



MGM Institute of Health Sciences, Navi Mumbai

Internal Quality Assurance Cell (IQAC) Standard Operating Procedures

Vision Statement:

Evaluation, promotion and sustenance of quality initiatives at MGM Institute of Health Sciences (MGMIHS) and in its constituent institutions, thereby nurturing a vibrant academic ambience with moral and cultural values and global competencies

Objectives:

1. To foster a dynamic teaching-learning environment with outcome-based benchmarks for improvement of academic and administrative performance of MGMIHS and its constituent institutions.
2. To promote initiatives for quality enhancement through internalization of quality culture and institutionalization of best practices at MGMIHS and its constituent institutions.

Standard Operating Procedures:

1. MGMIHS IQAC shall evolve mechanisms and procedures for
 - 1.1 Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
 - 1.2 Equitable access to and affordability of academic programmes for various sections of society;
 - 1.3 Effective delivery of traditional and latest pedagogical innovations
 - 1.4 Objective evaluation system
 - 1.5 Development of state of art infrastructure
 - 1.6 Effective collaborations with reputed international and national institutions for optimal research output.
2. Composition of MGMIHS IQAC: The IQAC consists of the Head of the institution, heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The membership of such nominated members shall be for a period of two years.

3. The MGMIHS IQAC meeting will be held at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format. The Head of the Institution may call for an urgent meeting whenever necessary.

4. The IQAC Co-ordinator will be the custodian for all documents and records.

5. The IQAC will prepare an annual calendar of events and implement the same after the approval of the Board of Management. All members will actively participate in the IQAC events.

6. The MGMIHS IQAC will prepare the Annual Quality Assurance Report (AQAR) (for an academic year: 1st July to 30th June) and submit the same to NAAC after approval of the Board of Management. The AQAR will be submitted by 20th August every year. The approved Report will be uploaded on the Institution Website. Appropriate inputs from all stakeholders should be obtained while finalizing the AQAR.

7. Process:

7.1 The MGMIHS IQAC will call for four reports:

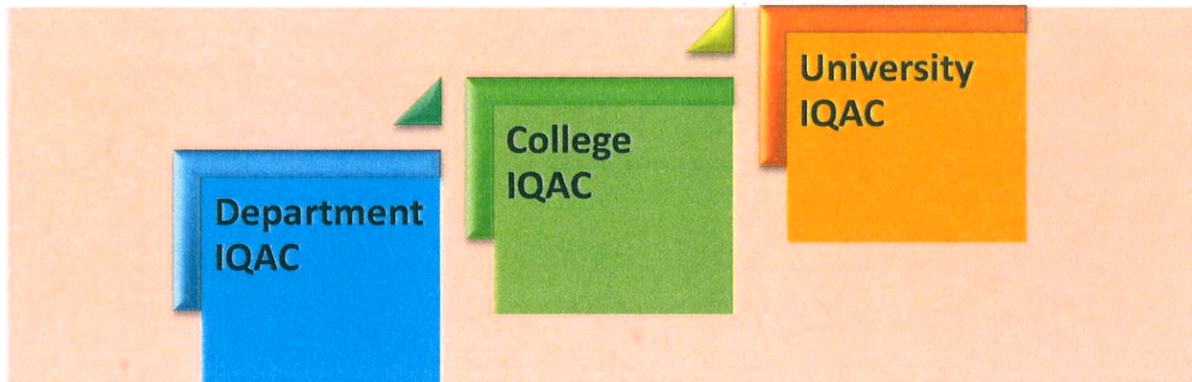


These reports will help the IQAC to institute appropriate remedial actions at the earliest. Based on these four reports, an Annual Quality Assurance Report (AQAR) will be prepared at Institutional and University level.

7.2 Timelines:

Report	Department	College	University
1	5 th October	8 th October	10 th October
2	5 th January	8 th January	10 th January
3	5 th April	8 th April	10 th April
4	5 th July	8 th July	10 th July

7.3 Three-tier system for reporting:



7.4. All the reports are entered into a centralized database. All correspondence to and from IQAC is via a dedicated email id: iqac@mgmuhs.com

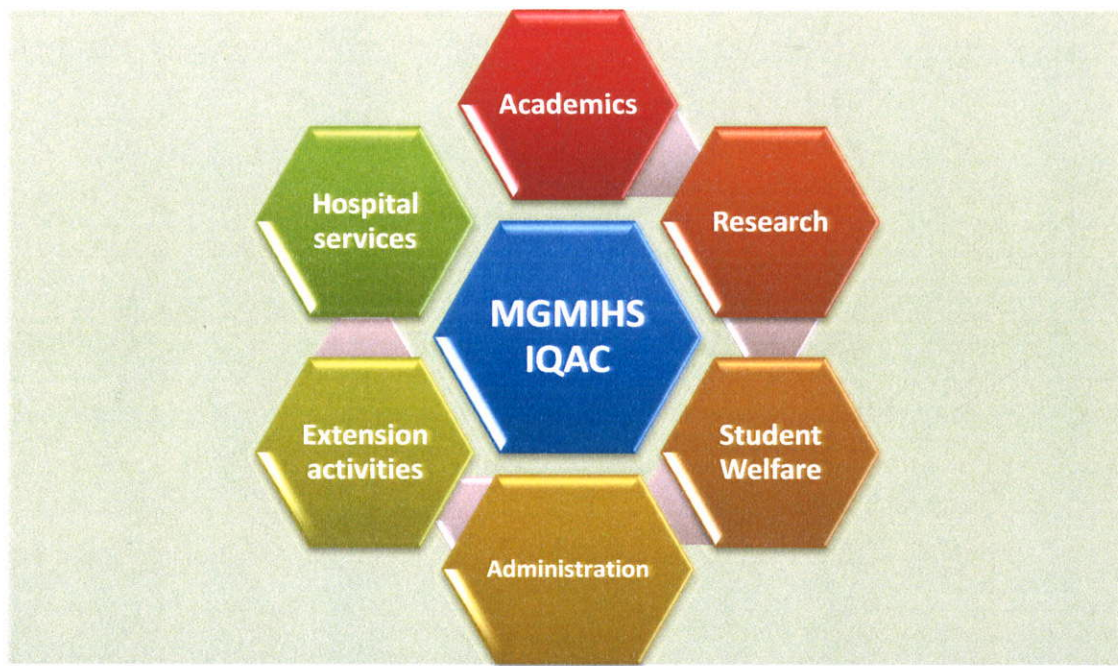
All the data is compiled as per academic year which starts from 1st July and ends on 30th June. However, the data in relation to financial matters is gathered for financial year which starts from 1st April and ends on 31st March. The data in relation to research publications is gathered from 1st January to 31st December.

e.g. Academic year 1st July 2018 to 30th June 2019

Financial year 1st April 2018 to 31st March 2019

Calendar year 1st January 2018 to 31st December 2018

8. Functioning:



Parameter	Committees
Academics	UG training, PG training, Internal Assessment, Medical Education Unit, Library
Research	Ethics Committee, Research and Recognition Committee, Scientific Advisory Committee
Student Welfare	Student Council, Anti-ragging squad and committee, Hostel Committee, Guidance Cell, Alumni Committee, Parent Teacher Association, Feedback
Administration	Grievance Redressal Cell, Gender Harassment Committee
Extension Activities	Outreach Activity Cell
Hospital Services	Committees related to Blood Transfusion, Credentials and Privileges, Hospital Ethics, Infection Control, Pharmacovigilance, Quality Assurance, Fire Safety, Radiation Safety, Mortality Audit, Medical Records, Code Blue Review, Sentinel Events, Patient Feedback

9. Activities of IQAC:

- (i) Coordination and monitoring of activities of all Institutional and University Committees
- (ii) Periodic Meetings with Departmental IQAC Coordinators and Institutional IQACs
- (iii) Relevance and quality of academic and research activities
- (iv) Feedback Analysis
- (v) Organization of CMEs and Workshops related to Quality enhancement
- (vi) Preparation of the Annual Quality Assurance Report
- (vii) Comparative Analysis of the AQARs

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IQAC Head

**Co-ordinator
IQAC Cell
MGMIHS**

Kamothe, Navi Mumbai - 410209



Registrar

**Dr. Rajesh B. Gool
Registrar**

**MGM Institute of Health Sciences
(Deemed University u/s Section 3 Act, 1956)
Navi Mumbai- 410 209**



Hon'ble Vice Chancellor

**Vice Chancellor
MGM Institute of Health Sciences
Navi Mumbai**