



MGM MEDICAL COLLEGE & HOSPITAL, AURANGABAD

Internal Quality Assurance Cell (IQAC)

## QUALITY ASSURANCE AT MGM MEDICAL COLLEGE & HOSPITAL, AURANGABAD

### **Vision**

MGM Institute of Health Sciences aims to be a top-ranking centre of Excellence in Health Science Education, Health Care, and Health Research.

### **Mission**

Students graduating from the Institute will have the required skills to deliver quality health care to all the sections of the society with compassion and benevolence, without prejudice or discrimination at an affordable cost.

As a Research Centre, it shall focus on finding better, safer and affordable ways of diagnosing, treating and preventing diseases. In doing so, it will maintain the highest ethical standards.

To wipe every tear from every eye  
“Mahatma Gandhi”



## MILESTONES

- MGM Medical College and hospital Established 1990
- New Hospital OPD & College Building completed 1993
- Recognized by MCI (with 100 UG) 1996
- Affiliated to BAMU & MUHS Nashik 1990 - 2006
- Initiation of PG Programs in 04 Disciplines 2001
- ICTC Centre 2002
- RNTCP Centre 2000
- Deemed to be University status (Constituent Unit) 2006
- Increase in Intake from 100 to 150 seats 2011
- Started PG Programs in all disciplines 2011
- 05 Super-specialty Programs 2012
- Kidney Transplant Permission 2012
- Empaneled with Mahatma Jyotirao Phule Jan Arogya Yojana (MJPJAY) formerly known as Rajiv Gandhi Jeevandayee Arogya Yojana (RGJAY) (With NABH A Grade) 2013
- Achieved NABH Certification (for Blood Bank of MGM Hospital) 2015
- Recognition of 150 MBBS seats by MCI 2016
- Liver Transplant Permission 2017
- Cornea Transplant 2019



### Quality Policy

- **Background**

The aspiration of quality is base for research, reforms and standardization of protocols. The world has moved forward from quality control which was done just before certifying product to quality assurance which is done at every step from beginning. This gives chance for improvement instead of rejection, which is done in quality control. Quality improvement is an on-going process

- **Purpose**

To achieve better quality in education, patient care and research so as to fulfil mission of MGMIHS of which, MGM Medical College & Hospital, Aurangabad is a constituent unit.

- **Scope**

All academic and administrative departments, hospital, teaching, nonteaching, supporting staff, undergraduate, postgraduate and doctoral students and patients at MGM Medical college Aurangabad.

- **Policy Statement**

At MGM Medical College, Aurangabad, we are committed to build - up a system which will promote quality as an on-going process in every aspect of undergraduate and postgraduate teaching, patient care and research through advance planning decentralized governance, effective implementation and careful vigilance and feedback of stakeholders, so as fulfil vision and mission of MGMIHS.



## Responsibility

### a. Statutory Committees

- College Council Committee
- Internal Quality Assurance Cell
- Internal Complaint Committee
- Anti-Ragging Committee
- Grievance Redressal Committee
- Medical Education Unit
- Curriculum Committee
  - Foundation Course Committee
  - Early Clinical Exposure Committee
  - Phase-1 Curriculum Sub Committee
  - Phase-2 Curriculum Sub Committee
  - Alignment and Integration Committee
  - Phase-3 Curriculum Sub Committee
  - Phase-4 Curriculum Sub Committee
  - AETCOM and Humanities Committee

### b. Academic Cell

- UG Training Committee
- PG Training Committee
- Library Committee

### c. Examination Cell

### d. Research Cell

- Scientific Committee
- Institutional Ethics Committee (MGM-ECRHS)
- Institutional Animal Ethics Committee (MGM IAEC)
- Incubation and Innovation Centre

### e. Extension Activity Cell

### f. Students Welfare Cell

- Student Council
- NSS
- Alumni Association
- Plexus Committee

### g. Environment Management Cell

### h. Administrative Cell

- Website Committee
- Admission Committee



**i. Hospital Quality Cell with Different Committees**

- CPR Committee
- Ethics Committee
- Grievance Committee
- Infection Control Committee
- Local Management Committee
- Medical Audit Committee  
(Subcommittee-Death Audit Committee)
- Pharmaco Therapeutic Vigilance Committee
- Quality Assurance Committee  
(Subcommittee Clinical Audit Committee)
- Safety Committee  
(Subcommittee-Disaster Management Committee)



### College Council

#### Policy

At MGM Medical College, Aurangabad, we are committed to progress towards excellence in health science education, health care and research.

#### Scope

Undergraduate, Postgraduate students, PhD scholars, Faculty, Patients, non-teaching staff.

#### Objective

- To maintain face to face dialogue between all departments.
- To disseminate information relevant to functioning of departments from University, UGC, NMC, NAAC, NABH and other accreditation agencies.
- To take reviews of departmental functioning, their requirements, plans.
- To discuss and implement suggestions given by IQAC in different areas to improve quality.
- To appreciate achievements of faculty, student and any other employee of MGM MCHA.
- To take decisions on any unforeseen situations.
- To submit Annual Report of the activities of IQAC.

#### Responsibility

College council, Head of the departments, administrative officers.

#### Composition

The composition of college council shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Shall be head of the institute
02	Member	Deputy Dean
03	Member	Chief medical superintendent
04	Member	Medical superintendent
05	Member	All head of the departments
06	Member	IQAC coordinator
07	Member	Matron
08	Member	HR Officer
09	Member	Time office in-charge
10	Member	Administrative officer



### Internal Quality Assurance Cell

#### Policy

- At MGM Medical College, Aurangabad, we are committed to build - up a system which will promote quality as an on-going process in every aspect of undergraduate and postgraduate teaching, patient care and research through advance planning, effective implementation and careful vigilance.
- The aim is “Students graduating from the Institute will have the required skills to deliver quality health care to all the sections of the society with compassion and benevolence, without prejudice or discrimination at an affordable cost.
- As a Research Centre, it shall focus on finding better, safer and affordable ways of diagnosing, treating and preventing diseases. In doing so, it will maintain the highest ethical standards”.

#### Scope

UG, PG and Doctoral students, faculties, Non-teaching staff.

#### Objective

##### **Curriculum (Along with Curriculum Committee)**

- To collect regular feedbacks of various stakeholders.
- To analyze the feedbacks
- To give input to curriculum committee by considering guidelines of statutory bodies, local, national, global needs and feedback analysis from all stakeholders.
- To give suggestions for curricular enrichment through value added courses, so as to achieve personal and professional development of student.
- To submit Annual Report of the activities of IQAC.

##### **Teaching-Learning (Along with MEU, Skill Lab and Academic Cell)**

- To prepare academic calendar
- To arrange workshops, courses, conference and interactions so as to empower faculties for use of student centric teaching learning methods.
- To ensure availability of infrastructure to support teaching learning.
- To ensure availability of skill lab, trained faculties and structured program for skill acquisition.
- To monitor mentor-mentee program.
- To encourage use of innovative teaching learning methods.

##### **Evaluation (Along with Departments and Examination Cell)**

- To follow norms of University for slow performers and advance learners.



Internal Quality Assurance Cell (IQAC)

- To encourage special activities for them.
- To monitor the impact.
- To encourage formative assessment on day today basis.
- To follow transparent process for summative evaluation according to guidelines of statutory bodies.
- To improvise the evaluation process.
- To monitor progress of undergraduate and postgraduate students.

**Research (Along with Research Cell)**

- To implement various policies related with research like research promotion, IPR, publication guideline and consultancy policy of University.
- To empower faculties and students for quality research through courses, workshops, conferences.
- To ensure development of infrastructure supporting research.
- To provide technical, intellectual support in research.
- To explore and encourage collaboration with funding agencies.
- To monitor the progress in research.
- To provide facilities to incubate the innovative ideas.
- To participate in activities of innovation and incubation council.
- To encourage noncommercial consultancy of faculties.
- To encourage organization of conferences for advancing knowledge.
- To ensure almost ethical standards in research.

**Extension Activities (Along with extension Cell and departments)**

- To encourage arrangement of multi diagnostic camps, cancer detection drives, independently and with linkages.
- To arrange theme-based activities for benefit of society.
- To ensure involvement of undergraduate, postgraduate students in these activities so as to improve their learning experience at community setting.

**Student Support (Along with student welfare cell, Student Council)**

- To ensure student support through scholarships and free ships to needy students.
- To promote research through guidance.
- To provide encouragement and opportunities for extracurricular activities to achieve holistic development of students.
- To ensure active participation of students in governance.





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- To encourage capability enhancement activities according to identified needs.
- To ensure safe, supportive and encouraging learning atmosphere for all students adhering to principle of equal opportunity.
- To appreciate the student achievements.

**Alumni Connection (Along with Alumni Association)**

- To encourage registration.
- To collect feedback.
- To arrange experience sharing for carrier guidance.
- To encourage alumni for choosing teaching as carrier.
- To encourage collaborative research, academic and extension activities along with alumni.
- To encourage alumni, meet to maintain connect.

**Governance (Along with Administrative Cell, College Council, and other Statutory Committees)**

- To develop mechanism so as to promote conscious, consistent and catalytic action plans to improve quality.
- To ensure participatory governance and decentralization in administration.
- To prepare various calendars and allocate responsibility.
- To give suggestions for resource allocation.
- To ensure continuous quality improvement in teaching, learning, research and patient care.
- To document all the activities in institution..
- To conduct internal audits and give suggestions.
- To arrange external audits.
- To ensure that statutory norms are followed meticulously.
- To co-ordinate with University and other constituent units for various activities and initiatives.
- To compile the data to be given for NIRF, AQAR.
- To arrange workshops, courses for quality enhancement and sustenance.
- To ensure internalization of quality culture.



Internal Quality Assurance Cell (IQAC)

**Clean Green and Safe Campus (Along with Environment Cell, ICC, Student Welfare Cell and MGM clean India Centre)**

- To ensure equal opportunity irrespective of gender / cast / physical disability.
- To sensitize staff and students for Gender Just attitude.
- To inculcate Patriotism, Gandhian Philosophy in them.
- To maximize water conservation and use of renewable energy.
- To keep the campus pollution free.
- To institutionalize best practices.

**Responsibility**

Internal Quality Assurance Cell

**Composition**

The composition of IQAC shall be as under (As per guidelines of NAAC): -

Sr. No	Designation	Particular
01	Chairman	Chairman Should be head of institute.
02	Member	Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
03	Member	One member from the Management
04	Member	The senior administrative officer (Office Superintendent/Manager)
05	Member	One nominee each from the Local Society/Trust, Students and Alumni
06	Member	One nominee each from the Employer/Industrialists/Stakeholders
07	Member	Student representatives
08	IQAC coordinator	One of the senior teachers

**Tenure of Committee**

Membership of the member shall be for the period of 02 years.



### Functions of the IQAC

- Development and application of quality benchmarks,
- Setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all the stakeholders.
- Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles.
- Documentation of various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities. and
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.



### Internal Complaint Committee

#### Policy

At MGM Medical College, Aurangabad, we are committed to promote gender equity and equality as an explicit, universal human right, in the workplace, programs and operations of MGM Medical College and Hospital Aurangabad by providing all genders access to equal opportunities and outcomes. Safe campus for all genders is our motto

#### Scope

Undergraduate / postgraduate students, PhD scholars, teaching & non-teaching staff.

#### Objective

- To take precautionary measures towards safe campus.
- To create awareness about healthy gender attitude.
- To handle gender-based violence & sexual harassment.
- To submit Annual Report of the activities of IQAC.

#### Responsibility

Internal Complaint Committee

#### Composition

The composition of Internal Complaint Committee shall be as per government act of prevention of sexual harassment at workplace: -

Sr. No	Designation	Particular
01	Presiding Officer	Senior women faculty not below rank of professor
02	Member Secretary	Senior women faculty not below rank of associate professor
03	Member	01 male faculty
04	Member	02 non-teaching staff
05	Member	01 member from NGO
06	Member	02 students (01 male & 01 female student)

#### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Anti-ragging Committee

#### Policy

At MGM Medical College, Aurangabad, we are committed to build up a conducive and ragging free environment for students.

#### Scope

Undergraduate & postgraduate students.

#### Objective

- To spread awareness against ragging along with various rules & regulations.
- To review recommendations of anti-ragging squad.
- To address the ragging event immediately.
- To give suggestions / recommendations to IQAC.
- To submit Annual Report of the activities of IQAC.

#### Responsibility

Anti-ragging committee

#### Composition

The composition of UG Training Committee shall be as per MCI /NMC Guidelines: -

Sr. No	Designation	Particular
01	Chairman	Head of Institute
02	Member Secretary	Teacher not below rank of Professor
03	Member	02 to 03 senior teachers
04	Member	01 Nominee from civil administrator and 01 from Police Department
05	Member	01 Nominee from Journalist
06	Member	01 Senior person from time office and security
07	Member	01 or 02 rectors of hostel
08	Member	General Secretary and Lady Representative of student council
09	Member	01 Nominee from parent and NGO member

#### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Students Grievance Redressal Committee

#### Policy

- At MGM Medical College, Aurangabad, we are committed to provide healthy, friendly and transparent environment at campus along with mechanism to address the student's grievances.

#### Scope

Undergraduate and postgraduate students at MGM Medical college & Hospital, Aurangabad.

#### Objective

- To formulate the guidelines as per the statutory regulations.
- To create awareness among the students about the functioning of student grievance redressal committee.
- To address the student's grievances within stipulated time.
- To prepare the mandatory publication of institutional information as the UGC regulations.
- To submit annual report of the committee.

#### Responsibility

Students Grievance Redressal committee

#### Procedure

#### Composition:

The composition of Students Grievance Redressal committee shall be as under (As per UGC regulations 2019: -

Sr. No	Designation	Particular
01	Chairman	Chairman Should be head of institute.
02	Member	03 senior teaching faculty to be nominated by head of institute.
03	Special Invitee	Representative from UG & PG Student nominated by head of institute based on academic merit/excellence in sports or performance in co-curricular activities.

#### Tenure of Committee:

- Term of the member and special invitee shall be 02 years.



### Medical Education Unit

#### Policy

At MGM's medical college, Aurangabad we are committed to sensitize the teaching staff regarding updates of medical education to provide training and support for their betterment to improve the quality of medical education.

#### Scope

All teaching faculty members of pre clinical, para clinical & clinical specialities working in MGM medical college, Aurangabad

#### Objectives

1. To train faculty members about innovative methods in medical education technology & research
2. To enable them in applying this knowledge for imparting quality medical education to students
3. To improve student evaluation program by making teachers well versed in newer methods of evaluation
4. To train faculty in using various mannequins available in skill lab for teaching essential clinical skills to students

#### Composition

The composition of medical education unit shall be as under (As per MCI regulations 2019):

Sr. No	Designation	Particular
01	Chairman	Chairman Should be head of institute.
02	MEU coordinator	MEU coordinator will be a faculty having designation of professor/ associate professor. He/ she must have undergone MCI/ NMC revised basic course & CISP workshops & advance course in medical education (ACME)
03	Special Invitee	Minimum 8 member faculty of all cadres (assistant professor/ associate professor/ professor) from preclinical, paraclinical & clinical subjects

All members must undergo basic/ revised basic workshop in medical education technology.

#### Tenure of the committee

Composition of the medical education unit will be constant for at least 3 years.



### Curriculum Committee (CC)

#### Policy

AT MGM Medical College, Aurangabad we are keen for effective implementation & integration of curriculum and need base revision in the curriculum.

#### Objective

Curriculum committee oversees the medical education program as a whole & has responsibility of design, integration, coordination, delivery and improvement of the curriculum in the college.

#### Scope

All teaching faculty, undergraduate students and post graduate students of MGM's medical college, Aurangabad

#### Composition

The composition of the curriculum committee will be as per MCI/ NMC guidelines. There will be seven members in the committee.

Sr. No	Designation	Particular
01	Chairman	Chairman Should be head of institute.
02	Secretary	MEU coordinator
03	Member	One Preclinical faculty One Paraclinical faculty One Faculty from medicine & allied subjects One Faculty from surgery & allied subjects Student representative – one student from MBBS Third phase
All of the faculty except Dean will complete revised basic course workshop & advance course in medical education as per NMC requirement if not already done		

#### Tenure of the committee

Composition of the curriculum committee will be constant for at least 3 years





### Undergraduate Training Committee

#### Policy

At MGM Medical College, Aurangabad, we are committed to build up a system which will promote quality of the undergraduate students in terms of their own health, academics, skill development and overall development.

#### Scope

All Undergraduate Students.

#### Objective

- To monitor health check up of every UG students on admission and suggesting any necessary corrective action.
- To monitor structured induction program including foundation course which will make student familiar with protocols, procedures & code of conduct.
- To monitor the teaching learning & integration including remedial teaching of UG students.
- To monitor skill enhancement / personal development through Value added courses.
- To monitor clinical skills acquisition through skill development lab.
- To monitor the attendance of UG students.
- To monitor the academic performance of students through examination results.
- To give suggestions / recommendations to IQAC for quality enhancement.

#### Responsibility

UG training committee

#### Composition

The composition of UG Training Committee shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Senior Faculty not below rank of Professor shall be chairman of committee
02	Member Secretary	Teacher not below rank of Associate Professor
03	Member	or 02 member from Pre-Clinical & Para-clinical
04	Member	01 member each from broad clinical specialty department
05	Member	02 UG students (01 male and 01 female)

#### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Postgraduate Training Committee

#### Policy

At MGM Medical College, Aurangabad We are committed to build up a system which will promote quality of their post graduate students in terms of their own health, skills of patient care, academics, research and overall development.

#### Scope

All Post Graduate Students

#### Objective

- To monitor health check-up of every PG students on admission and suggesting any necessary corrective action.
- To monitor desired immunization.
- To monitor structured induction program which will make student familiar with protocols, procedures & documentation of patient care, ethics & code of conduct.
- To monitor skill enhancement through skill lab training.
- To monitor their learning through structured PG activities at department & co-curricular activities.
- To monitor research related activities
- To monitor overall progress of PG students through 6 monthly progress report.
- To give suggestions / recommendations to IQAC for quality enhancement.

#### Responsibility

PG training committee

#### Composition

The composition of PG Training Committee shall be as under: -

Sr No	Designation	Particular
01	Chairman	Senior Faculty not below rank of Professor shall be chairman of committee
02	Member Secretary	Teacher not below rank of Associate Professor
03	Member	04 to 06 PG teachers from various departments
04	Member	02 PG students (01 male and 01 female)

#### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Library Committee

#### Policy

At MGM Medical College & Hospital Aurangabad (MGMMCHA), we are keen to develop the library as excellent self-learning resource for students & all-inclusive reference point for updating knowledge & facilitating research in students & faculties.

#### Objective –

- To purchase new books & update the resource
- To follow let down procedures for issue & return of books, lost & damaged books, keeping user record.
- To subscribe for journals & non print media, databases.
- To make the procedures user friendly through automation.
- To maintain & share collection of teaching content developed by faculty
- To arrange for trainings of facilities & students for use of e-resources ensure availability of resources for study of Gandhian Philosophy.
- To ensure availability of News Papers & other Books serving interest of users
- To extend the Services to alumni, Students & Faculties outside MGM.

#### Composition

The composition of Library Committee shall be as under: -

Sr No	Designation	Particular
01	Chairman	Head of Institute shall be chairman
02	Vice Chairman	Senior Professor
03	Member	03 to 04 Senior faculty members
04	Member Secretary	Librarian

#### Tenure of Committee:

Membership of the member shall be for the period of 03 years.



### Examination Cell

#### Policy

We at MGM MCHA are committed for quality in summative assessment of undergraduate & post graduate students in internal & university examinations.

#### Objectives

1. To form and follow annual calendar for internal examinations
2. To ensure availability of validated question papers with confidentially
3. To ensure availability of infrastructure & man power to conduct the examination
4. To follow the led down time table & procedure for university examination
5. To arrange training of appointed staff
6. To arrange evaluation of answer sheets centrally for internal & university exam with confidentially.
7. To collect results of practical & past ending examination from departments.
8. In case of university examination arrange for immediate communication with university
9. In case of internal examination to prepare & display the result
10. To observe strict discipline so that there are no unfair means
11. To arrange for redressal of any grievances
12. To arrange for record keeping & archiving documents.

#### Composition

The composition of Examination cell shall be as under: -

Sr No	Designation	Particular
01	In-charge	Professor
02	Assistant in-charge	Professor / associate Professor
03	Member coordinator	01 Faculty form I MBBS 01 Faculty form II MBBS 01 Faculty form III/I MBBS 01 Faculty form III/II MBBS

#### Tenure of Committee:

Membership of the member shall be for the period of 03 years



### Scientific Committee

#### Policy

At MGM Medical College, Aurangabad, we are committed to promote quality research, monitor the research for highest ethical standards and to encourage innovation.

#### Scope

Undergraduate students, postgraduate students, PhD scholars & Faculty

#### Objective

- To review & guide the research projects / proposals to be conducted at institute.
- To ensure that research projects are scientifically sound.
- To monitor the progress of research projects through its periodic review.
- To implement guidelines of University.
- To submit Annual Report of the activities of IQAC.

#### Responsibility

Scientific Committee

#### Composition

The composition of Scientific Committee shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Senior faculty not below rank of professor
02	Member Secretary	Senior faculty not below rank of associate professor
03	Member	02 to 03 senior teachers from basic medical sciences.
04	Member	06 to 08 faculty from clinical departments.
05	Member	01 member shall be biostatistician
06	Member	01 member shall be in-charge of central research laboratory

#### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### **MGM Ethics Committee for Research on Human Subjects**

#### **Policy**

At MGM Medical College, Aurangabad, we are committed to have ethical and quality research through review and monitoring of the research projects/proposals.

#### **Scope**

Undergraduate students, postgraduate students, PhD scholars & Faculty.

#### **Objective**

- To ensure competent review and evaluation of all ethical aspects of the research proposal to be conducted at institute.
- To monitor the progress of research projects for ethical conduct through its periodic review.
- To ensure, quality and consistency in review of clinical research proposals and to follow the Indian and GCP, New Drug and Clinical Trail Rules 2019, ICMR guidelines for Biomedical research on human subjects.

#### **Responsibility**

MGM Ethics committee for research on human subjects (MGM-ECRHS)

#### **Composition**

The composition of ethics Committee shall be as under: -

<b>Sr. No</b>	<b>Designation</b>	<b>Particular</b>
01	Chairman	Chairman Should be from outside the institute involved in research.
02	Member Secretary	Shall be senior faculty member from the institute.
03	Member	02 to 03 members from clinical subjects
04	Member	02 to 03 members from Basic medical subjects/scientist
05	Social Scientist	01 member shall be social scientist
06	Lay Person	01 member shall be Lay person from the society
07	Legal Advisor	01 member shall be Legal Expert

#### **Tenure of Committee**

Membership of the member shall be for the period of 03 years.



### **Institutional Animal Ethics Committee**

#### **Policy**

At MGM Medical College, Aurangabad, we are committed to have ethical and quality biomedical research in animals through review and monitoring of the research projects/proposals.

#### **Scope**

Postgraduate students, PhD scholars & Faculty.

#### **Objective**

- To ensure competent review and evaluation of all ethical aspects of the biomedical research in animals to be conducted at institute.
- To provide approval to biomedical research protocol involving animals.
- To monitor the progress of research projects for ethical conduct through its periodic review.
- To ensure strict adherence to CPCSEA guidelines.
- To review form B, form C, & form D along with inspection of animal house facility.

#### **Responsibility**

Institutional Animal Ethics Committee

#### **Composition**

The composition of institutional animal ethics Committee shall be as under: -

<b>Sr. No</b>	<b>Designation</b>	<b>Particular</b>
01	Chairman	Shall be senior faculty members from the institute
02	Member Secretary	Shall be senior faculty members from the institute
03	Member	02 to 03 members from different disciplines
04	Veterinarian	01 veterinary doctor
05	Member	Scientist In charge of the animal house Facility
06	Member	One non-scientific socially aware person
07	Member	One nominee of CPCSEA
08	Member	scientist in charge animal House

#### **Tenure of Committee**

Membership of the member shall be for the period of 05 years.



### Incubation and Innovation Center

#### Policy

At MGM Medical College, we understand the need of innovation and incubation Centre. We want to inculcate the culture of innovation in faculty and students to fulfil the health-related needs of community.

#### Objectives

- To Encourage students and faculties towards Innovation and nurture the Innovative ideas among the student and faculties
- To inculcate Start-up culture amongst UG, PG students and faculties of the college.
- To encourage the students to participate in the project EXPO
- To develop low cost local solutions to health and health education related problems and unmet needs
- To promote inter-disciplinary and translational research through innovation incubation centre.

#### Scope

Undergraduate, Postgraduate students, PhD scholar, Alumni & faculty

#### Composition

The composition of Incubation and Innovation Centre shall be as under: -

Sr. No	Designation	Particular
01	In-charge	Shall be senior faculty members from the institute
02	Member	05 to 06 faculty members of 03 constituent units of MGMIHS Aurangabad campus.
03	Advisors	03 – 04 consultants from Industry
04	Member	Representation of UG, PG & PhD student.

#### Tenure of Committee

Membership of the member shall be for the period of 05 years.





### Extension Activity Cell

#### Policy

We at MGM MCHA keen to extend our expert services and support towards community health needs by providing promotive, preventive, curative and rehabilitative services along with providing experiential learning opportunities at community settings along with relevant research

#### Objectives

1. To utilize expertise of faculties for benefit of society.
2. To give opportunity to students for learning at community setup
3. To identify thrust areas and arrange the activities accordingly for prevention of disease and promotion of health.
4. To promote community-based research.

#### Scope

UG students, PG students, faculties and community.

#### Composition

The composition extension activity cell shall be as under: -

Sr. No	Designation	Particular
01	In-charge	Senior faculty from community medicine
02	Member	03 to 04 faculty members from different departments, MGMIHS Aurangabad campus.
03	Member	02 MSWs
04	Member	03 to 04 UG/PG students

#### Tenure of committee

Membership of the member shall be for the period of 03 years.



### **Student's Welfare Cell**

#### **Policy**

MGM medical college, Aurangabad believes that student's welfare and the students learning outcomes are inextricably linked and all student's have an entitlement for high quality students support and welfare measures to achieve their goals.

We at MGM medical college, Aurangabad ensure removing all barriers in learning process along with provision of appropriate care guidance and supportive interventions including safety, which are monitored for effectiveness in alignment with vision & mission of MGMIHS.

College promotes high standards of disciplined behavior of students based on code of conduct that fosters and maintains positive image of college in society.

#### **Scope**

Undergraduate students, postgraduate students, PhD scholars & alumni.

#### **Objectives**

This Policy aims at addressing students' needs and behavioral issues at the College by:

- Ensuring that students behave within the standards set out in the Students Code of Conduct.
- Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".
- Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- Providing eligibility requirements and criteria for receiving assistance for concession.



### Composition

The composition of student's welfare cell shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Shall be senior faculty members from the institute
02	Member Secretary	Shall be senior faculty members from the institute
03	Member	NSS nodal Officer
04	Veterinarian	Nodal officer of Unnat Bharat Abhiyan
05	Member	01 or 02 faculty member
06	Member	01 Member from alumni
07	Member	UG & PG students' representation

### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Website Committee

#### Policy

At MGM Medical College, Aurangabad, we are committed to build up an active, dynamic & vibrant institutional website to form a social connect.

#### Scope

MGM Medical College & Hospital, Aurangabad.

#### Objective

- To collect authentic information from Deans office / IQAC / Quality cell of Hospital.
- To update regularly the institutional website.
- To ensure compliance of NMC guidelines.

#### Responsibility

Website committee

#### Composition

The composition of website committee shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Faculty having basic knowledge of IT shall be chairman of committee
02	Member Secretary	Faculty having basic knowledge of IT.
03	Member	01 to 02 faculties from various departments.
04	Member	01 member from IT department
05	Member	02 UG students (01 male and 01 female)

#### Tenure of Committee

Membership of the member shall be for the period of 03 years.



## Faculty Development

### Policy Statement

At MGM Medical College & Hospital, Aurangabad we are keen to promote continuous development of our faculty in areas of teaching learning, Patient care, Bioethics, human values, personal development & research through workshops, fellowships, other advance studies either within institution or outside the institution both online and offline with necessary support by the institution.

### Objective:

- To promote faculty development for quality enhancement in
  - Curriculum Designing
  - Teaching, Learning & Assessment
  - Patient Care
  - Research
  - Bioethics, human values & personal development

### Scope

All teaching Faculty at MGM Medical College, Aurangabad.

### Composition

The composition of faculty development committee shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Shall be head of the institute
02	Member Secretary	MEU member
03	Member	IQAC member
04	Member	Research cell member
05	Member	Faculty to represent all levels (Professor, Asso. Professor, Asst. Professor)

### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Environment Management Cell

#### Policy

Environmental management cell at MGM Medical college & Hospital, Aurangabad aims to analyze environmental practices at MGM campus which will have impact on the eco-friendly ambience. The cell is mainly committed in minimizing the impacts of its activities on the environment and conserving and continually improving the natural, built and social environment of its campuses. In stating this commitment, the cell recognizes that it has an ethical and legal responsibility to protect and enhance the environment and that this responsibility extends to the MGM's staff, students and visitors.

#### Objectives

Comply with environmental laws and regulations	<ul style="list-style-type: none"> <li>• Implement continuing education program on the Waste Disposal and other environment-related laws/regulations</li> </ul>
Pursue environmentally-sound projects	<ul style="list-style-type: none"> <li>• Promote activities that help create a recycling-oriented society</li> </ul>
Manage and reduce environmental burden	<ul style="list-style-type: none"> <li>• Measure and reduce electric power consumption and waste generation at all sites in MGM campus, Aurangabad.</li> <li>• Promote effective disposal of biomedical and E-waste generated at campus.</li> <li>• Measure and reduce water consumption</li> <li>• To overcome the problem of noise within hospitals</li> </ul>
Motivate staff as well as students for optimized sustainable use of available resources	<ul style="list-style-type: none"> <li>• Hold events, including awareness-raising seminars related to environmental conservation</li> </ul>
To identify and assess environmental risks in campus such as infections, fire, radiation, etc.	<ul style="list-style-type: none"> <li>• Provide a framework for identification of a hazard and develop an action plan to eliminate the hazard or minimize its effect through control measures.</li> <li>• Conduct mock drills to manage adverse situations (e.g. Fire drills)</li> </ul>

#### Scope

MGM IHS, Aurangabad campus and satellite centres.



### Composition

The composition of environmental committee shall be as under: -

Sr. No	Designation	Particular
01	Chairman	Faculty Member
02	Member Secretary	Faculty Member
03	Member	IQAC member
04	Member	01 member from each support department

### Tenure of Committee

Membership of the member shall be for the period of 03 years.



### Hospital quality promotion

#### Policy

At MGM MCHA, we are committed to provide health care of national and international standards at lowest affordable cost to all.

#### Objectives

1. To provide health care with dignity, confidentially without any discrimination.
2. To maintain team spirit and commitment amongst care givers.
3. To conduct trainings in identified areas for quality improvements
4. To ensure safe and risk free environment for care givers and patients.
5. To monitor the quality of services with help of various indicators and audits.
6. To monitor prescriptions, adverse drug reactions, use of antibiotics, maintenance of instruments & equipment's.

#### Responsibility

1. Local Management committee
2. Quality assurance committee
3. Infection control committee
4. Pharmaco therapeutic vigilance committee
5. Safety committee
6. Grievance committee
7. Audit committee
  - a) Medical audit committee
  - b) Clinical audit committee
  - c) Death audit committee
8. CPR committee





**Achievement:**

- NAAC Accreditation
- NABH Accreditation
- Transplant Permissions
  - Kidney
  - Liver
  - Cornea
- SIRO Recognition
- Pharmacovigilance program of India (PvPI) Recognition
- Materiovigilance Program of India (MbPI) Recognition
- IRC Recognition
- NABL Accreditation
- DCGI Recognition

**References:**

1. University Grants Commission (UGC) Guidelines.
2. National Assessment & Accreditation Council (NAAC) Guidelines.
3. Erstwhile Medical Council of India.
4. National Medical Commission (NMC) Guidelines.
5. National Accreditation Board for Hospitals (NABH)
6. MGM Institute of Health Sciences (MGMIHS), rules & regulations.