



MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

Accredited by NAAC with 'A' Grade

Post Box no 06, 3rd Floor MGM Educational Campus, Plot No. 1 & 2, Sector -1, Kamothe, Navi Mumbai – 410 209.

Tel: 022-27432471/27431994, Fax: 022-27431092/94

Website: www.mgmuhs.com Email: mgmuniversity@mgmuhs.com

MGMIHS – IQAC – MINUTES OF MEETING

Date: 26st September 2016

Venue: Auditorium, MGM Medical College, Navi Mumbai.

Participants: List Attached (Includes Members of Institutional IQAC, Heads of Committees, HOD's and two members of MGMIHS IQAC)

Agenda:

- a) Presentation of IQAC departmental data analysis.
- b) Enlisting the committees and appointed secretary for each committee
- c) Roles of chairperson and secretary of each committee.
- d) Common proforma for committee report submission.
- e) Collection of acceptance from all chairpersons and secretaries.
- f) 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.



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- 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 Singhania 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 Hospital committees-17.



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- 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.

Action taken report:

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.
 - Any further information if applicable.



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3. Since there were no other points, the meeting was concluded with thanks to the Chair.

-----S/d-----

Dr.Rishikesh Wadke
(Faculty Member)

-----S/d-----

Dr.Padma Ramesh
(Faculty Member)

-----S/d-----

Dr S.K. Kaul
Hon. Pro Vice Chancellor,
IQAC Coordinator, MGMIHS, Navi Mumbai