



# 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

## Internal Quality Assurance Cell

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**Minutes of the IQAC Meeting held on 6<sup>th</sup> July 2018, at 11.00 am in Conference Hall at MGMIHS, Navi Mumbai**

### Members present:

1. Dr. Shashank D Dalvi, Hon'ble Vice Chancellor, MGMIHS, Navi Mumbai(Chairperson)
2. Dr. Siddharth P. Dubhashi, Director (Academics), Prof. and HOD Surgery, MGMIHS, Navi Mumbai (IQAC Coordinator)
3. Dr. S N Kadam, Director, Trustee, MGMIHS, Navi Mumbai(Management)
4. Dr. P M Jadhav, Vice Chairman, MGM Trust (Society)
5. Dr. N N Kadam, Controller of Examinations, MGMIHS, Navi Mumbai(Society)
6. Dr. Rajesh B Goel, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
7. Dr. Sabita Ram, Director Research, MGMIHS, Navi Mumbai (Administrative Officer)
8. Dr A. G. Shroff, Medical Director, MGM Medical College, Aurangabad (Administrative Officer)
9. Dr. Pravin Suryavanshi, Deputy Dean, MGM Medical College, Aurangabad (Administrative Officer)
10. Dr. Swati Shiradkar, Prof. OBGY, MGMIHS, Aurangabad (Teacher)
11. Dr. R. S. Inamdar, Prof. & HOD, Physiology, MGMMC, Navi Mumbai (Teacher)
12. Dr. (Mrs.) Jaishree Ghanekar, Prof.& HOD Medicine, MGMMC, Navi Mumbai (Teacher)
13. Dr Prasad Waingankar, Prof. & HOD, Community Medicine, MGMMC, NM(Teacher)
14. Dr. Gautam Shroff, Professor and HOD Anatomy, MGMMC, Aurangabad (Teacher)
15. Dr. Samir Pachpute, Associate Prof.,Microbiology, MGMMC, Navi Mumbai(Teacher)
16. Dr. (Mrs.) Parineeta Samant, Associate Professor, Biochemistry, MGMMC Navi Mumbai(Teacher)
17. Dr. Rajesh Kadam, Assistant Professor, Pharmacology, MGMMC, Aurangabad(Teacher)
18. Dr. Akshat Mishra, UG Student, MGMMC, Navi Mumbai (Student)
19. Dr. Rajat Chandak, UG Student, MGMMC, Aurangabad (Student)
20. Dr. Rohit Jacob, PG Student, MGMMC, Aurangabad (Student)
21. Dr. Shaba Thomas, PG Student, MGMMC, Navi Mumbai (Student)
22. Dr. Sameer Kadam, Alumnus, MGMIHS, Navi Mumbai (Alumni)
23. Dr. Kiran Mali, (Alumni)
24. Adv.Ranjit Bhosale (Legal Expert)
25. Dr. Archana Mishra,Hospital Administration, MGM Hospital , Kamothe, Navi Mumbai
26. Dr. Srivalli Natarajan , IQAC Co-ordinator ,MGMDCH , Navi Mumbai (External invitee)
27. Mrs. Trupti Pandya, MIS Coordinator, MGMIHS, Navi Mumbai (Administrative Staff)



## Agenda:

At the outset, the Chairperson, Dr. Shashank D. Dalvi, welcomed all the members for the IQAC meeting. He requested the IQAC Coordinator, Dr. Siddharth P. Dubhashi, to proceed with the agenda items.

### Item No.1: Confirmation of the minutes of the IQAC meeting held on 9<sup>th</sup> April 2018

The minutes of the IQAC meeting held on 9<sup>th</sup> April 2018, were unanimously confirmed.

### Item No. 2: Action Taken Report for items pertaining to meeting held on 9.4.18

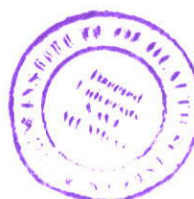
Sr. No.	Item	Action Taken
1.	Preparation for Academic and Administrative Audits	<ul style="list-style-type: none"><li>• Criterion-wise Formats prepared</li><li>• Powerpoint presentations for each department</li></ul>
2.	Structured Induction Program for PG students	Conducted at both campuses in June 2018
3.	Graduate Attributes	Awareness sessions conducted at both campuses
4.	Prescription Audits	Conducted
5.	PG Examination Result Analysis	Analysis done for April 2018 examinations (Result and External Examiner); Feedback communicated to concerned HOD
6.	Competency-Based Curriculum for all PG Curricula	Done

### Item No. 3: AQAR 2017-2018 – Sub-Report April to June 2018

The IQAC Coordinator presented the Annual Quality Assurance Sub-Report for the period April to June 2018. The members unanimously approved the same.

### Item No. 4: Academic Audits

Dr. Siddharth P. Dubhashi, IQAC Coordinator, informed the house that Academic and Administrative Audits have been planned by the IQAC as under:



## Internal

Dr. Shashank Dalvi  
Dr. Rajesh Goel  
Dr. Siddharth P. Dubhashi

## External

Dr. S. Rangaswami  
Dr. Y.M. Jayraj  
Dr. V.A. Saoji  
Mrs. Manjusha Vatsa  
Dr. Ganvir

The Internal Audit will be conducted for both the Campuses from 9<sup>th</sup> to 11<sup>th</sup> July 2018 and the External Audit would be conducted from 7<sup>th</sup> to 9<sup>th</sup> August 2018.

### Item No. 5: Resident as Teacher Workshop

The IQAC Coordinator informed the house regarding the quality initiative pertaining to training of resident doctors for teaching skills. It is important to impart proper structured teaching skills to all Junior Residents, since they are involved in clinical teaching for Undergraduates. Hence the IQAC along with the Education Units at both campuses will conduct a workshop "Resident as a Teacher". The workshop will be conducted in the afternoon daily for 3 days. There will be two batches of students, with 30 students in each batch. Topics will include:

- Taxonomy and Domains of Learning
- Small Group Teaching
- Bedside Clinics
- Microteaching
- Professionalism



#### **Item No. 6: Session on Safe Laboratory Practices**

The IQAC along with the Central Clinical Laboratory will conduct a session on Safe Laboratory Practices at both the campuses. The session will be conducted for all PG students and paramedical staff.

#### **Item No. 7: Guest Lecture by Prof. Dr. Ved Prakash (Former Chairman, UGC)**

Guest lecture by Prof. Dr. Ved Prakash, Former Chairman UGC, will be conducted at Navi Mumbai Campus on 1.8.18.

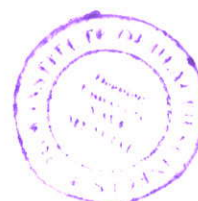
#### **Item No. 8: Promotion of UG Research**

The Vice Chancellor stressed upon the importance of promotion of a research culture amongst UG students. He directed the IQAC Coordinator to conduct sessions on orientation to ICMR-STC Program for medical students at both campuses. He also stated that the UG students of other programs will also be sensitized for research activities and that the University will bring out a policy pertaining to financial assistance for UG research projects.

#### **Item No. 9: Daily Audit of emergency services**

The Medical Director, Dr. Sudhir N. Kadam suggested that a daily audit of emergency services be conducted. This suggestion was unanimously accepted by the house. The Vice Chancellor welcomed this quality initiative, as it would not only be an audit, but would also serve as a teaching-learning tool for all postgraduates. After detail deliberations, it was decided to start the activity at Navi Mumbai campus, with senior Faculty Members who would be conducting the daily Audit Meeting.

Sr. No.	Day	Faculty I/C
1.	Monday	Dr. G.S. Narshetty, Dean
2.	Tuesday	Dr. K.R. Salgotra, Medical Superintendent
3.	Wednesday	Dr. Sudhir N. Kadam, Medical Director
4.	Thursday	Dr. Jaishree Ghanekar, HOD Medicine
5.	Friday	Dr. Siddharth P. Dubhashi, HOD Surgery
6.	Saturday	Dr. B.L. Gogna, HOD Anaesthesia



### Item No. 10: MGMIHS Bioethics Unit re-constitution

Vice Chancellor informed the house regarding the re-constitution of the MGMIHS Bioethics Unit of UNESCO Chair in Bioethics. He directed the Head of the Unit and IQAC Coordinator, Dr. Siddharth P. Dubhashi to take necessary steps to organize the formal event of the Unit in August 2018, which would be attended by Prof. Dr. Russell D'Souza, Head, Asia Pacific Bioethics Network, UNESCO Chair in Bioethics.

### Item No. 11: Quality Initiatives undertaken

Various quality initiatives undertaken by MGMIHS and its constituent units were discussed.

Quality Initiative	Dates	Duration	Participants
Integrated Teaching	Once in a month	One day	UG students (150)
Education Technologies	---	One to three days	20-25
Skill Lab Exercises	---	One / Two days	UG , PG students, Interns
Prescription Audits	---	Three days	Clinical departments
Good Clinical / Laboratory Practices	---	One day	Para-clinical and Clinical departments
Social Commitment (Health camps, Health Education, Environment awareness, Cleanliness drives)	---	One day to One week	Faculty, Students, Paramedical staff
Feedback from Stakeholders	---	---	-----
Research Methodology Workshops	June 2018	3 days	70 PG students

The members appreciated the efforts of MGMIHS and its constituent Units for the various quality initiatives.



### Item No. 11: Quality Initiatives planned

The IQAC Coordinator informed the house regarding the various Quality Initiatives planned by MGMIHS and its constituent Units:

Quality Initiative	Dates	Duration	Number of Participants
Integrated Teaching	Once in a month	One day	UG students (150)
Education Technologies	---	One to three days	20-25
Skill Lab Exercises	---	One / Two days	UG , PG students, Interns
Prescription Audits	---	Three days	Clinical departments
Good Clinical / Laboratory Practices	---	One day	Para-clinical and Clinical departments
Social Commitment (Health camps, Health Education, Environment awareness, Cleanliness drives)	---	One day to One week	Faculty, Students, Paramedical staff
Feedback from Stakeholders	---	---	----
Research Methodology Workshops	----	2 days	50 to 75
Resident as Teacher workshop	July 2018	One day	30 PG students
Academic and Administrative Audit (Internal)	9.7.18 to 11.7.18	Three days	All departments and stakeholders
Session on Safe Laboratory Practices	27.7.18	3 hours	All PG students
Guest Lecture on Historical Progress towards Quality in Higher Education in India (Prof. Ved Prakash)	1.8.18	3 hours	300 along with videoconferencing with Aurangabad campus
Academic and Administrative Audit (External)	7.8.18 to 9.8.18	Three days	All departments and stakeholders
ICMR-STC Orientation Lecture (Navi Mumbai campus)	24.9.18	3 hours	All UG students (Medical)
Value-based Education and inculcation of Gandhian Philosophy	2.10.18	One day (Exhibits, Skits, Movie)	350



**Item No.12: Progress of SSR preparation**

The IQAC Coordinator informed the house that the SSR preparation is in progress and that Criterion-wise meetings are being conducted periodically for discussion of qualitative and quantitative matrices of the NAAC SSR Manual.

Since there were no other points, the meeting ended with vote of thanks.



**Dr. Siddharth P. Dubhashi**  
(IQAC Coordinator, MGMIHS) 6.7.18

**Date: 6<sup>th</sup> July 2018**  
**Place: Navi Mumbai**



**Dr. Shashank D. Dalvi**  
(Chairperson, IQAC)