



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with 'A' Grade

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NO.MGM/DCH/IQAC/ 022 /2017

Date: 31/08/2017

Minutes of Meeting – IQAC MGMDCH

Date: 28th August 2017

Venue: Conference room MGMIHS.

Participants:

1. Dr. Sabita Ram(IQAC MGMDCH, Chairperson)
2. Dr. Srivalli Natarajan (IQAC MGMDCH , Co-ordinator)
3. Dr. P.M. Jadhav Member (IQAC MGMDCH member Management)
4. Dr. Sudhir Kadam (IQAC MGMDCH member Management)
5. Dr. Nitin Kadam (IQAC MGMDCH member Management)
5. Dr. Vanitha Shenoy (IQAC MGMDCH member Faculty)
6. Dr. Vineet Kini (IQAC MGMDCH member Faculty)
7. Dr. Sankalp Bhandarkar(IQAC MGMDCH nominee Alumni)
8. Mr. Balbir Singh (IQACMGMDCH member Administration)
9. Mr. Patrick (IQACMGMDCH member Administration)
10. Mrs . Sayeed Unisa (IQACMGMDCH Nominee Local Society)
11. Mr. Balasubramaniam Shankar (IQACMGMDCH nominee student)
12. Dr. P.G. Ramesh (Invited member)
13. Dr. Jigna Pathak (Leave & absence)
14. Paresh Thakkar (Leave & absence)
15. Shobha Karnik (Leave & absence)

Agenda :

1. Confirmation of the minutes of the previous meeting held on 20th April 2017 and action taken report.
2. Projecting the AQAR reports for the annual year June 2016 to May 2017.
3. Approval for the funds to be sanctioned for the purchase of equipment and instruments as per DCI requirement.
4. Any other matter with the permission of the chair.

Minutes:

1. Agenda 1:

Confirmation of the minutes of the previous meeting held on 20th April 2017 and action taken report and decision taken on pending issues current Meeting

Sr. No	Minutes of the previous meeting	ATR	Action pending	Decision taken on pending issues current meeting
1.	<p>Pending issues from the meeting held on 23rd January 2017</p> <p>a) A customized software to be developed by the institutional IQAC which can absorb all the data from QCAR's, compile and save it. Dr.Jadhav suggested that MGM, Aurangabad may be help in developing such a software.</p> <p>b) To Consult Dr. Chander Puri (Pro VC Research, MGMIHS) for guidance to procure the Research grants and ICMR grants. Students to be motivated to write research proposals and apply for grants regularly due to which publications will increase. Dr. Sudhir Kadam suggested that this exercise should start right from the first year of BDS to instill research culture. Dr Jadhav insisted that it should be conveyed to all staff members that they must</p>	<p>Data entry has already been initiated into the Cloud Enterprise Resource Planning [ERP] which would be a comprehensive database of the institution and which would be updated from time to time.</p> <p>If the company could integrate the AQAR into this system, then a separate system need not be initiated.</p> <p>Lecture on how to conduct epidemiological surveys was given by Dr. P.C. Gupta- director of Healix Sekhsaria institute of public health, visiting scientist at Harvard school of public health, Boston and visiting professor of epidemiology and biostatistics, Arnold school of public health, University of south Carolina, USA.</p> <p>Attempt was made to contact Dr. Chander Puri and schedule a lecture on "How to procure grants" , but due to his unavailability and university</p>	<p>Nil</p> <p>Lecture on "How to procure research grants" and "Applying for patents"</p>	<p>Nil</p>

	publish a minimum of one article per year so that the college will have enough publications systematically spread over the period of years.	examinations and inspections, the lecture is still pending. However the IRRC and IERC have reemphasized the need to initiate and conduct quality research. To facilitate the same the frequency of meetings of IRRC and IERC meetings have been increased in the annual calendar for 2017-2018. 39 projects have been initiated from may 2016 to June 2017. Research methodology lectures have been initiated in III BDS. Same would be done once the First year students join and the course starts		
2.	Dr Jadhav suggested to induct Dr Rajesh Kadam from Aurangabad to replace Dr M.M.Khan (Member IQAC)	Appointment order as a member of IQACMGMDCH has been sent to Dr. Rajesh Kadam and his acceptance sought	Nil	Nil
3.	Projection of AQAR reports upto first quarter of 2017	AQAR reports for all the four quarters from May 2016 to June 2017 has now been compiled and is complete and ready for uploading subject to approval. The same would be projected in the agenda 2 of this meeting	Nil	Nil
4.	Proposals for upgrading hospital quality in avenues of infection control, sanitation and fire safety. Dr S.N. Kadam proposed that the microbiologist from MGM Medical College, Navi Mumbai who is incharge of the Infection Control Committee of the hospital	The nursing and paramedical staff of the MGMDCH are regularly attending the weekly lectures conducted in MGM Medical college and hospital. Sister Mayuri patil from the department of Oral surgery has been appointed as the coordinator from the dental side.	MOU to be signed with the MGM medical college for a formal collaboration. Sister Filomina	There has to be an Infection control nurse in every department who will ensure strictly that infection control protocols are followed. Central

	<p>along with her team will be directed to supervise and guide the dental college infection control protocol and that one of the Sisters of the dental college should be in-charge of the same. The nursing and paramedical staff of the MGM dental college would be deputed to attend the lectures, workshops and training sessions conducted by the MGM Medical College and hospital and the MGM College of Nursing. This would help in enhancement and updating of knowledge and refinement of skills and most importantly enhance the quality of care and hospital services. Dr Jadhav suggested to sign a MOU with the Medical college regarding the same. He also proposed that he would send Sister Filomina from MGM Medical College, Aurangabad for necessary guidance.</p> <p>Dr Kadam recommended that all the non-teaching staff should undergo training and refresher courses for handling Medical emergencies which would be in the interest of the patients.</p>		<p>Isaac to be invited for guidance on hospital protocols and audit. Non teaching staff to be deputed to attend the BLS courses and get certified from this academic year</p>	<p>Government booklet with latest guidelines to be procured and implemented. This needs immediate action as most dental procedures are conducted in the dental out patient section and are invasive. Antibiotic prescription policies and SOP's to be in place for the institution and steps taken to make students aware of the same.</p> <p>It was reemphasized that it was absolutely mandatory to take informed consents from patients after explaining the procedures to them with pamphlets and brochures and preoperative evaluation to be recorded as per SOP's by all departments and also consider feasibility of a base line cardiac evaluation for patients over 40 years</p>
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5.	<p>Faculty exchange programmes, faculty overseas refresher courses- permission policies and funding.</p> <p>It was decided that the faculty would be sponsored to attend and present papers at national level programs or to visit institutes of repute within the country to enhance their skill</p>	04 faculty have been sponsored from May 2016 to June 2017 to attend National/ international conferences to present papers/ initiate collaborations	Nil	Nil
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All the minutes of the previous meeting held on 20th April 2017 was read out and confirmed along with the action taken report.

2. Agenda 2: Projecting the AQAR reports for the annual year June 2016 to May 2017.

The chairperson Dr. Sabita Ram presented the AQAR for the approval prior to uploading.

The following were the suggestions:

- a. The ECHS approval to be followed up and the necessary training for implementation to be given as early as possible.
- b. Statistical analysis of the percentage of faculty participation in conferences to be done based on the AQAR figures .
- c. Interns to be posted in critical care units for observation and BLS certification to be ensured.
- d. Based on the performance analysis of students in university examinations, rank holders to be identified and a record maintained of the same.
- e. The profile of the guest speakers participating in CDE's to be maintained with the record of the attendance of faculty and students.
- f. MGMDCH to coordinate with the research secretariat of MGMIHS to improve performance in major projects.
- g. Projects to be taken up in thrust areas so that ICMR funding could be applied for.
- h. Policies for intra mural funding should include presentation of the topic of research and proposed structure and budget of the project , funding amount sought for .
The above proposals for funding should be presented by the principle investigator to the local governing council after necessary IRRC and IERC clearance. Efforts to be taken by the researcher to procure extra mural funding.
- i. In order to enhance the quality of services rendered in extension activities a screening app may be developed in which the photographs can be sent directly to the concerned department for immediate consultation and diagnosis.
- j. Donations may be taken for creation of an emergency fund for staff welfare in times of need. The interest generated from this corpus fund may be dispersed based on the credibility of the case.
- k. The alumni association to be fortified , memberships to be increased and participation in scientific and college events to be encouraged .

3. Agenda 3: Approval for the funds to be sanctioned for the purchase of equipment and instruments as per DCI requirement.

Dr. Sudhir Kadam indicated that this matter may be directly taken up with the local governing council .

4. Agenda 4: As the student nominee Mr. Balasubramanium Shankar is due for completion of his internship, it was suggested to the dean to appoint a new student nominee in his place.

As there was no other matter for discussion, the meeting was adjourned.

Sd/-

Sd/-

Sd/-

Sd/-

Dr. Sabita M. Ram
(Chair Person

Dr. Sudhir Kadam
(Member Management)

Dr. P. M. Jadhav
(Member Management)

Dr. Nitin Kadam
(Member Management)

Sd/-

Sd/-

Sd/-

Sd/-

Dr. Srivalli N
(Coordinator)

Dr. Vanitha Shenoy
(Member Faculty)

Dr. Vineet Kini
(Member Faculty)

Dr. Sankalp Bhandarkar
(Nominee Alumni)

Sd/-

Sd/-

Sd/-

Sd/-

Mr. Balbir Singh
(Member Adm)

Mr. Patrik Vincent
(Member Adm)

Mrs. Sayeed Unisa
(Nominee Local Society)

Mr. Balasubramanium
(Nominee Student)

