



# MGM INSTITUTE OF HEALTH SCIENCES

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

**Grade 'A' Accredited by NAAC**

Sector-01, Kamothe, Navi Mumbai - 410 209

## **Internal Quality Assurance Cell**

**Minutes of the IQAC Meeting held on 17<sup>th</sup> July 2019, at 11.00 am in Conference Hall at MGMIHS, Navi Mumbai**

### **Navi Mumbai Campus:**

#### **Members present:**

1. Dr. Shashank D Dalvi, Hon'ble Vice Chancellor, MGMIHS, Navi Mumbai(Chairperson)
2. Dr. Siddharth P. Dubhashi, Director (Academics), Prof. and HOD Surgery, MGMIHS, Navi Mumbai (IQAC Coordinator)
3. Dr. N N Kadam, Controller of Examinations, MGMIHS, Navi Mumbai(Society)
4. Dr. Rajesh B Goel, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
5. Dr. Sabita Ram, Director Research, MGMIHS, Navi Mumbai (Administrative Officer)
6. Dr. R. S. Inamdar, Prof. & HOD, Physiology, MGMMC, Navi Mumbai (Teacher)
7. Dr. (Mrs.) Jaishree Ghanekar, Prof.& HOD Medicine, MGMMC, Navi Mumbai (Teacher)
8. Dr Prasad Waingankar, Prof. & HOD, Community Medicine, MGMMC, NM(Teacher)
9. Dr. Samir Pachpute, Associate Prof.,Microbiology, MGMMC, Navi Mumbai(Teacher)
10. Dr. (Mrs.) Parineeta Samant, Associate Professor, Biochemistry, MGMMC Navi Mumbai(Teacher)
11. Dr. Akshat Mishra, UG Student, MGMMC, Navi Mumbai (Student)
12. Dr. Shaba Thomas, PG Student, MGMMC, Navi Mumbai (Student)
13. Dr. Archana Mishra,Hospital Administration, MGM Hospital , Kamothe, Navi Mumbai
14. Mrs. Trupti Pandya, MIS Coordinator, MGMIHS, Navi Mumbai (Administrative Staff)

#### **Invitee:**

1. Dr. Mansi Thakur (Director, SBS, Navi Mumbai)
2. Dr. N.C. Mohanty(Advisor, Exam Section, MGMIHS)

### **Aurangabad Campus: (via videoconferencing)**

#### **Members present:**

1. Dr. P M Jadhav, Vice Chairman, MGM Trust (Society)
2. Dr. Swati Shiradkar, Prof. OBGY, MGMIHS, Aurangabad (IQAC Coordinator, Aurangabad Campus)
3. Dr. Rajesh Kadam, Assistant Professor, Pharmacology, MGMMC, Aurangabad(Teacher)
4. Dr. Rajat Chandak, UG Student, MGMMC, Aurangabad (Student)
5. Dr. Rohit Jacob, PG Student, MGMMC, Aurangabad (Student)

**Invitee:** Dr. R. Bohra (Dean, MGM Medical College, Aurangabad)



## Agenda:

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

### Item No.1: Confirmation of the minutes of the IQAC meeting held on 20<sup>th</sup> and 27<sup>th</sup> April 2019

The minutes of the IQAC meeting held on 20<sup>th</sup> and 27<sup>th</sup> April 2019, were unanimously confirmed.

### Item No. 2: Action Taken Report for items pertaining to meeting held on 20.4.19 and 27.4.19

Sr. No.	Item	Action Taken
1.	Mechanics of paper setting	Conducted at Navi Mumbai campus on 21.6.19 Planned for Aurangabad campus in July / August 2019
2.	Workshop on Curriculum Implementation Support Program (MCI Observed)	Navi Mumbai: 24.4.19 to 26.4.19 Aurangabad: 25.5.19 to 27.5.19
3.	Quarterly Reports	Received from all Constituent Units of both campuses till March 2019 and compiled.
4.	Workshop on Pathways to Surgical Excellence, at Aurangabad	Will be conducted whenever Dr. Nivritti Patil visits MGM next time
5.	E-poster and Essay Competitions – Cultural Diversity (at Navi Mumbai and Aurangabad)	Will be announced in August 2019
6.	Progress of SSR preparation	Presentations by all Criterion Heads Preparation of Executive Summary
7.	New courses	Navi Mumbai: MS Trauma, MD Family Medicine Increase in PG seats for all course Aurangabad: MD Emergency Medicine Increase in PG seats for few courses MCh Surgical Gastroenterology application will be sent shortly
8.	Updation of student email addresses	Complied
9.	CISP implementation	Timetables uploaded on Institutional Websites as per MCI guidelines MCI observed CISP Workshops conducted at both campuses
10.	Visit by Dr. R.C. Deka	Visit conducted



### Item No. 3: Visit by Dr. R.C. Deka

Hon'ble Vice Chancellor, Dr. S.D. Dalvi informed the house that Dr. R.C. Deka (National Prof. Emeritus) visited Aurangabad campus on 2<sup>nd</sup> and July 2019 and Navi Mumbai campus on 4<sup>th</sup> and 5<sup>th</sup> July 2019. During his visit, he has interacted with all faculty members, identified research thrust areas, visited Centres of Excellence, Common facilities and has given valuable inputs for quality enhancement. The same would be complied with.

### Item No 4: SSR preparation

Dr. Siddharth P. Dubhashi, IQAC Coordinator, MGMIHS, informed the house regarding the SSR preparation:

- A. University Profile
- B. Extended Profile
- C. Executive Summary (to be submitted by all Criterion Heads by 18.7.19, submitted by Dr. R.S. Inamdar and Dr. Ipseeta Ray)
- D. Action Taken Report for Recommendations of the AAA Committee (August 2018)

S.No	Recommendation	Action taken
1.	Competency-Based curriculum may be duly stressed.	<ol style="list-style-type: none"><li>1. Education Unit has been directed to formulate strategy to train all faculty regarding CBC.</li><li>2. Strategy to implement MCI-CISP has been defined.</li><li>3. Outcomes for courses have been defined, appropriate changes in teaching-learning process have been made.</li><li>4. Communication skills have been given due importance.</li></ol>
2.	CBCS for programs where no stringent guidelines from statutory councils.	SBS has prepared CBCS model for various courses
3.	Scope for more value-added and skill-based courses to meet emerging need for skilled Health Care Workers and Professionals.	Complied
4.	Consider increasing the proportion of teachers from different parts of country to enhance faculty diversity.	Complied
5.	Introduce fully automated Examination Management System (EMS).	Complied
6.	Formal Examination manual may be prepared incorporating provision for handling student	Prepared



	grievances.	
7.	May evolve PO, CO mapping based on NBA model.	<ul style="list-style-type: none"> <li>• Program and Course outcomes defined</li> <li>• Faculty sensitized for Competency-Based Curriculum</li> </ul>
8.	Explore possibilities for more funded research projects.	Complied
9.	Foster innovative research proposals by faculty and students for incubation.	<ul style="list-style-type: none"> <li>• Complied at Navi Mumbai Campus</li> <li>• In process at Aurangabad Campus</li> </ul>
10.	Provision of incentive to faculty for innovative research projects.	Provision for incentives in place
11.	Teachers may be encouraged to publish more papers in recognized journals.	<ul style="list-style-type: none"> <li>• UGC approved list of journals circulated to all departments</li> <li>• Seminar on scientific writing conducted by guest faculty</li> <li>• MGMIHS Best Scientific Paper Award</li> </ul>
12.	Faculty to be encouraged to have publications in Indexed Journals.	<ul style="list-style-type: none"> <li>• UGC approved list of journals circulated to all departments</li> <li>• Seminars and Workshops on scientific writing conducted by guest faculty</li> </ul>
13.	Campus wide Wi-Fi Facility	Done
14.	Central Library to take measures to improve usage of library facilities.	<ul style="list-style-type: none"> <li>• Increase in Journal database</li> <li>• Critical monitoring of Journal Club activities</li> <li>• Increase in non-medical literature, rare books</li> <li>• Student sensitization regarding library facilities during Induction Program</li> </ul>
15.	Expand e-content development by faculty.	Complied
16.	Explore measures to increase students benefitted by career counseling and other capability enhancing skills.	<ul style="list-style-type: none"> <li>• Career guidance Cell</li> <li>• Counseling</li> <li>• Mentorship</li> </ul>
17.	Information on outgoing students who are self-employed may be gathered.	In process
18.	Scrutiny of data for progression to higher education.	In process
19.	Financial support for Alumni may be encouraged.	Institution-wise Alumni Chapters with Standard Operating Procedures are now in place.
20.	Scope to improve the performance-appraisal system by including more objective parameters	Formats revised and implemented
21.	Structured feedback for PBL and Communication Skills training	Structured formats formulated, implemented and analysis completed
22.	Analyze efficacy of best practices using structured feedback.	<ul style="list-style-type: none"> <li>• Structured feedback of analyzing effectiveness of Bio-Ethics formulated and implemented</li> <li>• Skills lab training formats to be designed</li> </ul>



23.	Structured feedback for effectiveness of teaching-learning process	Complied
24.	Automation of library functions	Complied
25.	Meeting of Planning and Monitoring Board may be held on regular basis	Planned
26.	Guidelines on Student Conduct to be added in student handbook	Done
27.	Prepare and ensure implementation of Annual Perspective Plan	Complied

E. Department Evaluation Reports (to be submitted by 24.7.19)

Dr. S.P. Dubhashi requested all members to read the DVV document published by NAAC.

Dr. P.M. Jadhav, Vice Chairman, MGM Trust requested Dr. S.P. Dubhashi to circulate all the documents to IQAC members by email. This was unanimously agreed upon.

#### Item No. 5: SWOC Analysis

Detail deliberations on SWOC Analysis were moderated by Hon'ble Vice Chancellor. After discussions, following points were finalized:

Strengths:

- Academic Excellence (Faculty profile and Student progression)
- Student diversity
- Quality initiatives in clinical facilities (NABH, NABL)
- Low attrition rate
- Extension activities

Weaknesses:

- Least preference for funding for Deemed-to-be-Universities
- Patients treated at private hospitals are not given Government incentives for various health schemes
- Space restrictions at Navi Mumbai campus

Opportunities:

- National and International collaborations
- Alumni network
- Industry partnerships and start-ups
- Medical Tourism for sustainability of healthcare facilities
- Navi Mumbai campus: Trauma Centre; Aurangabad: Cancer Treatment Centre

Challenges:



- Motivation of younger faculty to choose an academic career
- Availability of national research funds
- Cost factor in education

#### Item No. 6: Quarterly Report (April to June 2019)

The quarterly report for April to June 2019 was discussed and unanimously approved.

#### Item No. 7: AQAR 2018-2019

Dr. Siddharth P. Dubhashi informed the house that the AQAR for 2018-2019 has to be submitted to NAAC in the online format by mid-August. The same will be presented before IQAC before submission.

#### Item No. 8: Quality Initiatives undertaken

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

Quality Initiative	Dates	Duration	Number of Participants
Gender sensitization	----	3 hours / 1 hour sessions	Faculty, UG and PG students
Prescription Audits	---	----	Clinical departments
Mortality Audits	---	----	Clinical departments
Social Commitment (Health camps, Health Education, Environment awareness, Cleanliness drives)	---	One day to One week	Faculty, Students, Paramedical staff
Feedback from Stakeholders	---	---	----
Mechanics of Paper Setting	21.6.19	3 hours	100 Faculty (Navi Mumbai campus)
CISP (MCI observed workshop)	24.4.19 to 26.4.19 (Navi Mumbai) 25.5.19 to 27.5.19 (Aurangabad)	3 days	Both campuses
Academic and Administrative Meeting	Every month	3 hours	Representatives of all stakeholders of both campuses



The members appreciated the efforts of MGMIHS and its Constituent Units for the various quality initiatives.


### Item No. 9: Quality Initiatives planned


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

Quality Initiative	Dates	Duration	Expected Number of Participants
Research Methodology workshops			At both campuses
Quality Management System and Internal Audit by Dr. Bani Ganguly	September 2019		At both campuses
Processes related to Incubation and Innovation Centre	August 2019		At Aurangabad campus
E-poster and Essay competitions on WBD Theme – Cultural Diversity	August 2019		UG and PG students (both campuses)


Dr. P.M. Jadhav directed Dr. Siddharth P. Dubhashi to issue a circular to all Institute Heads asking for their plan regarding quality initiatives for the academic year 2019-2020, which could be discussed in the next meeting.

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

  
17.7.19  
Dr. Siddharth P. Dubhashi  
(IQAC Coordinator, MGMIHS)



Date: 17<sup>th</sup> July 2019  
Place: Navi Mumbai

  
17/7/19  
Dr. Shashank D. Dalvi  
(Chairperson, IQAC)