

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: 25-06-2014

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


Attended:

1. Dr. S N Kadam, Hon'ble Vice Chancellor, MGMIHS, Navi Mumbai (Chairperson)
2. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
3. Dr. P M Jadhav, Vice Chairman, MGM Trust (Society)
4. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
5. Dr. Chander Puri, Pro VC Research, MGMIHS, Navi Mumbai (Administrative Officer)
6. Dr A. G. Shroff, Dean, MGM Medical College, Aurangabad (Administrative Officer)
7. Dr. Shaunak Ajinkya, Prof., Psychiatry, MGMMC, Navi Mumbai (Teacher)
8. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
9. Dr. Rishikesh A. Wadke, Assis Prof. Community Medicine MGMMC, Navi Mumbai (Teacher)
10. Dr. Megha Chopra, UG Student, MGMMC, Navi Mumbai (Student)

MINUTES OF MEETING

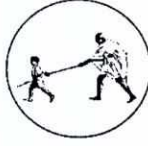
1. Meeting was called to constitute an IQAC cell for MGMIHS, Navi Mumbai
2. The importance of IQAC, its constitution, objectives and functions were emphasized and highlighted by the Hon. Pro-Vice Chancellor.
3. The following members were discussed to be appointed for the IQAC cell for MGMIHS, Navi Mumbai:
 - 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 Community Medicine, 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 Upgradation 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



Dr. S. K. Kaul
Pro VC

**Co-ordinator
IQAC Cell
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ACTION TAKEN REPORT FOR MEETING CONDUCTED ON 25-06-2014

1. The following faculty members were appointed to prepare combined IQAC report of MGMIHS, Navi Mumbai and MGMIHS under the guidance of Hon. Pro Vice Chancellor

- a. Dr Shaunak Ajinkya, Professor, Dept of Psychiatry, MGMIHS, Navi Mumbai
- b. Dr Rita Khadkikar, Associate Professor, Dept of Physiology, MGMMC, Navi Mumbai
- c. Dr Rishikesh Wadke, Assistant Professor, Dept of Community Medicine MGMMC, Navi Mumbai

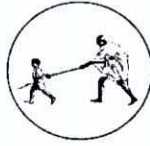
The above committee was directed to report to Pro Vice Chancellor as per Office order no. MGM/MED-C/2014/2081 dated 20-11-2014.

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 units under MGMIHS
5. The hard copies of previous quarters which were sent by departments to MGMIHS were collected.
6. A compiled report from the hard copies was prepared.

Dr. S. K. Kaul

Pro VC

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Internal Quality Assurance Cell

Date: 09th December, 2014

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. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
4. Dr. N. C. Mohanty, Jt. Controller of Examination, MGMIHS, Navi Mumbai (Administrative Officer)
5. Dr. Chander Puri, Pro VC Research, MGMIHS, Navi Mumbai (Administrative Officer)
6. Dr A. G. Shroff, Dean, MGM Medical College, Aurangabad (Administrative Officer)
7. Dr. Shaunak Ajinkya, Prof., Psychiatry, MGMMC, Navi Mumbai (Teacher)
8. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
9. Dr. Rishikesh A. Wadke, Assistant Prof. Community Medicine MGMMC, Navi Mumbai (Teacher)
10. Dr. Vishwas Sathe, Associate Prof., Anaesthesiology (Alumni)

Minutes of the meeting:

1. The meeting started with briefing of activities conducted by IQAC cell till date. The IQAC team informed the Pro VC those 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 till date. Dr. S.K Kaul suggested that we need to sensitized the staff and strengthen the three tier system of IQAC to get the authentic data on time for compilation.

2. Board of management meeting review regarding IQAC: Hon. Pro VC 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)

3. A full time secretary at-least for the entire month following each quarter and on Wednesdays and Fridays during other months. The secretary would be involved in data entry of all reports and tracing the same from various departments.

4. 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 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.

5. 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.

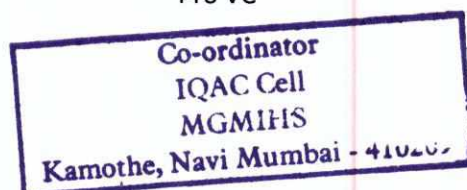
6. It was decided that IQAC team member to be given the signing authority for all minor indents like stationery etc. An indent book was decided to be maintained for the same.

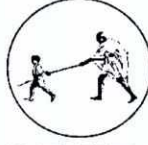
7. A format of the stamp for IQAC coordinator and cell was decided to be given to secretary - Pro VC for immediate action.

8. 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.



Dr. S. K. Kaul
Pro VC





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ACTION TAKEN REPORT FOR THE MEETING CONDUCTED ON 09th December, 2014

1. A circular from 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.

Dr. S. K. Kaul

Pro VC

**Co-ordinator
IQAC Cell
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MGMIHS – Internal Quality Assurance Cell

Date: 5th January 2015

Venue: Hospital Auditorium 2 floor from 10am to 12noon.

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. N. C. Mohanty, Jt. Controller of Examination, MGMIHS, Navi Mumbai (Administrative Officer)
4. Dr A. G. Shroff, Dean,, MGM Medical College, Aurangabad (Administrative Officer)
5. Dr. Shaunak Ajinkya, Prof., Psychiatry, MGMMC, Navi Mumbai (Teacher)
6. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
7. Dr. Rishikesh A. Wadke, Assis Prof. Community Medicine MGMMC, Navi Mumbai (Teacher)
8. Dr. Vishwas Sathe , Associate Prof., Anaesthesiology (Alumni)

MINUTES OF MEETING:

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

1. 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 Superintendent Dr. Salgotra, 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 In-charge, Dr. Ujjawala Maheshwari. All the HODs of various departments with their departmental co-ordinator

2. Hon Pro VC 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 sub-parts 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.

3. 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 | Co-ordinator | quality of the System of the institute.

4. 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 Dean's office after which it will be submitted to the Pro VCs Office which will then be handed over to the IQAC for compiling.



Dr. S. K. Kaul

Pro VC

IQAC Coordinator

MGMIHS

**Co-ordinator
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Internal Quality Assurance Cell

Date: 2nd February 2015

Venue: Pro-V.C Cabin, MGMIHS

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. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
4. Dr A. G. Shroff, Dean, MGM Medical College, Aurangabad (Administrative Officer)
5. Dr. Shaunak Ajinkya, Prof., Psychiatry, MGMMC, Navi Mumbai (Teacher)
6. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
7. Dr. Rishikesh A. Wadke, Assistant Prof. Community Medicine MGMMC, Navi Mumbai (Teacher)
8. Dr. Vishwas Sathe, Associate Prof., Anaesthesiology (Alumni)
9. Mrs Shamim Mosani, Assistant Registrar, MGMIHS

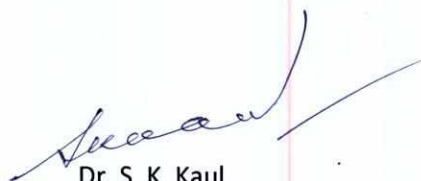
Agenda:

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

Minutes of the Meeting:

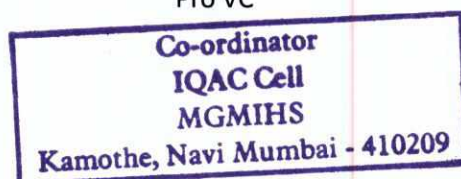
1. It was decided that the link in the website will be provided just prior to submission of the report.
2. The Committee composition will be provided.
3. The external financial audit for the university MGMIHS is conducted Mr. Ashok Patil & Co, Chartered accountants, Aurangabad.
4. The points of various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

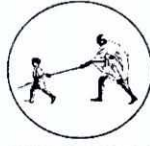
6. Point 2.12 was discussed in detail regarding IQACs role in contributing, monitoring & evaluating the teaching learning processes
7. It was decided that IQAC will also review all the committees & a meeting will be planned at the end of this month with all the committees where the chairpersons will 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 Dean's 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.



Dr. S. K. Kaul

Pro VC





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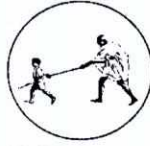
Internal Quality Assurance Cell

ACTION TAKEN REPORT FOR MEETING CONDUCTED ON 02ND FEBRUARY, 2015

1. Discussion held with Mr. Patrick and instructions given to him for creating a link in the website for online submission of AQAR.
2. 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 hospital), Mr. Anil (Kalamboli hospital) and Mr. Bhima Patil (MGMIHS) were designated as the key persons from where financial data would be obtained.
3. Regarding maintenance charges for ICT— Mr. Patrick was asked to clarify the low expenditure on the same.
4. 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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Internal Quality Assurance Cell

Date: 10th February 2015

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

Attended:

1. Dr. S N Kadam, Hon'ble Vice Chancellor, MGMIHS, Navi Mumbai (Chairperson)
2. Dr. S. K. Kaul, Pro VC, MGMIHS, Navi Mumbai (IQAC Coordinator)
3. Dr. P M Jadhav, Vice Chairman, MGM Trust (Society)
4. Dr. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
5. Dr. Chander Puri, Pro VC Research, MGMIHS, Navi Mumbai (Administrative Officer)
6. Dr A. G. Shroff, Dean, MGM Medical College, Aurangabad (Administrative Officer)
7. Dr. Shaunak Ajinkya, Prof, Psychiatry, MGMMC, Navi Mumbai (Teacher)
8. Dr. Rita M Khadkikar, Associate Prof. Physiology, MGMMC, Navi Mumbai (Teacher)
9. Dr. Rishikesh A. Wadke, Assis Prof. Community Medicine MGMMC, Navi Mumbai (Teacher)

Agenda:

1. Progress of AQAR preparation
2. SWOT Analysis
3. Future Plans

Minutes of the meeting :

1. Minutes of the last meeting were read and approved by the 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 annexure 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
8. Regarding Criterion 3.25 - add annexure 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 annexure 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 staffs were also extended health benefits at the MGM hospitals at subsidized costs". Also add annexure to support it.
20. Regarding Criterion 6.14 - needs to obtain data for utilization of solar energy (e.g. water heaters, kitchens, street lights) and water harvesting and E-waste -Central pollution board.
21. 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.

22. Regarding point no 8 of AQAR report i.e. Plans of MGMIHS for the future, the following plans 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. increase collaborations and linkages with National and International Agencies and institutions.
- d. Increase the number of course/ programs in medical and allied health sciences.
- e. Introducing new super-specialties like DM Neurology, and Mch Neurosurgery,
- f. Introduction Competence Based Curriculum for the undergraduate medical students.



Dr. S. K. Kaul

Pro VC

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MGMiHS – Internal Quality Assurance Cell

ACTION TAKEN REPORT FOR THE MEETING CONDUCTED ON 10TH FEBRUARY, 2015.

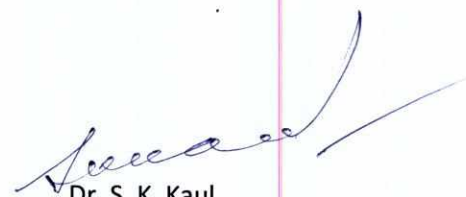
1. Regarding Criterion 3.1 — IQAC identified departments which have less number of projects and publications and encouraged them for taking corrective measures.
2. Regarding Criterion 3.10 —annexure for Revenue through Consultancy from Aurangabad and Genetics Dept Navi Mumbai was obtained.
3. Regarding Criterion 3.16 —proof of patent applications as annexure from Biochemistry (SBS) and Biotechnology was obtained.
4. Regarding Criterion 3.20 — 1st year PhD students as JRF and 2nd /3rd year PhD students as SRF were included.
5. Regarding Criterion 3.25 — annexures for extension activities were added
6. Regarding Criterion 4.1 — values of new equipments of Navi Mumbai + Aurangabad were combined.
7. Regarding Criterion 4.2 — "Computerization of the University administration and linking it-with the institutions was approved.
8. Regarding Criterion 4.3 — Library details of both Aurangabad and Navi Mumbai were compiled
9. Regarding Criterion 4.4 — Technology up-gradation, statistics for both Aurangabad and Navi Mumbai were compiled
10. Regarding Criterion 5.3 — annexures for demand-ratio and drop percentage were added
11. Regarding Criterion 6.3.5 — Statistics of No. of beds in Hospital at MGM Aurangabad was obtained.

12. Regarding 6.11 i.e. Activities and support from Alumini Association, Pro VC and IQAC team personally spoke to Dr. Kiran Mali, (Chairman) and Di 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/annexure regarding alumni association.

13 Regarding Criterion 6.12 —Annexure for PTA was added

14. 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 staffs were also extended health benefits at the MGM hospitals at subsidized costs. The same activities were reflected in the AQAR.

15. 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.



Dr. S. K. Kaul

Pro VC

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Internal Quality Assurance Cell

Date: 1st April 2015

Venue: Pro-VC Cabin, MGMIHS

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. Rajesh B Goel, Deputy Registrar, MGMIHS, Navi Mumbai (Administrative Officer)
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8. Dr. Vishwas Sathe , Associate Prof., Anaesthesiology (Alumni)
9. Ms. Megha Chopra, UG Student
10. Mrs Shamim Mosani, Assistant Registrar, MGMIHS

Agenda:

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

Minutes of the meeting:

1. The meeting of IQAC team with 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 database would 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 28-04-2015 Tuesday 2.00 pm to 3:30 pm, 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 C would also be attending this meeting.

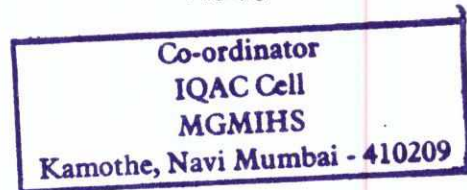
5. Nursing Director Rama was directed to submit the final list of the Hospital Committees approved by the Medical Superintendent.

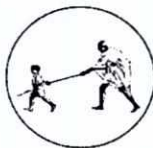
6. To prepare a blueprint for the agenda of the IQAC sensitization program for Committees.

7. All the above letters CC to be sent to Hon'ble VC and Registrar MGMIHS.



Dr. S. K. Kaul
Pro VC





MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

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Internal Quality Assurance Cell

ACTION TAKEN REPORT FOR THE MEETING CONDUCTED ON 01ST APRIL, 2015

The meeting of IQAC team with the departmental coordinators was conducted on 08-04-2015.

1. The main agenda of the above meeting was as follows:

- A. IQAC coordinators were guided in filling up the reports for the first quarter (Jan to Mar) of the year 2015
- B. Feedback on the previously submitted reports was given
- C. Feedback on the analysis of the AQAR 2014 was given
- D. All the criteria of the AQAR were extensively discussed and queries regarding the same were answered.
- E. A digital database was provided to them so that they also can maintain an IQAC departmental database.

2. The final list of the Hospital Committees approved by the Medical Superintendent was received.

3. Activation and sensitization of various committees was planned on 9th July 2015, Thursday from 2-3.30pm at seminar hall, 2nd floor, MGM Hospital, Kamothe.

Dr. S. K. Kaul
Pro VC

**Co-ordinator
IQAC Cell
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