



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: 022-2743 1092/94

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

MGMIHS – IQAC – MINUTES OF MEETING

7th meeting:

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 23rd January 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr. Rishikesh A. Wadke

Agenda:

1. Briefing of Pro-VC regarding AQAR and list of departments who have not yet submitted the report.
2. Discussion regarding Aurangabad Medical College AQAR.
3. Discussion regarding School of Bio-Medical Sciences AQAR.
4. Discussion regarding Research and Consultancy i.e. Criteria III of AQAR
5. Discussion regarding Part A of IQAR

Minutes:

1. It was decided to give the contact number and email ID of registrar in Part A of the report. For point no 1.6 period to be mentioned was decided as January 2014. For point no 1.7 Date of establishment of IQAC was decided to be 2013.
2. For point number 2.11 - i.e. Number of meetings with faculty was decided to be shown as 1 per Quarter, for rest i.e. non teaching staff students, alumni show as once a year.
3. Regarding point no 2.14 - the following actions were agreed upon
 - a. Sensitization of all staff/ Holding regular meetings
 - b. Centralized Database

Co-ordinator
IQAC Cell
MGMIHS



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c. Preparations for hospital NABH accreditation, which is proceeding at an expected pace. IQAC is of the opinion that hospital is an essential part of health services maintenance of quality is of utmost importance. Aurangabad MC NABH is also proceeding according to schedule.

d. NABL accreditation was obtained for Navi Mumbai MC Lab and blood bank 26th April 2013 and Aurangabad NABL is obtained for Lab. -

4. For point no 2.15 - it was decided to include following points:

1. PLAN OF ACTION: Sensitization of teaching staff for maintenance of quality

1. ACHIEVEMENT: Required degree of sensitization has been achieved.

2. PLAN OF ACTION: The existing committees were activated and requested to hold regular meetings and submit their report to IQAC. (In process)

2. ACHIEVEMENT: IQAC is in constant liaison and supervises the various committees. There are no incidences of ragging or sexual harassment and grievances are regularly addressed to.

3. PLAN OF ACTION: Suggestion to the dean to form Parent teacher association and take their feedback at institutional level.

3. ACHIEVEMENT: In process, matter reported to the dean.

5. For point no 2.15 - The IQAC meetings are held regularly and the reports are placed in the BOM (Board of Management Meetings for approval)

6. It was decided to nominate Dr. M. Khan as the contact person for Aurangabad MC (09890317047)

7. Regarding Criterion III - Hon. Pro VC (Dr. S.K. Kaul) suggested that the IQAC team meet with Hon. Pro VC (Research) Dr. Chander Puri for inputs on Research. Dr. Puri discussed AQAR report with IQAC team and kindly consented to provide inputs on point no 3.1 (Initiatives to promote research climate), 3.2 (major project), 3.3 (Minor project), 3.6 (Funds), 3.11 (Number of conferences organized), 3.12 (Number of faculties involved), 3.15 (Budget), 3.16 (Patents), 3.17, (Awards and Recognitions) 3.18 (Phd guides), 3.19 (Phd awarded by faculty)

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IQAC Cell
MGMHS
Kamothe Navi Mumbai 410209

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ACTION TAKEN REPORT FOR 7th IQAC MEETING:

- Centralized Database was created for the IQAC Cell MGMIHS
- Coordination for NABH accreditation between MGMIHS IQAC Cell and Hospital Quality Assurance Team was established
- Existing committees were activated and requested to hold regular meetings and submit their report to IQAC.
- Suggestion were give to the Deans of the constituent colleges under MGMIHS to form Parent teacher associations and take their feedback at the institutional level.
- Dr. M. Khan was appointed as the contact person for Aurangabad MGM Medical College (09890317047)
- Meetings were held with Hon. Pro VC (Research) Dr. Chander Puri for inputs on Research .
- Dr. Puri discussed AQAR report with IQAC team and provided inputs on point no 3.1 (Initiatives to promote research climate), 3.2 (major project), 3.3 (Minor project), 3.6 (Funds), 3.11 (Number of conferences organized), 3.12 (Number of faculties involved), 3.15 (Budget), 3.16 (Patents), 3.17, (Awards and Recognitions) 3.18 (Phd guides), 3.19 (Phd awarded by faculty).

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MGMIHS – IQAC – MINUTES OF MEETING

8th meeting:

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 2nd February 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr. Rishikesh A. Wadke
5. Mrs Shamim

Agenda:

1. Briefing of Pro-VC regarding initiatives taken to prepare the AQAR .
2. Discussion regarding Part B of IQAR

Minutes:

1. It was decided that the link in the website will be provided just prior to submission of the report.
2. The Committee composition will be provided .
3. The external financial audit for the university MGMIHS is conducted Mr Ashok Patil & Co, Chartered accountants, Aurangabad .



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4. The points of various Criteria of Part B of the AQAR report were discussed
5. Lissy was contacted to provide the details for some points regarding criterion 2,3,4 &5.
6. Point 2.12 was discussed in detail regarding IQACs role in contributing ,monitoring &evaluating the teaching learning processes
7. It was decided that IQAC will also review all the committees & a meeting will be planned at the end of this month with all the committees where the chairpersons will be requested to make a presentation regarding their activities & plans.
8. Regarding faculty development programs people getting trained for advanced course in MEU Sleep Medicine & other online courses need to be included.
9. Point 3.1 was discussed in detail regarding IQACs role in sensitizing & promoting research climate in the institution. It was suggested that the MOUs be obtained from the research secretariat
10. Regarding point 4, Mr Patrick clarified the maintenance charges for the ICT ,Mr Bhimrao Patil was to give details regarding Equipments Also information was to be collected from Deans office & hospital as well as from Aurangabad
11. Point 5.1 was discussed & necessary changes that need to be included were included .
12. Regarding details of the Financial support data was to be obtained from Lissy
13. Criterion 6,7,8 soft copy was to be sent to Dr S.K .Kaul , email ID Kaul.shibban@gmail.com
14. Dr Ajit Shroff ,Dean Aurangabad was requested to provide the AQAR report regarding the MGM Medical college ,Aurangabad .


Co-ordinator
IQAC Cell

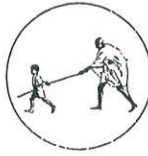
2/2/15

8th Meeting

Monday

1. Dr S. K. Kaul
2. Dr Shaunak
3. Dr Rita M Khadlikar
4. Dr Rishikesh Wadke

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SK
EMs
RA. Wadke



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ACTION TAKEN REPORT FOR 8th IQAC MEETING

- Discussion held with Mr Patrick and instructions given to him for creating a link in the website for online submission of AQAR.
- Information obtained on the number of equipments purchased and their cost along with money spent on infrastructure from MGMIHS, MGM Navi Mumbai Medical College, Kamothe Hospital, Kalamboli Hospital and MGM Aurangabad. Mr Pawar (Med College), Mr Kumbhare (kamothe hosp), Mr Anil (kalamboli hosp) and Mr Bhima Patil (MGMIHS) were designated as the key persons from where financial data would be obtained.
- Regarding maintenance charges for ICT - Mr. Patrick was asked to clarify the low expenditure on the same
- Ms. Lissy was made the contact person for Criteria 2,3,4,5 and she was instructed to provide data to IQAC Cell MGMIHS.

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MGMIHS – IQAC – MINUTES OF MEETING 9th meeting:

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 6th February 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr. Rishikesh A. Wadke

Agenda:

1. Discussion with the Pro-VC regarding points of Criterion VI, VII, VIII for preparing the AQAR.
2. Procuring the AQAR from MGM Medical college, Aurangabad

Minutes:

1. Data of point 1.4 to be included in Criterion VI point number 6.3.1
2. Data of point 2.6 to be included in Criterion VI point number 6.3.2
3. Data of Library i.e. new books, journals and computers to be added in Criterion 6.3.4
4. Highly automated kitchen in boys Hostel to be included in Criterion 6.3.5
6. Dept. of Prosthetics and orthotics which has obtained RCI (Rehabilitation Council of India) approval and awaiting permission from State Government to be included in Criterion 1.5
7. To include NABL accreditation for Blood bank in 2014 and Central research lab in 2013 to be included in Criterion 6.3.5
8. Trained faculties in MEU in basic Workshop and advanced to be included in Criterion 6.3.6.
9. Purchase of mannequins for Life Skills Lab to be included in Criterion 4.1, 4.6, 6.3.5
10. Selection criteria for faculty made more stringent to be included in Criterion 6.3.7

6/2/15
Friday

9th meeting

1. Dr S.K. Kaul
2. Dr Shaunak
3. Dr Rita M.K
4. Dr Rishikesh Wadke

[Signature]

SB
RM
RA.Wadke



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ACTION TAKEN REPORT FOR 9th IQAC MEETING

- Data of point 1.4 was included in Criterion VI point number 6.3.1
- Data of point 2.6 was included in Criterion VI point number 6.3.2
- Data of Library i.e. new books, journals and computers was added in Criterion 6.3.4
- Highly automated kitchen in boys Hostel was included in Criterion 6.3.5
- Dept. of Prosthetics and orthotics which has obtained RCI (Rehabilitation Council of India) approval and awaiting permission from State Government was included in Criterion 1.5
- NABL accreditation for Blood bank in 2014 and Central research lab in 2013 was included in Criterion 6.3.5
- Trained faculties in MEU in basic Workshop and advanced were included in Criterion 6.3.6.
- Purchase of mannequins for Life Skills Lab was included in Criterion 4.1, 4.6, 6.3.5
- Selection criteria for faculty made more stringent was included in Criterion 6.3.7

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MGMIHS – IQAC – MINUTES OF MEETING

10th meeting:

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 10th February 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr Rishikesh Wadke

Agenda:

1. Briefing of Pro-VC regarding initiatives taken to prepare the AQAR .
2. Discussion regarding Part B of IQAR

Minutes:

1. Minutes of the last meeting were read and approved by the attending members
2. ATR for the last IQAC meeting was discussed and approved.
3. Regarding Criterion 3.1 – IQAC identifies departments which have less number of projects and publications and encourages them for taking corrective measures.
4. Regarding Criterion 3.2, 3.3, 3.15, 4.6 – Remove the word "Lakhs" and mention amount in Rs.
5. Regarding Criterion 3.10 – get the annexures for Revenue through Consultancy from Aurangabad and Genetics Dept Navi Mumbai
6. Regarding Criterion 3.16 – to obtain the proof of patent applications as annexure from Biochemistry (SBS) and Biotechnology
7. Regarding Criterion 3.20 – include 1st year PhD students as JRF and 2nd/3rd year PhD students as SRF



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8. Regarding Criterion 3.25 – add annexures for extension activities
9. Regarding Criterion 4.1 – Combine the values for new equipments (Navi Mumbai + Aurangabad). Do not include the value of existing equipments (Aurangabad)
10. Regarding Criterion 4.2 – rewrite as follows “Computerization of the University administration and linking it with the Institutions has been approved and is under process” and edit the other points.
11. Regarding Criterion 4.3 – Combine figures of both Aurangabad and Navi Mumbai (library details)
12. Regarding Criterion 4.4 – Combine figures of both Aurangabad and Navi Mumbai for technology up-gradation
13. Regarding Criterion 5.1 – Corrections made
14. Regarding Criterion 5.3 – add annexures for demand-ratio and drop percentage
15. Regarding Criterion 6.3.5 – No. of beds in Hospital at Aurangabad
16. Regarding Criterion 6.9, 6.10 – Corrections made
17. Regarding Criterion 6.10 – may need revision.
18. Regarding Criterion 6.12 – Add annexure for PTA
19. Regarding Criterion 6.13 – Add “Support staff is motivated to take up part time academic courses to improve their employability and status. Such persons are provided financial support to pursue their academic study. Free emergency medical care is provided and the staff were also extended health benefits at the MGM hospitals at subsidized costs”. Also add annexure to support it.
20. Regarding Criterion 6.14 – need to obtain data for utilization of solar energy (e.g. water heaters, kitchens, street lights) and water harvesting and e-waste – Central pollution board.

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ACTION TAKEN REPORT FOR 10th IQAC MEETING

- Regarding Criterion 3.1 – IQAC identified departments which have less number of projects and publications and encouraged them for taking corrective measures.
- Regarding Criterion 3.10 –annexures for Revenue through Consultancy from Aurangabad and Genetics Dept Navi Mumbai were obtained
- Regarding Criterion 3.16 –proof of patent applications as annexure from Biochemistry (SBS) and Biotechnology was obtained
- Regarding Criterion 3.20 – 1st year PhD students as JRF and 2nd/3rd year PhD students as SRF were included
- Regarding Criterion 3.25 – annexures for extension activities were added
- Regarding Criterion 4.1 – values of new equipments of Navi Mumbai + Aurangabad were combined.
- Regarding Criterion 4.2 – “Computerization of the University administration and linking it with the Institutions was approved.
- Regarding Criterion 4.3 – Library details of both Aurangabad and Navi Mumbai were compiled
- Regarding Criterion 4.4 – Technology up-gradation, statistics for both Aurangabad and Navi Mumbai were compiled
- Regarding Criterion 5.3 – annexures for demand-ratio and drop percentage were added
- Regarding Criterion 6.3.5 – Statistics of No. of beds in Hospital at MGM Aurangabad was obtained
- Regarding Criterion 6.12 – Annexure for PTA was added
- Regarding Criterion 6.13 – Support staff was motivated to take up part time academic courses to improve their employability and status. Such persons were provided financial support to pursue their academic study. Free emergency medical care was provided and the staff were also extended health benefits at the MGM hospitals at subsidized costs. The same activities were reflected in the AQAR

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MGMIHS – IQAC – MINUTES OF MEETING

11th meeting:

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 16th February 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr Rishikesh Wadke

Agenda:

1. Finalization of IQAC Report
2. Discussion regarding criteria 6.10, 6.11
3. Discussion regarding criteria 7.4, 7.5, 7.6
4. Brainstorming regarding future plans for MGMIHS

Minutes:

1. Regarding Criteria 6.10 i.e. Efforts made your MGMIHS to promote autonomy in affiliated or constituent colleges, it was decided that Hon. Pro VC would provide his inputs regarding the same.
2. Regarding 6.11 i.e. Activities and support from Alumini Association, Pro VC and IQAC team personally spoke to Dr. Kiran Mali, (Chairman) and Dr Vishwas Sathe (Secretary Alumini Association) regarding the activities and plans for the future of alumini association. Chairman and Secretary were instructed to update and provide all the documents/annexures regarding alumini association.
3. Regarding Criteria 7.4 and 7.5 i.e. Environmental awareness and protection, it was discussed whether the MGMIHS should go ahead with ISO 14000 i.e. Environmental Standards. The decision regarding the

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same was kept pending. Communication was done by Pro VC with the Dean Aurangabad MGM Medical College regarding various environmental efforts taken at the institution.

4. Regarding Criteria 7.6 i.e. SWOT analysis it was decided that the inputs for the same would be provided by the Pro VC by 20th February 2015.

5. Regarding point no 8 of AQAR report i.e. Plans of MGMIHS for the future, the following plans were finalized:

- a. Establishment of a full fledged Clinical Skills lab and Simulation lab.
- b. NABH accreditation of MGM Navi Mumbai and Aurangabad Teaching Hospitals.
- c. It was decided to increase the capacity of existing facilities like:.....
- d. Increase collaborations and linkages with National and International Agencies and Institutions.
- e. Increase the number of course/ programs in medical and allied health sciences.
- f. Introducing new super-specialties like DM Neurology, and MCh Neurosurgery.
- g. Introduction Competence Based Curriculum for the undergraduate medical students.

Sr

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ACTION TAKEN REPORT FOR 11th IQAC MEETING

- Hon. Pro VC provided his inputs regarding Criteria 6.10 i.e. Efforts made by MGMIHS to promote autonomy in affiliated or constituent colleges.
- Regarding 6.11 i.e. Activities and support from Alumni Association, Pro VC and IQAC team personally spoke to Dr. Kiran Mali, (Chairman) and Dr Vishwas Sathe (Secretary Alumni Association) regarding the activities and plans for the future of alumni association. Chairman and Secretary were instructed to update and provide all the documents/annexures regarding alumni association.
- Decision regarding Environmental awareness and protection i.e. ISO 14000 was kept pending. Pro VC obtained information from the Dean Aurangabad MGM Medical College regarding various environmental efforts taken at the institution.

Regarding point no 8 of AQAR report i.e. Plans of MGMIHS for the future, the following plans were included in the AQAR:

- Establishment of a full fledged Clinical Skills lab and Simulation lab.
- NABH accreditation of MGM Navi Mumbai and Aurangabad Teaching Hospitals.
- It was decided to increase the capacity of existing facilities like.....
- Increase collaborations and linkages with National and International Agencies and Institutions.
- Increase the number of course/ programs in medical and allied health sciences.
- Introducing new super-specialties like DM Neurology, and MCh Neurosurgery.
- Introduction Competence Based Curriculum for the undergraduate medical students.

Co-ordinator
IQAC Cell
MGMIHS

12th IQAC meeting

12/15
Friday

Dr S.K. Kaul
Dr Shaunak
Dr Rita M. Khadtikar
Dr Rishikesh Wadke

Received
S.K.
R.M.
R.A. Wadke



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ACTION TAKEN REPORT FOR 12th IQAC MEETING

1. Criteria 6.10 was finalized
2. Criteria 7.6 i.e. SWOT analysis was finalized.
3. Co-ordination with MGM Aurangabad for providing all the supportive documents and annexures by 21st Feb 2015 was done.
4. Only those data which were supported by proofs and annexures were included in the final AQAR
5. It was decided that all the MoU's which were signed at departmental and Institutional level would be routed through MGMIHS....in process.
7. Inputs regarding Criteria 3 were taken from Hon Pro VC Research Dr Chander Puri
8. The impact factor, range, Nos in Scopus regarding all the publications of MGM Navi Mumbai and MGM Aurangabad were finalized.
10. The hard and soft copies of finalized AQAR as of 20th Feb 2015 were submitted to Hon Pro VC by IQAC Cell MGMIHS and the final AQAR was placed in the BOM meeting on 24th Feb 2015 for approval.
11. AQAR 2014 was approved by BOM, hard copies were signed by Hon V.C. Dr. S.N. Kadam and Pro V.C. Dr. Kaul, and soft copies were uploaded on the MGMIHS website.

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6. It was decided to hold a review of all the committees in the month of march under the chairmanship of the Hon Pro VC
 7. It was decided to provide inputs regarding Criteria 3 to Hon Pro VC Research Dr Chander Puri
 8. The impact factor, range, Nos in Scopus regarding all the publications of MGM Navi Mumbai were shown to Hon Pro VC and the same were finalized.
 9. The impact factor, range, Nos in Scopus regarding all the publications of MGM Aurangabad were still to analyzed and finalized by 23rd Feb 2015 by the Director Library Dr Dixit
 10. The hard and soft copies of finalized AQAR as of 20th Feb 2015 were submitted to Hon Pro VC by IQAC Cell MGMIHS
 11. It was decided to place the final AQAR in the BOM meeting scheduled on 24th Feb 2015 for approval.

Date: 20th February 2015, Friday

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr Rishikesh Wadke

Agenda:

1. Finalization of IQAC Report
2. Discussion regarding criteria 6.10
3. Discussion regarding criteria 7.6
4. Brainstorming regarding future plans for MGMIHS
5. Co-ordination with MGM Aurangabad for finalization of the AQAR

Approved

Co-ordinator
IQAC Cell
MGMIHS
Kamothe, Navi Mumbai - 4102

Minutes:

1. Regarding Criteria 6.10 - Hon. Pro VC provided his inputs regarding the same.
2. Regarding Criteria 7.6 i.e. SWOT analysis - Hon. Pro VC provided his inputs and finalized the same
3. Co-ordination with MGM Aurangabad for providing all the supportive documents and annexures on 21st Feb 2015.
4. It was decided that only those data which were supported by proofs and annexures were included in the final AQAR
5. It was decided that all the MoU's which were signed at departmental and Institutional level would



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MGMIHS – IQAC – MINUTES OF MEETING

13th meeting

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 1st April 2015, Wednesday

Participants:

1. Hon Pro V.C. Dr. S.K Kaul
2. Dr. Shaunak Ajinkya
3. Dr. Rita Khadkikar
4. Dr Rishikesh Wadke

Agenda:

1. Plan for IQAC departmental coordinator meeting
2. Plan for IQAC sensitization program for various committees

Minutes:

1. The meeting of IQAC team with the departmental coordinators was planned for 08-04-2015.
2. The agenda would be decided to guide them in filling up the reports for the first quarter, give a feedback on the submitted reports and the analysis of the AQAR 2014. Also the databasewould be provided to them so that they can maintain a Departmental database.
3. IQAC sensitization program for various committees - The various committees at the University Medical College and Hospital need to be finalized and a letter needs to be drafted tentatively for holding IQAC sensitization program for various committees on 28-04-2015 Tuesday 2pm-3.30pm, venue Seminar hall second floor hospital building MGM Kamothe. Also a similar letter has to be drafted for MGM Medical College Aurangabad to conduct a similar program under the Chairmanship of Dean MGM Medical College Aurangabad.
4. Circular to be drafted to various Committees and their members to attend the sensitization program under the Chairmanship of Pro V.C. Dr S.K. Kaul who assured that the Honorable V would also be attending this meeting.
5. To prepare a blueprint for the agenda of the IQAC sensitization program for Committees.
6. All the above letters Cc to be sent to Hon V.C. and Registrar MGMIHS.

Co-ordinator

IQAC Cell

MGM I.H.S.

11/5

13th IQAC meeting

1. Dr S. K. Kaul
2. Dr Shaunale
3. Dr Rita M. Khadkikar
4. Dr Rishikesh Wadke

See below
SA
RNM
RAWadke



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ACTION TAKEN REPORT FOR 13th IQAC MEETING

- The meeting of IQAC team with the departmental coordinators was conducted on 08-04-2015.
- The main agenda was :
 - IQAC coordinators were guided in filling up the reports for the first quarter (Jan-Mar) of year 2015
 - Feedback on the previously submitted reports was given
 - Feedback on the analysis of the AQAR 2014 was given
 - All the criteria of the AQAR were extensively discussed and queries regarding the same were answered
 - A digital database was provided to them so that they also can maintain an IQAC Departmental database.

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ation le VC

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

See below

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



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CIRCULAR

A meeting has been scheduled of all the Departmental IQAC coordinators at the Navi Mumbai campus, with the MGMIHS IQAC Cell members, regarding the submission of the Quarterly Quality Assurance Reports the last date of which is 10th April 2015. The details of the same are as follows:

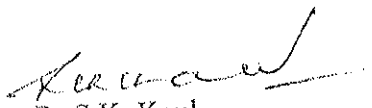
Date: 8th April 2015, Wednesday

Time: 10.00am to 12 noon

Venue: MGMIHS IQAC Cell, 2nd floor, MGM Medical College Building, near Central Library.

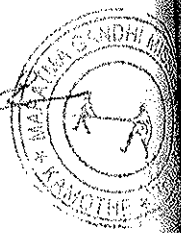
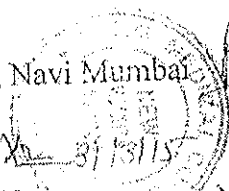
The meeting would include feedback about submission of the previous AQARs and discussion about areas for improvements.

All the Departmental IQAC coordinators are hereby requested to be present for the meeting as attendance is compulsory.


Dr S.K. Kaul
Hon. Pro Vice Chancellor,
MGMIHS, Navi Mumbai

CC to:

- Hon. Vice Chancellor, MGMIHS, Navi Mumbai
- Hon. Pro Vice Chancellor (Research), MGMIHS, Navi Mumbai
- Registrar, MGMIHS, Navi Mumbai
- Dean, MGM Medical College, Navi Mumbai
- Medical Superintendent, MGM Hospital, Kamothe
- Medical Superintendent, MGM Hospital, Kalamboli
- All Heads of Departments, MGM Medical College, Navi Mumbai
- Principal, , MGM New Bombay College of Nursing, Kamothe
- Principal, , MGM College of Nursing, Vashi
- Principal, MGM School of Physiotherapy, Navi Mumbai
- Director, MGM School of Biomedical Sciences, Navi Mumbai
- Director, Central Library, Navi Mumbai



Co-ordinator
IQAC Cell
410209

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venue: Pro-
date: 24th A
Participants
1. Hon
2. Dr.
3. Dr.
4. Dr
Agenda:
1. Plan for
2. Plan for
Minutes:
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14/15th Wednesday

14th IQAC meeting

- 1. Dr. S.K Kaul
- 2. Dr. Shaunak
- 3. Dr. Rita M. Khadkikar
- 4. Dr. Rishikesh A. Wadke

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Emu
R.A. Wadke



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MGM IHS - IQAC - MINUTES OF MEETING

14th meeting

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 24th April 2015, Wednesday 2pm

Participants:

- 1. Hon Pro V.C. Dr. S.K Kaul
- 2. Dr. Shaunak Ajinkya
- 3. Dr. Rita Khadkikar
- 4. Dr Rishikesh Wadke

Agenda:

- 1. Plan for IQAC departmental coordinator meeting
- 2. Plan for IQAC sensitization program for various committees

Minutes:

1. IQAC sensitization program for various committees which was scheduled for 29-04-2015 Tuesday 2pm-3.30pm was postponed to 26-06-2015 due to the following reasons
 - a. Hospital Committees were yet to be finalized.
 - b. NABH assessments was due on the same dates
 - c. Due to MD exams certain HoDs were unavailable
 - d. Ethics Committee meeting was due on the same date
 - e. MFU project was to be conducted and submitted by one of the IQAC members
2. Nursing Director Rama was directed to submit the final list of the Hospital Committees approved by the Medical Superintendent.

3. To prepare a blueprint for the agenda of the IQAC sensitization program for Committees.



Co-ordinator



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ACTION TAKEN REPORT FOR 14th IQAC MEETING

1. A meeting has been scheduled for all the respective stakeholders (vide infra) and members of the various Committees at the Navi Mumbai campus, under the chairmanship of Hon. Pro Vice Chancellor, Dr S.K.Kaul, regarding activation of the various Committees and sensitization of M.G.M.I.H.S IQAC activities and progress.

Date: 9th July 2015, Thursday

Time: 2.00pm - 3.30pm

Venue: Seminar Hall, 2nd floor, MGM Hospital, Kamothe.

Agenda: Activation of all committees and progress of IQAC.

Hon. Vice Chancellor, Dr.S.N. Kadam, has also kindly agreed to attend this meeting. Registrar MGMIHS, Dean MGM Medical College, All institutional heads as enlisted below, Medical Superintendent MGM Hospital, Kamothe, all HODs, Chairperson, Secretary and all committee members as enlisted below are requested to attend this meeting.

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

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MGMIHS - IQAC - MINUTES OF MEETING

15th meeting:

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

Date: 2nd June 2015 (Monday) and 18th August 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Rita Khadkikar
3. Dr. Rishikesh A. Wadke
4. Dr Padma Ramesh
5. Mrs Shamim

Agenda: Briefing of Pro-VC regarding initiatives taken to prepare the AQAR for 2015.

Minutes:

1. The members of IQAC briefed the IQAC Co-ordinator on the status of inputs from institutions regarding AQAR data. The Hon Pro VC: Dr. S.K Kaul expressed satisfaction that the work was proceeding as expected and advised that all relevant inputs were to be collated in a methodical manner. He instructed that timely liaison was to be made with MGM Medical College, Aurangabad for completion of data input.

ACTION TAKEN REPORT FOR 15th IQAC MEETING

Dr M.M. Khan, Faculty Member, IQAC MGM Medical College, Aurangabad was contacted on telephone and the importance of timely submission of data was communicated.

Co-ordinator
IQAC Cell
MG-PPS
Kamothe, Navi Mumbai - 410209

2nd June 2015

- ① Dr. S.K Kaul
- ② Dr. Rita Khadkikar
- ③ Dr. Rishikesh Wadke

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MGMIHS – IQAC – MINUTES OF MEETING

16th meeting

Venue: Pro-V.C Cabin, M.G.M.I.H.S

Date: 12th June 2015, Friday 2pm

Participants:

1. Hon Pro V.C. Dr. S.K Kaul
2. Dr. Rita Khadkikar
3. Dr Rishikesh Wadke

Agenda:

1. Discussion regarding the various committees of
 - a. MGM SBS Navi Mumbai and Aurangabad
 - b. MGM Medical College, Navi Mumbai and Aurangabad
 - c. MGM Hospital, Navi Mumbai and Aurangabad
 - d. MGMIHS
2. Discussion regarding tentative dates for committees review meeting

Pre-Convocation: 23rd, 24th and 25th June 2015 or

Post-Convocation: 14th, 15th and 16th July 2015.

Co-ordinator

16/15
day



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3. Discussion regarding

a. Topics to be presented at the meeting

b. Program itinerary

c. Tentative topics can include AQAR and its analysis, QQAR and its analysis, Students feedback analysis, action plan for activation of various committees.

4. Discussion regarding replacement for Dr. Shaunak

5. Discussion regarding urgent requirement of a permanent clerk for IQAC.

Minutes:

1. According to Pro VC sir, since the formation of all the above committees is mandatory hence Aurangabad Medical College, Hospital and SBS needs to comply with the same and send details to MGMIHS IQAC. It was decided that Dr. Khan from Aurangabad needs to be contacted and the details of the committees have to be obtained.

2. It was decided to hold the Institutional Committees Review Meeting on 9th July 2015 (Thursday).

The following operational issues were decided upon for the meeting

a. Date: 9th July 2015

b. Venue: Hospital Auditorium

c. Time: 2.00 p.m. onwards

Co-ordinator
IQAC Cell



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- d. Persons to be invited: Dean MGM Medical College, M.S MGM Hospital, Kamothe, all Head of Departments (HOD's) of MGM Medical College and Hospital. Also it was informed that Hon. V.C would be invited for the meeting and that he would be presiding over it.
- e. Topics to be covered: Presentation regarding last year's AQAR, presentation of this year's QCAR, importance of all committees along with their constitution and functioning of committees, importance of minutes of meeting along with ATR for all committees, next quarter reporting i.e. (April to June 2015) by 10th of July 2015., emphasis on students feedback and its analysis to all HOD's, sensitizing regarding MCI teaching hours mandatory requirements along with verification to all HOD's. It was decided to prepare a power-point presentation covering all the above topics.
- f. It was discussed that for certain committees like Institutional ethics committee, animal ethics committee and pharmaco-vigilance committee it was necessary to get registered with appropriate authorities. It was decided that a letter should be issued to all committees from the Pro VC's office regarding compliance with regulatory requirements and submission of registration/license number for the same.
- g. Regarding Alumini Association registration it was decided to expedite the process and details need to be obtained from Dr. Kiran Mali and Dr. Vishwas Sathe regarding the same.

Co-ordinator
IQAC Cell
MGMIHS



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ACTION TAKEN REPORTS FOR 16th IQAC MEETING:

1. Dr. Khan from Aurangabad was contacted and the details of the committees were obtained. According to Pro VC sir, since the formation of all the above committees is mandatory hence Aurangabad Medical College, Hospital and SBS needs to comply with the same and send details to MGMIHS IQAC.
2. A meeting was conducted for all the respective stakeholders (vide infra) and members of the various Committees at the Navi Mumbai campus, under the chairmanship of Hon. Pro Vice Chancellor, Dr S.K.Kaul, regarding activation of the various Committees and sensitization of M.G.M.I.H.S IQAC activities and progress on 9th July 2015. Topics that were covered include Presentation regarding last year's AQAR, presentation of this year's QQAR, importance of all committees along with their constitution and functioning of committees, importance of minutes of meeting along with ATR for all committees, next quarter reporting i.e. (April to June 2015) by 10th of July 2015., emphasis on students feed-back and its analysis to all HOD's, sensitizing regarding MCI teaching hours mandatory requirements along with verification to all HOD's.
3. Alumini Association was registered.

Co-ordinator
IQAC Cell
MGMIHS

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MGMIHS – IQAC – MINUTES OF MEETING

17th meeting:

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

Date: 1st September 2015

Participants:

1. Hon Pro VC: Dr. S.K Kaul
2. Dr. Rita Khadkikar
3. Dr. Rishikesh A. Wadke
4. Dr Padma Ramesh
5. Mrs Shamim

Agenda:

1. Briefing of Pro-VC regarding initiatives taken to prepare the AQAR for 2015.
2. Discussion regarding points to be sent to NAAC for recommendations regarding "Inputs for Nation-wide Consultation on New Education Policy" vide NAAC email dated 26th August 2015.

Minutes:

1. The members of IQAC briefed the IQAC Co-ordinator on the actions being taken to obtain complete inputs from institutions regarding AQAR data. The Hon Pro VC: Dr. S.K Kaul expressed satisfaction that the work was proceeding as expected and advised that all relevant inputs were to be collated in a methodical manner.

2. It was decided that "Inputs for Nation-wide Consultation on New Education Policy" were to be collated in a methodical manner.



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ACTION TAKEN REPORT FOR 17th IQAC MEETING

1. A letter to all Heads of Departments from Hon Pro VC was dispatched on 1st September 2015 requesting suggestions for Nation-wide Consultation on New Education Policy".
2. Based on inputs received from faculty and management, an email from Hon. Vice Chancellor to Director NAAC incorporating the relevant recommendations was sent on 14 September 2015.
3. Work on collecting and collating data for AQAR 2015 was continued keeping in mind the advice of Hon Pro VC.

Note: Please find attached Annexure A and Annexure B of New Education Policy submitted by Hon. Vice Chancellor to Director NAAC.

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

Monday

18th IQAC meeting

Dr S K Kaul
Dr Rita M. K
Dr Rishikesh Wadke
Dr. Padma Ramesh

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R.A. Wadke
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MGMIHS - IQAC - MINUTES OF MEETING

18th meeting:

A meeting of IQAC of MGM Medical College, Navi Mumbai was held on Thursday, 11th December 2015, at 2.00 pm in IQAC Cell Department, Central Medical Library, MGM Medical College, Navi Mumbai. The following members were present:

- | | |
|---|------------------------|
| 1. Dr Rishikesh | MGMIHS IQAC Member |
| 2. Dr. Rita Khadkikar | MGMIHS IQAC Member |
| 3. Dr. Padma | MGMIHS IQAC Member |
| 4. Dr. PiyushSinghania, Professor of Urology | Administrator |
| 5. Dr. Anahita Bhesania, Professor of Microbiology | Co-ordinator |
| 6. Dr. HarithaKumari, Associate Professor of Anatomy | Member (Pre Clinical) |
| 7. Dr. Kavita More, Assistant Professor of Biochemistry | Member (Pre Clinical) |
| 8. Dr. Hoogar M., Associate Professor of Pathology | Member (Para Clinical) |
| 9. Dr. SnigdhaSenapaty, Assistant Professor of Pharmacology | Member (Para Clinical) |
| 10. Dr. Pankaj Patil, Associate Professor of OBGY | Member (Clinical) |
| 11. Mr. Sachin Jadhav, Deputy Librarian, Central Library | Member (Non Teaching) |

Dr. Ashish Jadhav, Associate Professor of General Surgery, Member (Clinical), Ms. Vidya Athavale, Clerk, (Non-Teaching) were not present.

Agenda of the Meeting: To brief New MGM MC IQAC team about working policies of IQAC.

Minutes of Meeting:

1. A copy of blank IQAR form was handed to new IQAC team members.
2. The IQAC team was told to procure new log in ID & Password for each member &and to make a new email ID for MGM MC NM IQAC.
3. The letter head was shown to IQAC Co-ordinator who was informed to send all correspondence of IQAC on the same letter head.
4. The IQAC administrator was told to get stamps made for each member.
5. The team was showed the Indent Book ,the Inward register and Outward register
6. It was discussed and decided to allot 5 departments to each IQAC member to maintain & regulate the functions of quarterly IQAR collection & coordination and collection of feedback forms & their analysis

Co-ordinator
IQAC Cell
MGMIHS

18th day

18th IQAC meeting

Dr. S. K. Kaul
Dr. Rita M. K.
Dr. Rishikesh Wadke
Dr. Padma Ramesh

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R.A. Wadke
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MGMIHS - IQAC - MINUTES OF MEETING

18th meeting:

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- | | |
|---|------------------------|
| 1. Dr Rishikesh | MGMIHS IQAC Member |
| 2. Dr. Rita Khadkikar | MGMIHS IQAC Member |
| 3. Dr. Padma | MGMIHS IQAC Member |
| 4. Dr. PiyushSinghania, Professor of Urology | Administrator |
| 5. Dr. Anahita Bhesania, Professor of Microbiology | Co-ordinator |
| 6. Dr. HarithaKumari, Associate Professor of Anatomy | Member (Pre Clinical) |
| 7. Dr. Kavita More, Assistant Professor of Biochemistry | Member (Pre Clinical) |
| 8. Dr. Hoogar M., Associate Professor of Pathology | Member (Para Clinical) |
| 9. Dr. SnigdhaSenapaty, Assistant Professor of Pharmacology | Member (Para Clinical) |
| 10. Dr. Pankaj Patil, Associate Professor of OBGY | Member (Clinical) |
| 11. Mr. Sachin Jadhav, Deputy Librarian, Central Library | Member (Non Teaching) |

Dr. Ashish Jadhav, Associate Professor of General Surgery, Member (Clinical), Ms. Vidya Athavale, Clerk, (Non-Teaching) were not present.

Agenda of the Meeting: To brief New MGM MC IQAC team about working policies of IQAC.

Minutes of Meeting:

1. A copy of blank IQAR form was handed to new IQAC team members.
2. The IQAC team was told to procure new log in ID & Password for each member &and to make a new email ID for MGM MC NM IQAC.
3. The letter head was shown to IQAC Co-ordinator who was informed to send all correspondence of IQAC on the same letter head.
4. The IQAC administrator was told to get stamps made for each member.
5. The team was showed the Indent Book ,the Inward register and Outward register
6. It was discussed and decided to allot 5 departments to each IQAC member to maintain & regulate the functions of quarterly IQAR collection, Co-ordination and collection of feedback forms & their analysis

IQAC Cell



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ACTION TAKEN REPORT FOR 18th IQAC MEETING

1. A letter was drafted & sent to IT department for making a new log-in ID & password for each member of MGMMC IQAC team & to provide a new email ID for MGM MC NM IQAC.
2. A letter was drafted and sent to Store-In-Charge Mrs. Tara for getting stamps made for each MGM MC NM IQAC member.
3. Each Member of MGM MC, NM IQAC team was allotted 05 departments to regulate the functions of quarterly IQAR collection and compilation, collection of feedback forms and their analysis.

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

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Agenda

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- ① Dr. Rita Khadkikar
 - ② Dr. Rishikesh Wadke
 - ③ Mr. Tyagraj Marathe

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MGMIHS IQAC 19th Meeting Minutes

An Orientation meeting of IQAC of MGM Medical College, Navi Mumbai was held on Tuesday, 22nd December 2015, at 2.00 pm in IQAC Department, Central Library, MGM Medical College, Navi Mumbai. The following members were present:

- | | |
|--|------------------------|
| 1. Dr. Piyush Singhania, Professor of Urology | Administrator |
| 2. Dr. Anahita Bhesania, Professor of Microbiology | Co-ordinator |
| 3. Dr. Kavita More, Assistant Professor of Biochemistry | Member (Pre Clinical) |
| 4. Dr. Hoogar M.B., Associate Professor of Pathology | Member (Para Clinical) |
| 5. Dr. Snigdha Senapaty, Assistant Professor of Pharmacology | Member (Para Clinical) |
| 6. Dr. Pankaj Patil, Associate Professor of OBGY | Member (Clinical) |
| 7. Mr. Sachin Jadhav, Deputy Librarian, Central Library | Member (Non Teaching) |
| 8. Ms. Vidyadevi Athavale, Clerk, Central Library | Member (Non Teaching) |
| 9. Dr. Rita Khadkikar | IQAC MGMIHS |
| 10. Dr. Rishikesh Wadke | IQAC MGMIHS |
| 11. Mr. Tyagraj Marathe | IQAC MGMIHS |

Dr. Ashish Jadhav, Associate Professor of General Surgery, Member (Clinical), and Dr. Haritha Kumari, Associate Professor of Anatomy Member (Pre Clinical) were not present.

Agenda of the Meeting:

1. To discuss AQAR form.
2. To orient members regarding the activities carried out by the co-ordinator

Minutes of Meeting:

1. Meeting started at 2.00 pm.
2. The members were handed over the list of allotted departments and they were told to establish a friendly rapport with departmental co-ordinators.
3. There were some suggestions to change departments allotted to Dr. Haritha Kumari, Dr. Kavita More & Dr. Pankaj Patil. These were discussed and changes approved.
4. The members were given their individual Login ID & Password & also the MGM MC IQAC

Co-ordinator

Dr. Ashish Jadhav



MGM INSTITUTE OF HEALTH SCIENCES

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

Accredited by NAAC with 'A' Grade

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ACTION TAKEN REPORT FOR 19th IQAC MEETING

Meeting schedule was prepared by co-ordinator Dr. Anahita Hodiwala and was given to each member. It was approved by all members with minor change in the time of the meetings for Dr. Kavita More.

AQAR report was discussed in detail by Dr. Anahita Hodiwala & Dr. Kavita More.

Dr. Rita Khadkikar & Dr. Rishikesh Wadke gave their valuable inputs regarding filling of AQAR report.

It was decided to discuss the matter of constant absence of Dr. Ashish Jadhav with Dean sir.

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