



MGM INSTITUTE OF HEALTH SCIENCES

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

Grade 'A' Accredited by NAAC

Sector-1, Kamothe, Navi Mumbai - 410209

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

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

MGM/01/A-8/2020/119

Date : 29/02/2020

**EXTRACT OF MINUTES OF
BOARD OF MANAGEMENT (BOM-58/2019) MEETING DATED 19.07.2019**

Item No. 14 of BOM-58/2019: Any other matter with the permission of the Chair:

- (vii) To appoint a full time Coordinator/Director for IQAC of MGMIHS.

Brief Note:

MGMIHS is scheduled to undergo NAAC 2nd cycle reaccreditation in the first half of 2020. As per Metric No. 6.5.1 of Health Sciences Manual for Universities, a full time Director/Officer for the IQAC has to be appointed and a report in this regard needs to be enclosed while preparing the SSR.

It may be noted that IQAC has acquired a pivotal role in overall organizational structure of the institute over the years as it has become a central body (Nodal Centre) for all kind of data and evidences towards quality enhancement of the institute in different domains. Role of IQAC has significantly increased as newer rankings and accreditations are being acquired by the institute. IQAC has helped in NIRF, AAA, NAAC, NABH, NABL, ISO certifications of the institute.

Uptill now a senior faculty member was designated as IQAC Coordinator who was balancing between his parent departmental responsibilities and IQAC and thus a possibility exists that activities of IQAC may be compromised which is certainly not acceptable.

Therefore, it is requested that a fulltime Director/Officer for IQAC may be appointed at the earliest. Following scenarios may be looked into:

- Transfer of one senior faculty on a full time basis from constituent units of MGMIHS as Director/Coordinator IQAC who will thus be totally relieved from his/her other responsibilities. This is preferable as in-house senior faculty will be better positioned for the role as he/she has been working in MGMIHS and thus completely aware of the MGMIHS working.
- Fresh appointment of a suitable full time officer with an internal faculty as his/her deputy.

Hon'ble members are kindly requested to provide their valuable suggestions and recommendation thereof.

Resolution No. 14.vi. of BOM-58/2019: Resolved to transfer one full time senior medical faculty as Coordinator/Director IQAC. It is further resolved that due to such transfer if it creates faculty deficiency in that department, new faculty can be appointed.

**Registrar
Dr. Rajesh B. Goel
Registrar**

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APPOINTMENT OF A FULL TIME COORDINATOR/DIRECTOR FOR IQAC

Item No. 14. of BOM-58/2019: Any other matter with the permission of the Chair:

(vii) To appoint a full time Coordinator/Director for IQAC of MGMIHS.

Resolution No.14.vi. of BOM-58/2019: Resolved to transfer one full time senior medical faculty as Coordinator/Director IQAC. It is further resolved that due to such transfer if it creates faculty deficiency in that department, new faculty can be appointed.

Action Taken Report: Hon'ble Vice Chancellor constituted a committee to suggest suitable senior medical faculty who can be appointed as a full time Coordinator/Director IQAC with the following responsibilities:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

The said committee interviewed the interested and eligible senior medical teachers for the position and suggested the following faculty as suitable for the full time Coordinator /Director IQAC:

Dr. Rita Khadkikar,
Associate Professor,
Department of Physiology,
MGM Medical College, Navi Mumbai

Based on the recommendations of the committee, Hon'ble Vice Chancellor appointed "Dr. Rita Khadkikar", Associate Professor, Department of Physiology, MGM Medical College, Navi Mumbai as a full time Coordinator/Director IQAC w.e.f. 1st November 2019.

Subsequently a letter has been issued for transferring "Dr. Rita Khadkikar" from Department of Physiology, MGM Medical College, Navi Mumbai to IQAC. Thereafter she has joined as full time Coordinator/Director IQAC w.e.f. 1st November 2019. Her joining report is attached herewith.



Registrar
Dr. Rajesh B. Goel
Registrar

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Navi Mumbai- 410 209

1.11.2019

Friday

To,

The Registrar
MHMIHS
Navi Mumbai

Subject: Joining letter as University IQAC coordinator

Dear Sir,

In response to the letter MGMIHS/ESTT/R/2019/4, I Dr Rita M. Khadkikar accept the responsibility as University IQAC coordinator from 1st November 2019.

I assure that I will be committed in ensuring the quality enhancement of our university.

Kindly accept my joining letter

Thanking you

Your sincerely

Rmk 1.11.19

Dr Rita M. Khadkikar
Associate Professor
Physiology Department
MGM Medical College
Navi Mumbai

E, R & W

N
11/11/19.

MGM Institute Of Health Sciences
INWARD NO. 11052
DATE: 11/11/19
REF: Fai