



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-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 Inffibnet 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

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