



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
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NO.MGM/DCH/IQAC/ 001/2021

Date: 11 /01/2021

Minutes of the IQAC core committee meeting held on 1st January 2021

The meeting was attended by the following members of the IQAC MGMDCH:

1. Dr. Vanitha Shenoy - Chairperson
2. Dr. Srivalli Natarajan - Coordinator
3. Dr. Sudhir Kadam - Member (Management)
4. Dr. P.M. Jadhav - Member (Management)
5. Dr. Padmakar Baviskar - Member (Alumni)
6. Mr. Birendra Kumar - Member (Admin)
7. Mr Rajnikanth Nalawade - Member (librarian)
8. Mr. Makhijani - Member (IT)

Dr. Nitin Kadam, Dr. Jigna Pathak, Dr. Vineet Kini, Dr. Paresh Thakkar and Mrs. Shobha Karnik had indicated their inability to attend the meeting due to personal reasons.

The following were the agenda points for the IQAC meeting of the MGM Dental College and Hospital, Kamothe held on 1st January 2021 on virtual platform at 10:00 am.

1. Confirmation of the minutes of the previous meeting held on 10th September 2019.
2. Action taken report on the minutes of the previous meeting held on 10th September 2019.
3. Approval of AQAR for July 2019 – June 2020.
4. Discussion of new AQAR format applicable from 2021-2022.
5. Induction of new members.
6. Any other matter with permission of the chair.

Minutes of the meeting:

Agenda 1: Confirmation of the minutes of the previous meeting held on 10th September 2019.

The minutes of the previous meeting were read out by the Coordinator Dr. Srivalli Natarajan and were confirmed by all the members of the IQAC.

Agenda 2:

Action taken report on the minutes of previous meeting held on 10th September 2019

Agenda	Discussions/Suggestions during meeting held on 10/09/2019	Resolutions	Current status
Agenda 1: Confirmation of the minutes of the previous meeting held on 07 th March 2019.	The minutes of the previous meeting were read out by the Coordinator Dr. Srivalli Natarajan and were confirmed by all the members of the IQAC. (Annexure. 01)	NA	Action completed
Agenda 2: Pending items from the minutes of previous meeting held on 07 th March 2019	a. Ph. D guides Seven faculty applications members have been approved as Ph. D guides Dr. Vanitha informed Ph.D. inspection took place on 7 th December 2020. (Annexure. 02)	It was suggested to follow up in MUHS about the results of the inspection.	Action completed.
	b. Composition of the new NSS board. It was suggested to include Dr. Sabita Ram's name as an advisor in place of Dr. P. M. Jadhav. (Annexure. 03)	Dr. Sabita Ram's name has been included as an advisor in place of Dr. P. M. Jadhav	Action completed.
	c. Faculty/students exchange program The members opined that at least 5 collaborations per year are to be made of faculty & student exchange programs every year.	It was assured this year the collaborations will be implemented as MOU's are under finalization for the same.	Action under progress
	d. Proposal for Fellowship /Certificate courses to be submitted to the MUHS. It was informed that all four proposals submitted in MUHS have been granted but due to the pandemic, students cancelled their seats of the fellowship courses in 2020. One student has taken admission and is attending in Endodontics course in the Department of Conservative Dentistry and Endodontics.	The admission for fellowship seats will be filled after the admission starts on around March 2021 by the MUHS.	Action complete.

		<p>e. Reconstructing the website in accordance with NAAC requirements Website has been completely redesigned. It has been constructed on the same lines as the MGMIHS website.</p>	<p>It was suggested that the website should be up and functioning completely. It needs to be reviewed periodically and missing data to be added. Mr. Makhijani of IT was requested to do the needful for the timely update. It was requested to Dr. Sudhir Kadam sir that Mr. Makhijani should dedicate one day per week for dental in IT Department.</p>	Action completed
		<p>f. Institutional research policy The Proposal for institutional research policy was presented.</p>	<p>It was resolved that based on income expenditure statement of the institution funds (5%) need to be allotted for research heads. (Annexure. 05)</p>	Action Pending.
		<p>g. Incubation and Innovation centre – MGMDCH The proposals are submitted to MGMIHS presently as there is no registered I&I centre in the institution</p>	<p>Dr. Jadhav suggested to collaborate with MGMIHS and to register the I&I centre under Section 8 of company act.</p>	Action Pending.
Agenda 3: Approval of AQAR for July 2018 – June 2019.		<p>a. Quantitative figures with exact date to be entered in the new AQAR format and uploaded.</p>	<p>The new format of AQAR for 2018-19 filled and uploaded and acknowledgement received. (Annexure 06)</p>	Action completed
		<p>b. Internal Assessment Audit Study to be undertaken to see if the performance of students in the internal assessment exam and that in the university exams where on par with no gross disparity.</p>	<p>Comparison of IA performance and university exam results can be done following declaration of 2020 summer results examination of which were held only in December 2020 due to the Pandemic.</p>	Action pending.
		<p>c. NAAC sponsored workshop</p>	<p>Dr. Pius, IQAC coordinator of Ruia College had been contacted and She had consented to conduct an workshop on Criteria 7. However it could not be undertaken due to the pandemic. Suitable date will be sought and the programme conducted in near future.</p>	Action Under process

		<p>d. Criteria I</p> <p>i. Commencement of certificate courses. It was inquired if MGMDCH could apply for an autonomous status as it had the requisite grading from NAAC to be eligible for the same.</p>	<p>Details of trust and Indemnity Bond are awaited for submission of file.</p>	<p>Action under process</p>
		<p>ii. All faculty must enroll for the ATLS course. Also all MDS students in Oral and Maxillofacial Surgery should do a course in ATLS.</p>	<p>02 faculty from Oral Surgery department have enrolled for ATLS course.</p>	<p>Action Complete.</p>
		<p>ii. In a span of 05 years, at least 25 value added programs should be conducted.</p>	<p>Atleast 2 Proposals from each department has been sought for VAC for the A.Y. 2020-21</p>	<p>Action Under process</p>
		<p>iii. Measures should be taken to ensure that at least 85% of the students are involved in giving the feedback.</p>	<p>Curricular feedback has been taken for the A.Y. 2019-20. However Analysis and Action taken is pending</p>	<p>Action under process.</p>
		<p>iv. It was suggested that it may be more prudent to keep some reference books of dental subjects in the medical college which will help students have easy access to books after the library working hours of the dental college and also for sharing the E- library facility in the medical college with the dental students.</p>	<p>Letter of request for utilization of Medical college library has been sent to the Dean, MGM Medical College which has been approved by Medical Director.</p>	<p>Action completed.</p>
		<p>v. It was resolved by the members that imparting effective communication skills should be one of the best practices of the institution. In order to facilitate this it should be a part of every induction program, both at the UG and PG level. It was offered by the IQAC coordinator of the MGMIHS that the dental college students may also attend the induction program organized by the MGMIHS.</p>	<p>Allotted to Public Health Dentistry department Dr. Vaibhav to organize the communication skill workshop. Dates will be chosen as per speakers convenience and conducted.</p>	<p>Action completed.</p>

		vi. The journal clubs which features as a routine in PG courses is one of the most effective ways of adopting EBA in teaching.	Journal clubs are being conducted regularly for PG students. I MDS students have also been trained and encouraged to undertake LD in the form of Literature/Systematic review which the first batch (2018-2021) batch has first submitted.	Action completed.
		e. Criteria II i. MOUs should be signed with MGMIHS indicating this sharing of services of Medical Faculty and infrastructure which is acceptable as per DCI norms.	MOU has been signed with MGMIHS indicating sharing of services of Medical Faculty and infrastructure which is acceptable as per DCI norms July 2016 to June 2021 (Annexure 07)	Action completed.
		ii. Fully loaded media room already exists in the MGM Aurangabad campus and that the faculty should be sent there on rotational basis to make use of the same. It was also therefore, suggested that a MOU should be signed with MGM Aurangabad to facilitate the same.	Efforts and deliberations are on under the guidance of Medical Director to establish a media room in the campus. (Annexure 08)	Under process.
		iii. It was suggested that the mentors should be sensitized every month and they in turn should sensitize the mentees on the importance of the SSS.	Mentor-mentee meetings are being conducted regularly. The feedback formats would be discussed again with the mentors so that they could sensitize their mentees for a meaningful response.	Action under process.
		f. Criteria 3 i. It was suggested that the faculty participation in the programs on IPR conducted by MGMIHS should be included.	Inclusion of list of participants in IPR programs conducted by MGMIHS done. Programs to be organized by MGMDCH on IPR pending.	Action pending.
		ii. Appreciation letters to be signed from Gram Panchayats where extension activities are carried out.	Public Health Dentistry department has been communicated about this requirement.	Action under process.
		iii. It was resolved that the existing inventory of computers should be thoroughly checked and	Purchase of 16 new computers in process through the central purchase system.	Action under process.

		repairs undertaken. Those beyond salvage should be condemned and new computers purchased.		
		iv. Maintenance of the hostel could be included in the budget of maintenance.	Accounts section in-charge has been informed and the same has been included under the heading of maintenance.	Action completed.
		g. Criteria 5 i. It was suggested that every effort should be made to invite external agencies to give tips on career advancement. Internal faculty/alumni should also conduct regular counseling sessions on the same.	Faculty/Alumni also gives regular guidance on career advancement and suggests openings for placement for clinical exposure.	Action completed.
		h. Criteria 7 Gender sensitization programs need to be conducted. The suggestions given were: i. There were good speakers on this topic at MGM Aurangabad who could be invited to conduct some sessions.	Dr. Swati Shiradkar from Aurangabad to be invited to conduct the Sessions on Gender Sensitization.	Action Pending
		ii. Dental college can take advantage of the gender sensitization programs conducted within the Navi Mumbai campus by the medical college/MGMIHS.	Letters sent to Registrar MGMIHS and Dean MGM Medical College to share circulars of programs conducted by them in advance.	Action Completed
Agenda 04: Any other matter with permission of the chair.		It was suggested to appoint a dental representative in the Mess Committee and that the Medical College Dean should be informed regarding the grievances on quality.	Dr. Priya Singh, Mr. Birendra Kumar and students of girls hostel Manasi Dhotre, Sejal Kale and Madhavi Patil have been inducted into the mess committee as representatives of Dental College.	Action completed.

Agenda 3:

Approval of AQAR for July 2019 – June 2020.

The IQAC MGMDCH AQAR for July 2019 – June 2020 was presented for approval/suggestions and comments which were recorded as follows:

Agenda	Details of discussion on the agenda point	Suggestions/ resolutions
Internal Assessment audit.	Regular internal assessment audits are conducted biannually but as MUHS summer 2020 exams are postponed and results are awaited. Comparison of performance of Exam and Internal Assessment to university examination is pending.	Internal audit and analysis to be conducted in January 2021.
NAAC Sponsored Workshop.	There has been no reply from NAAC on the proposal for conduct of workshop submitted in 2019.	Dr. Jadhav suggested that if details are given he could follow up the same. Meanwhile institution may organize at their level a non-sponsored programme on Quality parameters.
Autonomous Status	The proposal file for autonomous status has been computed but some trust details and indemnity bond is awaited.	It was suggested to follow up and complete the process.
Commencement of certificate/ Fellowship courses	Fellowship courses admissions are carried out through MUHS and Currently no seats have been filled due to Pandemic.	It was suggested to explain the scope of these courses and motivate students of the institution to apply for the same. Dr. Jadhav mentioned that institutional Quota can be asked for the students of the institution and all attempts made to motivate our own students.
Curricular feedback	The curricular feedback from all stakeholders was presented with appropriate statistics.	Analysis and recommendations to university to be compiled. Mentors need to sensitize the students about the importance

		of the meaningful feedback and target should be to have atleast 85% participation.
Communication skills	It was unanimously agreed upon that effective communication skills was a definite requirement for any medical/dental professional. Communication skills should be one of the best practices of the institution.	Program to be conducted once admission is completed and during the orientation program.
Value Added Courses	05 value added courses had been conducted in the academic year 2019-20.	It was resolved that 25 courses need to be designed with Syllabus, Attendance, Time schedule and End Exam and Certificate of Completion. Website should have a link to all the value added courses available with details of syllabus and contact details of the coordinator for each VAC. Students need to be prepared and sensitized on scope and importance of VAC.
Media Room Facility	Media Room facility is under establishment in MGMIHS 7 th Floor.	VAC of Photography under Dr. Avinash Narayankar to be formulated and added in the VAC List.
Criteria III: i. Workshops/Seminars conducted on IPR.	Faculty participation in the programs on IPR conducted by MGMIHS should be included.	IPR program to be organized by MGMDCH as soon as possible, faculty to also attend programs at MGMIHS.
ii. Extension activities.	No Camps were held due to pandemic in 2020.	Extension activities to be redesigned, keeping in view COVID norms and online camps for sensitization to be done. Letters of appreciation to be sought from local bodies/Societies.
iii. Inventory of computers.	Purchase of 16 new computers in process.	Dean informed that this is being executed through central purchase system of the campus.

Criteria VII: Gender Sensitization:	Gender Sensitization programmes need to be conducted.	Members suggested to contact Dr. Swati Shiradkar, MGM, Aurangabad and conduct regular programs. It could also be considered as a value added course. It can be arranged separately for Faculty/ Student and Non Teaching Staff.
HMS	Dean informed that MOU with Suvarna Includes Dental hospital and It will be Implemented in Third Phase	Mr. Makhijani confirmed that it only includes Basic OPD level and further action is pending from company. It was resolved that Mr. Makhijani is to follow up with the company and arrange for an orientation, demonstration of the HMS to the staff and Faculty. Dr. Jadhav and Dr. Sudhir Kadam stressed that it is to be compulsorily implemented and should be operational as early as possible. It also may have to be customized to the needs of MGDCH.
1.4 Feedback System	Blank templates of all the feedback formats were presented. Individual Feedback from Alumni, Employers and Faculty was presented.	It was emphasized that the filled responses should be analyzed and action taken accordingly. Compilation of suggestions in the feedback should be done and action taken.
3.1 Research Budget	Research fund allocation as per budget of College. SOP to be made. Disbursement to be done. Add materials used in PG student Dissertations. Money to be disbursed based on the merits of the project. Research budget allocation and expenditure should reflected in Income and Expenditure statement of the institution.	Appropriate project proposals can be submitted to MGMIHS to procure funding This can be termed as an external source of funding. Faculty/students also to apply for ICMR grants.
Publications.	Publication statistics of the current year and previous year was presented.	It was suggested to Improve number of publications of Staff. Publications in Indexed Journals to be emphasized.

		Every faculty to publish atleast 1 article. Senior faculty to contribute to Book/ Chapters.
3.4.2 Awards and recognition received for extension activities.		It was suggested to aim to get recognition letters/ awards from Professional Organizations.

Agenda 4:

Discussion of new AQAR format applicable from 2021-2022.

A meeting with Mr. Vishnu Patil to be held on January 11, 2021 in presence of Criteria in-charges to understand and plan for the new AQAR format.

Agenda 5:

Induction of new members.

Dr. Pareekshit Bagchi to be appointed as a student nominee member in place of Dr. Padmakar. Dr. Padmakar Baviskar has been appointed as Alumni Member in place of Dr. Sankalp Bhandarkar.

Members not attending meeting regularly to be contacted and the reasons to be sought.

Agenda 6:

Any other matter:

It was resolved that MOU can be signed with IIT Mumbai which is a very prestigious and renowned institute for research support and execution.

M. S. Vally
Member Secretary

V. Patil
Chairperson
11.1.2021

