



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

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

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

Internal Quality Assurance Cell

Date: 26st September 2016

Venue: Auditorium, MGM Medical College, Navi Mumbai.

Attended:

1. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
2. Dr. Z. G. Badade, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
3. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
4. Dr. N. C. Mohanty, Jt. Controller of Examination, MGMIHS Navi Mumbai
5. Dr. Padma Ramesh (MGMIHS IQAC Member)
6. Dr. Rishikesh Wadke (MGMIHS IQAC Member)
7. Dr. Samir Pachpute (MGMIHS IQAC Member)

Agenda:

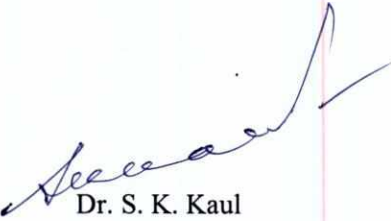
1. Presentation of IQAC departmental data analysis.
2. Enlisting the committees and appointed secretary for each committee
3. Roles of chairperson and secretary of each committee.
4. Common pro-forma for committee report submission.
5. Collection of acceptance from all chairpersons and secretaries.
6. Student feedback analysis submission.

Minutes:

1. Coordinator welcomed all members to the quarterly IQAC meeting.
2. The following fresh points were deliberated upon (to include the point, what action to be taken, decision and to be implemented by)
 - The senior faculty asked to clear the confusion about list of faculty for medical college and School of Biomedical sciences departments. The issue was resolved by informing them about the list of faculty as per the MCI which is mailed to all departmental heads and the IQAC departmental coordinators.
 - Dr. R.S. Inamdar, Professor and Head Physiology asked the team to give the details of MCI sanctioned posts of Professor, Associate professors, Assistant professors and Tutors.

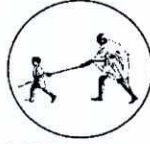
- Dr.Z.G.Badade raised an issue about duplication of data in reports of medical college and SBS which was resolved by mentioning that the data which is already represented to medical college will not be repeated / considered in SBS.
- The faculties were informed about the parent feedback form which was prepared by the IQAC, MGM Medical College and submitted to the Dean's Office for collecting the parents' feedback whenever necessary.
- Some faculty suggested going for online mode of student feedback collection.
- Some of the departments mentioned Bar coding as the examination reforms by the individual department which was questioned by the senior faculties and mentioned that it will be done only by the university and not by the department.
- The details about the program wise distribution of pass percentage were not mentioned by few departments in their reports, hence the IQAC team informed them the details of the presentation include only the final data given by the departments and advised all departments to submit complete data to IQAC for compilation in future.
- Some faculty advised the IQAC team to give the details of guide to student ratio and provide the list of projects approved by ethical committee with the addition of details of guide and co-guide in year wise pattern.
- The departments are requested to send the soft copies of publications to the IQAC during the submission of quarterly reports without fail for impact factor calculation.
- The list of patents which were presented shows approved patents. Dr. Mansi Rathore asked the team to correct the information mentioning that one of the patents was submitted for approval but not sanctioned yet.
- The details of gender sensitization program were asked to update by Dr. Rishikesh Wadke and Dr. Seema Anjenaya, department of Community medicine, as the information provided by the team was of year 2015.
- Query regarding water harvesting system was asked by Dr.Padma Ramesh, Associate professor, ENT and the query was answered by Dr.G.S.Narshetty, Dean of MGM Medical College, Navi Mumbai.
- The best practices of various departments were enlisted.
- The committees list for MGM Medical College and MGM Hospital, Kamothe, was presented to the audience by Dr. Piyush Singhanian and Dr.Haritha K N. The following are the highlights of the presentation.
- Total 37 committees were enlisted to the audience. College committees account for 15 and Committees for department of biomedical sciences-5 and MGM Hospitalcommittees-17.

- All the committees are provided with a secretary who will be actively involved in functioning of the committee and is responsible for sending the report to IQAC.
- Dr.R. S. Inamdar raised a query about reporting of the committees, which was cleared by the Dean and the IQAC team that the committees will report to the concerned authority heads of the institute/ hospital. IQAC, MGM MC will only be responsible for collecting the reports of the committees.
- All reports will be sent to IQAC, MGM MC in the common report proforma which was distributed to the concerned chair person and the secretaries.
- Confidentiality of the incidents/persons/data of certain committees such as Prevention of Sexual Harassment Committee will not be revealed to IQAC in the committee report.
- Hospital Sanitation committee is added to the list of committees and the faculty of medical college suggested that there should be a separate sanitation committee for college too or the same committee can also work for medical college.
- It was decided to give information separately about the committee members to the concerned chairperson /secretary for further modifications and establishment.
- The meeting ended with taking the feedback from all the attendees for further improvisation of the IQAC, MGM MC.



Dr. S. K. Kaul
Pro VC

**Co-ordinator
IQAC Cell
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Action taken report for the meeting conducted on 26th September, 2016

1. The chairperson and the secretary of all committees were mailed to send the updated information about the committee in the following format.
 - Composition with effect from September 26th, 2016.
 - Aims and objectives of the committee.
 - Standard operating procedures.
 - Activities/plans.

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Internal Quality Assurance Cell

Date: 23rd -Nov-2016

Venue: Pro-V.C Cabin, MGMIHS

Attended:

1. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
2. Dr. Z. G. Badade, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
3. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
4. Dr. Chander Puri, Pro VC Research, MGMIHS, Navi Mumbai (Administrative Officer)
5. Dr. Padma Ramesh (MGMIHS IQAC Member)
6. Dr. Rishikesh Wadke (MGMIHS IQAC Member)
7. Dr. Samir Pachpute (MGMIHS IQAC Member)
8. Dr. Vishwas Sathe (Alumni)
9. Ms. Megha Chopra (UG Student)

Agenda:

1. To discuss action taken on points of last meeting.
2. To deliberate upon environment-friendly initiatives on the campus.

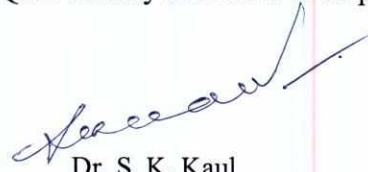
Minutes:

1. Coordinator welcomed all members to the quarterly IQAC meeting.
2. Members presented the action taken on points raised during the last IQAC meeting.
 - a) It was informed that collection of data collection for preparation of AQAR 2016 was being carried out by the MGM Medical College, Navi Mumbai IQAC team in an orderly and timely manner.
 - b) An additional Faculty Member of MGMIHS IQAC, Dr Samir Pachpute, Assistant Professor (Microbiology) had been appointed as on 15th November 2016. He was introduced to Hon. Pro Vice Chancellor (IQAC Coordinator).

3. The following fresh points were deliberated upon:

Measures required to improve the status of environment in the MGMIHS campus and eco-friendly initiatives which are to be undertaken to achieve the same:

- a) Paperless functioning of Departments: The IQAC Coordinator suggested that the feasibility of implementing a completely paperless system of functioning is to be examined.
 - b) Solar lighting: The process of beginning conversion of electric to solar lighting in both outdoor and indoor lighting is to be recommended to Institutional Heads.
 - c) LED lighting: The process of replacing fluorescent tube and CFL lights with LED lights in the campus is already ongoing, and it was informed to the IQAC Coordinator that about 40% was completed.
 - d) Solar water heaters/geysers: The replacement of electric water heaters in the accommodation on campus (hostels and staff quarters) by solar water heaters is to be recommended.
 - e) Use of plastic bags on campus: The members observed that despite the ban on use of plastic bags, they were still being used on campus in some instances. It was recommended that the ban should be strictly enforced and canteen/shop vendors should be sensitized regarding the same.
 - f) Disposal of food waste from canteens and mess: It was directed by the IQAC Coordinator that the current system of food waste disposal is to be examined, and the feasibility and financial implications of acquiring composting machines are to be considered.
 - g) Constitution of a Campus Environmental & Sanitation Committee: The IQAC Coordinator suggested that constitution of this Committee (to be headed by the Medical Superintendent of the hospital) would significantly improve the environmental state of not only the hospital but also the other institutes and the common areas on the campus. The Committee is to include representatives of all institutions on the MGM campus and to frame its working objectives clearly.
4. The working schedule of the faculty members of MGMIHS IQAC was discussed and the IQAC Coordinator instructed that a written request be sent to the Dean to issue a circular designating Tuesdays and Thursdays for all three IQAC faculty members to be present in the IQAC cell during working hours.



Dr. S. K. Kaul
Pro VC

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Internal Quality Assurance Cell

Date: April 7th 2017

Venue: Pro-V.C Cabin, MGMIHS

Attended:

1. Dr. S. N. Kadam, Vice Chancellor, MGMIHS, Navi Mumbai (Chairperson)
2. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
3. Dr. Rajesh B Goel, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
4. Dr. N. C. Mohanty, Jt. Controller of Examination, MGMIHS Navi Mumbai
5. Dr. Vishwas Sathe, MGM MC, Navi Mumbai (Alumni)
6. Dr. Padma Ramesh (MGMIHS IQAC Member)
7. Dr. Rishikesh Wadke (MGMIHS IQAC Member)
8. Dr. Samir Pachpute (MGMIHS IQAC Member)

Agenda:

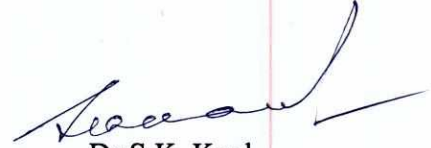
1. To discuss action taken on points of last meeting held on 23rd November 2016.
2. Reconstitution of MGMIHS IQAC.

Minutes:

1. Coordinator welcomed all members to the quarterly IQAC meeting.
2. Members presented the action taken on points raised during the last IQAC meeting.
 - a) It was informed that instructions for the working schedule of faculty members of MGMIHS IQAC had been formulated, and had been received in respective departments from the Dean's office.
 - b) Disposal of food waste from canteen & mess: One faculty member of MGMIHS IQAC has interacted Canteen Manager and discussed various options for waste disposal.

3. The following fresh point was deliberated upon:

- It was proposed that IQAC at MGMIHS level should have more representative members so as to optimize the functional efficacy of the system. Coordinator directed that a list of members is to be formulated and put upto him as well as to MGMIHS IQAC Chairman for approval.



Dr S.K. Kaul
Hon. Pro Vice Chancellor,

**Co-ordinator
IQAC Cell
MGMIHS
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