



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

Tel: 022-27432471/27431994, Fax: 022-27431052/94

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

MGMIHS – IQAC – MINUTES OF MEETING

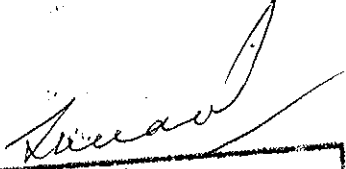
1st meeting:

Date: 25-06-2014

Venue: Pro-Vice Chancellor Cabin, 3rd floor, MGMIHS, Navi Mumbai

Agenda:

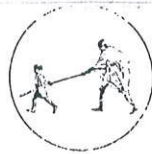
1. Meeting was called to constitute an IQAC cell for MGMIHS, Navi Mumbai
2. The importance of IQAC, its constitution, objectives and functions were emphasized and highlighted by the Hon. Pro-Vice Chancellor
3. The following members were discussed to be appointed for the IQAC cell for MGMIHS, Navi Mumbai:
 - a. Dr Shaunak Ajinkya, Professor, Dept of Psychiatry, MGMMC, Navi Mumbai
 - b. Dr Rita Khadkikar, Associate Professor, Dept of Physiology, MGMMC, Navi Mumbai
 - c. Dr Rishikesh Wadke, Assistant Professor, Dept of PSM, MGMMC, Navi Mumbai
4. It was suggested that a secretary/clerk/data entry operator and peon were needed to be delegated for assistance
5. It was decided to allot a separate room on the 2nd floor near the Library of MGMMC, Navi Mumbai for the functioning of the IQAC Cell
6. A personal computer with internet connection, printer/scanner/copier, intercom, split AC, cupboard, stationery, tables and chairs were decided to be allotted in the designated IQAC room.
7. A unique email id for correspondence with the IQAC was discussed to be generated as follows: iqac@mgmuhs.com
8. Extensive discussion was held regarding revision and updation of IQAC reporting formats according to the new NAAC guidelines.
9. It was decided to ask for a quarterly IQAC report from various Heads of the institutions of the constituent colleges under MGMIHS.


Co-ordinator

1st IQAC meeting

1. Dr S. Kaul
2. Dr Shaunik A.
3. Dr Rita M. Khadkikar
4. Dr Rishikesh

Seena
SA
EM
RAwadh



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

ACTION TAKEN REPORT FOR 1st IQAC MEETING

1. The following faculty members were appointed to prepare combined IQAC report of MGMMC, Navi Mumbai and MGMIHS under the guidance of Hon. Pro Vice Chancellor
 - a. Dr Shaunak Ajinkya, Professor, Dept of Psychiatry, MGMMC, Navi Mumbai
 - b. Dr Rita Khadkikar, Associate Professor, Dept of Physiology, MGMMC, Navi Mumbai
 - c. Dr Rishikesh Wadke, Assistant Professor, Dept of PSM, MGMMC, Navi MumbaiThe above committee was directed to report to Pro Vice Chancellor as per Office order no. MGM/MED-C/20014/2081 dated 20-11-2014
2. A separate IQAC room was allotted with personal computer and internet connection
3. A unique email id iqac@mgmuhs.com was generated
4. The new IQAC report formats were sent to various departments of the constituent under MGMIHS
5. The hard copies of previous quarters which were sent by departments to MGMIHS was collected
6. A compiled report from the hard copies was prepared

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

Seena



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

✓ 2nd meeting:

Date: 21-11-2014

Venue: Pro-Vice Chancellor Cabin, 3rd floor, MGMIHS, Navi Mumbai

Agenda:

1. Minutes of the last meeting were read and approved by the attending members
2. ATR for 1st IQAC meeting was discussed and approved.
3. The reports received from the depts. and institutions were discussed and their deficiencies were highlighted
4. The departments which did not submit the reports were – Transfusion Medicine (IHBT), Surgery, OBGY, Geriatrics, Emergency med, Urology, CVTS, Neurology and Neurosurgery
5. The departments which had incomplete submissions were – Anatomy, Physiology, Biochemistry, FMT, Pathology, Pharmacology, microbiology, Respiratory Med, psychiatry, Ophthalmology, Anesthesia and radiology
6. The departments which submitted the required documents completely were – PSM, Medicine, pediatrics, dermatology, orthopedics and ENT.
7. MGM Aurangabad had sent a compiled IQAC report for all 3 quarters
8. It was discussed whether Allied health Sciences, School of biomedical Sciences, School of nursing, School of Physiotherapy and School of Management were to be included in the final compiled IQC report
9. Various deficiencies in the departments were pointed out and they were asked to rectify the same.
10. It was decided to create a computerized database for the easy analysis and interpretation of the data received
11. The deficiencies in availability of infrastructure and human resources for IQAC cell like lack of intercom, printer/scanner/copier, split AC, cupboard, stationery, tables and chairs and secretary/peon were brought to notice of the Chair

Co-ordinator
IQAC Cell
MGM IHS

Seevan

2nd IQAC meeting

1. Dr S. Kaul
2. Dr Shaunak A.
3. Dr Rita M. Khadkikar
4. Dr Rishikesh
5. Dr G.S. Nareshetty

Seenaal
SA
RMS
R. Awadh

MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

ACTION TAKEN REPORT FOR 2nd IQAC MEETING

1. Departments that had not submitted or incompletely submitted IQAC reports were instructed to do the same at the earliest
2. a computerized database was created of the old IQAC reports
3. The following deficiencies were corrected by the departments based on IQAC feedback
 - a. About 25 teaching posts in various departments were recruited
 - b. About 25 teaching faculties attended various conferences - 20 faculties presented papers and 7 acted as resource persons
 - c. New teaching-learning initiatives like integrated teaching programmes, zonal quiz, OSCE for PG's, SLOT for UG students and motivational lectures were initiated
 - d. A total of 30 faculty participated in MEU workshop in last quarter
 - e. Faculty from RGJAY attended NABH program
 - f. Faculty from biochemistry were sent for NABL training
 - g. New initiatives like Genetic Lab, 2 demo rooms, purchase of mini MGIT and new lab equipments
 - h. Digital Library (seminars/journals/Xrays/ECG/Cases) was created by medicine Dept
 - i. Eco-friendly programs like tree plantation, carpools, save electricity, save paper were initiated
 - j. 25 students from MGMMC participated in AIIMS PULSE

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

Seenaal



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

MGMIHS - IQAC - MINUTES OF MEETING

3rd IQAC meeting:

✓ Date 27th November 2014

Time 11am -12 noon

Venue: Pro-Vice Chancellor Cabin, 3rd floor, MGMIHS, Navi Mumbai

Minutes of the previous meeting were read & approved

Agenda:

1. Minutes of the last meeting were read and approved by the attending members
2. ATR for 1st IQAC meeting was discussed and approved.
3. Here it was decided to appoint a nodal person from each department as an IQAC coordinator which would be decided by the HODs of respective Departments
4. The name ,contact number & email ID was to be submitted to IQAC cell by 1st December 2014
5. It was decided that a soft copy of the IQAC report be submitted by all the respective departments for the next quarter i.e. from 1st Oct to 31 December by 10th January 2015.
6. We were instructed to make a combined report for all the institutions coming under MGMIHS like Allied Health sciences , School of Biomedical sciences, School of Nursing, School of Physiotherapy & school of management along with the medical institutes,
7. It was decided that courses like geriatric medicine & transfusion medicine which were less than an a year old were not to be included in the final report for the current year.
8. Arrangements were made to urgently provide the requirements of infrastructure like intercom, Split AC, Printer/scanner/copier, separate tables & chairs .The matter was discussed with the Dean, MGMMC Navi Mumbai.
9. It was decided to provide a secretary & a peon for smooth functioning of the IQAC cell

The ATR was also discussed & approved .

1. Here it was decided to appoint a nodal person from each department as an IQAC coordinator which would be decided by the HODs of respective Departments

Co-ordinator
IQAC Cell
MG. IHS
Kamothe

Beela



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

2. The name ,contact number & email ID was to be submitted to IQAC cell by 1st December 2014
3. It was decided that a soft copy of the IQAC report be submitted by all the respective departments for the next quarter i.e. from 1st Oct to 31 December by 10th January 2015.
4. We were instructed to make a combined report for all the institutions coming under MGMIHS like Allied Health sciences , School of Biomedical sciences, School of Nursing, School of Physiotherapy & school of management along with the medical institutes,
5. It was decided that courses like geriatric medicine & transfusion medicine which were less than an a year old were not to be included in the final report for the current year.
6. Arrangements were made to urgently provide the requirements of infrastructure like intercom Split AC, Printer/scanner/copier, separate tables & chairs .The matter was discussed with the Dean, MGMMC Navi Mumbai.
7. It was decided to provide a secretary & a peon for smooth functioning of the IQAC cell

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

07/11/14

3rd IQAC meeting

D

- 1. Dr S. Kaul
- 2. Dr Shaunak A
- 3. Dr Rishikesh
- 4. Dr Rita M. Khadlikar

S. Kaul
SA
R. A. Wadhwa
R.M.

2014

MIHS

ss than

ercor
n the



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

Post Box no 06, 3rd Floor MGM Educational Campus, Plot No. 1 & 2, Sector -1, Kamothe, Navi Mumbai - 410 209.
 Tel: 022-27432471/27431994, Fax: 022-27431092/94
 Website: www.mgmuhs.com Email: mgmuniversity@mgmuhs.com

ACTION TAKEN REPORT FOR 3rd MEETING:

1. Requirements of infrastructure like intercom, Split AC, Printer, separate tables & chairs were provided .
2. Nodal person from each department as an IQAC coordinator was appointed by the HODs of respective Departments
3. The name, contact number & email ID was to be submitted to IQAC cell.

S. Kaul

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



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

MGMIHS – IQAC – MINUTES OF MEETING

4th meeting:

✓ Date: 9th December 2014

Venue: Pro-Vice Chancellor Cabin, 3rd floor, MGMIHS, Navi Mumbai

Agenda:

1. Work done by IQAC cell till date. The meeting started with briefing of activities conducted by IQAC cell till date. The IQAC team informed the Pro-VC that 17 departments data entry was completed out of 30. 12 departments had partially submitted IQAC reports and 6 departments had not submitted the report at all. The IQAC team showed all the logs of activity done by it till date and a log book record was produced.
2. Board of management meeting review regarding IQAC: Hon. Pro V.C discussed the proceeding of the Board of Management Meeting No 38/2014 dated 28th Nov 2014 Item No 5: To review the IQAC Program

Dr. S.K Kaul briefed the progress of University IQAC and ensured that the AQAR will be sent to NAAC on time (15/02/2015)

Resolution No 5: It was resolved to have a 3 tier reporting system for reporting system for IQAC i.e. at department level, institute/college level, university level. IQAC at department level must function dedicatedly and submit the report to the institute/college IQAC which in turn will compile and send the same to university IQAC.

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



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

3. A full time secretary at-least for the entire month following each quarter and on Wednesday and Fridays during other months. The secretary would be involved in data entry of all reports and tracing the same from various departments.
4. Appointment of IQAC coordinator: Only 4 departments i.e. Nursing college, BPTH, Pharmacology and School of Health management had submitted the names and contact details of their respective IQAC coordinators. It was decided to draft a reminder and send the same to all concerned HODS to nominate a coordinator and send all the details in 3 working days. It was particularly pointed out that the Hon Vice Chancellor would over-see the entire process and the names of defaulting departments would be reported to him for further action.
Meeting of all IQAC Coordinators and HODS: Pro-VC directed the IQAC team to coordinate with all departments and arrange a IQAC meeting which would be chaired by Pro V.C and consist of all departmental HOD's, IQAC coordinators and IQAC team. This was put on priority and was to be organized as soon as possible. The decision for the date of meeting was left to the IQAC team, preferable on Tuesday or Thursday.
A request for Intercom with extension number, printer with scanner, Table, Chairs and cupboard was put forward by IQAC team to the Pro VC, which was immediately accepted. A letter needed to be drafted for the same.
It was decided that IQAC team member be given the signing authority for all minor indents like stationery etc. An indent book was decided to be maintained for the same.
8. A format of the stamp for IQAC coordinator and cell was decided to be given to secretary – Pro VC for immediate action.
9. Collection of NABH report for hospital was also to be done by the IQAC cell. The IQAC cell was instructed to coordinate with hospital quality assurance cell. NABL report was to be collected from blood bank and Lab.

Seena
Co-ordinator

12/14

4th IQAC meeting

1. Dr. S. K. Kaul *Seena*
2. Dr. Rita. M. Khadkikar *R. Khadkikar*
3. Dr. Hrishikesh.



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

ACTION TAKEN REPORT FOR 4th MEETING:

1. A circular form Pro VC to all HOD's was issued regarding the IQAC report to be submitted by 16th December 2014 and appointment of Departmental IQAC coordinators.
2. Separate login ID (3) for all MGMIHS IQAC members were provided by IT department.
3. Telephone with extension number was provided.
4. Tables, cupboards and chairs were given to MGMIHS IQAC cell.
5. Data entry and report compilation was completed till September 2014 and Medical College report generated.
6. A circular for the 5th January 2015 HOD's and departmental IQAC coordinators meeting was issued.
7. Arrangements for the IQAC meeting were made.
8. Indents for meeting were placed and material procured from Varsha.
9. The compilation of AQAR (Annual Quality Assurance Report) has started and the same needs to be submitted by 15th February 2015.

Seena

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



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

MGMIHS – IQAC – MINUTES OF MEETING

5th meeting:

✓ Date: 22-12-2014

● Venue: Pro-Vice Chancellor Cabin, 3rd floor, MGMIHS, Navi Mumbai

Agenda:

1. Discussion regarding HOD's and IQAC Departmental coordinators meeting.
2. Appraisal of the MGMIHS IQAC progress till date.
3. Discussion regarding dual responsibility of MGMIHS IQAC cell.
4. MGMIHS IQAC requirements including internet login id.
5. Clerk for MGMIHS IQAC

The meeting was presided by Pro-VC Hon. Dr. S.K. Kaul and the following MGMIHS IQAC members were present for the same.

- a. Dr. Shaunak Ajinkya
- b. Dr. Rita Khandikar
- c. Dr. Rishikesh Wadke

The following decisions were made regarding IQAC meeting:

1. It was decided that the HOD's and departmental IQAC coordinators meeting under the chairmanship of Pro-VC would be held on 5th January 2015 (Monday) at 10.00 a.m. sharp. The venue for the same was decided as Conference Hall (Ground floor near Dean's office). It was suggested that booking of the same should be done well in advance and video-conferencing.

S.K. Kaul

Co-ordinator
IQAC Cell



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

facilities need to be arranged. The video-conferencing would be used for communication with Aurangabad Medical College Institutional IQAC cell members.

2. The audience would include all departmental HOD's, Departmental IQAC coordinators, Deans and Head of various institutions coming under MGMIHS, Hospital Quality assurance cell heads and persons in-charge of NABL and NABH.
3. It was decided that all 7 criteria's of NAAC would be covered in the meeting and would be equally divided between MGMIHS IQAC members. Hon. Pro VC would cover Criteria 7 i.e. Innovations and Best practices and Criteria 8 i.e. Plans for the future. Topics such as SWOT analysis, Academic innovations, Best practices, Environmental audits and Action taken report would also be covered.

Appraisal of the MGMIHS IQAC progress till date:

1. Dr. Shaunak Ajinkya briefed the Hon. Pro V.C about the MGMIHS IQAC progress till date. It was informed that all the data entry till September 2014 was complete except for OBGYN, Radiology and Transfusion Medicine departments. Hon Pro V.C personally called up the defaulting departments and informed them that the report has to reach MGMIHS IQAC cell on the same day by afternoon.
2. Medical College IQAC report which was compiled earlier was also shown to the Hon. Pro-V.C.
3. Dr. S.K Kaul emphasized the need for improving the quality of report and not just keeping it as a on paper exercise. He emphasized the urgent need for HOD's and departmental IQAC coordinators sensitization program and meeting which was finalized on 5th of January 2015.
4. The database of all departmental IQAC members and HOD's was also shown to Hon. Pro V.C and it was decided that a follow-up of the departments who have not yet submitted their IQAC coordinators need to be urgently done.

Co-ordinator



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

5. Discussion regarding approval of previous meeting minutes and action taken report was also done and a date of 27th December 2014 was decided for the final approval of all minutes and ATR's.

Discussion regarding dual responsibility of MGMIHS IQAC cell:

1. It was informed to the Pro-V.C that according to the Deans Office order MGMIHS IQAC team members were holding a dual responsibility both as Medical College Institutional IQAC team as well as MGMIHS IQAC Team.
2. Pro VC informed that ideally it should be a three tier structure consisting of departmental IQAC team i.e. HOD's and departmental IQAC coordinators, Institutional IQAC team and University IQAC team according to the resolution passed in Board of Management Meeting. However as of now it was decided to continue the status quo with the institutional and University IQAC team member holding dual responsibility.

MGMIHS IQAC requirements including internet login id:

1. The letter for MGMIHS IQAC requirements consisting of Printer, Telephone with extension, cupboard with keys, table and chair was immediately sanctioned by Hon. Pro VC. The same was asked to be provided immediately for proper functioning of the MGMIHS IQAC department.
2. A discussion was held with MrPatric (IT Incharge) regarding internet log-in ID to be provided for IQAC members. A decision was taken that 3 separate internet login ID's be created for each of the MGMIHS IQAC members.
3. It was also decided to provide a telephone with extension number for the MGMIHS IQAC cell.

Clerk for MGMIHS IQAC:



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

It was decided that a clerk be given from University side atleast for 2 days in a week for data entry and clerical work.

The meeting ended with the MGMIHS IQAC members expressing their gratitude to Pro VC for his constant support and guidance.

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

2/12/14



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

ACTION TAKEN REPORTS FOR 5th IQAC MEETING:

1. A circular form Pro VC to all HOD's was issued regarding the IQAC report to be submitted by 16th December 2014 and appointment of Departmental IQAC coordinators.
2. Separate login ID (3) for all MGMIHS IQAC members were provided by IT department.
3. Telephone with extension number was provided.
4. Tables, cupboards and chairs were given to MGMIHS IQAC cell.
5. Data entry and report compilation was completed till September 2014 and Medical College report generated.
6. A circular for the 5th January 2015 HOD's and departmental IQAC coordinators meeting was issued.
7. Arrangements for the IQAC meeting were made.
8. Indents for meeting were placed and material procured from Varsha.
9. The compilation of AQAR (Annual Quality Assurance Report) has started and the same needs to be submitted by 15th February 2015.

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

1/15

6th IQAC meeting

Mon

IQAC sensitization program.



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

Post Box no 06, 3rd Floor MGM Educational Campus, Plot No. 1 & 2, Sector -1, Kamothe, Navi Mumbai - 410 209.
Tel: 022-27432471/27431994, Fax: 022-27431092/94
Website: www.mgmuhs.com Email: mgmuniversity@mgmuhs.com

MGMIHS – IQAC – MINUTES OF MEETING

6th meeting:

Venue: Hospital Auditorium 2nd floor

Date: 5th January 2015

IQAC sensitization workshop was conducted on 5th January 2015 at Auditorium ,II floor ,Hospital building from 10am to 12noon

The IQAC Sensitization program was organized by MGMIHS IQAC under the chairmanship of Dr S.K.Kaul
Hon Pro VC

It was attended by 70 members, which included Hon Pro VC Dr S.K .kaul ,Dean Dr G.S Narshetty,Registrar ,Dr Z.G.Badade, Medical suprintendent Dr Salghotra,Dr Prabha Dasila,Principal New bombay College of Nursing ,Ms Mary Mathews ,Principal of nursing college Vashi.

Joint head Hospital quality assurance cell Dr Sameer Pachpute

NABL incharge ,Dr Ujjawala Maheshwari

All the HODs of various department with their departmental

co-ordinator

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



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

Hon ProVC Dr S.K.Kaul welcomed the audience & gave a brief introduction of IQAC & introduced his team & asked them to take over the session for which he was chairing

Dr Rishikesh.Wadke then took over & gave a detailed introduction of the importance of the IQAC, Its vision,mission,strategies,functions,3 tier system of functioning, timeframe for reporting quarterly reports which had to be then complied to get the AQAR . He also mentioned various criterion & its subparts to be filled in .Then Dr Rita Khadkikar continued with Criterion I followed by Dr Rishikesh Wadke with Criterion II then with Dr Shaunak Ajinkya for criterion III ,Dr Rishikesh with Criterion IV ,Dr Rita Criterion V,Dr S.K.Kaul with Criterion VI,Dr Shaunak Ajinkya with Criterion VII.

The whole session was chaired by Dr S.K.Kaul. There was an active interaction with all the members to clarify the doubts

A strict warning of reporting the matter to the VC was given to those Departments that had not submitted the reports. They were given a time of 4 hours to submit their quarterly report.

They were some Issues that need to be resolved as to where P.hD course should be mentioned ,whether in the Medical college report or the School of Biomedical sciences report.

Also suggestions were made to make some changes & introduce new best practices for improving the quality of the System of the institute.

Co-ordinator



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

it was emphasized that all the departments needed to submit the report in both the soft copy to iqac@mgmuhs.com as well as hard copy with the signatures of the Departmental co-ordinator, HOD & Dean .It was needed to be submitted to the Deans office after which it will be submitted to the ProVCs office which will then be handed over to the IQAC for compiling.

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



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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

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

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

ACTION TAKEN REPORTS FOR 6th IQAC MEETING:

- IQAC sensitization workshop was conducted on 5th January 2015 at Auditorium, II floor, Hospital building from 10am to 12noon
- The IQAC Sensitization program was organized by MGMIHS IQAC under the chairmanship of Dr S.K.Kaul Hon Pro VC
- It was attended by 70 members including Hon Pro VC Dr S.K Kaul, Dean Dr. G.S. Narshetty, Registrar Dr. Z.G. Badade, Medical Superintendent Dr Salgotra, Principal New Bombay College of Nursing Dr. Prabha Dasila, Principal of Nursing College Vashi Ms Mary Mathews, Joint head Hospital quality assurance cell Dr Sameer Pachpute, NAAC in-charge Dr Ujjawala Maheshwari, and all the HODs of various departments with their departmental co-ordinators.
- Hon ProVC Dr S.K.Kaul welcomed the audience & gave a brief introduction of IQAC & introduced the MGMIHS IQAC Cell team & asked them to take over the session for which he was the Chairperson
- Dr Rishikesh.Wadke gave a detailed introduction of the importance of the IQAC. Its vision, mission, strategies, functions, 3 tier system of functioning, timeframe for reporting quarterly reports which had to be then compiled to get the AQAR. He also mentioned the various criteria & its subparts to be filled in.
- Then the criteria were described in detail as follows: Dr Rita Khadkikar described Criterion I and V, Dr Rishikesh Wadke Criterion II and IV, Dr Shaunak Ajinkya for criterion III & VII, and Dr S.K.Kaul with Criterion VI.
- There was an active interaction with the audience to clarify their doubts
- A strict warning of reporting the matter to the VC was given to those Departments that had not submitted the reports till then. They were given a time of 4 hours to submit their quarterly report.
- It was emphasized that all the departments needed to submit their reports in both, soft copy to iqac@mgmuhs.com as well as hard copy, with the signatures of the Departmental co-