



**MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL**  
**Accredited by NAAC with 'A' Grade**  
Junction of NH-4 and Sion Panvel Expressway,  
Sector-01, Kamothe, Navi Mumbai- 410 209  
E-Mail ID: mgmdchiqac@gmail.com

**Fax:91-227433185**

**Tel: 022-27436604**

**NO.MGM/DCH/IQAC/00 /2018**

**Date: 18 /08/2018**

### **IQAC meeting – 23<sup>rd</sup> July 2018.**

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

1. Dr. Sabita M. Ram – chairperson
2. Dr. Srivalli Natarajan – Coordinator
3. Dr. Sudhir Kadam – Member ( Management)
4. Dr. P.M. Jadhav – Member ( Management)
5. Dr. Nitin Kadam – Member ( Management)
6. Dr. VanitaShenoi – Member ( Faculty)
7. Dr. Jigna Pathak – Member ( Faculty)
8. Dr. Paresh Thakkar – Member ( Industry)
9. Dr. Sankalp Bhandarkar – Member ( Alumini)
10. Dr. PadmakarBhaviskar – Member ( Student nominee)
11. Mr. Rajesh Makhijani -- Member ( admin)
12. Mr. RajnikantNalwade – Member ( admin)
13. Cdr. Ms. Chavi Rati – Member ( admin)

Dr. Vinit Kini conveyed his inability to attend the meeting as he was the CAP incharge. Mrs. Shobha Karnik could not attend due to personal commitments. Dr. Sayeed Unisa expressed her desire to resign from her post as member ( society) .

The following were the agenda for the IQAC meeting held on 23<sup>rd</sup> July 2018, at the conference room, ground floor, MGM Dental College and Hospital, Kamothe at 11.00 am :

1. Confirmation of the minutes of the previous meeting held on 09<sup>th</sup> March 2018.
2. Action taken report on the minutes of the previous meeting held on 09<sup>th</sup> March 2018.
3. Presentation of AQAR for July 2017-June2018.
4. New AQAR format released by NAAC effective from 1<sup>st</sup> July 2018 –An orientation.
5. Proposal for starting new degree/fellowship/Certificate courses.
6. Management information System for the Dental College – plan of action.
7. Induction of new member Lt.Cdr. ChavviRathi in the place of Cdr. Balbir Singh.
8. Proposals for Student and faculty exchange programmes.
9. Any other matter with permission of the chair.

### **Minutes of the meeting:**

#### **Agenda 1: Confirmation of the minutes of the previous meeting held on 09<sup>th</sup> March 2018**

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 the previous meeting held on 09/03/2018. (Annexure No. 1)**

Sr. No.	Minutes of the previous meeting held on 09/03/18	Action taken Report of the meeting held on 09/03/18	Suggestions / Action Taken
1.	<p><b>Proposals for upgrading hospital quality</b></p> <p><b>a.</b> Dr. S.N.Kadam had suggested that the Dean may request HOD dept of medicine MGM hospital to depute one senior resident who would be provided space in the first floor to screen and give fitness to dental patients. This would avoid inconvenience to patients and spare their time. Dean dental college to coordinate with Dean medical college regarding the expenditure incurred by each patient towards investigations and consider waiving off the same. The waiting period for patients to make case paper of the medical college and hospital and other processes to be expedited for dental patients .</p> <p><b>b.</b> Dr. Jadhav and Dr. Nitin Kadam had proposed that a letter of invitation be extended to Dr. Philomina J Issac in MGM hospital, Aurangabad and the infection control team at MGM Hospital, Vashi for their inputs on the infection control processes in the MGM Dental college and hospital, and invite suggestions and protocols to improve the same.</p>	<p>HOD department of medicine MGM hospital, had been conveyed the suggestions from the IQAC and had to submit the requirements for setting up the medical OPD in the dental college premises to expedite delivery of care. The HOD , Dept of General Medicine in a reply letter conveyed her inability to comply with the proposal due to constraint of Manpower.</p> <p>Invitation letters had been given to Dr. Philomina J Issac in MGM hospital, Aurangabad and the infection control team at MGM Hospital, Vashi. Members of the IQAC during their visit to Aurangabad in April 2018 had a meeting with Dr. Philomina J Issac in MGM hospital, Aurangabad and took her inputs and had a brief insight into the processes in place at MGM hospital, Aurangabad. The infection control team at MGM Hospital, Vashi comprising of Capt. Sr. Jamsy and Dr. Shalini conducted a preliminary audit of the dental college on 06<sup>th</sup> July 2018. They suggested that they would like to hold training sessions for housekeeping</p>	<p>All members were of the opinion that it should be feasible for 1 resident from Anesthesia Department &amp; 1 resident from the General Medicine Department to be posted on rotatory basis in the dental hospital to give fitness to patients with no comorbid conditions. Only Patients needing further references and opinions may be referred to the Medical hospital. The above was to be communicated to the respective HODs and it was added that the Medical college Dean would also be directed by Dr Kadam to do the needful.</p> <p>Dr Srivalli again requested Dr Nitin Kadam to kindly depute the Infection control team from MGM Hospital Vashi as it was NABH Accredited. However, it was concluded that a team will be deputed from MGM Vashi and MGM Medical college, Kamothe for the needful. The following suggestions which were presented in the audit report were discussed : a) Regular quality check of the water being used in the dental college and hospital: Dr Sudhir Kadam insisted on checking the quality of water used in the dental chair units at least once a month as per the guidelines recommended and also maintain records. b) Respiratory hygiene- It was pointed out by Dr.</p>

		<p>staff, nursing and paramedical and the teaching staff members spread over a period of one to two months to stream line and upgrade the infection control in the dental college. Dr. Nitin Kadam was requested to depute the above team to undertake the above process.</p>	<p>Paresh that literature evidence shows that dentists are 30% more prone to develop respiratory diseases, Dr Ram suggested that it should be made mandatory for students to buy a spray to disinfect the surfaces of the chairs and eye protection glasses. Emphasis was given to increase awareness amongst students for identifying patients with active respiratory infections and their handling.</p> <p>c)Hand Hygiene- It should be mandatory for all to wash hands in front of the patients before wearing the gloves for examination. Also all students and interns should be trained in the same.</p> <p>d. Waste Disposal- It was pointed out that in our institute the waste is weighed and disposed. However, it was suggested by other members that the SOP for waste disposal and equipment cleaning should be sort from MGM Vashi and then followed accordingly.</p>
--	--	---	--

<p><b>2.</b></p> <p><b>a.</b></p> <p><b>b.</b></p> <p><b>c.</b></p>	<p><b>MoU's to be signed with external agencies:suggestions &amp; approvals.</b></p> <p>Digital Dentofacial Concepts and MGM Dental College and Hospital.</p> <p>QMed Knowledge foundation.</p> <p>IDA and NOCR</p>	<p>MoU Signed</p> <p>Proposal received from Q Med and needs to be discussed</p> <p>MoU Signed</p>	<p>No Action Pending</p> <p>Proposal for MOU to conduct a session once a month in the institute was being negotiated for a price of Rs 20,000/month. However it was suggested that since Dr Padmakar, a PG student and IQAC student member had undergone the training and further trained the other PG students , this MOU was not necessary and that Dr Padmakar should also train the medical students in the literature search. It was suggested that the inhouse facilities need to be explored</p> <p>No action pending</p>
<p><b>3.</b></p>	<p><b>Planning of National NAAC workshop - 2019</b></p>	<p>As per the regulations posted in the NAAC website, the applications from the institution for the NAAC sponsored program will be taken up in their December 2018 meeting. Hence MGMDCH will send their completed application form by October 2018 to NAAC for consideration</p>	<p>MGMDCH will send their completed application form by October 2018 to NAAC for consideration</p>
<p><b>4.</b></p>	<p><b>Understanding the new SSR format and working towards it – plan of action.</b></p>	<p>Dr. Sabita Ram, Dr. Vanitha Shenoy and Dr. Srivalli attended three-day workshop conducted at Deogiri college Aurangabad , conducted in April 2018 to get an overview of the new SSR format.</p>	<p>It was decided that the new AQAR which has 70% quantitative data which is verified by NAAC, should be presented to all the staff members by the NAAC Coordinator, Dr Srivalli. It was also suggested that</p>

			the SSR copy should be either mailed or a hard copy should be given to all the HODs to get them oriented and to help data collection process and documentation towards the same.
5.	<b>NABH : Getting oriented seminar by Dr. Gauri and getting the Institutional Ethics Review Committee of MGM Dental College and Hospital accreditation by NABH-Quality council of India as per the new Government of India , Ministry of Health and Family Welfare circular No. F. No.12-01/14-DC Pt.47/DRS dated 28<sup>th</sup> November 2016.</b>	Dr. Vanitha Shenoy and Dr. Srivalli attended a program conducted by Cliniminds on how to prepare for NABH accreditation of Ethics Committee. It was suggested that the college may submit the renewal application to the DCGI for IERC reregistration, which is due to expire in the month of November 2018 and simultaneously prepare for the NABH accreditation which may be more stringent	Dr Vanitha Shenoy briefed the members regarding preparation for the accreditation as explained in the program attended for the same. Dr Srivalli suggested it was absolutely necessary to have some form of formal training for the IERC members on SOP's, GCP guidelines, schedule Y and their amendments. It was suggested by Dr Jadhav that he will send Dr Bhosale from MGMIHS Aurangabad to do the needful and Dr Nitin Kadam conveyed that IERC members from the dental college can attend the meetings of the IERC committee of the university for exchange of ideas.
6.	<b>Any other matter with the permission of the chair – proposal to initiate a value added course VIHASA a 08 module structured program for the doctors and paramedical staff of MGMDCH.</b>	The VIHASA program has been launched in MGMDCH and the first two modules were conducted on 06 and 07 <sup>th</sup> April 2018. Sixty Staff members attended the course.	The other modules will be taken up in the subsequent months.

### **Agenda 3: Presentation of the AQAR for July 2017-June 2018**

The AQAR was presented by Dr Srivalli Natarajan and the following suggestions were given by the IQAC members:

Criteria	Suggestions
<b>Part A:</b> <b>2. IQAC Composition and Activities:</b>	According to the new format of AQAR 2018, the total number of IQAC members should be 15 and that the new format should be strictly adhered in terms of its composition.
<b>2.13 Seminars and Conferences (only quality related)</b>	Dr Jadhav said that the policies executed by the IQAC should be put forward to the local governing council. Also there should be presentation of the summary and analysis of each workshop conducted.
<b>2.14 Significant Activities and contributions made by IQAC</b>	The programs conducted on Gender Equality was appreciated and the members valued its significance. It

	<p>was stressed upon that the documentary evidence for each and every program held should be in place. Dr Ram suggested that certain projects on the same could be given to the interns. On BLS training, Dr Sudhir Kadam recommended that the interns should also have AHA certification in BLS training.</p>
<p><b>Part – B</b> <b>1. Curricular Aspects</b></p>	<p>It was suggested that analysis of the feedback of students should be meticulously done and that the analysis should be promptly sent to MUHS in a systematic manner.</p>
<p><b>2.2 No. of permanent faculty with Ph.D</b></p>	<p>It was highlighted that the institute has to get itself registered for PhD, for which it was suggested that MGMDCH must first get registered with MUHS. However, Dr Kadam suggested that since there is dental faculty registered with MGMIHS as staff for medical students, the Dean must request the concerned authorities in MGMIHS to recognize dental faculty as PhD guides.</p>
<p><b>2.11 Course/Programme wise distribution of pass percentage:</b></p>	<p>It was recommended that since there is no mention of the toppers in the list, a separate annexure enlisting the University toppers in all subjects, if any, should be attached.</p>
<p><b>3.2 Details regarding major projects</b></p>	<p>It was suggested that the Dental college should strive to have interinstitutional projects with MGMIHS so that it may be relatively easy to get external funding. There should be projects with other courses like nursing, engineering and physiotherapy. The importance of external funding was emphasized upon. It was also recommended that the projects that are taken up by the innovation committee could be included here since the dental college is also a part of the innovative committee.</p>
<p><b>3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations</b></p>	<p>It was suggested that the University of San Francisco project should be highlighted when uploading the final AQAR online.</p>
<p><b>3.10 Revenue generated through consultancy</b></p>	<p>The members recommended that the entire amount due and received from ECHS should be mentioned, that is Rs 4,00,000/-</p>
<p><b>3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year</b></p>	<p>It was urged to encourage staff members to work for research awards. Dr Sudhir Kadam suggested that the staff should think out the box and do research on innovative topics like brushing and rinsing with coconut oil</p>
<p><b>3.21 No. of students Participated in NSS events:</b></p>	<p>It was decided that Dr Jadhav should be there on the NSS board and also that there should be an NSS office in the college premises.</p>

<p><b>3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility</b></p>	<p>It was suggested that there should be wall journal – A wall dedicated for documentation of the same. For Eg: Photos of students who donated blood in emergency in the cardiac unit should be put up on the wall to inspire others . Also, the activities should be acknowledged in the college magazine.</p>
<p><b>5.1 Contribution of IQAC in enhancing awareness about Student Support Services :</b></p>	<p>It was suggested that the Hippocrates oath should be taken in the white coat ceremony as the students are going to treat the patients in the clinics from third year onwards. Also, the Dental college must have a Counselling Centre. Dr Ram requested if a Counselor could be appointedfor MGMDCH.</p>
<p><b>5.4 Details of student support mechanism for coaching for competitive examinations (If any</b></p>	<p>It was suggested that the distinguished Alumni should be given due acknowledgement in the News Letter and Ms. Chavvi should take responsibility for the same.</p>
<p><b>5.6 Details of student counselling and career guidance</b></p>	<p>It was suggested that there should be a separate placement centre in the Dental College premises.Dr Jadhav and Dr Sudhir Kadam insisted that Dr Zitas name should be mentioned as a distinguished alumni for her outstanding work.</p>
<p><b>5.9 Students Activities -</b></p>	<p>-Dr Jadhav was requested by MGMDCH to kindly give the National level certificates to all the winners of the Dental College who participated in the National event in the MGM College in Aurangabad.  -MGMDCH was told to start a Media Room.  -It was recommended that separate fees should be charged to students who need transcripts for studying overseas.  -Dr SudhirKadam wanted to know the Impact of the Anti Tobacco campaign and requested that in the next meeting it should be presented.</p>
<p><b>6.Governance, Leadership and Management</b></p>	<p>It was suggested to include the financial aid in the form of discounted treatment.</p>
<p><b>7.4 Contribution to environmental awareness / protection</b></p>	<p>It was suggested to add the tree plantation drive.  -It was also suggested that for next year, safe methods for lead and mercury disposal initiative could be taken up.  The institution was urged to take up initiatives which could provide a model for the nation since the dentist to population ratio in our country today is 1:2,50,000. And that if such initiatives are taken up with the final impact in mind, then such Models can help the government to lay down national policies.  - Dr Jadhav did the summation and gave a list of files to be prepared in a systematic manner for the purpose of documentation.</p>

#### **Agenda 4: New AQAR format released by NAAC effective from 1st July 2018:**

<b>Agenda</b>	<b>Minutes</b>
<b>Part B: Certificate / Diploma Courses:</b>	MGMDCH was advised to start the Diploma courses. -It was suggested that the dental surgeons should be trained to reduce morbidity and thus provide a National Model for the same. -It was also suggested that the Anganwadi workers could be trained for the same. -The courses could be initiated by starting a 4-6 weeks courses to train such workers. -Dr Nitin Kadam said that the interns should adopt one village and aim to make it Caries free. Thus, they could provide Evidence based dental intervention in rural areas.
<b>2.3</b>	Dr Ram suggested that all I year BDS students could have their tablets from this year onwards. The idea was appreciated and approved that it could be implemented provided the tablets are affordable to all. The necessary software to support the same should also be there.
<b>4.2.1:</b>	Library Management System: The librarian proposed the need to acquire the COHA Version which is presently there in the Medical college. He was advised to seek help and information regarding the same from Mr. Dixit.
<b>6.5.5:</b>	It was suggested that MGMDCH should try for NIRF.

#### **Agenda 5: Proposal for starting New degree / Fellowship / Certificate Courses:**

The coordinator proposed that there were fellowship courses offered by the MUHS of one-year duration. A brief presentation of the requirements for starting these courses was given. As per the requirements given in the MUHS website, It was observed that recognition of the college as centre would not be a problem as it was a recognized PG centre, however, the feasibility in the subjects based on the infrastructure and staffing pattern available needs to be worked upon. It was thus suggested that MGMDCH should apply in all fields where ever possible.

#### **Agenda 6: Management Information System for Dental College- plan of action.**

- The Dean suggested that MGMDCH should purchase the management information system that is Dental college specific. The quotations from C stone solutions were projected. However, it was recommended that before purchasing, the dean should enquire in other colleges and take an onsite feedback from them before finalizing. Also, a team should be physically sent to the places where the software is used and verify its credibility, and only then purchase for the Dental College. Also make only part payment first, see the workability and reliability of the software for 2 years and then make the remaining payment. A Biometric for students in the classroom was suggested, as there was discrepancy in attendance on Oreon and in the register. However, it was not agreed upon.

#### **Agenda 7: Induction of a new member Ms. Chavvi instead of Cdr Balbir Singh.**

A brief introduction of Ms. Chavvi was given and all members welcomed her.



**Agenda 8: Proposals for student and faculty exchange Programmes.**

-All members agreed to the suggestion given by Dr Srivalli of having student and faculty exchange programs with AFMC, Pune and Nair Hospital Dental College, Mumbai as they were both very reputed institutes and will be mutually beneficial. It was also recommended that we should try to have these exchange programs with AIIMS, New Delhi .

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

Name: Dr. Srivalli Natarajan

Name: Dr. Sabita M. Ram

  
Signature of the Coordinator, IQAC

  
Signature of the Chairperson, IQAC

— ☆ ☆ ☆ —