



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 : registrara@mgmuhhs.com ; Website : www.mgmuhhs.com

Internal Quality Assurance Cell

An online University IQAC meeting was held on 20/11/2020 from 11.00am to 1.00pm in the Conference Hall, 3rd Floor, MGMIHS, Navi Mumbai.

Members Present:

S. No.	Name of the Member	Designation
1.	Dr. Shashank D. Dalvi	Vice Chancellor, MGMIHS(Chairperson)
2.	Dr. N. N. Kadam	Pro-Vice Chancellor, Navi Mumbai(Management)
3.	Dr. P. M. Jadhav	Vice Chairman, MGM Trust(Society)
4.		
5.	Dr. Swati Shiradkar	Professor. OBGY, MGMIHS, Aurangabad (IQAC Coordinator at Aurangabad Campus)
6.	Dr. Rajesh B Goel	Registrar, MGMIHS, Navi Mumbai(Administrative Officer)
7.	Dr. Rajesh Kadam	Deputy Registrar, MGMIHS, Aurangabad(Administrative Officer)
8.	Dr. Sabita Ram	Director Research, MGMIHS, Navi Mumbai(Administrative Officer)
9.	Dr. G. S. Narshetty	Dean, MGMMC, NM
10.	Dr. R. B. Bohra	Dean, MGMMC, Aurangabad
11.	Dr. Mansi Thakur	Principal, MGMSBS, Navi Mumbai
12.	Dr. Rajani Mullerpatan	Principal, MGMSOP, Navi Mumbai
13.	Dr. Rinkle Malani	Principal, MGMSOP, Aurangabad
14.	Dr. Uttara Deshmukh	Principal, MGMUDPO, Navi Mumbai
15.	Dr. Dase	Principal & IQAC Co-ordinator of MGMSBS, Aurangabad
16.	Dr. R. S. Inamdar	Professor. & HOD, Physiology, MGMMC, Navi Mumbai(Teacher)
17.	Dr. Gautam Shroff	Professor and HOD Anatomy, MGMMC, Aurangabad(Teacher)
18.	Dr. Parineeta Samant	Professor and HOD, Biochemistry, MGMMC Navi Mumbai(Teacher)
19.	Dr. R. Ponchitra	Professor MGMCON, Navi Mumbai(Teacher)
20.	Dr. Bhavana Junagade	Associate Prof. Anatomy, MGMMC, Navi Mumbai(Teacher)
21.	Dr. Mamta Shetty	Assistant Prof., MGMSOP, Navi Mumbai(Teacher)
22.	Dr. Sameer Kadam	Alumnus, MGMIHS, Navi Mumbai(Alumni)
23.	Dr. Saloni Desai	Hospital Administration, MGM School of Biomedical Sciences, Navi Mumbai
24.	Dr. Snigdha Misra	IQAC Co-ordinator of MGMMC, Navi Mumbai
25.	Mr. Subhasish Paikray	IQAC Co-ordinator of MGMIUDPO, Navi Mumbai
26.	Dr. Srivalli Natarajan	IQAC Co-ordinator, MGMDCH, Navi Mumbai(External invitee)
27.	Dr. Vishnu Patil	IQAC Co-ordinator, Deogiri College, Aurangabad (External invitee)
28.	Ms. Taral Patil	UG Student, MGMMC, Aurangabad (Student)

Dr. Rita M. Khadkikar ,Associate Professor. Physiology, IQAC Coordinator, MGMIHS, Navi Mumbai(IQAC Coordinator)



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The following members showed their inability to attend the meeting

Sr. No	Name of the Member	Designation
1.	Dr. S. N. Kadam	Director, Trustee, MGMIHS (Management)
2.	Dr A. G. Shroff	Medical Director, MGM Medical College, Aurangabad (Administrative Officer)
3.	Dr. Prabha K. Dasila	Principal, MGMCON, NM
4.	Dr. Pravin Suryavanshi	Professor and HOD Surgery, MGM Medical College, Aurangabad (Administrative Officer)
5.	Dr. Jaishree Ghanekar	Professor.& HOD Medicine, MGMMC, Navi Mumbai (Teacher)
6.	Dr. Rohit Jacob	PG Student, MGMMC, Aurangabad (Student)
7.	Dr. Ashwin Balasubramanian	PG Student, MGMMC, Navi Mumbai (Student)
8.	Mr. Akshat Mishra	UG Student, MGMMC, Navi Mumbai (Student)
9.	Ms. Anusha Hingorani	UG Student, MGMMC, Navi Mumbai (Student)
10.	Dr. Kiran Mali	Alumnus, MGMIHS (Alumni)
11.	Dr. Ajay Bhagwanrao Kale	Alumnus, MGMIHS, Aurangabad (Alumni)
12.	Adv. Ranjit Bhosale	Legal Expert
13.	Dr. Amrita Ghosh (PT)	IQAC Co-ordinator of MGMSOP, Navi Mumbai
14.	Dr. Payal Murkudkar (PT)	IQAC Co-ordinator of MGMMC, Navi Mumbai

Agenda for University IQAC meeting

1. Post facto approval for AQAR 2018-19.
2. Discussion & updates of AQAR 2019-20.
3. AQAR 2020-21 (Health Sciences format).
4. Preparation by Departments in view of NAAC of 2nd Cycle reaccreditation.
5. Future plans of IQAC initiatives.
6. Any other suggestion / query for discussion.



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Hon'ble Vice Chancellor Dr. Shashank D. Dalvi Sir welcomed all the members in the meeting. He spoke on following points.

Item No 1.

It was mentioned that AQAR 2018-19 was uploaded on the NAAC, HEI portal on 27th October 2020 and the PDF of AQAR on MGMIHS website. The PDF uploaded documents were shared with the members. Dr P.M. Jadhav Sir said that before uploading any AQAR it must be put forth to the authorities and the IQAC committee for the feedback, suggestions and approval. Dr R.S. Inamdar suggested that all the faculty need to be oriented about the AQAR. IQAC co-ordinator Dr Rita Khadkikar mentioned that the data was based on that submitted in the SSR (Self-Study Report and assured that henceforth all the data will be presented to the authorities in the future prior to the submission.

AQAR 2018-19 was approved post-facto

Item No 2.

Regarding AQAR 2019-20 all the institutes had submitted the data from 1st July 2019 to 30th June 2020 which has been compiled and annexures were being verified. But as per UGC guidelines it was decided to consider the academic year up to 31st October 2020. Based on the new development MGMIHS decided to prepare AQAR 2019-20 from 1st July 2019 to 31st October 2020. All the data will be as per the General university format. There was discussion whether the period must be extended. Hon'ble Vice chancellor said that MGMIHS would communicate to NAAC about the date details for 2019-2020. Dr P.M. Jadhav Sir suggested that any huge data for verification must be sent before the meeting to get valuable inputs. It was agreed that the compiled 2019-2020 AQAR with the check list will be submitted for suggestions in the next IQAC meeting.

AQAR 2019-20 to be compiled by 31st December 2020.

Item No 3.

It was mentioned that for the AQAR 2020 -2021, Manual for Health Sciences University needs to be followed which is similar to the format provided in the SSR. It also provides the data templates for entry of the quantitative data. The new final AQAR manual was uploaded on the NAAC website on 26th October 2020. The documents were shared with the members. The data to be included will be from 1st November 2020 to 31st August 2021. The final documents and Data templates will be mailed to all concerned units.

To hold a separate meeting for AQAR 2020-21.



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Item No 4.

For preparation of NAAC peer team visit for 2nd cycle reaccreditation process a PPT was presented and mailed to all the institutes in December 2019.

Regarding preparation of **PPT and Brochures** by the Department and Institutes guide lines were already provided which was again presented by Dr Rita Khadkikar. Hon'ble Vice Chancellor suggested the departments can add important extra points. Dr. P.M. Jadhav suggested to give a timeline for submission of softcopies of the PPT and Brochures as 1st December 2020. It was mentioned that a high level committee will be appointed for providing suggestions at the university level. Hon'ble Vice Chancellor also emphasized that for NAAC

34 departments were shown, so PPT at both campuses should be presented together at the time of Peer team visit. Dr. P.M. Jadhav suggested separate PPT must be prepared and presented at each campus.

With respect to **Décor of the department** the sample pattern of boards was presented. Hon'ble Vice Chancellor suggested boards must have tabular format with serial number, names with their designation. This would give idea about sufficient staff. There was discussion that the boards were already prepared at Aurangabad campus. They were in the form of plates which could be painted and replaced. Replacing the boards would now be unnecessary expenditure. Navi Mumbai campus requested to send a sample of their boards. Dr P. M. Jadhav suggested a board at Deans Office of both the campuses indicating the number of staff in each department for projecting sufficient staff. Dr R.S. Inamdar said that head count is important for MCI/NMC.

Regarding **Departmental evaluative reports (DER)**, a list of 34 departments was presented. Some departments are functioning at both the campuses and few in either of the campus. Scanned copies of the reports of few departments were also presented. Dr P.M. Jadhav clarified whether Fellowship programs were included as a program in the DER, which was confirmed.

Regarding **Departmental files**, it was decided to show Mandatory files and desirable files and any other specific file for the department. Accordingly, of 27 files planned, 22 were labelled as mandatory, each file will have a specific number example Syllabus will be File number 1. Dr R.S. Inamdar suggested to have E-files rather than Physical files. Dr Vishnu Patil External invitee, IQAC coordinator Deogiri College, Aurangabad said that it is important to have both in case the team wishes to see the hard copy for certain points. He suggested to have similar files with same color, name number with same font size of labels. Hon'ble Vice Chancellor suggested common purchase of files. For **institutional files**, a total of 28, a separate file of achievements were suggested. Dr R.S. Inamdar said that it would already be displayed at the Hall of Fame.



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At **University level** Dr P.M Jadhav suggested to have Budget report of 5 years, 5 years annual reports in addition to the files mentioned. He asked to mail the list to all the institutes. Dr Vishnu Patil mentioned for the budget files should include finance committee meetings agenda, attendance, minutes and audited reports. He mentioned that we must be ready to show the documents and also anticipate the questions. Hon'ble Vice Chancellor suggested to have the accreditation status certificates which needs to be displayed (check validity period). The files for Director Research need to be kept ready. Dr. Shrivalli mentioned that value added course files need to be included. Dr. Rita Khadkikar responded that they were included in the syllabus files. Dr. P. M. Jadhav suggested to Dr. Shrivalli to follow guidelines for preparing SSR as per Health Sciences manual for the 2nd cycle Reaccreditation of MGM dental college.

Please find enclosed the list of files as an annexure.

For rehearsal of NAAC peer team visit, a mock visit will be organized soon.

Item No 5.

Regarding the IQAC initiatives it was planned to establish authentic system for enhancement of value added courses, strengthen feedback process and mentor-mentee system. It was decided that each institute must have one member in charge for each of the above activities. Regarding feedback, we need to fulfil all the criteria of collecting, analyzing the feedback and making a report based on which the action will be taken and the impact will be studied. The feedback report shall then be uploaded on the respective websites.

Mentor-mentee system is different at both the campuses. Aurangabad campus follows a vertical system where a mentee will have the same mentor throughout his/her curriculum and Navi Mumbai campus follows a horizontal mentor system where mentee will have different mentors at each phase.

Dr. P. M. Jadhav suggested that the value added courses, feedback and mentor-mentee system must be implemented in a proper manner. We need to improve the curriculum and increase the number of collaboration and resource funds. We need to make the students competent for solving MCQs and prepare them for exit exams.



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Item No 6.

Dr. R. S. Inamdar mentioned that IQAC workshops provide a road map for NAAC with valuable information. Hon'ble Vice Chancellor suggested Dr. R. S. Inamdar for conducting a webinar for all faculties of MGMIHS to sensitize and implement the program outcomes and course outcomes.

Dr. VishuPatil mentioned that the future plans for IQAC must be included in the NAAC presentation criterion wise. It can be the same as included in the AQAR. He also mentioned the importance of the staff appraisal for the teaching and non-teaching which needs to be implemented in a proper manner. He emphasized a structured mentor-mentee program with feedback from Alumni as to how it helped them can give inputs for areas of improvement. Dr. R. S. Inamdar mentioned the peer team visit will be vigilant on the measures taken during the COVID-19 pandemic, how well it was managed with respect to online teaching-learning and research projects.

Hon'ble Vice Chancellor said he would include the above in his presentation during NAAC peer team visit. Dr. P. M. Jadhav asked to send the documents which will be presented in the meeting in advance to all the members to get their inputs.

The meeting ended by vote of thanks offered by Dr. Rita Khadkikar.

Dr. Rita Khadkikar
University IQAC Co-ordinator
MGMIHS

Dr. Shashank Dalvi
Vice Chancellor
MGMIHS

