel, Registrar to take up the items on the Agenda for further deliberation and discussion.

Item No.1. To confirm the minutes of last monthly meeting held on Monday, 16th July, 2018.

While going through the minutes, Hon'ble Vice Chancellor emphasized that the information to be submitted in SSR to NAAC for 2nd cycle accreditation must be corrected/rewritten as pointed

out by AAA committee. He requested all Institute heads to personally go through the draft SSR and validate the data pertaining to their College/School/ Department. There should not be any kind of anomaly (for eg. Name of institute-Nursing, NM) in the data submitted in SSR, AISHE, NIRF etc. Further he asked all Institute heads to rectify/update their College/School/ Department website.

Dr. S.G. Salgotra added that a team must be constituted to validate all records of each department. Dr. Dalvi concluded that it is Institute Heads responsibility to get the validation of records done by constituting a committee of suitable experts so as to avoid any variation of data.

House unanimously agreed that the SSR would be sent to Institute Heads by 05th September, 2018. They will be given a 10 days time (15 Sept., 2018) to go through it thoroughly, verify and suggest any updation/rectification needed. After receipt of feedback from all Institute Heads on 15/09/2018, University IQAC will upload the same after updation/rectification, if any in the 1st week of October, 2018 after due approval from Board of Management.

Dr. Dalvi stressed that the Institute Heads must adhere to the scheduled academic calendar and all activities (CMEs, Symposium, PG teaching, MEU activities, guest lecture) must be carried on the prescribed date accordingly.

Registrar intimated all heads regarding the posters sent by UGC so as to create awareness regarding ill effects of ragging among students. He further suggested all heads to display the local institute contact Number for reporting ragging/grievance cases.

COE advised to give the cheques to examiners on the same day as examination finishes. All examiners are to be asked to give a cancelled cheque alongwith their consent so as to avoid any payment failure.

Minutes of the last monthly meeting were read out by Registrar and were confirmed (Annexure-I).

Item No.2. To discuss Action Taken by each Institute Head.

Hon'ble Vice Chancellor stressed that all Institute Heads/authorities must initiate/adopt all actions for each activity as minuted in a time bound manner.

Item No.3. To discuss observations and recommendations of AAA Committee.

Each and every section of draft SSR (Criteria 1 – 5) were discussed in length and respective comments of AAA committee was also noted.

Dr. P.M. Jadhav asked Dr. P.G. Ramesh to prepare the budget according to the income & expenditure incurred and to keep all records in support.

All Heads were instructed to install ramps/railings etc for easy access of differently abled persons.

There should be a link of Feedback form on the website. All students to be encouraged for filling the same.

Item No. 8. To discuss about NIRF 2018 analysis of MGMIHS.

Registrar informed the house that NIRF has categorized top 25 Medical Institutes across India on the basis of 05 parameters-TLR (Teaching Learning Resources), RP (Research & Professional Practice), GO (Graduation Outcome), OI (Outreach & Inclusivity) and PR (Perception). Considering the scores obtained by MGMIHS on 03 parameters i.e. TLR (Teaching Learning Resources), GO (Graduation Outcome), OI (Outreach & Inclusivity), MGMIHS is definitely in the top 25 Medical Institutes across India. MGMIHS could not score well in Parameter RP & PR. Therefore the parameters that need to be strengthened are RP (Research & Professional Practice) and PR (Perception) so as to be within top 25 Medical Institutes across India. [Annexure-IV]

Item No. 10. Any other item with permission of chair.

Dr. Narshetty informed members that a team of faculties & students have travelled to Kerala for providing best possible relief in this hard time of calamity.

As there were no further discussion points, the meeting ended with a vote of thanks.



Member Secretary
Dr. Rajesh B. Goel
Registrar

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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-04/2018) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 17th September, 2018 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Sudhir Kadam, Medical Director, NM
2. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
3. Dr. K.R. Salgotra - MS, MGM Hospital, NM
4. Dr. N.C. Mohanty - Joint Controller, MGMIHS, NM
5. Dr. Siddharth Dubhashi - Director (Academics), MGMIHS, NM
6. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, NM
7. Dr. Prabha Dasila - MGM New Bombay College of Nursing, NM
8. Dr. Swagatika Mishra - Head, MGMIUDP&O, NM
9. Dr. Mini Mol - Asst. Prof., MGM School of Biomedical Sciences, NM

At Aurangabad:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS
2. Dr. R.B. Bohra - Dean, MGM Medical College, A'bad
3. Dr. Pravin Suryawanshi - Deputy Dean, MGM Medical College, A'bad
4. Dr. Swati Shiradkar - Prof., OBGY., MGM Medical College, A'bad
5. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad
6. Dr. Sibi Joseph - Prof., MGM School of Physiotherapy, A'bad
7. Dr. Prashant Choudhary - Asst. Prof., MGM Medical College, A'bad
8. Dr. Yogita Phadke - Asst. Prof.; Ophthalmology, MGM Medical College, A'bad
9. Dr. R.P. Dixit - University Librarian, MGMIHS
10. Mrs. Madhuri Kulkarni - Librarian, MGM Medical College, A'bad
11. Dr. Dinesh Rao - Academic Administrator, A'bad
12. Mr. Sukhdeo Fankade - Clerk; NAAC Coordinator, A'bad
13. Dr. Rajesh Kadam - Deputy Registrar, MGMIHS
14. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members. He intimated the house regarding the inspection/visit conducted by MHRD for Institutional Swachhta Ranking at MGM Medical College, Navi Mumbai. He further urged all Institute heads to submit the title/brief account of CME's to be conducted well in advance to avoid clash between deaprtments.

Thereafter he asked Dr. Rajesh Goel, Registrar to take up the items on the Agenda for further deliberation and discussion.

Item No.1. To confirm the minutes of last monthly meeting held on Wednesday, 22nd August, 2018. (Encl-I)

While reading out the minutes of last meeting, Dr. S.N. Kadam instructed Dr. R.P. Dixit, University librarian to circulate the list of department-wise PubMed journals to the Institute Heads of all constituent colleges.

Dr Suryawanshi was asked to expedite the drafting of guidelines for reimbursement of Faculties attending/participating in conferences/seminars and submit to Registrar.

Minutes of the last monthly meeting were read out by Registrar and were confirmed. (Encl-I)

Item No.2. To discuss Action Taken by each Institute Head.

Dr. Narshetty, Navi Mumbai informed the house regarding updation of website of Medical College, meeting conducted for IQAC coordinators for sensitization, posters regarding anti ragging were put up at appropriate places, Gandhian videos uploaded, MHRD team visited Medical College for onsite inspection for Institutional Swachhta Ranking, 02 CME's conducted, a team of doctors were sent to Kerala for relief operation, felicitation of teachers on the occasion of "Teachers Day".

Dr. Bohra, Dean, MGM Medical College, Aurangabad, elaborated regarding Teachers Day celebration, conducting 02 CME's – Radiology & Physiology, sensitization of staff regarding NIRF.

Dr. Prabha Dasila, Principal, MGM New Bombay College of Nursing, NM informed the members about celebration of "National Nutrition Day", "Mental Health Day" by organizing Guest lecture, role plays etc. She also intimated that 02 external Faculties were felicitated on the occasion of "Teachers Day". A guest lecture was organized on "Organ Donation" by MAYA foundation. 04 students were involved in relief work for kerala flood victims. Nursing Students also participated in the Unnat Bharat Abhiyaan for survey of villages adopted.

Dr. Rajani Mullerpatan, Director, MGM School of Physiotherapy, NM informed the members about conduct of 02 guest lectures for UG & PG Students, Teachers Day celebration and activities undertaken in view of 150th Birthday celebration of Mahatma Gandhi.

Dr. Sarath Babu Principal, MGM School of Physiotherapy, A'bad informed regarding observing "Entertainment & Physical activity" on 7th & 8th September.



Dr. Mini Mol, Asst. Prof., MGM School of Biomedical Sciences, NM said 10 students participated in the Unnat Bharat Abhiyaan for survey of villages adopted, plans for 150th Birthday celebration of Mahatma Gandhi and Teachers Day celebration.

Dr. Veena Hatholkar, I/c Director, MGM School of Biomedical Sciences, A'bad informed about various activities undertaken.

Registrar informed that 03 best interns at MGMIHS level (after scrutinization of selected interns of constituent colleges) under Swachha Bharat Summer internship programme have been forwarded to the Secretary, Higher and Technical Education Department, Mumbai, Maharashtra. Further he intimated that the internship report of Mr. Ajay Taur, MGM Medical College, Aurangabad (1st Rank best intern at MGMIHS level) have been recommended by the State Secretary to UGC, MHRD, New Delhi for selection at National level.

Dr. R. B. Goel informed that under Unnat Bharat Abhiyan scheme, 05 villages-Dhodani, Dhamni, Waghachiwadi, Tawarwadi, Dehrang have been adopted under MGMIHS, Navi Mumbai. Dean, MGM Medical College, Aurangabad have been requested to register under UBA.

While discussing on feedback form, all institute head were requested to expedite and encourage students to fill the student satisfaction survey form available online.

Item No.3. To discuss registration of MGMIHS for NIRF- 2019 under overall & Medical Category.

Registrar briefed members about the registration for NIRF- 2019 under overall & Medical Category. Vice Chancellor advised to register MGMIHS for NIRF- 2019 under overall & Medical Category before 25/09/2018 (last date).

Item No.4. To display the "Revised Vision & Mission statement" of MGMIHS. (Encl-II)

Members discussed revised "Vision & Mission statement" of MGMIHS and all Institute heads were instructed to replace the boards displaying old vision & Mission statement with the "Revised Vision & Mission statement" of MGMIHS. (Encl-II)

Item No.5. To display Gandhian thoughts/ core values at respective Institutes. (Encl-III)

Encl-III enlisting few Gandhian thoughts/core values were discussed by members. Dr. S.N. Kadam suggested including the motto of MGM "Wipe the tears from every eye" in the said list. Dr. N.C. Mohanty agreed to compile and submit some more Gandhian quotes. All Institute heads were instructed to display Gandhian thoughts/core values at respective Institutes. (Encl-III)

Item No.6. To review the status of preparation for celebration of 150th birth anniversary of Mahatma Gandhi on 2nd October. (Encl-IV)

All Institute heads were suggested to make their action plan for celebration of 150th birth anniversary of Mahatma Gandhi on 2nd October. All students are to be involved in essay competition, plays, documentaries etc. based on Gandhi life.

Item No. 7. To discuss UGC letter regarding "Not to display the Aadhaar number of the students publicly". (Encl-V)

Members opined not to display the Aadhaar number of the students in their degree certificate in view of the UGC letter (Encl-V). Further it was decided that Registrar should write to MCI in this regard.

Item No. 8. To discuss feedback of other Universities in relation to NAAC.

The feedback of NAAC Peer Team for other Universities (like JSS, Mysore) was discussed. All Institute Heads were asked to survey the endemic diseases prevailing in their vicinity and conduct activities related to it. In addition research habit amongst UG student (ICMR-STs/Any other) must be inculcated by all possible efforts.

It was pointed out that NAAC validates the data submitted in SSR through the University & constituent Unit's website. Therefore all constituent Unit Heads were instructed to update and complete respective website.

Item No. 9. To suggest all Institute Heads to survey the endemic diseases prevailing in their vicinity and conduct activities related to it.

Already discussed under Item No. 8. Above.

Item No. 10. To discuss updates on 3T Bioethics program from 11 to 13 October, 2018 at Aurangabad campus.

Dr. S. Dubashi was asked to coordinate with Dean, MGM Medical College, Aurangabad for the conduct of 3T Bioethics program from 11 to 13 October, 2018 at Aurangabad campus.

Item No. 11. To inculcate the research habit amongst UG student (ICMR-STs/Any other)

Already discussed under Item No. 8. Above. Dr. S. Dubhashi, IQAC Coordinator of MGMIHS will take sessions of UG Students at both the campuses.

Item No. 12. Any other item with permission of chair:

- i) Plagiarism- All papers & research work which needs to be either published/presented must be scrutinized at HOD and Institute head for Plagiarism check. Without HOD and Institute head's permission no research work must be published/presented.
- ii) All activities (minor/major) undertaken by any constituent Unit must be documented in a report format that has to be submitted to IQAC within 02 days of conduct of the said activity.
- iii) Regarding installation of E-resources like Medline/Proquest etc. at library at both the campus, as no consensus was reached, Vice Chancellor decided to constitute a committee to finalize the same.

As there were no further discussion points, the meeting ended with a vote of thanks.

Member Secretary

Dr. Rajesh B. Goel

Registrar

Page 4 of 4



MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

Sector-1, Kamothe, Navi Mumbai - 410209

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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-05/2018) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 15th October, 2018 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS
2. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
3. Dr. N.C. Mohanty - Joint Controller of Examinations, MGMIHS, NM
4. Dr. Siddharth Dubhashi - Director (Academics), MGMIHS, NM
5. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, NM
6. Dr. Prabha Dasila - Principal, MGM New Bombay College of Nursing, NM
7. Dr. Mansee Rathore - I/c Director, MGM School of Biomedical Sciences, NM
8. Dr. Swagatika Mishra - Head, MGMIUDP&O, NM
9. Dr. R.P. Dixit - University Librarian, MGMIHS
10. Dr. Raman P. Yadav - Technical Director, MGMIHS OMICS Research Center, NM
11. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

At Aurangabad:

1. Dr. Pravin Suryawanshi- Deputy Dean, MGM Medical College, A'bad
2. Dr. Swati Shiradkar - Prof., OBGY., MGM Medical College, A'bad
3. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad
4. Dr. Sarath Babu - Principal, MGM School of Physiotherapy, A'bad
5. Dr. Zaki Anwar - Prof., MGM School of Physiotherapy, A'bad
6. Mrs. Madhuri Kulkarni - Librarian, MGM Medical College, A'bad
7. Mrs. Prajakta Joshi - Deputy Librarian, MGM Medical College, A'bad
8. Dr. Dinesh Rao - Academic Administrator, A'bad
9. Dr. Rajesh Kadam - Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members. Thereafter he asked Dr. Rajesh Goel, Registrar to take up the items on the agenda for further deliberation and discussion.

Item No.1. To confirm the minutes of last monthly meeting (AA-04/2018) held on Monday, 17th September, 2018. (Encl-I)

While reading out the minutes of last meeting, Dr. Shashank D. Dalvi, VC reminded Dr. R.P. Dixit, University librarian to expedite the task of circulating the list of department-wise PubMed journals to the Institute Heads of all constituent colleges.

Dr. Swagatika Mishra stated the need to have a separate website for MGM Institute's University Department of Prosthetics & Orthotics.

Dr. Raman P. Yadav urged to have a vibrant attractive research page on the University website.

Dr. Prabha Dasila requested to rectify the Nursing College Name to "MGM New Bombay College of Nursing" on the University Website.

Registrar asked DYR, Aurangabad to submit the list of villages approved by District Collector, Aurangabad under Unnat Bharat Abhiyan Scheme, to the University.

All institute heads were requested to return their respective College Boards displaying old Vision & Mission to University so as to prepare the Board with revised Vision, Mission & Motto of MGMIHS.

Dr. Mohanty submitted a list of Gandhian thoughts to VC. Registrar will circulate the same to all institute heads so as to display these thoughts at appropriate places at their colleges.

Vice Chancellor instructed all institute heads to include 01 Gandhian thoughts in their day to day college activities/speech to students.

Dr. Dubashi was requested to submit report of 3T Bioethics program conducted at Aurangabad campus from 11 to 13 October, 2018.

Registrar was requested to prepare the SOP for publication, dissertation of PG/Ph.D./faculty and any other related research work.

Dr. Mohanty was requested to organize a workshop for acquainting all PG students & faculties/Guides regarding "Plagiarism software".

Registrar, assured to take action on all these matters.

Minutes of the last monthly meeting were read out by Registrar and were confirmed. (Encl-I)

Item No.2. To discuss Action Taken by each Institute Head.

The Action Taken by each Institute Head was discussed simultaneously while confirming the minutes of last monthly meeting (AA-04/2018) held on Monday, 17th September, 2018.

Item No.3. To express appreciation for the efforts taken by Deans (MGM Medical College, Navi Mumbai & Aurangabad):

- i. NM - National Institutional Swachhta Ranking (3rd rank)
- ii. A'bad - NABH accreditation of MGM Hospital, Aurangabad

Dr. G.S. Narshetty was handed over the certificate for 3rd rank in National Institutional Swachhta Ranking by Hon'ble Vice Chancellor. Dr. Suryawanshi briefed the efforts undertaken in last 06 years for obtaining NABH accreditation of MGM Hospital. Dr. G.S. Narshetty & Dr. Suryawanshi efforts were highly appreciated in receiving such prestigious awards.

Item No.4. Constituent Institute Heads to present a brief report on activities undertaken during September 2018 and the activities to be undertaken in October 2018 in the below mentioned heads:

Academic, Administrative, Research, Clinical Services, Outreach/Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaboration (if any)

Constituent Institute Heads summarized the activities undertaken during September 2018 and the activities to be undertaken in October 2018 on heads namely Academic, Administrative, Research, Clinical Services, Outreach/Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaboration (if any). (Encl-II)

Vice Chancellor instructed all institute heads to include activities conducted in last month only in their report. Further this report (soft copy) should be mailed to Registrar.

Registrar summarized the observation of "Surgical Strike Day". He also briefed the members regarding his participation in "MOOC" training Workshop at Ahmadabad. Representatives from "Southampton University, UK" have visited MGMIHS, to explore the possibility of collaboration. The matter is in process.

Item No.5. Status of ongoing or mandatory activities: Student Satisfaction Survey, Grievance Redressal Committee, Internal Complaint Committee (ICC), IQAC strengthening, Environmental Sciences (AECC), Unnat Bharat Abhiyan, Research Methodology Workshop, Alumni registration status.

All institute heads were again requested to expedite and encourage students to fill the student satisfaction survey form available online.

Registrar urged all institute heads to constitute Grievance Redressal Committee, Internal Complaint Committee (ICC) and submit their details to University.

Registrar enquired about the conduction of Environmental Sciences (AECC) classes at Aurangabad.

All institute heads were requested to make their Institutional IQAC more active.

Item No.6. To discuss about correctness of AISHE data 2018-19.

Vice Chancellor instructed all institute heads to submit their duly filled-in DCF to University for verification and to upload on AISHE site only after its verification.

Item No. 7. International English Language Testing System (IELTS) Training at both campuses.

Registrar informed all members that in view of Student Welfare activity, a vendor have been finalized for such training at Navi Mumbai. Further DYR, Aurangabad was asked to look out for vendors at Aurangabad for imparting such training.

Item No. 8. Ph.D./other research projects must fulfill a critical innovation index for University funding.

Registrar informed all members that in view of getting funding from MGMIHS Ph.D./other research projects must fulfill a critical innovation index, which is being prepared by a committee constituted for this purpose.

Item No. 9. Status of library automation.

Dr. R.P. Dixit informed all members that installation of "KOHA" library automation software at Navi Mumbai has already been initiated. To an enquiry raised by Dr. Suryawanshi regarding KOHA software, Dr. Dixit was instructed to arrange a demonstration of the said software at Aurangabad.

Item No. 10. To update on "Examination Process Automation".

Dr. N.C. Mohanty explained the members that the process of "Examination Automation" has already been initiated. Vendors for same have been finalized and it will take a months time to be in function. The automation process will be implemented from October PG examination onwards. To an enquiry raised by Dr. Suryawanshi regarding this software, Dr. Mohanty was instructed to arrange a demonstration of the said software at Aurangabad.

Item No. 11. Status of starting of NSS unit.

University is in receipt of a letter from NSS cell, Maharashtra acknowledging the receipt of our application for starting of NSS unit and stating that this year it is closed for processing of application. (Encl-III)

It was decided to appoint a coordinator for NSS unit at Aurangabad campus.


Item No. 12. Inclusion of researchers from Aurangabad campus in MGMIHS Incubation & Innovation Centre.

Vice Chancellor opined to establish a separate "MGMIHS Incubation & Innovation Centre" at Aurangabad campus.

Item No. 12. Any other matter with the permission of the chair.

- i) Dr. Suryawanshi requested Registrar to give appointment letter to newly appointed BOS members and a letter of appreciation to the outgoing BOS members.
- ii) All institute heads were urged for cooperation in celebrating "World Bioethics Day" on 19th October, 2018.
- iii) Jt. COE was instructed to organize a workshop on "Plagiarism" for all JRs who are going to submit their dissertation.
- iv) Dr. R. P. Dixit informed the house that due to insufficient international articles in "MGM Journal of Medical Sciences" it could not be indexed in Scopus. Therefore he suggested including few international persons in the editorial board so as to have enough articles.

As there were no further discussion points, the meeting ended with a vote of thanks.


Member Secretary

Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences

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

Navi Mumbai-410 209



MGM INSTITUTE OF HEALTH SCIENCES

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

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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-06/2018) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 19th November, 2018 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Sudhirschandra Kadam, Medical Director, NM
2. Dr. N. N. Kadam, Controller of Examinations, MGMIHS, NM
3. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
4. Dr. K. R. Salgotra, MS, MGM Medical College & Hospital, NM
5. Dr. N.C. Mohanty - Joint Controller of Examinations, MGMIHS, NM
6. Dr. Siddharth Dubhashi - Director (Academics), MGMIHS, NM
7. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, NM
8. Dr. Prabha Dasila - Principal, MGM New Bombay College of Nursing, NM
9. Dr. Mansee Rathore - I/c Director, MGM School of Biomedical Sciences, NM
10. Dr. Swagatika Mishra - Head, MGMIUDP&O, NM
11. Dr. R.P. Dixit - University Librarian, MGMIHS
12. Dr. P. G. Ramesh, Finance Officer, MGMIHS, NM
13. Dr. Raman P. Yadav - Technical Director, MGMIHS OMICS Research Center, NM
14. Mr. Rajesh Makhijani, IT Manager, MGMIHS, NM
15. Dr. Prasad Waingonkar, Prof. Community Medicine, MGM Medical College, NM
16. Dr. Kiran Mali, President, Alumni Association, MGMIHS, NM

At Aurangabad:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. R.B. Goel - Member Secretary, MGMIHS, NM
3. Dr. Pravin Suryawanshi- Deputy Dean, MGM Medical College, A'bad
4. Dr. Swati Shiradkar - Prof., OBGY., MGM Medical College, A'bad
5. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad

6. Dr. Dinesh Rao – Academic Administrator, A'bad
7. Dr. Rajesh Kadam – Deputy Registrar, MGMIHS
8. Dr. Rahul Surve, UBA Coordinator, Aurangabad
9. Dr. Rajendra B. Bohra, Dean, MGM Medical College, Aurangabad
10. Dr. Salve, Prof. & Head, Community Medicine, MGM Medical College, Aurangabad

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members. Hon'ble VC informed that MGM New Bombay College of Nursing has been placed in the top 10 Nursing Institutes of the country for year 2018 by Higher Education Review Magazine. He requested Hon'ble Medical Director Dr. Sudhinchandra Kadam to handover a flower bouquet to Dr. Prabha Dasila, Principal, MGM New Bombay College of Nursing, Navi Mumbai as a token of appreciation. Dr. Prabha Dasila thanked the Management for their continuous support to take the Nursing College at this level,

Hon'ble VC also appreciated Dr. Pravin Surywanshi, Professor & Heads, Dept. of Surgery, MGM Medical College, Aurangabad for getting elected as Executive Council Member of Association of Surgeon of India (ASI) from state of Maharashtra with the highest number of votes among all candidates at all India level by offering flower bouquet as a token of appreciation.

Hon'ble VC also briefed the members about NAAC 2nd cycle preparation and participation in NIRF-2019 ranking. He also briefed about registration of Institute Innovation Council of MGMIHS at MHRD. He asked the Aurangabad management to expedite the establishment of Innovation center of Aurangabad campus.

Hon'ble VC directed the registrar to include IQAC coordinators of both campuses as a permanent member for Academic & Administrative meetings. He requested the Head of the Institutions to attend the anointing ceremony of Hon'ble Chancellor Shri. Kamalkishore N. Kadam of MGMIHS on 20th November, 2018 at University Headquarter, Navi Mumbai. He asked registrar to arrange the live telecast of the event at Aurangabad campus for those who are unable to attend at Navi Mumbai.

Hon'ble Medical Director, Dr. Nitin Kadam-COE, Hon'ble Vice Chancellor asked for an explanation for the absence of Dr. Sarath Babu, Principal, MGM School of Physiotherapy, Aurangabad as the schedule of the monthly meeting is fixed on every 3rd Monday of the month.

Thereafter he asked Dr. Rajesh Goel, Registrar to take up the items on the agenda for further deliberation and discussion.

Item No.1. To confirm the minutes of last monthly meeting (AA-05/2018) held on Monday, 15th October, 2018. (Encl-I) AND

Item No. 2. To discuss Action Taken by each Institute Head

The minutes were read out by Registrar and were confirmed along with action taken with following observation and suggestions:-

1. Dr. R. P. Dixit, University librarian to expedite the task of circulating the list of department-wise PubMed journals to the Institute Heads of all constituent colleges by 10th December, 2018
2. IT Manager MGMIHS to look into the website related matters of the University as well as the constituent Unit of MGMIHS.
3. Registrar will arrange for a meeting to finalize the content on the research page on the University in consultation with Dr. Raman Yadav.
4. Dr. N. C. Mohanty was requested to organize one more lecture on plagiarism for PG Students and Guides at Aurangabad and Navi Mumbai.
5. Dr. Raman P. Yadav was requested to visit Aurangabad campus for establishment of Innovation center for which Dean, Aurangabad must do the required ground work like identification of suitable place and a dedicated staff.
6. Hon'ble VC sir recommended to constituent a committee to define the parameters to enable University to consider funding for Ph.D. / other research project on the basis of objective criteria's.
7. Dr. Siddharth Dubhashi informed the members that the World Bioethics Day will be celebrated in December 2018 at both the campus.

Item No. 3. Appreciation of Interns who have been awarded cash prize at 'University' and 'State' level under Swachha Bharat Summer Internship programme 2018.

The winning students under Swachha Bharat Summer Internship programme 2018 at University level and the State level were appreciated by Hon'ble Vice Chancellor.

University level winners:

1. Deepak Narayan Tayade (Team) MGM Medical College, Aurangabad - Cash Prize Rs. 30,000/-
2. Payal Umesh Toshniwal (Team) MGM School of Physiotherapy, Aurangabad - Cash Prize Rs. 20,000/-
3. Aishwarya Sampatrao Jadhav (Individual) MGM New Bombay College of Nursing, Navi Mumbai - Cash Prize Rs. 10,000/-

The state level winner:

4. Ajay Sakharam Taur, N.S.S. Volunteer of MGM Institute of Health Sciences, Navi Mumbai - Cash Prize Rs. 20,000/-

Item No. 4. Constituent Institute Heads presented: a brief report on activities undertaken during October 2018 and the activities to be undertaken / on-going in November 2018 in the below mentioned heads:

All the heads presented different activities undertaken during October 2018 at their Institute under Academic, Administrative, Research, Clinical Services, Outreach/Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaboration.

Item No. 5. To discuss about NIRF-2019 data.

NIRF- 2019 data is being pooled together from various constituent units in order to complete the process by November 30th 2018, which is the last date to submit online data. Hon'ble Vice Chancellor directed the Institute Heads to expedite the data submission.

Item No. 6. Status of Environmental Sciences (AECC) course at both campuses

Dr. Prasad Waingankar and Dr. Shobha B. Salve, respective head of Community Medicine Department, briefed the members about the lectures being undertaken for AECC course (Environmental studies) at respective campuses. Hon'ble Vice Chancellor suggested to check out the possibility of adopting a MOOC's programme on environmental studies.

Item No. 7. Brief presentation of activities undertaken so far under 'Unnat Bharat Abhiyan' (UBA) at both campuses.

Dr. Prasad Waingankar and Dr. Shobha B. Salve briefed the members about progress of 'Unnat Bharat Abhiyan' (UBA) at respective campuses. Registrar asked the UBA coordinator to check the Rs. 50,000/- grant per village to be given by Government of India to undertake various activity of 'Unnat Bharat Abhiyan' (UBA).

Item No. 8. Alumni registration status as per attached format (Encl-II)

Dr. Kiran Mali, President, Alumni Association of MGMIHS, Navi Mumbai presented the status of alumni registration and hiring of an agency to expedite the alumni registration. He assured the members that the exact data will be presented in the next monthly meeting.

Item No. 9. Status of library automation.

University librarian informed the members that automation of library with "KOHA" software is completed at Navi Mumbai campus and soon will be completed at Aurangabad campus. He also mentioned about capturing attendance of faculty & students by using barcode technology which will be cost effective. IT Manager was asked to coordinate with library on this matter.

Item No. 10. Any other matter with the permission of the chair.

1. Water shortage at both campuses.

Dr. G. S. Narshetty informed about shortage of water at Navi Mumbai campus & proposed use of Technologic Developed by a BARC scientist for recycling of waste water. He suggested to schedule a meeting with BARC scientist to get the details. Dr. Pravin Surywanshi also mentioned about water recycling at Aurangabad in order to maximize the use of waste water.

As there were no further discussion points, the meeting ended with a vote of thanks.


Member Secretary
Dr. Rajesh B. Goel
Registrar

MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209



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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-07/2018) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Friday, 14th December, 2018 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. K. R. Salgotra, MS, MGM Medical College & Hospital, NM
3. Dr. N.C. Mohanty – Joint Controller of Examinations, MGMIHS, NM
4. Dr. Siddharth Dubhashi – IQAC Coordinator (MGMIHS) Navi Mumbai
5. Dr. Rajani Mullerpatan – Director, MGM School of Physiotherapy, NM
6. Dr. Prabha Dasila – Principal, MGM New Bombay College of Nursing, NM
7. Dr. Mansee Rathore – I/c Director, MGM School of Biomedical Sciences, NM
8. Dr. Swagatika Mishra – Head, MGMIUDP&O, NM
9. Dr. R.P. Dixit – University Librarian, MGMIHS
10. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
11. Dr. Raman P. Yadav – Technical Director, MGMIHS OMICS Research Center, NM
12. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM
13. Dr. Kiran Mali - President, Alumni Association, MGMIHS, NM
14. Dr. R.B.Goel - Member Secretary, MGMIHS, NM

At Aurangabad:

1. Dr. A.G. Shroff – Medical Director, Aurangabad
2. Dr. Swati Shiradkar – IQAC Coordinator, Aurangabad Campus
3. Dr. Veena Hatholkar – I/c Director, MGM School of Biomedical Sciences, A'bad
4. Dr. Sarath Babu- Principal, MGM School of Physiotherapy, Aurangabad
5. Dr. Zaki Anwar, Professor, MGM School of Physiotherapy, Aurangabad
6. Dr. Dinesh Rao – Academic Administrator, A'bad
7. Dr. Rajesh Kadam – Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members.

Dr. Rajesh Goel, Registrar, requested all the members to observe one minute silent to pay homage on sad demise of Miss. Akanksha Deshmukh, MPT 1st year student of MGM School of Physiotherapy, Aurangabad.

Item No.1. Hon'ble Vice Chancellor briefed the members on the following activities:

- a) Interaction with NAAC Core Committee held at NAAC office Bangalore for finalization of health science manual.
- b) Dr. R. C. Deka, Former Director – AIIMS, New Delhi visit at both campuses.
- c) Association of Indian Universities (AIU) New Delhi, west zone conference of Vice Chancellor's on the theme of "Excellence in sports in higher education institutes: Opportunities and Challenges, hosted by DY Patil University, Navi Mumbai.
- d) NAAC awareness Programme on the theme of 'Revised parameters of assessment and accreditation of health science institution' at MGM Medical College, Aurangabad on January, 19th 2018.
- e) Nationwide competition on Women rights for students of the University by NCW, GOI.
- f) 10th Convocation at Navi Mumbai on 27th January, 2019.
- g) 1st International conference on Prenatal Development organized by Manshakti Research Centre, Lonavla on 18, 19, 20 January, 2019.
- h) Shastri Indo Canadian Institute membership for research activities.
- i) NAAC conference participation by IQAC members of constituent units.

Thereafter, Hon'ble Vice chancellor directed Dr. Rajesh Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No. 2. To confirm the minutes of last monthly meeting (AA-06/2018) held on Monday, 19th November, 2018 along with action taken report.

1. Establishment of innovation center at MGM Aurangabad campus.
2. Website development status.
3. Research page on the University website.
4. World Bioethics Day celebration status for the year 2018.
5. Library automation status.
6. Additional lecture plagiarism at both campus
7. Unnat Bharat Abhiyan updates.
8. Alumni registration status.

Item No. 3. Appreciation of faculties & students for major achievements:

- a) Dr. Siddharth Dubhashi, Prof & Head, Dept. of Surgery, MGM Medical College, Navi Mumbai participated at (Word Academic Congress of Emergency Medicine 2018) held at Doha, Qatar, in November as panelist, Judge and Chairperson for scientific sessions.

- b) Miss Shriya Patil, student of MGM School of Physiotherapy, Navi Mumbai scored 1st rank and Mr. Ankush Dawra, student of MGM Medical College, Navi Mumbai scored 6th rank at national level in online survey conducted by *ReTHINK India* on Gandhian values.
- c) Dr. N.C. Mohanty, have been elected as President Pediatric Association of India (PAI)
- d) Dr. Siddharth P. Dubhashi's participation at Indian Science Congress in poster presentation.

Hon'ble Vice Chancellor requested winners of online survey conducted by *ReTHINK India* on Gandhian values to speak for five minutes on 26th January, 2019.

Dr. K. R. Salgotra, requested Dr. Siddharth P. Dubhashi to share the information and data about participation at Doha conference, for larger benefit of all faculties.

Item No. 4. Constituent Institute Heads to present a brief report on activities undertaken during November, 2018 and the activities to be undertaken / ongoing in December 2018 in the below mentioned heads:

Academic, Administrative, Research, Clinical Services, Outreach / Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaborations.

This agenda was postponed for the next monthly meeting.

Item No. 5. Completion of NIRF - 2019 data submission under 'Medical' & 'Overall' category.

Hon'ble Vice Chancellor informed about completion of NIRF - 2019 data submission under 'Medical' & 'Overall' category.

Item No. 6. Quarterly report from IQAC cells of constituent units.

IQAC coordinators of all constituent units must prepare the "Quality Assurance Report" of last two quarters in the revised NAAC 'AQAR' format to be presented in the next monthly meeting.

Item No. 7. Opening of AISHE 2018-19 portal from December 1, 2018 to February 28th 2019.

All constituent units must fill the necessary data in the DCF- II format to be submitted to University for verification before uploading on AISHE portal.

Item No. 8. SPSS training at Navi Mumbai & Aurangabad.

Three batches of PG student/faculties have been trained for SPSS at Navi Mumbai and the training of the 4th batch has started from 7th December, 2018 at Navi Mumbai campus.

SPSS training at Aurangabad is to be initiated and details must be submitted.

Item No. 9. Streamlining of office records and communications at constituent units for preventing grievances from different stakeholders.

Registrar informed all the Institute heads about discrepancies observed in various official communications which need to be rectified and streamlined as lots of time is wasted in the process of correction and recorection which leads to grievances from different stake holders.

Item No. 10. Any other matter with the permission of the chair:

- i) Extension of last date for submission of MD/MS dissertations by 10 days for the batch appearing in April 2019 due to implementation of plagiarism check.
- ii) Hon'ble Vice Chancellor directed Registrar to issue of a formal notification with regards to Fellowship admission mentioning the rules for admissions to be done twice a year if seats are vacant.

As there were no further discussion points, the meeting ended with a vote of thanks.



Member Secretary
Dr. Rajesh B. Goel
Registrar

MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209



MGM INSTITUTE OF HEALTH SCIENCES

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

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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-08/2019) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 21st January, 2019 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. G.S. Narshetty, Dean, MGM Medical College, NM
3. Dr. K. R. Salgotra, MS, MGM Medical College & Hospital, NM
4. Dr. N.C. Mohanty - Joint Controller of Examinations, MGMIHS, NM
5. Dr. Siddharth Dubhashi - IQAC Coordinator (MGMIHS) Navi Mumbai
6. Dr. Sabita Ram, Director (Research) MGM Institute Navi Mumbai
7. Dr. Prabha Dasila - Principal, MGM New Bombay College of Nursing, NM
8. Dr. Mansee Rathore - I/c Director, MGM School of Biomedical Sciences, NM
9. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
10. Dr. Raman P. Yadav - Technical Director, MGMIHS OMICS Research Center, NM
11. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM
12. Dr. Rita Abbi, Professor, Dept. of Biostatistics, MGM SBS, NM
13. Dr. R.B.Goel - Member Secretary, MGMIHS, NM
14. Dr. Haritha Kumari, MGM Medical College, NM
15. Mrs. Susan Jacob, MGM New Bombay College of Nursing, NM
16. Mrs. Uttara Deshmukh, MGMIUDP&O, NM
17. Dr. Meruna Bose, Associate Professor, MGM School of Physiotherapy, NM
18. Dr. Himanshu R. Gupta, MGM School of Biomedical Sciences, NM

At Aurangabad:

1. Dr. Rajendra B Bohra, Dean, MGM Medical College, Aurangabad
2. Dr. Swati Shiradkar - IQAC Coordinator, Aurangabad Campus
3. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad
4. Dr. Zaki Anwar, Professor, MGM School of Physiotherapy, A'bad
5. Dr. Dinesh Rao - Academic Administrator, A'bad
6. Dr. Prashant Choudhary, IQAC Coordinator, SBS, A'bad

7. Dr. Divya Jethwani, IQAC Coordinator, A'bad
8. Dr. Rajesh Kadam – Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members.

Item No.1. Hon'ble Vice Chancellor briefed the members on the following activities:

- a) Completion of Pilot study & Report submitted to NAAC. Dr. Siddharth Dubhashi from Navi Mumbai Campus & Dr. Swati Shiradkar from Aurangabad Campus attended the program of Pilot study for draft health manual at NAAC Bangalore on 5th December, 2018.
- b) NAAC awareness seminar on "Revised Parameters of Assessment & Accreditation of Health Science Institutions" conducted successfully at Aurangabad on January 19, 2019. A total of 129 participants representing 10 different health universities across India attended the seminar from different universities within and outside Maharashtra.
- c) 10th Convocation of MGMIHS was held on 27th January, 2019 at Navi Mumbai. Chief Guest was Prof. Sanjay Zodpey, Vice President - Academics, Public Health Foundation of India, New Delhi, Director – Indian Institute of Public Health, Delhi. The convocation was also attended by Dr. Kamalkishore Kadam, Chairman & Chancellor, MGMIHS, MGM Trustees, Former Chancellor, MGMIHS Dr. K.G. Narayankhedkar.
- d) Various Conferences held & planned:
 - i) International Conference on "Prevention, Early Detection and Management of Spine Disability: A patient centric integrated approach" was organized by MGM School of Physiotherapy, Navi Mumbai – 18th to 19th January 2019. Eminent personalities across the globe like Dr. Manohar Panjabi (worked in area of Spine biomechanics for over 35 years), Dr. Scott Haldeman (published over 200 scientific papers in the field of spine care) and Dr. Margereta Nordin (President of World Spine Care, Europe) graced the occasion with their presence and scientific contribution. 81 Student Delegates & 48 Faculty Delegates participated in this conference.
 - ii) National conference on "Strengthening the Profession of Nursing: Enhancing Transformation" organized by MGM New Bombay College of Nursing, Navi Mumbai - 24th & 25th January, 2019. The Chief Guest of the conference was Dr. Punita Ezhilavasu, Senior consultant, INC, New Delhi. The conference had 27 resource persons from 06 Universities across the country & 03 renowned health care organizations. There were total 170 participants with 13 paper presentation and 16 conceptual poster presentations.
 - iii) MASICON-2019 organized by MGM Medical College, Aurangabad – 31st January to 3rd February 2019.
 - iv) The Department of Emergency Medicine, MGM Medical College & Hospital, Navi Mumbai along with partners (ACEE-India, INDUSEM, WACEM, EMA and ISPT) hosted 2nd *Emergency Pediatrics & Injuries Congress (EPICON*

2019) and the 2nd Emergency Medicine Association Maharashtra State Level Congress (MAHAEM 2019) international and state level congress from 2nd to 6th February, 2019. 04 international, 20 national and over 30 regional faculties were involved. Over 50 abstracts were received and 45 presented as paper/posters, the rest as i-CBLs. There were total 208 registrations (EPICON 2nd to 4th Feb = 114, EPICON 5th Feb = 117, MAHAEM 6th Feb = 162). EPICON (2nd-5th) was attended by 108 and MAHAEM (6th) was attended by 147.

- e) MGM Institute of Health Sciences, Navi Mumbai participated in the workshop on "Prevention of Sexual Harassment of Women at Work Place (Prevention, Prohibition and redressal)" organized by Maharashtra State Commission for woman & Purendar Sneh Samajik Kalyan Sanstha, Kharghar at Women development cell, A.C. Patil Engineering College, Kharghar. This was attended by Dr. Madhavi Mankar, Dr. Himanshu Gupta, Mrs. Poonam Patil, Dr. Pradeep Sawardekar. (Date: 10th January, 2019)
- f) State Education Commission meeting was attended to introduce 'democracy module' by Mr. Mukesh Deore, Section officer, MGMIHS. Accordingly actions are planned. (Date: 05th January, 2019)
- g) MGM New Bombay Hospital, Vashi walkathon was held on 20th January, 2019. This event was participated by around 10000 participants including Dr. Kamalkishore Kadam, Chairman & Chancellor, MGMIHS, MGM Trustees, Former Chancellor, MGMIHS Dr. K.G. Narayankhedkar, faculties and staff.
- h) Appointment of Dr. Sabita Ram, Director (Research) at MGMIHS, Navi Mumbai. (From 1st January, 2019)
- i) Appointment of Prof. Dr. Zaki Anwar, In-charge Principal at MGM School of Physiotherapy, Aurangabad. (From 27th December, 2018)
- j) Appreciation of winners of:
 - i) Nationwide competition on Women rights for students of various constituent unites the University by NCW, GOI. (Annexure-I)
 - ii) Best poster award – Dr. Siddharth Dubhashi, IQAC Coordinator (MGMIHS) at 06th Indian Science competition under Medical Sciences category.
 - iii) Dr. Swagatika Mishra, HOD, MGM Institute's University Department of P & O, Navi Mumbai, visiting expert for RCI, has been invited at RCI for an orientation program.
 - iv) Dr. Rajani Mullerpatan, Director, MGM School of Physiotherapy, Navi Mumbai have been invited as an expert by SIP from 15th to 17th February 2019.
 - v) One patent published by Dr. Mansee Thakur, In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai.
 - vi) Winner of online survey at national level conducted by ReTHINK India on Gandhian values - 1st rank to Miss Shriya Patil, student of MGM School of Physiotherapy, Navi Mumbai and 6th rank to Mr. Ankush Dawara, student of MGM Medical College, Navi Mumbai. These students shared their thoughts on Gandhian values on January 26th 2019, (Republic day function at MGM Campus, Navi Mumbai.

Thereafter, Hon'ble Vice Chancellor directed Dr. Rajesh Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No. 2. To confirm the minutes of last monthly meeting (AA-07/2018) held on Friday, 14th December, 2018 along with action taken report.

Item No. 3. To discuss UGC letter regarding curbing the menace of ragging.

As per the UGC letter Hon'ble Vice Chancellor directed all Institute Heads to implement necessary measures in order to prevent menace of ragging.

Item No. 4. To discuss AISHE 2018-19 status.

Registrar informed the members that the data needs to be submitted with utmost diligence as AISHE data will be a major validation tool during NAAC DVV.

Item No. 5. IQAC report of constituent unit for last two quarters (July- September 2018 & October - December 2018) in the revised AQAR format.

Hon'ble Vice Chancellor directed the presentation of quarterly IQAC report of constituent unit separately on January 2018 to January 2019.

Item No. 6. Awareness on research facilities available in the both campuses amongst all faculties /research guides / PG / PhD students.

Director Research needs to prepare a complete list of research facilities available in the both campuses including research equipments. This further needs to be disseminated amongst all faculties/research guides / PG / PhD students of both campuses for optimum utilization of research facilities.

Item No. 7. Constituent Institute Heads to present a brief report on activities undertaken during November - December 2018 and the activities to be undertaken /ongoing in January 2019 in the below mentioned heads:

Academic, Administrative, Research, Clinical Services, Outreach/Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaborations.

Constituent Institute Heads presented a brief report on activities undertaken during November - December 2018. Dr. Sabita Ram, Director (Research) observed that research activities are not presented by institute head. All presentation must be done in a power point presentation and must be submitted in soft copy format to the Registrar immediately after the meeting.

Item No. 8. Awareness of various parameters amongst students for winning Chancellors Medal & MGMIHS Gold Medal during convocation.

At the time of induction program of newly admitted students, different parameters for winning Chancellors Medal & MGMIHS Gold Medal during convocation must be informed so that students are aware of such incentives.

As there were no further discussion points, the meeting ended with a vote of thanks.


Dr. Rajesh B. Goel
Member Secretary Registrar

MGM Institute of Health Sciences
(Deemed University u/a 3 of UGC Act, 1956)
Navi Mumbai- 410 209

Annexure-I

List of Prize Winner students participated in Nationwide Competition by National Commission for Women, Government of India

MGM Medical College, Navi Mumbai

- 1st Winner –
Keshav Singh (2nd Year MBBS) (47 Marks)
- 2nd Winner -
Amisha Wathodkar (1st MBBS) (37 Marks)
- 3rd Winner –
 1. Vedarth Gadhe (1st MBBS) (46 Marks)
 2. Umama Siddiqui (2nd MBBS) (46 Marks)
 3. Muskan Mansuri (2nd MBBS) (46 Marks)
 4. Shya Tawariy (2nd MBBS) (46 Marks)
 5. Vaibhav Pndurkar (2nd MBBS) (46 Marks)

MGM Medical College, Aurangabad

- 1st Winner –
Shivaji Sarwade (II Year, Third Sem) (Roll No. 17118)(38 Marks)
- 2nd Winner -
Ajay Karnta (I Year) (Roll No. 17118) (38 Marks)
- 3rd Winner –
 1. Prachi Tope (II Year, Third Sem) (Roll No. 17143) (37 Marks)
 2. Karhale Kanchan Balaji (II Year, Third Sem) (Roll No. 17065) (36 Marks)
 3. Sandip Mandal (II Year, Third Sem) (Roll No. 16089) (36 Marks)
 4. Vaibhav Sanjay Phadtare (II Year, Third Sem) (Roll No. 17103) (35 Marks)
 5. Varun Kumar Kulkarni (II Year) (Roll No. 17076) (34 Marks)

MGM School of Physiotherapy, Navi Mumbai

- 1st Winner –
Dishi Trivedi (I BPT) (42 Marks)
- 2nd Winner -
Roma Ravaliya (IV BPT) (41 Marks)
- 3rd Winner –
 1. Aasini Riya Shetty (III BPT) (38 Marks)
 2. Sakshi Duseja (IV BPT) (38 Marks)
 3. Priyadarshini (IV BPT) (38 Marks)
 4. Swarali Anant Walawalkar (III BPT) (37 Marks)
 5. Disha P. Surwase (III BPT) (37 Marks)



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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-09/2019) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 18th February, 2019 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. S.N. Kadam – Medical Director, MGM Institute, Navi Mumbai
3. Dr. G.S. Narshetty, Dean, MGM Medical College, NM
4. Dr. K. R. Salgotra, MS, MGM Medical College & Hospital, NM
5. Dr. Sabita Ram, Director (Research) MGM Institute Navi Mumbai
6. Dr. Prabha Dasila – Principal, MGM New Bombay College of Nursing, NM
7. Dr. Rajani Mullerpatan, Director, MGM School of Physiotherapy, Navi Mumbai
8. Dr. Mansee Rathore – I/c Director, MGM School of Biomedical Sciences, NM
9. Dr. Swagatika Mishra-HOD, MGMIUD of P & O, Navi Mumbai
10. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
11. Dr. Raman P. Yadav – Technical Director, MGMIHS OMICS Research Center, NM
12. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM
13. Dr. Rita Abbi, Professor, Dept. of Biostatistics, MGM SBS, NM
14. Dr. Prasad Waingankar – Prof. Community Medicine, MGM MC, NM
15. Dr. R.P. Dixit, University Librarian, MGMIHS, Navi Mumbai
16. Dr. R.B.Goel - Member Secretary, MGMIHS, NM

At Aurangabad:

1. Dr. P.R. Suryawanshi- Deputy Dean, MGM Medical College, A'bad
2. Dr. Swati Shiradkar – IQAC Coordinator, Aurangabad Campus
3. Dr. Veena Hatholkar – I/c Director, MGM School of Biomedical Sciences, A'bad
4. Dr. Zaki Anwar, Professor, MGM School of Physiotherapy, A'bad
5. Mrs. Madhuri Kulkarni- Librarian, MGM Medical College, A'bad
6. Dr. Rahul Surve- Assistant Prof. Community Medicine, MGM MC, A'bad
6. Dr. Rajesh Kadam – Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members. Hon'ble Vice Chancellor sir appreciated the following faculties for their achievements:

1. Dr. G.S. Narshetty, Dean, MGM Medical College, Navi Mumbai for receiving the Association of Healthcare Providers (India) award (AHPI) 2019 for excellence in Community engagement to MGM Medical College, Navi Mumbai from Gen. V.K. Singh, Minister of State for External affairs at New Delhi on 15.02.2019.
2. Dr. Swagatika Mishra-HOD, MGMIUD of P & O, Navi Mumbai has been selected for the "Rising Star of Asia" award by the Indian Institute of Oriental Heritage (IIOH), to be conferred on 9th March 2019 at New Delhi.

Item No.1. Hon'ble Vice Chancellor's brief.

A) Hon'ble Vice Chancellor briefed the members about following issues:

1. New Curriculum implementation Support Programme (training) held at GSMC-KEMH-MCI, Mumbai for revised MBBS curriculum.
2. All communications to Regulatory bodies must be through University.
3. Consortium for Academic and Research Ethics (CARE): Dr. Rajesh B Goel, Registrar will be attending the orientation programme scheduled on 19th February, 2019 for UGC- CARE Western Region at Vadodara, Gujarat.
4. Get-together of Dr. Sudhir N. Kadam, Medical Director and his MBBS batch-mates (1965) on 21/22/23 February 2019 at Navi Mumbai.
5. MCI has allowed conversion of the Diploma seats into corresponding recognized degree seats prospectively i.e. from academic year 2019-20 & therefore accorded permission for increase of seats in various PG Degree courses in lieu of surrender of concerned diploma seats at MGM Medical College, Navi Mumbai & Aurangabad.
6. NIRF 2019 - MGMIHS is complying with each & every query asked by NIRF 2019 during data validation process in given timeframe. The result of NIRF 2019 will be declared by MHRD during April 2019.

B) Registrar's brief on the activities conducted at University level

1. New Appointments :
 - i. Dr. Philomena David Isaac as Medical Administrator & Quality Controller at MGM Medical College, Navi Mumbai &
 - ii. Dr. Priyanka Pareek as Clinical Nutritionist at MGM School of Biomedical Sciences, Navi Mumbai.
2. Congratulations to Dr. Mohammed Tariq Iqbal for authoring a text book entitled "Textbook of Dermatology, STD & Leprosy" second edition 2019 which was released on 19/01/2019 in Dermacon International Conference 2019 at Bangalore.

3. Art of Living - Drug free India Campaign by Art of Living live webcast from Chandigarh University on 18/02/2019 at MGMIHS Auditorium.
4. 8th International Conference on Human Values in Higher Education at IIT (BHU), Varanasi from 1-3 March 2019 – will be attended by Hon'ble Vice Chancellor, MGMIHS.
5. 93rd Annual meet of the Association of Indian Universities (AIU) scheduled from February 16-18, 2019 at Siksha 'O' Anusandhan University, Bhubaneswar, Odisha. Hon'ble Vice Chancellor sir has attended the same.
6. Meeting with Dr. Daniel Atlin, Vice President (External), University of Guelph, Canada for collaboration in selected research areas was held at Hotel Taj palace, Mumbai on 06/02/2019 by Dr. R.B. Goel, Dr. Sabita Ram and Dr. Rajani Mullerpatan.
7. Innovation in Mobile application and Development Ecosystem (I-MADE) – an initiative Telecom Centre of Excellence, India supported by GoI. They will be providing a white labeled mobile app & critical features to students & Faculty under MGMIHS.
8. Pariksha Pe Charcha: The live telecast of the programme "Pariksha pe Charcha 2.0", an interaction of Hon'ble Prime Minister with students to discuss examination stress, was organized on 29th January, 2019 (Tuesday) at 11:00AM by MGM Institute of Health Sciences, Navi Mumbai.
The Programme was organized by MGM Institute of Health Science, Navi Mumbai at its Auditorium hall, Navi Mumbai & Aurangabad Campus. Large Number of Students and teachers of all the constituent units colleges participated in this programme. 50 faculties each from Navi Mumbai & Aurangabad campus participated in this programme.

Thereafter, Hon'ble Vice Chancellor directed Dr. Rajesh Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No. 2. To confirm the minutes of last monthly meeting (AA-08/2019) held on Monday, 21st January, 2019 along with action taken report.

The minutes were read out by Registrar and were confirmed along with action taken.

Item No. 3. NABH Accreditation of MGM Medical Hospital, Navi Mumbai.

NABH Pre assessment of MGM Medical College Hospital was held on 9th and 10th February 2019. Three assessors assessed the Hospital for two days.

Following assessors visited:

- a. Dr. Vibhu Gupta, Medical Director, Sarvodyay Group of Hospitals, New Delhi.
- b. Dr. Santhin S, Anaesthesiologist- Kauvery Hospital Tamilnadu.
- c. Dr. Ribhu Mathew, Quality Head Tiruvala Medical Mission, Kerala.

In general, the assessors were satisfied with the NABH preparation; however, some non compliances have been raised for resolving. The hospital is in the process of resolving the NCs (Non compliances). Final assessment is likely to take place by middle of April 2019.

Item No. 4. Status of preparation for NAAC 2nd cycle accreditation.

- a) Final Health University manual (RAF) is notified by NAAC on its website with effect from February 26th 2019.
- b) MGMIHS has already received existing Grade extension till February 20, 2020.
- c) NAAC assessment period: 5 years 2013-14 to 2017-18 OR 2014-15 to 2018-19.
- d) SSR needs to be ready for perusal of BOM on April 26, 2019.
- e) To be ready in a time bound manner well before April 26, 2019.
- f) In the last week of April 2019, IIQA will be sent to NAAC.

Item No. 5. University IQAC initiative: Workshop on "Pathways to Surgical Excellence" & 'Skill lab research activity' by lead faculty Dr. Nivritti Patil, Hong Kong on 25th February 2019.

The Internal Quality Assurance Cell of MGM Institute of Health Sciences, Navi Mumbai, conducted the Workshop on "Pathways to Surgical Excellence", as a Quality Initiative, on Monday, 25th February 2019, at MGM Medical College and Hospital, Navi Mumbai.

The workshop was inaugurated by Hon'ble Vice Chancellor, Dr. Shashank Dalvi and Hon'ble Medical Director, Dr. Sudhir Kadam.

Organizing Secretary: Dr. Siddharth P. Dubhashi, IQAC Coordinator, MGMIHS.

Faculty: Prof. Dr. Nivritti G. Patil, Professor of Surgery and Medical Education, University of Hong Kong, China.

Number of Participants: 29(From Navi Mumbai and Aurangabad campuses)

Profile of Participants: Faculty and Postgraduate Students from Surgical Disciplines.

Item No. 6. Constituent Institute Heads to present a brief report on activities undertaken during January 2019 and the activities to be undertaken /ongoing in February 2019 in the below mentioned heads:

Academic, Administrative, Research, Clinical Services, Outreach/Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaborations.

Inspite of repeated request the soft as well hard copy is yet to be received by Registrar office to be included in the minutes.

Item No. 7. To make the university website vibrant, all photographs of different events of last 05 years to be updated on University website as photo gallery.

All Institute Heads were requested to submit the photographs of last 5 years to be uploaded on the University website as photo gallery. Dr. Archana Mishra and Dr. Rajesh Kadam have been assigned this activity at respective campus.

Dr. Archana Mishra has collected the pictures of campus activities from university and its constituent colleges at Navi Mumbai. These pictures are to be segregated in the years 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 college wise and event wise. The task will be completed by 10th March 2019.

Item No. 8. Conference proceedings must be published.

Conference proceedings are yet to be received by Registrar office for the conferences held during last 2 months.

Item No. 9. Reports of all events however minor it is.

As many activities/events take place on regular bases at both campuses, it is therefore essential to make a report of all activities within 2 days to be submitted to respective units IQAC for records.

Item No. 10. Status of library automation.

MGM Central Library and campus libraries, located at Navi Mumbai have been automated using KOHA: ILMs. Action has been initiated to procure requisite equipments and software to make these libraries fully automated in order to meet the NAAC's requirement.

Action for automating the entire library activities of MGM Central Library, Aurangabad will be undertaken on receipt of corrected data in respect of books, journals and patrons. Action has been initiated on the request of Dean, MGM-DCH to automate the library and information services activities of MGM Dental Library Navi Mumbai. Data in respect of books, journals and patrons have been sent to vendor for converting them in to MARC21. It is expected that automation work in respect of MGM Dental Library will commence by end of March 2019.

Item No. 11. Status of alumni registration.

It has been decided that each member institute (chapter) of Alumni Association of MGMIHS will open a bank account for funds collected from the respective Alumni of the institutes. Each institute will then transfer required amount to the central account of the Alumni Association of MGMIHS, every year for activities to be arranged at central level.

AlmaShines (external agency) will help to engage alumni for Careers Module, Events Module, Fund Raising Module, Alumni Support Module and Chapter Management Module. The Alumni Association requires a model of separate platform for each college (9 chapters) to invite respective Alumni to register and also engage them. This process has to be fast, keeping forthcoming schedule of NAAC on priority and so the external agency will help us to get these activities done faster.

Item No. 12. Unnat Bharat Abhiyan (UBA)

Navi Mumbai Campus: Data entry & UBA survey and analysis is completed. Based on this a village development plan has been drafted. This draft is under discussion now and will be finalized and uploaded by March 2019. Currently regular visits, health camp by Medical student are going on and also nursing student are currently visiting to these villages.

Aurangabad Campus: As per discussion programme coordinator Dr. Rahuls Surve briefed about progress of programme at Aurangabad Center, as follows:

1. Social Mobilization of all cluster villages has been completed
2. Villagewise household survey of 4 villages i.e. Sindon, Bhindhon, Shastramuli & Shivagad Tanda has been completed & data entry is in progress.
3. One village i.e. Pardari Tanda household survey is pending due to road construction work going on. Hon'ble Vice Chancellor sir expressed satisfaction for this ongoing government programme & given well wishes.

Item No. 13. All India Survey on Higher Education (AISHE) – 2019

AISHE data (2018-19) is submitted by all the 9 constituents units & University within specified period.

Item No. 14. Attendance and internal assessment marks of UG/PG students.

Hon'ble Vice Chancellor sir informed all the institute heads to strictly monitor attendance and internal assessment marks and timely information to the students as well as parents to avoid grievances in this regard at the time of University examination.

Item No. 15. Brochure of all constituent units for Academic year – 2019-20.

All Institute Heads were requested to prepare the brochure/prospectus for the academic year-2019-20.

Item No. 16. Any other matter with the permission of the chair.

1. Dr. Raman P.Yadav, Technical Director, requested Hon'ble Vice Chancellor Sir to include activities of Innovation Centre as a permanent agenda point in monthly meeting.
2. Dr. Sabita Ram, Director (Research) informed the members about best scientific paper award under MGMIHS guidelines.

As there were no further discussion points, the meeting ended with a vote of thanks.

Member Secretary

Dr. Rajesh B. Goel
Registrar

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MINUTES OF THE ACADEMIC & ADMINISTRATIVE MEETING (AA-10/2019)

Tenth Academic & Administrative meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 18th March, 2019 at 02:00 p.m. via Video Conferencing between both campuses.

Following members were present:

At Navi Mumbai campus:

1. Dr. S.N. Kadam – Medical Director, MGM Institute, Navi Mumbai
2. Dr. G.S. Narshetty, Dean, MGM Medical College, NM
3. Dr. K. R. Salgotra, MS, MGM Medical College & Hospital, NM
4. Dr. N.C. Mohanty – Joint Controller of Examinations, MGMIHS, NM
5. Dr. Siddharth Dubhashi – IQAC Coordinator (MGMIHS) Navi Mumbai
6. Dr. Sabita Ram, Director (Research) MGM Institute Navi Mumbai
7. Dr. Prabha Dasila – Principal, MGM New Bombay College of Nursing, NM
8. Dr. Rajani Mullerpatan, Director, MGM School of Physiotherapy, Navi Mumbai
9. Dr. Mansee Rathore – I/c Director, MGM School of Biomedical Sciences, NM
10. Dr. Swagatika Mishra-HOD, MGMIUD of P & O, Navi Mumbai
11. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
12. Dr. Raman P. Yadav – Technical Director, MGMIHS OMICS Research Center, NM
13. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM
14. Dr. Rita Abbi, Professor, Dept. of Biostatistics, MGM SBS, NM
15. Dr. Prasad Waingankar – Prof. Community Medicine, MGM MC, NM
16. Dr. Pradeep Potdar, Prof. & HOD, Dept. of Respiratory Medicine, MGM Medical College, NM
17. Dr. R.P. Dixit, University Librarian, MGMIHS, Navi Mumbai

At Aurangabad campus:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. Rajendra B Bohra, Dean, MGM Medical College, Aurangabad
3. Dr. A.G. Shorff, Medical Director, MGM Medical College, A'bad
4. Dr. P.R. Suryawanshi- Deputy Dean, MGM Medical College, A'bad
5. Dr. Swati Shiradkar – IQAC Coordinator, Aurangabad Campus
6. Dr. Veena Hatholkar – I/c Director, MGM School of Biomedical Sciences, A'bad
7. Dr. Zaki Anwar, Professor, MGM School of Physiotherapy, A'bad
8. Mrs. Madhuri Kulkarni- Librarian, MGM Medical College, A'bad

9. Mr. B. K. Somani, Medical Superintendent, MGM Hospital, Aurangabad
10. Dr. Rahul Surve- Assistant Prof. Community Medicine, MGM MC, A'bad
11. Dr. Dinesh Rao, Academic Administrator, MGM Medical College, Aurangabad
12. Dr. Rajesh Kadam – Deputy Registrar, MGMIHS (Aurangabad campus)
13. Dr. R.B.Goel - Member Secretary, Registrar-MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members and directed Dr. Rajesh B. Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No.1. Hon'ble Vice Chancellor's brief

- Hon'ble Vice Chancellor informed the members about demos held at Navi Mumbai and Aurangabad campus for installation of Comprehensive Hospital Information Management System (HIMS). The shortlisted vendors based on the feedback will be called upon for further discussions and proposal will be placed in the forthcoming Board of Management meeting to be held on April 26, 2019 for final approval.
- Hon'ble Vice Chancellor also apprised the members regarding appointment of Dr. R. C. Deka, Former Director, AIIMS New Delhi as Honorary Professor of Eminence at MGMIHS.

Item No. 2. To confirm the minutes of last monthly meeting (AA-09/2019) held on Monday, 18th February, 2019 and discuss action taken by all concerned.

- The minutes were read out by Registrar and were confirmed along with actions taken.

Item No. 3. Status of preparation for NAAC 2nd cycle accreditation.

- Hon'ble Vice Chancellor informed the members that academic year 2018-19 is to be included in the 5 years data starting from academic year 2014-15 and accordingly he directed the IQAC coordinators to inform all criteria heads to update the information.
- The draft SSR will be ready by April 10th, 2019 for the perusal of Hon'ble members of Board of Management.

Item No. 4. Constituent Institute Heads to present a brief report on activities undertaken during February-2019 and the activities to be undertaken/ongoing in March 2019 in the below mentioned heads: Academic, Administrative, Research, Clinical Services, Outreach/Extension activities, Digital Initiatives, Green Initiatives, Accreditation/Awards, Collaborations.

- All the constituent Institute Heads presented the brief report and were asked to submit the soft copy for records.
- Following Heads of Institute have submitted the soft copy:
 - a) MGM Medical College, Aurangabad
 - b) MGM School of Biomedical Sciences, Aurangabad
 - c) MGM School of Physiotherapy, Aurangabad
 - d) MGM New Bombay College of Nursing, Navi Mumbai

Item No. 5. Director/Heads of 'Center of Excellence' under MGMIHS to brief about activities during the month of February and planned for March 2019:

- i. MGMIHS OMICS Research Center, Navi Mumbai
 - ii. MGMIHS Incubation & Innovation Centre, Navi Mumbai
 - iii. MGMIHS Sleep Medicine & Research Center, MGM Hospital, Kamothe, Navi Mumbai
 - iv. MGM Centre of Human Movement Sciences, Vashi, Navi Mumbai.
- Dr. Raman Yadav, Director, MGMIHS OMICS Research Centre & Incubation & Innovation Centre, Navi Mumbai informed the members about the activities and research undertaken at the centre. He also informed about various projects pursued under incubation centre. He also requested all heads to encourage interdisciplinary research amongst students and faculties.
 - In-charge, MGMIHS Sleep Medicine & Research Center & MGM Centre of Human Movement Sciences, Navi Mumbai were asked to present their activities in the next monthly meeting due to paucity of time.

Item No. 6. Fees reconciliation – Status of fees due, collected and outstanding fees.

- Due to paucity of time this item was also postponed for the next monthly meeting.

Item No. 7. Brochure of all constituent units for Academic year-2019-20 to be presented by unit heads.

- All Institute Heads informed that the Admission Brochure for Academic year 2019-20 is under preparation and requested for more time. Registrar requested to submit the brochure in the prescribed headings to maintain the uniformity.

Item No. 8. Vision & Mission statement of MGMIHS Vis-a-Vis Vision & Mission statement of individual units.

- Hon'ble Vice Chancellor informed the members that in order to avoid confusion, Vision & Mission statement should be restricted to the university (MGMIHS) & accordingly each Constituent Unit can have Goals & Objectives in alliance with the Vision and Mission of the University.

Item No. 9. Any other matter with the permission of the chair.

- As there were no further discussion points, the meeting ended with a vote of thanks.

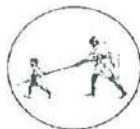


Member Secretary

Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
Navi Mumbai- 410 209



MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-11/2019) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 15th April, 2019 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
3. Dr. N.C. Mohanty - Advisor, Exam Cell, MGMIHS, NM
4. Dr. Siddharth Dubhashi - IQAC Coordinator (MGMIHS) Navi Mumbai
5. Dr. Sabita Ram - Director (Research) MGM Institute Navi Mumbai
6. Dr. Parineeta Samant - Joint Controller of Examinations, MGMIHS, NM
7. Dr. Prabha Dasila - Principal, MGM New Bombay College of Nursing, NM
8. Dr. Rajani Mullerpatan - Director, MGM School of Physiotherapy, Navi Mumbai
9. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
10. Dr. Raman P. Yadav - Technical Director, MGMIHS OMICS Research Center, NM
11. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM
12. Dr. Pradeep Potdar - Prof. & HOD, Dept. of Respiratory Medicine, MGM MC, NM
13. Dr. R.P. Dixit - University Librarian, MGMIHS, Navi Mumbai
14. Dr. Hmanshu Gupta - MGM School of Biomedical Sciences, NM
15. Dr. Deepshikha Raut - MGM Institute's University Department of P & O, NM
16. Dr. Mini Mol P - MGM School of Biomedical Sciences, NM
17. Mr. Akshat Mishra- General Secretary, Student Council, MGM MC, NM
18. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

At Aurangabad:

1. Dr. P.R. Suryawanshi - Deputy Dean, MGM Medical College, A'bad
2. Dr. Swati Shiradkar - IQAC Coordinator, Aurangabad Campus
3. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad
4. Dr. Zaki Anwar - Professor, MGM School of Physiotherapy, A'bad
5. Dr. Dinesh Rao - Academic Administrator, MGM Medical College, Aurangabad
6. Mr. Rajat Chandak- General Secretary, Student Council, MGM MC, A'bad

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members and directed Dr. Rajesh B. Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No.1. Hon'ble Vice Chancellor's brief

- Hon'ble Vice Chancellor congratulated all the Unit Heads, teaching & non teaching staff for securing rank in the rank band of NIRF 2019 under University category between 151 to 200 and emphasized for further improvement in NIRF 2020.
- Hon'ble Vice Chancellor briefed the members that the draft SSR will be placed in the Board of Management meeting scheduled on April 26th 2019.

Item No. 2. To confirm the minutes of last monthly meeting (AA-10/2019) held on Monday, 18th March, 2019 and discuss action taken by all concerned.

The minutes were read out by Registrar and were confirmed along with action taken.

Item No. 3. Status of preparation for NAAC 2nd cycle accreditation.

- It was decided that after provisional perusal and approval of Board of Management, streamlining of all the enclosures and attachments will be done during the month of May 2019.
- At the same time pre requirements of SSR like profile of the University, Extended profile of the University and Departmental evaluation report must be kept ready during month of May & June 2019.
- IIQA will be sent to NAAC in the first week of 2019. SSR uploading will take place during July & August-2019.
- DVV & Student Satisfaction Survey (SSS) may be carried out by NAAC in month of September 2019 & Peer team visit may take place in October 2019.

Item No. 4. Constituent Institute Heads to present a brief report on activities: undertaken during March-2019 and the activities to be undertaken/ongoing in April 2019.

All the constituent Institute Heads presented the brief report and submitted the soft copy for records.

Item No. 5. Director/Heads of 'Center of Excellence' under MGMIHS to brief about activities:

- i. MGMIHS Sleep Medicine & Research Center, Navi Mumbai
 - ii. MGM Centre of Human Movement Sciences, Navi Mumbai.
- Dr. Pradeep Potdar, Prof. & HOD, Dept. of Respiratory Medicine, MGM Medical College, NM & Dr. Rajani Mullerpattan, Director, MGM School of Physiotherapy, Navi Mumbai presented brief activity review about their respective center of excellence.
 - Hon'ble Vice Chancellor suggested to have a visitor book at these centers and annual performance report is to be prepared for each of the centre of the excellence.

Item No. 6. All Institute Head to prepare schedule of various statutory meetings for the Academic year 2019-20.

Statutory academic activities like induction program, college council meeting, ethical committee meeting, curricular committee meeting, Library committee meeting etc are essential activities for each unit. Therefore it is important to prepare an yearly schedule of these events for the Academic year 2019-20 by all unit heads.

Item No. 7. Involvement of faculty alumni who are members of alumni association to reach out to other alumni for data collection.

Hon'ble Vice Chancellor sir asked the President & Secretary of the Alumni Association of MGMIHS to involve faculty alumina to reach to the other alumni for necessary data collection & present the report in the next monthly meeting. A telephonic communication to all the alumni needs to be established to find out about their academic progression OR placement. Alumni also to be encouraged to help their alma mater through various Academic/Financial endeavors.

Item No. 8. Brochure of all constituent units for Academic year-2019-20 to be presented by unit heads.

All the Units Heads were requested to expedite the work of preparation of brochure for the Academic year 2019-20. Currently all the brochure for 2019-20 are available on the University website under admission announcement for 2019-20.

Item No. 9. Fees reconciliation - Status of fees due, collected and outstanding fees.

Finance officer was asked to coordinate the activity of fees reconciliation in prescribed format.

Item No. 10. Any other matter with the permission of the chair.

Student representative of both campuses participated in the meeting & shared their feedback about academic, residential facility and co-curricular activities.

As there were no further discussion points, the meeting ended with a vote of thanks.


Member Secretary
Dr. Rajesh B. Gadi
Registrar
MGM Institute of Health Sciences
(Deemed University u/s 3 of UGC Act, 1956)
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**MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-12/2019) MEETING OF
MGMIHS**

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Monday, 20th May, 2019 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. N.N. Kadam - Controller of Examinations, NM
2. Dr. K. R. Salgotra, MS, MGM Medical College & Hospital, NM
3. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
4. Dr. Parineeta Samant - Joint Controller of Examinations, MGMIHS, NM
5. Dr. Prabha Dasila - Principal, MGM New Bombay College of Nursing, NM
6. Dr. Mamta Shetty - MGM School of Physiotherapy, Navi Mumbai
7. Dr. Mansee Rathore - I/c Director, MGM School of Biomedical Sciences, NM
8. Dr. Deepshikha Raut - MGM Institute's University Department of P & O, NM
9. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
10. Dr. R.P. Dixit - University Librarian, MGMIHS, Navi Mumbai
11. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM

At Aurangabad:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. A.G. Shorff, Medical Director, MGM Medical College, A'bad
3. Dr. Rajendra B Bohra, Dean, MGM Medical College, Aurangabad
4. Dr. Siddharth Dubhashi - IQAC Coordinator (MGMIHS) Navi Mumbai
5. Dr. Swati Shiradkar - IQAC Coordinator, Aurangabad Campus
6. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad
7. Dr. Zaki Anwar - Professor, MGM School of Physiotherapy, A'bad
8. Dr. Dinesh Rao - Academic Administrator, MGM Medical College, Aurangabad
9. Mrs. Madhuri Kulkarni- Chief Librarian, MGM Medical College, Aurangabad
10. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members and directed Dr. Rajesh B. Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No.1. Hon'ble Vice Chancellor's brief.

- Extension of Deemed to be University status to MGM Institute of Health Sciences up to June 30, 2020 by MHRD.
- MCI- CBME time table of both Medical Colleges displayed on college website. Dean, Aurangabad Dr. R.B. Bohra, informed that CISP workshop at Aurangabad is scheduled from 23rd to 25th May, 2019.
- Submission of application for increase in PG seats (MD/MS) as per MCI notification from Academic year 2020-2021.
- Appointment of Dr. Tejinder Singh as visiting faculty of MGMIHS Health Profession Education Centre, Navi Mumbai.
- 11th Convocation to be held at Aurangabad during last week of July 2019.
- 'Vayoshrestha Sanman' by Ministry of Social Justice Government of India. Application by MGM Medical College, Navi Mumbai.
- Daily emergency audit practice followed at Navi Mumbai to be started at Aurangabad as well.

Item No. 2. To confirm the minutes of last monthly meeting (AA-11/2019) held on Monday, 15th April, 2019 and discuss action taken by all concerned.

The minutes were read out by Registrar and were confirmed along with action taken.

Item No. 3. Status of preparation for NAAC 2nd cycle accreditation.

- a) Constitution of steering committee for NAAC SSR finalization.
- b) Submission of department evaluation report in the prescribed format of NAAC.
- c) External review of draft SSR on June 1st 2019.
- d) Department web link on the University website.
- e) Geotaged photographs.
- f) Allotment of approximately 50 students to one faculty in each institute for proper compliance of students satisfaction survey.

Item No. 4. Constituent Institute Heads to present a brief report on activities: undertaken during April-2019 and the activities to be undertaken/ongoing in May 2019.

All the constituent Institute Heads presented the brief report and submitted the soft copy for records.

Item No. 5. IQAC initiatives.

- a) Paper presentation by Dr. Siddharth Dubhashi at NAAC conference to be held at NAAC Bangalore - Postponed.
- b) Following boards/Display at strategic location:
 - 1. Vision & Mission - Vision & Mission board are under preparation.
 - 2. Gandhian thoughts
 - 3. Student Charter
 - 4. Graduate Attributes board of appropriate places - Sample board is ready which will be finalized soon.

Item No. 6. KOHA implementation status at both campuses.

University Librarian, Dr. R.P. Dixit informed that effective 1st July, 2019, 100% automation of library will take place.

Item No. 7. Grievance portal on the University website as per UGC circular.

IT Manager informed the members about demonstration of Grievance portal in the next monthly meeting.

Item No. 8. Any other matter with the permission of the chair.

As there were no further discussion points, the meeting ended with a vote of thanks.



Member Secretary

Dr. Rajesh B. Goel

Registrar

MGM-Institute of Health Sciences

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

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MINUTES OF THE ACADEMIC & ADMINISTRATIVE (AA-13/2019) MEETING OF MGMIHS

A meeting of the constituent unit Heads & allied Section Heads of both campuses (Navi Mumbai & Aurangabad) with Hon'ble Vice-Chancellor of MGM Institute of Health Sciences, Navi Mumbai (MGM Institute) was held on Tuesday, 18th June, 2019 at 02:00 p.m. via Video Conferencing.

Following members were present:

At Navi Mumbai:

1. Dr. Shashank D. Dalvi - Vice Chancellor & Chairman, MGMIHS, NM
2. Dr. N.N. Kadam - Controller of Examinations, NM
3. Dr. G.S. Narshetty - Dean, MGM Medical College, NM
4. Dr. Siddharth Dubhashi - IQAC Coordinator (MGMIHS) Navi Mumbai
5. Dr. Parineeta Samant - Joint Controller of Examinations, MGMIHS, NM
6. Dr. Prabha Dasila - Principal, MGM New Bombay College of Nursing, NM
7. Dr. Rajani Mullerpatan -- Director, MGM School of Physiotherapy, Navi Mumbai
8. Dr. Mansee Rathore -- I/c Director, MGM School of Biomedical Sciences, NM
9. Dr. Deepshikha Raut - MGM Institute's University Department of P & O, NM
10. Dr. Sabita Ram -- Director (Research), MGMIHS, NM
11. Dr. P. G. Ramesh - Finance Officer, MGMIHS, NM
12. Dr. R.P. Dixit - University Librarian, MGMIHS, NM
13. Mr. Rajesh Makhijani - IT Manager, MGMIHS, NM
14. Dr. Prasad Waingaonkar - Coordinator (UBA), MGM Medical College, NM
15. Dr. R.B. Goel - Member Secretary, MGMIHS, NM

At Aurangabad:

1. Dr. A.G. Shorff, Medical Director, MGM Medical College, A'bad
2. Dr. Rajendra B Bohra, Dean, MGM Medical College, Aurangabad
3. Dr. P.R. Suryawanshi - Deputy Dean, MGM Medical College, A'bad
4. Dr. Swati Shiradkar - IQAC Coordinator, Aurangabad Campus
5. Dr. Veena Hatholkar - I/c Director, MGM School of Biomedical Sciences, A'bad
6. Dr. Zaki Anwar - Professor, MGM School of Physiotherapy, A'bad
7. Dr. Dinesh Rao - Academic Administrator, MGM Medical College, Aurangabad
8. Mrs. Madhuri Kulkarni- Chief Librarian, MGM Medical College, Aurangabad

9. Dr. Rahul Surve- Coordinator (UBA), MGM MC, A'bad
10. Mr. B. K. Somani, Medical Superintendent, MGM Hospital, Aurangabad
11. Dr. Rajesh Kadam – Deputy Registrar, MGMIHS

Dr. Shashank D. Dalvi, Hon'ble Vice Chancellor welcomed all the members and directed Dr. Rajesh B. Goel, Registrar, to take up the items on the agenda for further deliberation and discussion.

Item No.1. Hon'ble Vice Chancellor's brief.

- On the occasion of 75th birthday of Hon'ble Trustee Shri. Ankushraoji Kadam, Hon'ble Vice Chancellor wished him Healthy & Prosperous life on behalf of all Teaching & Non-Teaching staff of MGMIHS.
- Dr. Mansee Thakur & Dr. Manik Bhise attended the student induction programme training organized by UGC at Pune. Hon'ble Vice Chancellor asked both the faculties to brief the institute heads about the programme as a power point presentation.
- Hon'ble Vice Chancellor informed all the members regarding visit of Dr. Sabita Ram, Director (Research), MGMIHS visit to both campus for research enhancement.
- He briefed the members regarding allotment of NSS unit at MGMIHS for 500 students. He directed registrar to prepare the operative guidelines for smooth implementation of NSS activity.
- Deputation of two faculty members for training at Inflibnet Centre at Gurjrat in data validation i.e. Dr. Himanshu Gupta & Dr. Dase.
- Hon'ble Vice Chancellor asked all units to celebrate International Yoga Day as per the guidelines of UGC on 21st June 2019 and submit the geotagged photographs, videos & brief report to the University for Onward Transmission to UGC.
- He informed all the members regarding the visit of Dr. R. C. Deka, Honorary National Professor Emeritus, MGMIHS to both campuses from 1st July to 7th July 2019.
- Hon'ble Vice Chancellor apprised the members that Hon'ble Vice Chairman, UGC Dr. Bhushan Patwardhan, has graciously accepted to be chief guest at 11th Convocation of MGMIHS scheduled on July 31st 2019 at Aurangabad Campus.
- He informed that UGC care list is available on the UGC care portal. All faculties must publish in the journal enlisted in this UGC care list.

Item No. 2. To confirm the minutes of last monthly meeting (AA-12/2019) held on Monday, 20th May, 2019 and discuss action taken by all concerned.

The minutes were read out by Registrar and were confirmed along with action taken. While confirming minutes following suggestion are noted.

- A template is to be created for department's information and to be uploaded on the University website.
- Graduate attributes can be inaugurated by the hands of Dr. R. C. Deka.

- Immediately after admission of new students a comprehensive 7 days induction programme must be under taken by all Institute Heads.

Item No. 3. IQAC related issues.

- a) Status of Quarterly 'Quality Assurance Reports' of all units for Academic year 2018-19.
 - b) Departmental Evaluation Reports of all units in prescribed NAAC format
- University IQAC Coordinator, Dr. Siddharth P. Dubhashi requested all Institute Heads to submit the report by 1st week of July 2019 as this data will included in the NAAC SSR.
 - He also requested to submit the departmental evaluation report of all units by June 20th 2019 to the University IQAC.

Item No. 4. Status of Statutory Committees at all units:

- a) Anti Ragging Committee.
 - b) Internal Complaints Committee (ICC) for Prevention of Sexual Harassment.
- b) Hon'ble Vice Chancellor directed all the Institute Heads to complete the constitution & guidelines for the statutory committee by June 30th 2019.

Item No. 5. Status of 100% automation of library at both campuses.

University librarian informed the members that 100% automation of library at both campuses is almost complete.

Item No. 6. Discussion on safety & other facilities at hostels of both campuses.

Registrar requested all the Institute Heads to strengthen safety of students at hostels & prepare the SOP's for smooth functioning of hostel.

Item No. 7. Status of *Unnat Bharat Abhiyan* Best Implementation Award.

Dr. Prasad Waingankar requested to provide field level workers for doing the field work.

Item No. 8. Announcement of Swachh Bharat Summer Internship (2019).

Swachh Bharat Summer Internship (2019) has been announcement and all the units have been asked to encourage student to participate unit.

Item No. 9. Performance Appraisal for teaching staff for Academic year 2018-19 in the revised format.

Performance appraisal is being sent to all the faculties for Academic year 2018-19 to be submitted before July 31st 2019.

Item No. 10. Constituent Institute Heads to present a brief report on activities: undertaken during May-2019 and the activities to be undertaken/ongoing in June 2019 in the below mentioned heads.

All the constituent Institute Heads presented the brief report and submitted the soft copy for records.


Item No. 11. MGMIHS Alumni Association activities & registration update.

The matter could not be discussed due to absence of Dr. Kiran Mali. Hon'ble Vice Chancellor directed all institute heads to scheduled alumni meets frequently.

Item No. 12. Any other matter with the permission of the chair.

- A workshop has been organized by MEU, Navi Mumbai for training in mechanics of paper setting.
- Bioethics 2019 theme has been announce which is cultural diversity, DMIMS University is conducting ETHOS. All Students are request to participate in it.

As there were no further discussion points, the meeting ended with a vote of thanks.



Member Secretary
Dr. Rajesh B. Goel
Registrar

MGM Institute of Health Sciences
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Navi Mumbai- 410 209