

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

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

Internal Quality Assurance Cell

Date: 2nd July 2015

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

Attended:

1. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
2. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
3. Dr A. G. Shroff, Dean, MGM Medical College, Aurangabad (Administrative Officer)
4. Dr M.M. Khan, Dy Registrar MGM Medical College, Aurangabad
5. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
6. Dr. Rishikesh A. Wadke, Assist Prof. Community Medicine, MGMMC, Navi Mumbai (Teacher)
7. Ms Vishwas Sathe (Alumni)

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.

Dr. S. K. Kaul
Pro VC

Co-ordinator
IQAC Cell
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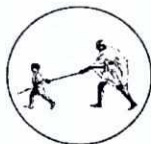
ACTION TAKEN REPORT FOR THE MEETING CONDUCTED ON 02 JULY 2015

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

Data was obtained in the required format.

Dr. S. K. Kaul
Pro VC

**Co-ordinator
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Internal Quality Assurance Cell

Date: 6nd July 2015

Venue: Pro-V.C Cabin, MGMIHS

Attended:

1. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
2. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
3. Dr A. G. Shroff, Dean, MGM Medical College, Aurangabad (Administrative Officer)
4. Dr M.M. Khan, Dy Registrar MGM Medical College, Aurangabad
5. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
6. Dr. Rishikesh A. Wadke, Assist Prof. Community Medicine, MGMMC, Navi Mumbai (Teacher)
7. Dr. Vishwas Sathe , Associate Prof., Anaesthesiology (Alumni)
8. Mrs Shamim Mosani, Assistant Registrar, MGMIHS

Agenda:

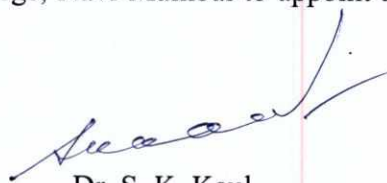
1. Discussion regarding the various committees of
 - a. MGM SBS Navi Mumbai and Aurangabad
 - b. MGM Medical College, Navi Mumbai and Aurangabad
 - c. MGM Hospital, Navi Mumbai and Aurangabad
 - d. MGMIHS
2. Discussion regarding
 - a. Topics to be presented at the meeting
 - b. Program itinerary
 - c. Tentative topics can include AQAR and its analysis, QCAR and its analysis, Students feedback analysis, action plan for activation of various committees.
3. Discussion regarding replacement for Dr. Shaunak
4. Discussion regarding urgent requirement of a permanent clerk for IQAC.

Minutes of the meeting:

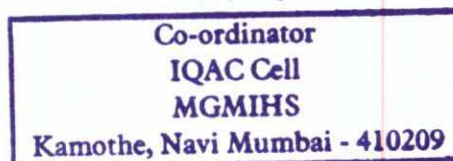
1. According to Pro VC sir, since the formation of all the above committees is mandatory hence Aurangabad Medical College, Hospital and SBS need to comply with the same and send details to MGMIHS IQAC. It was decided that Dr. Khan from Aurangabad needs to be contacted and the details of the committees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

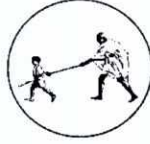
2. It was decided to hold the Institutional Committees Review Meeting on 9th July 2015 (Thursday). The following operational issues were decided upon for the meeting
 - a. Date: 9th July 2015
 - b. Venue: Hospital Auditorium
 - c. Time: 2.00 p.m. onwards
 - d. Persons to be invited: Dean MGM Medical 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 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. 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.

3. Pro VC was to discuss with Dean MGM Medical College, Navi Mumbai to appoint a faculty in place of Dr. Shaunak



Dr. S. K. Kaul
Pro VC





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Date: 1st September 2015

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

Attended:

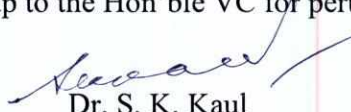
1. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
2. Dr. Z. G. Badade, Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
3. Dr. N .C Mohanty, Jt Controller of Examination, MGMIHS, Navi Mumbai
4. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
5. Dr M.M. Khan, Dy Registrar MGM Medical College, Aurangabad
6. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
7. Dr. Rishikesh Wadke, Assist Prof. Community Medicine, MGMMC, NM (Teacher)
8. Dr. Padma Ramesh, Prof ENT, MGMMC, Navi Mumbai (Teacher)

Agenda:

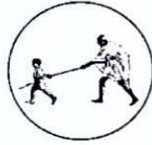
1. Briefing of Pro VC regarding initiatives taken to prepare the AQAR for 2015.
2. Discussion regarding points to be sent to NAAC for recommendations regarding "Inputs for Nation-wide consultation on New Education Policy" vide NAAC email dated 26th August 2015.

Minutes of the meeting:

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 to be collated in a the work was proceeding as expected and advised that all relevant inputs need to be collated in a methodical manner.
2. It was decided that "Inputs for Nation-wide consultation on New Education Policy" were to be requested from all Heads of the departments and put up to the Hon'ble VC for perusal.


Dr. S. K. Kaul
Pro VC

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ACTION TAKEN REPORT FOR THE MEETING CONDUCTED ON 01ST SEPTEMBER 2015

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.

Dr. S. K. Kaul
Pro VC

Co-ordinator
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