



# 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

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**Internal Quality Assurance Cell**

An online University IQAC meeting was held on 20/11/2020 from 11.00am to 1.00pm in the Conference Hall, 3<sup>rd</sup> Floor, MGMIHS, Navi Mumbai.

Members Present:

S. No.	Name of the Member	Designation
1.	Dr. Shashank D. Dalvi	Vice Chancellor, MGMIHS(Chairperson)
2.	Dr. N. N. Kadam	Pro-Vice Chancellor, Navi Mumbai(Management)
3.	Dr. P. M. Jadhav	Vice Chairman, MGM Trust(Society)
4.		
5.	Dr. Swati Shiradkar	Professor, OBGY, MGMIHS, Aurangabad (IQAC Coordinator at Aurangabad Campus)
6.	Dr. Rajesh B Goel	Registrar, MGMIHS, Navi Mumbai(Administrative Officer)
7.	Dr. Rajesh Kadam	Deputy Registrar, MGMIHS, Aurangabad(Administrative Officer)
8.	Dr. Sabita Ram	Director Research, MGMIHS, Navi Mumbai(Administrative Officer)
9.	Dr. G. S. Narshetty	Dean, MGMMC, NM
10.	Dr. R. B. Bohra	Dean, MGMMC, Aurangabad
11.	Dr. Mansi Thakur	Principal, MGMSBS, Navi Mumbai
12.	Dr. Rajani Mullerpatan	Principal, MGMSOP, Navi Mumbai
13.	Dr. Rinkle Malani	Principal, MGMSOP, Aurangabad
14.	Dr. Uttara Deshmukh	Principal, MGMUDPO, Navi Mumbai
15.	Dr. Dase	Principal & IQAC Co-ordinator of MGMSBS, Aurangabad
16.	Dr. R. S. Inamdar	Professor. & HOD, Physiology, MGMMC, Navi Mumbai(Teacher)
17.	Dr. Gautam Shroff	Professor and HOD Anatomy, MGMMC, Aurangabad(Teacher)
18.	Dr. Parineeta Samant	Professor and HOD, Biochemistry, MGMMC Navi Mumbai(Teacher)
19.	Dr. R. Ponchitra	Professor MGMCON, Navi Mumbai(Teacher)
20.	Dr. Bhavana Junagade	Associate Prof. Anatomy, MGMMC, Navi Mumbai(Teacher)
21.	Dr. Mamta Shetty	Assistant Prof., MGMSOP, Navi Mumbai(Teacher)
22.	Dr. Sameer Kadam	Alumnus, MGMIHS, Navi Mumbai(Alumni)
23.	Dr. Saloni Desai	Hospital Administration, MGM School of Biomedical Sciences, Navi Mumbai
24.	Dr. Snigdha Misra	IQAC Co-ordinator of MGMMC, Navi Mumbai
25.	Mr. Subhasish Paikray	IQAC Co-ordinator of MGMIUDPO, Navi Mumbai
26.	Dr. Srivalli Natarajan	IQAC Co-ordinator, MGMDCH, Navi Mumbai(External invitee)
27.	Dr. Vishnu Patil	IQAC Co-ordinator, Deogiri College, Aurangabad (External invitee)
28.	Ms. Taral Patil	UG Student, MGMMC, Aurangabad (Student)

Dr. Rita M. Khadkikar ,Associate Professor. Physiology, IQAC Coordinator, MGMIHS, Navi Mumbai(IQAC Coordinator)



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**Internal Quality Assurance Cell**

The following members showed their inability to attend the meeting

Sr. No	Name of the Member	Designation
1.	Dr. S. N. Kadam	Director, Trustee, MGMIHS (Management)
2.	Dr A. G. Shroff	Medical Director, MGM Medical College, Aurangabad (Administrative Officer)
3.	Dr. Prabha K. Dasila	Principal, MGMCON, NM
4.	Dr. Pravin Suryavanshi	Professor and HOD Surgery, MGM Medical College, Aurangabad (Administrative Officer)
5.	Dr. Jaishree Ghanekar	Professor.& HOD Medicine, MGMMC, Navi Mumbai (Teacher)
6.	Dr. Rohit Jacob	PG Student, MGMMC, Aurangabad (Student)
7.	Dr. Ashwin Balasubramanian	PG Student, MGMMC, Navi Mumbai (Student)
8.	Mr. Akshat Mishra	UG Student, MGMMC, Navi Mumbai (Student)
9.	Ms. Anusha Hingorani	UG Student, MGMMC, Navi Mumbai (Student)
10.	Dr. Kiran Mali	Alumnus, MGMIHS (Alumni)
11.	Dr. Ajay Bhagwanrao Kale	Alumnus, MGMIHS, Aurangabad (Alumni)
12.	Adv. Ranjit Bhosale	Legal Expert
13.	Dr. Amrita Ghosh (PT)	IQAC Co-ordinator of MGMSOP, Navi Mumbai
14.	Dr. Payal Murkudkar (PT)	IQAC Co-ordinator of MGMMC, Navi Mumbai

## **Agenda for University IQAC meeting**

1. Post facto approval for AQAR 2018-19.
2. Discussion & updates of AQAR 2019-20.
3. AQAR 2020-21 (Health Sciences format).
4. Preparation by Departments in view of NAAC of 2<sup>nd</sup> Cycle reaccreditation.
5. Future plans of IQAC initiatives.
6. Any other suggestion / query for discussion.



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**Internal Quality Assurance Cell**

Hon'ble Vice Chancellor Dr. Shashank D. Dalvi Sir welcomed all the members in the meeting. He spoke on following points.

## **Item No 1.**

It was mentioned that AQAR 2018-19 was uploaded on the NAAC, HEI portal on 27<sup>th</sup> October 2020 and the PDF of AQAR on MGMIHS website. The PDF uploaded documents were shared with the members. Dr P.M. Jadhav Sir said that before uploading any AQAR it must be put forth to the authorities and the IQAC committee for the feedback, suggestions and approval. Dr R.S. Inamdar suggested that all the faculty need to be oriented about the AQAR. IQAC coordinator Dr Rita Khadkikar mentioned that the data was based on that submitted in the SSR (Self-Study Report and assured that henceforth all the data will be presented to the authorities in the future prior to the submission.

AQAR 2018-19 was approved post-facto

## **Item No 2.**

Regarding AQAR 2019-20 all the institutes had submitted the data from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2020 which has been compiled and annexures were being verified. But as per UGC guidelines it was decided to consider the academic year up to 31<sup>st</sup> October 2020. Based on the new development MGMIHS decided to prepare AQAR 2019-20 from 1<sup>st</sup> July 2019 to 31<sup>st</sup> October 2020. All the data will be as per the General university format. There was discussion whether the period must be extended. Hon'ble Vice chancellor said that MGMIHS would communicate to NAAC about the date details for 2019-2020. Dr P.M. Jadhav Sir suggested that any huge data for verification must be sent before the meeting to get valuable inputs. It was agreed that the compiled 2019-2020 AQAR with the check list will be submitted for suggestions in the next IQAC meeting.

AQAR 2019-20 to be compiled by 31<sup>st</sup> December 2020.

## **Item No 3.**

It was mentioned that for the AQAR 2020 -2021, Manual for Health Sciences University needs to be followed which is similar to the format provided in the SSR. It also provides the data templates for entry of the quantitative data. The new final AQAR manual was uploaded on the NAAC website on 26<sup>th</sup> October 2020. The documents were shared with the members. The data to be included will be from 1<sup>st</sup> November 2020 to 31<sup>st</sup> August 2021. The final documents and Data templates will be mailed to all concerned units.

To hold a separate meeting for AQAR 2020-21.



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### Item No 4.

For preparation of NAAC peer team visit for 2<sup>nd</sup> cycle reaccreditation process a PPT was presented and mailed to all the institutes in December 2019.

Regarding preparation of **PPT and Brochures** by the Department and Institutes guide lines were already provided which was again presented by Dr Rita Khadkikar. Hon'ble Vice Chancellor suggested the departments can add important extra points. Dr. P.M. Jadhav suggested to give a timeline for submission of softcopies of the PPT and Brochures as 1<sup>st</sup> December 2020. It was mentioned that a high level committee will be appointed for providing suggestions at the university level. Hon'ble Vice Chancellor also emphasized that for NAAC

34 departments were shown, so PPT at both campuses should be presented together at the time of Peer team visit. Dr. P.M. Jadhav suggested separate PPT must be prepared and presented at each campus.

With respect to **Décor of the department** the sample pattern of boards was presented. Hon'ble Vice Chancellor suggested boards must have tabular format with serial number, names with their designation. This would give idea about sufficient staff. There was discussion that the boards were already prepared at Aurangabad campus. They were in the form of plates which could be painted and replaced. Replacing the boards would now be unnecessary expenditure. Navi Mumbai campus requested to send a sample of their boards. Dr P. M. Jadhav suggested a board at Deans Office of both the campuses indicating the number of staff in each department for projecting sufficient staff. Dr R.S. Inamdar said that head count is important for MCI/NMC.

Regarding **Departmental evaluative reports (DER)**, a list of 34 departments was presented. Some departments are functioning at both the campuses and few in either of the campus. Scanned copies of the reports of few departments were also presented. Dr P.M. Jadhav clarified whether Fellowship programs were included as a program in the DER, which was confirmed.

Regarding **Departmental files**, it was decided to show Mandatory files and desirable files and any other specific file for the department. Accordingly, of 27 files planned, 22 were labelled as mandatory, each file will have a specific number example Syllabus will be File number 1. Dr R.S. Inamdar suggested to have E-files rather than Physical files. Dr Vishnu Patil External invitee, IQAC coordinator Deogiri College, Aurangabad said that it is important to have both in case the team wishes to see the hard copy for certain points. He suggested to have similar files with same color, name number with same font size of labels. Hon'ble Vice Chancellor suggested common purchase of files. For **institutional files**, a total of 28, a separate file of achievements were suggested. Dr R.S. Inamdar said that it would already be displayed at the Hall of Fame.



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At University level Dr P.M Jadhav suggested to have Budget report of 5 years, 5 years annual reports in addition to the files mentioned. He asked to mail the list to all the institutes. Dr Vishnu Patil mentioned for the budget files should include finance committee meetings agenda, attendance, minutes and audited reports. He mentioned that we must be ready to show the documents and also anticipate the questions. Hon'ble Vice Chancellor suggested to have the accreditation status certificates which needs to be displayed (check validity period). The files for Director Research need to be kept ready. Dr. Shrivalli mentioned that value added course files need to be included. Dr. Rita Khadkikar responded that they were included in the syllabus files. Dr. P. M. Jadhav suggested to Dr. Shrivalli to follow guidelines for preparing SSR as per Health Sciences manual for the 2<sup>nd</sup> cycle Reaccreditation of MGM dental college.

Please find enclosed the list of files as an annexure.

For rehearsal of NAAC peer team visit, a mock visit will be organized soon.

### **Item No 5.**

Regarding the IQAC initiatives it was planned to establish authentic system for enhancement of value added courses, strengthen feedback process and mentor-mentee system. It was decided that each institute must have one member in charge for each of the above activities. Regarding feedback, we need to fulfil all the criteria of collecting, analyzing the feedback and making a report based on which the action will be taken and the impact will be studied. The feedback report shall then be uploaded on the respective websites.

Mentor-mentee system is different at both the campuses. Aurangabad campus follows a vertical system where a mentee will have the same mentor throughout his/her curriculum and Navi Mumbai campus follows a horizontal mentor system where mentee will have different mentors at each phase.

Dr. P. M. Jadhav suggested that the value added courses, feedback and mentor-mentee system must be implemented in a proper manner. We need to improve the curriculum and increase the number of collaboration and resource funds. We need to make the students competent for solving MCQs and prepare them for exit exams.





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### Item No 6.

Dr. R. S. Inamdar mentioned that IQAC workshops provide a road map for NAAC with valuable information. Hon'ble Vice Chancellor suggested Dr. R. S. Inamdar for conducting a webinar for all faculties of MGMIHS to sensitize and implement the program outcomes and course outcomes.

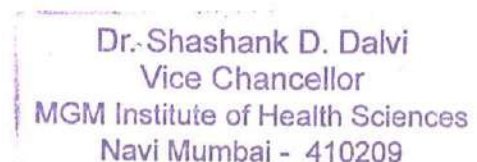
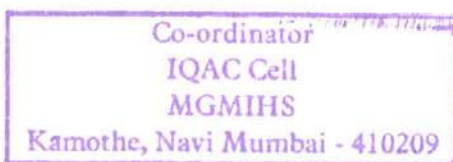
Dr. VishuPatil mentioned that the future plans for IQAC must be included in the NAAC presentation criterion wise. It can be the same as included in the AQAR. He also mentioned the importance of the staff appraisal for the teaching and non-teaching which needs to be implemented in a proper manner. He emphasized a structured mentor-mentee program with feedback from Alumni as to how it helped them can give inputs for areas of improvement. Dr. R. S. Inamdar mentioned the peer team visit will be vigilant on the measures taken during the COVID-19 pandemic, how well it was managed with respect to online teaching-learning and research projects.

Hon'ble Vice Chancellor said he would include the above in his presentation during NAAC peer team visit. Dr. P. M. Jadhav asked to send the documents which will be presented in the meeting in advance to all the members to get their inputs.

The meeting ended by vote of thanks offered by Dr. Rita Khadkikar.

**Dr. Rita Khadkikar**  
University IQAC Co-ordinator  
MGMIHS

**Dr. Shashank Dalvi**  
Vice Chancellor  
MGMIHS





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## University Internal Quality Assurance Cell

MGM/IQAC/2020/40

Date: 20/12/2020

An online University IQAC meeting was held on 20/11/2020 from 11.00am to 1.00pm in the Conference Hall, 3<sup>rd</sup> Floor, MGMIHS, Navi Mumbai.

Sr. No.	Agenda	Action Taken
1	Discussion and updated for AQAR 2019-20	The AQAR 2019-20 was compiled and put forth in the IQAC meeting 25-05-2021.
2	AQAR 2020-21 (Health Sciences format)	The new health Sciences manual for AQAR was mailed to all the constituent unit and one-week sensitization program was held in the month of July
3	Preparation by Departments in view of NAAC of 2 <sup>nd</sup> Cycle reaccreditation.	<p><b>a. An Internal Academic and Administrative Audit</b> was conducted at Navi Mumbai campus: from 11.1.2021 to 13.1.2021 and at Aurangabad campus: from 22nd to 23rd January 2021.</p> <p><b>b. An External Academic and Administrative Audit</b> was conducted at both campuses</p> <p>1. At Navi Mumbai was conducted from 8.2.2021 to 9.2.2021. The members of the AAA committee for were</p> <ul style="list-style-type: none"><li>• Dr Narinder Kumar Aggarwal, Professor &amp; Head, Forensic Medicine, UCMS, New Delhi (Chairperson).</li><li>• Dr. Savita Ravindra, Professor &amp; Head, Physiotherapy, Ramaiah Group, Bengaluru.</li><li>• Dr. Sudha Raddi, Dean, Faculty of Nursing, Principal &amp; Professor, Institute of Nursing Sciences, KLE Academy of Higher Education, Belgavi.</li><li>• Dr. Siddharth Dubhashi, Professor &amp; Head, Department of Surgery, Dean (SW), Chairperson, Centre of Medical Education and Technology, AIIMS, Nagpur.</li></ul> <p>2. At Aurangabad was conducted from 26.2.21-28.2.21. The members of the AAA committee were</p>



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## University Internal Quality Assurance Cell

		<ul style="list-style-type: none"><li>• Dr Forhad Akhtar Zaman, Additional Professor &amp; HOD, Dept. of Community Medicine &amp; Family Medicine, All India Institute of Medical Sciences (AIIMS), Guwahati, Assam.</li><li>• Dr. Siddharth Dubhashi, Professor &amp; Head, Department of Surgery, Dean (SW), Chairperson, Centre of Medical Education and Technology, AIIMS, Nagpur.</li></ul>
4	Future plans of IQAC initiatives.	All the feedback forms were made online. A meeting was conducted for IQAC coordinators and criterion I incharges to sensitize them regarding online feedback form and SOP about the feedback activity.

**Dr. Rita M. Khadkikar**  
University IQAC Co-ordinator  
MGMIHS

Co-ordinator  
IQAC Cell  
MGMIHS  
Kamothe, Navi Mumbai - 410209

**Dr. Shashank Dalvi**  
Vice Chancellor  
MGMIHS

**Dr. Shashank D. Dalvi**  
Vice Chancellor  
MGM Institute of Health Sciences  
Navi Mumbai - 410209





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**Internal Quality Assurance Cell**

An online University IQAC meeting for Criterion 1 – Feedback, was held on 18/02/2021 from 11.00am to 12.30pm in the Conference Hall, 3<sup>rd</sup> Floor, MGMIHS, Navi Mumbai.

Members Present:

Sr. No.	Name of the Member	Designation
1.	Dr. Rita M. Khadkikar	University IQAC Coordinator, MGMIHS
2.	Dr. Bhavana Junagade	University IQAC Member, MGMIHS
3.	Dr. Swati Shiradkar	IQAC Coordinator Aurangabad Campus
4.	Dr. Rajesh Kadam	Dy. Registrar, MGMIHS, Aurangabad
5.	Dr. Kavita More	IQAC Coordinator – MGM Medical College, Navi Mumbai
6.	Dr. Samir Pachpute	Criteria I in-charge - MGM Medical College, Navi Mumbai
7.	Dr. Shrutika Parab	IQAC Coordinator – MGM School of Physiotherapy, Navi Mumbai
8.	Dr. Bela Agarwal	Criteria I in-charge - MGM MGM School of Physiotherapy, Navi Mumbai
9.	Dr. Rucha Pradhan	Criteria I in-charge - MGM MGM School of Physiotherapy, Navi Mumbai
10.	Dr. Junneshwar Bidve	IQAC Coordinator & Criteria I in-charge – MGM MGM School of Physiotherapy, Aurangabad
11.	Dr. Bhalchandra Kharsade	Criteria I in-charge - MGM MGM School of Physiotherapy, Aurangabad
12.	Dr. Himanshnu Gupta	IQAC Coordinator – MGM School of Biomedical Sciences, Navi Mumbai
13.	Ms. Supriya Pawar	Criteria I in-charge - MGM MGM School of Biomedical Sciences, Navi Mumbai
14.	Dr. R. Dase	IQAC Coordinator – MGM School of Biomedical Sciences, Aurangabad
15.	Dr. Susan Jacob	IQAC Coordinator & Criteria I in-charge – MGM College of Nursing, Navi Mumbai
16.	Mr. Subhashish Paikray	IQAC Coordinator – MGM Institute's University Department of Prosthetics & Orthotics, Navi Mumbai
17.	Ms. Deepshikha Raut	Criteria I in-charge - MGM Institute's University Department of Prosthetics & Orthotics, Navi Mumbai
<b>Other Members attended the meeting</b>		
18.	Mrs. Anna Hina Thomas	MGM College of Nursing, Navi Mumbai
19.	Mrs. Gayathri Kutty	MGM College of Nursing, Navi Mumbai
20.	Mr. Vikas Utekar	MGM School of Biomedical Sciences, Navi Mumbai



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Internal Quality Assurance Cell

The following members showed their inability to attend the meeting

Sr. No.	Name of the Member	Designation
1	Dr. Gautam Shroff	Criteria I in-charge - MGM Medical College, Aurangabad

### Agenda for IQAC meeting for Criterion I

1. Importance of feedback from various stakeholders.
2. SOP for feedback.
  - a) Feedback process.
  - b) Frequency of feedback.
  - c) Role of University.
  - d) Role of Institute IQAC.
  - e) Role of Institutional Feedback in-charge.
3. Feedback forms for stakeholders.
4. Steps for sharing the Google forms with the institutes.
5. Any other suggestion / query for discussion.

University IQAC Coordinator, Dr. Rita Khadkikar welcomed all the members in the meeting. She introduced attendees to the topic and agenda of the meeting in brief and handed over to University IQAC Member, Dr. Bhavana Junagade. She presented and spoke on following points

#### Item No 1. - Importance of feedback from various stakeholders.

**Discussion:** Feedback Analysis – Integral and important in quality assurance. Need of common systematic approach in feedback system. Standard action protocols can be made throughout the University for improvement in the quality of Academic and Non-academic aspects. The feedback system is also integral part of Accreditation Process under Criteria 1 (Key indicator-1.4) of NAAC – Health Sciences Manual for University. It was discussed how IQAC is at the centre of Feedback system.

**The point was unanimously accepted**

#### Item No 2a. - SOP for feedback.

**Discussion:** Stake holders – Following are stakeholders from whom Feedback should be collected.

1. Students, 2. Faculty, 3. Professionals\*, 4. Alumni, 5. Employer, 6. Professionals\*, 7. Parents, 8. Non-teaching Staff, 9. Patients, 10. Vendors and suppliers.



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**Internal Quality Assurance Cell**

Professionals\* - **Examiners**, invited guest speakers and other invitees for expert committees, external members for Board of studies (BOS)/Academic council (AC)

## **Feedback Process**

- Standardized approved feedback forms and schedule will be provided to Institutional IQAC coordinator from University IQAC.
- At Institutional level there will be a designated In-charge for Feedback.
- It will be responsibility of this In-charge to take feedback from all the stake holders as per schedule.
- There will be a separate email id created by each Institutional IQAC dedicated to feedback.
- Institution feedback In-charge will then analyse these feedbacks and make a report.
- After discussion with the Institutional IQAC coordinator and Head of the institute, decision will be taken for action to be taken.
- After the action is taken, an action taken report will be made by Institution feedback In-charge.
- Through Institutional IQAC coordinator and with signature of Head of the institute this ATR will then be submitted to University IQAC.
- University IQAC will Compile and submit ATRs of all Institutes to Academic Council.

**The Process was noted and accepted by all attendees.**

## **Item No 2b. - Frequency of feedback. -**

**Discussion:** All student related feedback forms are to be collected 6 monthly. All other feedbacks are to be collected once a year.

**The point was noted and accepted by all attendees.**

## **Item No 2c. - Role of University IQAC**

**Discussion:** Role is as follows

- To prepare required feedback forms
- To provide print and digital formats of these forms to Institution IQAC
- To Provide yearly schedule of feedback system to Institution IQAC
- To collect ATRs from all institutes and submit them to Academic Council
- To provide guidance to Institution IQAC
- To review feedback system from time to time and make necessary changes after considering suggestions from all institutional coordinators
- To include ATR in Annual report
- To upload approved feedback SOP on Website
- To upload feedback formats, ATR and Annual report on website

**This was noted and accepted by all attendees.**



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**Internal Quality Assurance Cell**

### **Item No 2d. - Role of Institution IQAC (Under Supervision of Head of Institute)**

**Discussion:** Role is as follows

- To generate Dedicated Email Id for feedback system and convey it to University IQAC
- To appoint a person as Institutional Feedback In-charge with approval of Head of Institute.
- To prepare feedback calendar each year and give it to Institution Feedback In-charge with approval from Head of Institute.
  - **E.g. For Student UG Academic feedback to be taken 6 monthly** – Feedback can be collected in August and February for terms starting in July, except for 1<sup>st</sup> term. For February feedback can preferably taken after terminal / University exam depending on curricular pattern.
- Supervise duties of Institutional Feedback In-charge, Guide when necessary and see for timely implementation.
- Hold meetings with Institutional Feedback In-charge and Head of Institute for discussion of Feedback analysis and ATR.

**This was noted and accepted by all attendees.**

### **Item No 2e. - Role of Institutional Feedback In-charge**

**Discussion:** Role is as follows

- Follow yearly feedback calendar provided by Institutional IQAC
- To make sure that feedback is obtained from all stakeholders in required number (i.e. All students and Faculty, At least 100 of other stake holders)
- Timely Analysis of feedback (Within 15 days). Help from IT department can be taken for analysis of digital format.
- Timely decision for required action through discussion of feedback analysis with Institution IQAC Coordinator and Head of Institute in a meeting
- Keeping minutes of meetings
- Implementation of Actions decided in meeting
- Preparation of ATR
- Timely submission of ATR to University IQAC with approval of Institutional IQAC Coordinator and Head of Institute. (Within 15 days of implementation of required action but not more than 1 month after feedback analysis)

**This was noted and accepted by all attendees.**

### **Item No 3. - Feedback forms for stakeholders.**

**Discussion:** It was mentioned that the following feedback forms are available in both formats – print and digital. It was informed that these will be later shared with Institutes and forms for other stakeholders will be prepared shortly.

1. Student UG & PG Academic – Curriculum
2. Student UG & PG Academic – Faculty



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### Internal Quality Assurance Cell

3. Student UG & PG Non Academic – Campus
4. Student UG & PG Non Academic – Hostel & Mess
5. Faculty
6. Professional (Examiner)
7. Alumni
8. Employer

**This was noted and accepted by all attendees.**

### Item No 4. – Steps for sharing the Google forms with the institutes.

**Discussion:** These following steps are needed so that ownership of Google form can be transferred to respective Institute solely. The steps are as follows

1. Feedback Prepared by IQAC mail (Feedback mail).
2. Add 8 institutes as collaborators (Separate Feedback mail).
3. Each institute opens Google Drive.
4. Makes a copy of the feedback form received from IQAC.
6. Rename the copy. Open the copy form and adds himself as collaborator.
7. Make himself the owner.
8. Later removes the owners name (IQAC). Make link for distribution.

It was mentioned that University IQAC will help Institutes in this process on transfer of ownership of the forms. The institutes were given authority to do the process independently using these steps which will be shared. It was discussed that the Institutes can suggest modifications in the forms even after they are in use for the purpose of updating but they have to get approval from University IQAC.

**This was noted and accepted by all attendees.**

### Item No 5. - Any other suggestion / query for discussion.

**Discussion:** Meeting was then opened for discussion. On request by Dr. Swati Shiradkar, one google form PDF was shown to attendees. There were few suggestions, like reducing number of questions by Dr. Swati Shiradkar, use of simple language for easier understanding by students by Dr. Susan Jacob. It was discussed that University IQAC will share the forms for their inputs before finalizing. The timeline given for inputs was till 22.2.2021. It was discussed that only after finalization forms will be uploaded on website. Similar process can be done by Institutes to update their Institutional website for feedback process. It came up in discussion that length of forms is ok as it is Google form to be filled only twice a year. Also it was suggested that students can be guided to understand questions if they come across any difficulty. During summarization it was reinforced that Institutes have to submit name of Feedback In-charge, a dedicated Feedback email ID and yearly calendar by 22.2.2021.

**This was noted and accepted by all attendees.**





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Internal Quality Assurance Cell

### Item No 6. – Presentation by Dr. Rita Khadkikar

**Discussion:** University IQAC Coordinator, Dr. Rita Khadkikar then presented few points from AAA committee suggestions which were relevant for feedback system, ATRs and Outcome analysis. A template was projected to show outcome analysis of the initiatives undertaken by the IQACs with a few examples. It was pointed out by Dr. Sameer Pachpute that the timely ATRs are very significant part for this system to work efficiently. It was suggested that University IQAC should even provide a common format for ATR submission. DR. Rita Khadkikar mentioned that the template shown for outcome analysis and shared in presentation can be used as format for ATR submission. It was discussed that ATRs of different stakeholders should be kept separate and if due to type of action to be taken the ATR can't be made in given time line then University IQAC should be informed about the same.

**This was noted and accepted by all attendees.**

**Dr. Rita Khadkikar**  
**University IQAC Co-ordinator**  
**MGMIHS**

Co-ordinator  
IQAC Cell  
MGMIHS  
Kamothe, Navi Mumbai - 410209

**Dr. Shashank Dalvi**  
**Vice Chancellor**  
**MGMIHS**

Dr. Shashank D. Dalvi  
Vice Chancellor  
MGM Institute of Health Sciences  
Navi Mumbai - 410209



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## University Internal Quality Assurance Cell

MGM/IQAC/2021/41

Date: 05/03/2021

IQAC MGMIHS has scheduled a meeting on Thursday, 18<sup>th</sup> Feb, 2021 at 11.00am for IQAC co-ordinators & Criterion I incharges of all the 8 constituent institutes of MGMIHS.

Sr. No.	Agenda	Action Taken
1	SOP for feedback. Feedback process. Frequency of feedback. Role of University. Role of Institute IQAC.  Role of Institutional Feedback incharge.	The institutes have created an email id and password exclusively for the feedback process. All the interactions between the University and the Institute with respect to feedback take place through the specified email id. All the feedback forms were shared with the respective feedback incharges. They were made the editors and the University IQAC withdrew the ownership. The forms were edited as per the requirement of the institution and forwarded to all the stakeholders. A calendar for feedback was received from every institute.
2	Feedback forms for stakeholders.	All the feedback forms were made online on the Institutional website in the IQAC tab. <a href="https://www.mgmuhs.com/IQAC.html">https://www.mgmuhs.com/IQAC.html</a>
3	Steps for sharing the Google forms with the institutes.	An SOP was shared for making the institutes the editors and owners of the online feedback forms. Dr. Bhavna Junagade guided and supported the feedback incharges regarding the steps for sharing the Google forms.

**Dr. Rita M. Khadkikar**  
University IQAC Co-ordinator  
MGMIHS

Co-ordinator  
IQAC Cell  
MGMIHS  
Kamothe, Navi Mumbai - 410209

**Dr. Shashank Dalvi**  
Vice Chancellor  
MGMIHS

**Dr. Shashank D. Dalvi**  
Vice Chancellor  
MGM Institute of Health Sciences  
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**Internal Quality Assurance Cell**

An online University IQAC meeting was held on 24.05.2021 from 11.00am to 6.30pm in the Conference Hall, 3<sup>rd</sup> Floor, MGMIHS, Navi Mumbai.

Members Present (online) :

S. No.	Name of the Member	Designation
1.	Dr. Shashank D. Dalvi	Vice Chancellor, MGMIHS(Chairperson)
2.	Dr. N. N. Kadam	Pro-Vice Chancellor, Navi Mumbai(Management)
3.	Dr. P. M. Jadhav	Vice Chairman, MGM Trust(Society)
4.	Dr. Rajesh B Goel	Registrar, MGMIHS, Navi Mumbai(Administrative Officer)
5.	Dr. Rajesh Kadam	Deputy Registrar, MGMIHS, Aurangabad(Administrative Officer)
6.	Dr.Sabita Ram	Director Research, MGMIHS, Navi Mumbai(Administrative Officer)
7.	Dr A. G. Shroff	Medical Director, MGM Medical College, Aurangabad (Administrative Officer)
8.	Dr. G. S. Narshetty	Dean, MGMMC, NM
9.	Dr. R. B. Bohra	Dean, MGMMC, Aurangabad
10.	Dr. Swati Shiradkar	Professor. OBGY, MGMIHS, Aurangabad (IQAC Coordinator at Aurangabad Campus)
11.	Dr. Pravin Suryavanshi	Professor and HOD Surgery, MGM Medical College, Aurangabad (Administrative Officer)
12.	Dr. R. S. Inamdar	Professor. & HOD, Physiology, MGMMC, Navi Mumbai(Teacher)
13.	Dr. Parineeta Samant	Professor and HOD, Biochemistry, MGMMC Navi Mumbai(Teacher)
14.	Dr. Gautam Shroff	Professor and HOD Anatomy, MGMMC, Aurangabad(Teacher)
15.	Dr. Mansi Thakur	Principal, MGMSBS, Navi Mumbai
16.	Dr. R. Ponchitra	Professor MGMCON, Navi Mumbai(Teacher)
17.	Dr. Bela Agarwal	For Principal, MGMSOP, Navi Mumbai
18.	Dr. Bhavana Junagade	Associate Prof. Anatomy, MGMMC, Navi Mumbai(Teacher)
19.	Dr. Mamta Shetty	Assistant Prof., MGMSOP, Navi Mumbai(Teacher)
20.	Dr. Vishal Warke	Industry Expert
21.	Dr. Dase	Principal & IQAC Co-ordinator of MGMSBS, Aurangabad
22.	Dr. Kavita More	IQAC Co-ordinator of MGMMC, Navi Mumbai
23.	Dr. Amrita Ghosh (PT)	For IQAC Co-ordinator of MGMSOP, Navi Mumbai
24.	Dr. Junneshwar Bidve	IQAC Co-ordinator of MGMSOP, Aurangabad
25.	Mrs. Susan Jacob	IQAC Co-ordinator of MGMNBCON, Navi Mumbai
26.	Dr. Himanshu Gupta	IQAC Co-ordinator of MGMSBS, Navi Mumbai
27.	Mr. Subhasish Paikray	IQAC Co-ordinator of MGMIUDPO, Navi Mumbai
28.	Dr.Srivalli Natarajan	IQAC Co-ordinator, MGMDCH, Navi Mumbai (External invitee)
29.	Dr. M. D. Jahagirdar	External Invitee
30.	Dr. Rita M. Khadkikar,	Associate Professor. Physiology, University IQAC Coordinator, MGMIHS, Navi Mumbai.





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## **Internal Quality Assurance Cell**

The following members showed their inability to attend the meeting

Sr. No.	Name of the Member	Designation
1.	Dr. S. N. Kadam	Director, Trustee, MGMIHS (Management)
2.	Dr. Sameer Kadam	Alumnus, MGMIHS, Navi Mumbai(Alumni)
3.	Adv. Ranjit Bhosale	Legal Expert
4.	Dr. Kiran Mali	Alumnus, MGMIHS (Alumni)

### **Agenda for University IQAC meeting**

1. Confirming minutes of previous meeting with ATR.
2. Discussion on AQAR 2019-20.
3. Results of student satisfaction survey.
4. Approval for updated feedback forms of various stakeholders.
5. Any other matter with the permission of the chair.

Hon'ble Vice Chancellor Dr. Shashank D. Dalvi Sir welcomed all the members in the meeting. He mentioned the importance of AQAR and emphasized that the next SSR will be a compilation of the previous 4 years AQARs. Hence authentic supporting documents are mandatory.

As discussion of AQAR would be elaborate it was decided to consider the other points of the agenda later. He directed University IQAC co-ordinator, Dr. Rita M. Khadkikar to discuss the AQAR 2019-20.

The University IQAC co-ordinator began the discussion and mentioned the three parts in the reports: Part A- 17 points, Part B- 92 metrics and Future Plan. The NAAC HEI portal of MGMIHS was shared with the members to show the data that was entered and uploaded for AQAR 2019-20 (1<sup>st</sup> July, 2019 to 31<sup>st</sup> Oct, 2020).



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## **Internal Quality Assurance Cell**

**Item No 2.** Discussion on AQAR 2019-20.

### **Part A:**

Of the 17 points there was discussion on the following points with suggestions for verification or refinement, other points were approved

**Point no. 4** regarding web link for Academic Calendar: Dr. P M Jadhav sir & M D Jahagirdar sir suggested a notification from University to the Board of Studies members must be shown for preparation of Academic Calendar, which needs to be front page of the document uploaded on the website. Hon'ble Vice chancellor mentioned that two notifications (Pre & Post COVID-19) need to be attached as the initial part of the Academic Calendar.

**Point no. 7** For IQAC initiatives it was suggested to club all the COVID-19 activities and reframe the names of the initiatives. There was suggestion to include IQAC initiatives criterion wise. Dr. P M Jadhav sir suggested to include the Gender Sensitisation programme that were conducted.

**Point no. 8** regarding special status conferred, it was agreed upon to include activities of the departments approved by ICMR and other recognised bodies.

**Point no. 10** The action taken reports need to be included along with the minutes.

**Point no. 13** For plan of action and achievement of IQAC, it was suggested to compare the achievement with data from AQAR 2018-19. It was discussed that we need to work on to increasing the publications in Scopus and also collaboration (both National & International).

**Point no. 17** It was suggested that the automation of Exam section to be shown through the COE's approval in the MIS





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**Internal Quality Assurance Cell**

## **Part B:**

Of the 92 points there was discussion on the following points with suggestions for verification or refinement, other points were approved

### **Criterion 1:**

**1.1.1:** Regarding revision of the syllabus - Suggestion from Dr. R.B Goel, Registrar to attach links for pre and Post revision curriculum in the excel sheet.

**1.1.2:** Regarding programs on employability- There was discussion regarding whether only new programs or both new and old need to be included. Suggestion from Dr. R.B Goel, Registrar to include all programs with the new one mentioned separately in the initial part.

**1.3.1:** Regarding value added courses –course wise list with number of times the course was conducted and number of beneficiaries involved was suggested to be uploaded.

**1.4.2:** The feedback process write-up needs to be reframed process, stakeholders, analysis, action taken and submit to Academic Council.

It was discussed and decided to provide a web link for all the supporting documents

### **Criterion 2:**

**2.4.1:** regarding number of full time teachers appointed, Dr. P. M. Jadhav sir asked to keep only number of teachers with Ph.D.

**2.4.2:** regarding honours and recognition received by teachers, Dr. P. M. Jadhav sir, Dr. Jahagirdar sir & Dr. R.B Goel, Registrar asked to keep only State, National, International level from Government, recognised bodies awards and remove all local awards.

**2.5.1:** regarding Number of days from the date of semester-end/ year- end examination till the declaration of results, Dr. Jahagirdar sir asked Dr. Parineeta Samant, Controller of Examination to reconfirms the data.

### **Criterion 3:**

**3.1.1:** For teachers awarded National/International fellowship for advanced studies/ research Dr. Jahagirdar sir & Dr. P. M. Jadhav sir mentioned the full forms of all the words to be used. Dr. R.B Goel, Registrar said to count one faculty only once.

**3.1.2:** Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other fellows in the Institution enrolled, Dr. P. M. Jadhav sir & Dr. R. S. Inamdar sir asked to mention the duration as 3 years for Ph.D students and 4 years for faculty doing Ph.D.

**3.3.1:** For Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative Practices Dr. Rajesh Kadam, Deputy registrar asked to add Aurangabad data.





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**3.3.2:** for awards for Innovation Dr. P. M. Jadhav sir asked to include awards in 2.4.2 if not innovative.

**3.3.3:** For no. of Incubation centre created, start-ups Dr. P. M. Jadhav sir suggested that the registration for Start-ups of MGMIHS under section 8 was important.

**3.4.1, 3.4.2 & 3.4.3:** were approved and suggestion by Hon'ble Vice Chancellor to have at least 200 in indexed journal per year.

**3.4.4:** regarding patents Hon'ble Vice Chancellor & Dr. Jahagirdar sir asked to reframe the data.

**3.4.7:** regarding Faculty Participation Dr. R.B Goel, Registrar said to count one faculty only once.

**3.6.1:** regarding extension activities verification of the data table is required

**3.6.2:** regarding awards and recognition received for extension activities Dr. P. M. Jadhav sir suggested to verify the evidence.

**3.7.1, 3.7.2:** regarding MOU activities and linkages detailed annexures required timetable, attendance etc. Ongoing data can be added in 3.7.1.

## **Criterion 4:**

**4.1.1 –** Need to verify and confirm the amount (Budget and expenditure) from accounts section

**4.1.2-** need to add link of supporting documents for newly added infrastructure

**4.3** regarding IT infrastructure. Suggestion to update the content of facility for e-content.

**4.4** Need to verify and confirm the amount (Budget and expenditure) for maintenance. Need supporting documents for maintenance.

## **Criterion 5:**

**5.1.1** Number of students reflected for Aurangabad campus is less with respect to financial support. Dr Rajesh Kadam will comply in this matter.

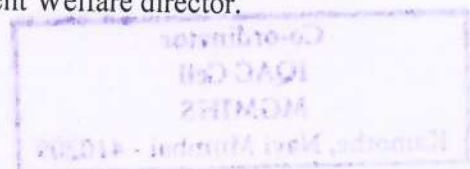
**5.1.2** Need to verify Aurangabad data with respect to language lab, yoga, Music. Data sheet needs correction with respect to year (date of implementation 2019 not earlier dates)

**5.1.3** Guidance for competitive exam needs improvement.

**5.2.1** Campus placements data was accepted. Need to improve data next time

**5.2.2** Student progression to higher education. Dr R.S. Inamdar suggested about Proper data gathering mechanism. Hon'ble Vice chancellor said it was earlier done through AlmaShine (for alumni management) but now needs to be handled by student Welfare director.

Dr. Shreshank D. Dalmi  
Vice Chancellor  
MGM Institute of Health Sciences  
Navi Mumbai - 410209







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## Internal Quality Assurance Cell

5.2.4 For sports and cultural activities organized by the institute suggested to check SOP of DVV of what will be considered by NAAC. Dr P.M. Jadhav suggested to conduct state level competitions. Dr Rita Khadkikar mentioned that Mr Kotkar in charge of Physical education of MGMIHS is planning for one before August 2021

5.3.1 Student participation and activities. Need to include only state level awards in AQAR. Local awards will be considered and students have to be motivated for better performance.

5.3.2 regarding student council, Dr P.M Jadhav and Dr R.S Inamdar suggested that the student council establishment, composition and activities must follow a democratic pattern.

5.4. Alumni registrations and activities need to be strengthened.

### **Criterion 6:**

6.1.2 Academic software (LMS) needs augmentation.

6.3.3 Same program needs to be considered with number of times conducted in a year.

6.4.2 Financial management and resource mobilization Need to give details of Chief minister fund, data from Aurangabad. Regarding

6.4.3 corpus fund amount needs to be verified

6.5.4 For Support staff need to include administrative training.

### **Criterion 7:**

7.2 Retained the title of support group as one best practice. Suggestion of including one best practice for patients and one for academic purpose.

7.3 **Regarding Institutional distinctiveness** vision and thrust to be added as one paragraph in the National Organ and Tissue Transplant Programme (NOTP) shown as distinctiveness.

Due to elaborate discussion on the agenda and time constraint it was decided that the other points of the agenda (Confirming minutes of previous meeting with ATR, Student satisfaction survey, feedback forms of various stakeholders) will be mailed along with the minutes to all the Hon'ble members of IQAC for their perusal and approval

The meeting ended by vote of thanks offered by Dr. Rita Khadkikar.

**Dr. Rita Khadkikar**  
University IQAC Co-ordinator  
MGMIHS

**Dr. Shashank Dalvi**  
Vice Chancellor  
MGMIHS

**Dr. Shashank D. Dalvi**  
Vice Chancellor  
MGM Institute of Health Sciences  
Navi Mumbai - 410209

**Co-ordinator**  
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## University Internal Quality Assurance Cell

MGM/IQAC/2021/42

Date: 04/06/2021

An online University IQAC meeting was held on 25/05/2021 from 11.00am to 6.30pm in the Conference Hall, 3<sup>rd</sup> Floor, MGMIHS, Navi Mumbai.

Sr. No.	Agenda	Action Taken
1	Discussion on AQAR 2019-20.	The AQAR 2019-20 was discussed criterion wise with all the evidences (uploads) correction were made as per the suggestions of the University and Institutional IQAC team. The pre-final draft was put forth for approval by the Academic Council 15.6.2021 and submitted on NAAC HEI portal on 17-06-2021.
2	Results of student satisfaction survey.	The pre-final draft of Student's Satisfaction survey analysis was put forth for approval by the IQAC team to be included in the AQAR 2019-20 which was approved by the IQAC team .
3	Approval for updated feedback forms of various stakeholders.	After the Institutional level feedback on the blank feedback forms the new forms were shared with the IQAC team for their approval which was obtained.

**Dr. Rita M. Khadkikar**  
University IQAC Co-ordinator  
MGMIHS

Co-ordinator  
IQAC Cell  
MGMIHS  
Kamothe, Navi Mumbai - 410209

**Dr. Shashank Dalvi**  
Vice Chancellor  
MGMIHS

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## University Internal Quality Assurance Cell

An online University IQAC meeting was held from 20.07.21 to 29.07.21 in the IQAC Conference hall, 3<sup>rd</sup> floor, MGMIHS, Navi Mumbai from 11.00 am to 02.00 pm.

### Members Present University IQAC

Sr. No.	Name	Designation
1	Dr. Shashank D. Dalvi	Hon'ble Vice Chancellor MGMIHS (Chairperson)
2	Dr. Rajesh Goel	Registrar, MGMIHS
3	Dr. Rajesh Kadam	Deputy Registrar, MGMIHS Aurangabad Campus
4	Dr. Rita Khadkikar	University IQAC coordinator
5	Dr. Swati Shiradkar	Prof. OBGY, MGMIHS, Aurangabad (IQAC Co-ordinator at Aurangabad)
6	Dr. Sabita Ram.	Director Research, MGMIHS Navi Mumbai (Administrative Officer)
7	Dr. Mansee Thakur	Principal MGMSBS, Navi Mumbai
8	Dr R.S.Inamdar	Prof & HOD, Physiology, MGMMC, Navi Mumbai (Teacher)
9	Dr. R. Ponchitra	Prof & Vice Principal, MGMNBCON, Navi Mumbai (Teacher)
10	Dr. Bhavna Junagade	Associate Prof. Anatomy, MGMMC, Navi Mumbai (Teacher)
11	Dr. Mamta Shetty	Associate Prof. MGMSOP, Navi Mumbai (Teacher)
12	Dr. Prabha Dasila	Principal MGMCON, Navi Mumbai. (Invitee)

### Institute IQAC Coordinators

Sr. No	Name of IQAC Coordinator	Name of Institute
1	Dr. Kavita More	MGM Medical College, Navi Mumbai
2	Dr. Shrutika Parab	MGM School of Physiotherapy, Navi Mumbai
3	Dr. Himanshu Gupta	MGM School of Biomedical Sciences, Navi Mumbai
4	Mrs. Susan Jacob	MGM New Bombay College of Nursing
5	Mr. Subhasish Paikray	MGM Institute's University Department of Prosthetics & Orthotics
6	Dr. Junneshwar Bidve	MGM School of Physiotherapy, Aurangabad
7	Ms. Anugretha Dhanke	MGM School of Biomedical Sciences, Aurangabad





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## University Internal Quality Assurance Cell

### **Campus-Aurangabad**

Name / Criteria	MGMHC, ABD	MGMHOP, ABD	MGMHBS, ABD
Criteria I	Dr. Shroff G. A.	Dr. Bhalchandra K.	Miss. Anugretha Dhanke
Criteria II	Dr. Kulkarni Sadhana	Dr. Varsha Mishra	
Criteria III	Dr. Mahajan Swati	Dr. Nawaj Pathan	Miss. Shreya Patange
Criteria IV	Dr. Rao Dinesh	Dr. Tajuddin Chitapure	
Criteria V	Dr. Tayade Deepak	Dr. Ashwin Kshirsagar	Miss. Sujata Walode
Criteria VI	Dr. Kadam Rajesh	Dr. Pallavi Palaskar	Miss. Kavita Shirodkar
Criteria VII	Dr. Engade Madhuri	Dr. Pooja Motar	Mr. Hrishikesh Gaikwad

### Agenda for University IQAC meeting

- Sensitization of IQAC team of the University and Institute regarding the Health Sciences Manual for AQAR 2020-21.

A series of online meetings was held by University IQAC for all the IQAC coordinators and the Criterion in-charges of all the units of both Navi Mumbai and Aurangabad campuses from 20.7.2021 – 29.7.2021.

These were Criterion wise sensitization meetings regarding the application of Health Sciences Manual for preparing AQAR from the year 2020-2021 onwards.

#### **Data for year:**

Academic Year- 1st Nov2020 to 7th Nov 2021

Calendar Year- 1st Jan -31st Dec 2020

Financial Year- 1st April 2020 to 31st March 2021

For each criterion –the following points were presented and discussed.

- Criterion wise Health Sciences Manual word document.  
(All the metrics both QIM & QnM)
- Data templates for QnM as provided by NAAC. (extra columns were added for more authentic data) For QIM data also new tables were created which were shared and discussed.
- Required supportive documents for uploads were mentioned. Guidance was given regarding what data is required and the source of data.
- Any additional points raised during the meeting.

Any queries raised during the meeting were resolved through discussion



# MGM INSTITUTE OF HEALTH SCIENCES

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

**Grade 'A' Accredited by NAAC**

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## University Internal Quality Assurance Cell

MGM/IQAC/2021/43

Date: 06/08/2021

An online University IQAC meeting was held from 20.07.21 to 29.07.21 in the IQAC Conference hall, 3<sup>rd</sup> floor, MGMIHS, Navi Mumbai from 11.00 am to 02.00 pm.

Sr. No.	Agenda	Action Taken
1	Sensitization of IQAC team of the University and Institute regarding the Health Sciences Manual for AQAR 2020-21.	<p>All the documents related to Health Sciences Manual for AQAR 2020-21 were mailed to all the Head of the Institutes, IQAC coordinators of the institutes and all the criterion incharges of respective department/institute.</p> <p>The following documents were mailed:</p> <ul style="list-style-type: none"><li>• Criterion wise Health Sciences Manual word document. (All the metrics both QIM &amp; QnM)</li><li>• Data templates for QnM as provided by NAAC. (extra columns were added for more authentic data) For QIM data also new tables were created which were shared and discussed.</li><li>• Checklist for the source of data collection and the year of collection were mentioned.</li></ul>

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