



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with 'A' Grade

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NO.MGM/DCH/IQAC/018/2017

Date: 19/05/2017

Minutes of Meeting – IQAC MGMDCH

Date: 20th April 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. Vanitha Shenoy (IQAC MGMDCH member Faculty)
6. Dr. Vineet Kini (IQAC MGMDCH member Faculty)
7. Dr. Jigna Pathak (IQAC MGMDCH member Faculty)
8. Dr. Sankalp Bhandarkar(IQAC MGMDCH member Alumni)
9. Mr. Balbir Singh (IQACMGMDCH member Administration)
10. Mr. Patrick (IQACMGMDCH member Administration)
11. Mrs . Shobha Karnik (IQACMGMDCH member Industry)
12. Mr. Balasubramaniam Shankar (IQACMGMDCH member student)

Agenda :

1. Confirmation of the minutes of the previous meeting held on 23rd January 2017 and action taken report
2. Projecting the AQAR reports till December 2016
3. Proposals for upgrading hospital quality in avenues of infection control, sanitation and fire safety

The infection control committee of MGM Dental college and hospital put forward the following proposals to the IQAC for consideration:

- a) Permission for the nursing and housekeeping staff to attend the ongoing lectures and training for infection control and allied topics that are scheduled in the Medical Hospital.

- b) Conducting an audit and give report of the current infection control practices done at MGM dental college and hospital.
- c) Provide the latest guidelines to be followed for the above.
- d) Periodic inspections and audits to ensure that the SOP's are being followed.

4. Faculty exchange programmes, Faculty Overseas refresher courses – permission, policies and funding

5. Any other matter with the permission of the chair.

Minutes:

1. Confirmation of the minutes of the previous meeting held on 23rd January 2017 and action taken report.

a) Review of committee reports third and and fourth quarter 2016

Sr. No.	Minutes of the previous meeting	ATR	Action Pending	Decision taken on pending issues
i.	<p>Hostel committee</p> <p>Appointment of 2 wardens for girls hostel or one resident rector was considered absolutely mandatory and selection of the same should be done at the earliest.</p> <p>One staff and two students from MGM dental college, should be inducted into the present mess committee, was suggested by the director.</p>	<p>A hostel committee has been constituted by the Director, with representation from the dental college which includes the dean Dr. Sabita Ram: Chairman -Dental Girls Hostel: Dr. Jayeeta Verma Warden- female-Hostel Dental Boys Hostel : Dr. Rafeeq Nalband Warden- male-Hostel Dental The committee also has Student Members: Ms. Chaitali P- I BDS Mr. Sagar Theng II BDS Mr. Akshay D IIIBDS Mr. Nikhil T III BDS Mr. Nimish IIIBDS Ms Gowri II BDS Ms. Vaishali S IV BDS Ms Mega Patil IV BDS This committee had its first meeting on 12th April 2017 and the minutes awaited.</p>	Nil	NA

<p>One washing machine of suitable capacity to be installed in every floor</p>	<p>The quotations for the washing machines have been procured and a comparative statement has been prepared , however the above hostel committee would debate and check the feasibility of installing washing machine or a laundry facility considering the water supply and other functionalities.</p>	<p>Decision pending</p>	<p>Installation of the washing machine on every floor may not be viable due to water supply and other feasibility issues, hence The Dean suggested to have a laundry facility within the campus at a subsidised rate. Dr Jadhav suggested to have the same on contract basis and Dr Kadam agreed with the suggestion put forward by the Dean.</p>
<p>The present status to be checked of the capacity of the generator and ensure back up is provided to both hostels for uninterrupted power supply</p>	<p>As per the information provided by the electrical engineer of the campus, presently there is generator coverage for the hostel. Clarification sought on reasons for interruption in power supply despite generator coverage.</p>		<p>The electrical engineer of the campus was called upon and questioned about the generator capacity that is currently available. He explained the occasional powercut in the hostel due to load shedding from MSEB. The generator priority under such circumstances was to cover the OT complex and the CT/ MRI section and emergency services. He laid down the factual figures of availability by MSEB as well as the output of the generators (500KW 3gensets = 1500 kw) which was mildly deficient. Dr Kadam recommended that the hostelites should be informed well in advance about the timings when the electricity would not be provided due to shut down from MSEB and during that period the</p>

	<p>Improvement in the quality of mess food</p>	<p>The newly constituted hostel committee with representation from hostel students from all years has already taken note of this point. The mess incharge was also called to present his comments.</p>	<p>students are to be informed to read in the hostel library (which is airconditioned) and utilize their time constructively. Uninterrupted Power supply to the hostel reading room is to be ensured Dr Jadhav also suggested about having Solar lighting in the future.</p> <p>The Mess –incharge was also consulted regarding the deficiencies as pointed out by the students through the hostel committee. He sought permission from the management for purchasing wheat from APMC and grinding the flour as against buying readymade flour which made the chapattis rubbery. Dr Kadam was very prompt and permitted him to do so with the condition that he should not store flour for more than 2 weeks at any given time and that he should maintain all necessary records. He also asked the mess incharge to provide weekly menu and display the same for the benefit of the students. Dr Jadhav suggested the IQAC team must have surprise visits to ensure quality of food provided to the students.</p>

	<p>ii. PTA and Grievance committee</p> <p>Proposition to start bus service for pickup and drop of 216 college students was placed before the committee and was accepted. It was suggested that a request letter may be written to the Panvel Corporation, representing the need to start buses from Khandeswar and Panvel Bus /railway station to Kamothe. Five buses in the morning and evening as per college timings.</p>	<p>a) Letter dated 14/2/2017 has been written to the Panvel Corporation and the reminder sent for the same for starting bus service from Khandeswar and Panvel Bus /railway station to Kamothe. Five buses in the morning and evening as per college timings.</p> <p>b) Quotations for hiring bus services from private agencies has been procured for which the students may pay directly to the service provider.</p> <p>c) Comparative statement for purchase of a new bus has been prepared</p>	<p>Decision pending</p>	<p>The Dean explained the pros and cons of all the three options</p> <p>Dr. Kadam directed the Dean to surrender all the buses available in the dental college to the Campus Transport officer and that all other institutions in the campus would do the same. Common pooling of all the buses of the campus would enable sufficient transportation facilities at prefixed timings to the students ensuring safety and well being. He also suggested to the Dean that the fees for the same will be collected by the campus transport officer. Purchase of separate bus for this purpose may be considered in the future budget after seeing the utilisation of the facility.</p>
<p>iii.</p>	<p>Purchase committee</p> <p>The proposal for purchase of CBCT machine and the need to set up a CBCT centre to enhance the quality of treatment and research. The NAAC peer team suggestion in this regard was put forth by the chairperson/dean. It was resolved that Purchase of CBCT does not come under the preview of IQAC and the proposal may be forwarded through the purchase committee to the local governing council/trust for permission and</p>	<p>The matter has been referred to the local governing council for further action</p>	<p>Nil</p>	<p>NA</p>

	decision.			
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b) Structuring the function of IQAC and establishing a centralized data base improvement of accuracy of reports and validation

Sr. No.	Minutes of the previous meeting	ATR	Action Pending	Decision taken on pending issues
i	Departmental IQAC to be set up with a coordinator by all the 18 departments involved in academics.	9 medical and 9 dental departments have constituted their Departmental IQAC with a coordinator.	Nil	NA
ii	Departmental IQAC to compile and submit the data in QQAR prescribed formats every quarter (May -Aug 2016); (Sep-Nov 2016); (Dec 2016 – Feb 2017) and (March – May 2017). These QQAR could be compiled into an AQAR and also will used for analysis and projection of department performance and progress.	<p>Formats of the QQAR have been circulated to the departmental IQAC's. The quarters have however been redefined in synch with the medical college for easy compilation. The quarters would now be as follows :</p> <p>May –August 2016: third Quarter Sept –Dec 2016: fourth quarter In the annual year 2017 Jan-March 2017: first Quarter – report to be sent by the 10th of April 2017. Apr-June 2017: second quarter, report to be sent by the 10th of July 2017. Jul-Sept 2017 third quarter, report to be sent by the 10th of Oct 2017. Oct-Dec 2017: fourth quarter, report to be sent by the 10th of</p>	Departmental analysis will be projected in the next meeting.	NA

<p>iii</p> <p>B</p>	<p>A customized software to be developed by the institutional IQAC which can absorb all the data from QQAR's, compile and save it. Dr.Jadhav suggested that MGM, Aurangabad may be help in developing such a software.</p> <p>Quarterly reports to be procured in specified formats from 32 committees including newly formed committees: Pharmacovigilance committee; Outreach activity committee. Infection control committee. Radiation control committee</p>	<p>jan 2018. The 2016 and first quarter 2017 reports have been received by the IQAC and under compilation</p> <p>Basic understanding of the AQAR/qqar/Committee reports formats and the kind of data entry which is required to Compile has been undertaken over the last quarter.</p> <p>Procured QQAR of 2016. SOP's and appointment letters for 2017 have been issued</p>	<p>These inputs will help design a customized soft ware for data base with the help of the IT dept at MGM, Aurangabad, which will be undertaken in the next academic year .</p> <p>Nil</p>	<p>Dr Jadhav offered to send Dr Patil from Aurangabad for helping in the Development of customized software which will be linked with all departments. IQAC member – Dr Shobha Karnik who is a software engineer, also volunteered to help in developing the software.</p> <p>NA</p>
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c. Policies for Research Funding:

Sr. No.	Minutes of the previous meeting	ATR	Action /decision Pending	Decision taken on pending issues
i	To Consult Dr. Chander Puri (Pro VC Research, MGMIHS) for guidance to	A lecture for procuring funds for research and applying for patents had been scheduled for the 17 th	The pending program and Dr.Chander Puri's program will be	Dr Jadhav insisted that it should be conveyed to all staff members that

	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.	of april 2017, but had to be postponed. It has been proposed to implement the plan of taking up research projects in the first year of BDS from the following academic year.	scheduled for the next quarter.	they must publish a minimum of one article per year so that the college will have enough publications systematically spread over the period of years.
ii	Allocation of money for research budget and research committee to validate the proposals and disperse the amount, monitor satisfactory utilization of the same and outcomes. Proposal to grant the Registration fees to the staff presenting paper/poster at National/International conferences was approved. Also no grant of registration fees would be given to staff who attends but doesn't present a paper or poster. Grants for publishing articles in International Pubmed journals was proposed and accepted.	Budget of the college including the research budget will be put forth in the Local Governing council meeting.	Nil	NA
iii	It was proposed by Dr. Jadhav that a statistical analysis has to be made for the number of publications that have occurred after NAAC and the same has to be ready by the next meeting.	248 publications before NAAC 40 publications from May 2016 till date. 32 national and 08 international.	Nil	NA

a. **Conduct of IQAC programmes**

Sr. No.	Minutes of the previous meeting	ATR	Action Pending	Decision taken on pending issues
	NAAC support strategies for conduct of IQAC programmes. It was unanimously agreed that a National workshop may be planned for Nov 2017 and application may be submitted to NAAC for the same.	The application form for the NAAC sponsored IQAC program was downloaded and the guidelines read and understood, ground work done. On discussion with the IQAC MGMIHS regarding the resource personnel for the above said program, there was a request from the MGMIHS to they would like to send the proposal to NAAC in 2017 as they await the reaccreditation in 2018. As the target audience would the same it was recommended by them that the dental college could host the program in 2018, so that both of them could mutually benefit.	Decision pending	NAAC sponsored workshop to be proposed in 2018 to avoid overlap of programmes in MGMIHS and the Dental College for mutual benefits. Dr Jadhav volunteered to provide and arrange for the resource persons for the same.

b. **Induction of new member into MGMDCH IQAC**

Sr. No.	Minutes of the previous meeting	ATR	Action Pending	Decision taken on pending issues
	This point was not discussed and would be taken up if appropriate in the next meeting.	-----	Decision pending	Dr Jadhav suggested to induct Dr Rajesh Kadam from Aurangabad to replace Dr M.M.Khan (Member IQAC)

All the minutes of the previous meeting held on 23rd Jan 2017 was read out and confirmed along with the action taken report.

Agenda 2 : Projecting the AQAR reports till December 2016

The status of the salient aspects of the AQAR report upto the first quarter of 2017 was projected. Under the research and consultancy criteria it was again reemphasized that the institution should

conduct lectures on how to obtain grants and how to apply for patents for better performance. It was suggested to take help of the Dr. Maninder singh setia by organizing regular lectures and workshops. Impetus was given on motivating all staff members to publish a minimum of one article per year.

Agenda 3: Proposals for upgrading hospital quality in avenues of infection control, sanitation and fire safety.

Dr Kadam proposed that the microbiologist from MGM Medical College, Navi Mumbai who is incharge of the Infection Control Committee of the hospital 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 Prof. Dr. Philomina Issac from MGM Medical College, Aurangabad for necessary guidance.

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.

Agenda 4: Faculty exchange programmes, faculty overseas refresher courses- permission policies and funding.

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 skills

Agenda 5: Any other matter.

Dr Srivalli requested Dr Kadam to kindly instruct the MGMIHS to invite the Dental Faculty for the CMEs that are organized by them so that the faculty can enrich their knowledge from time to time with the available resources.

The Dean also requested Dr Kadam to kindly instruct the Medical Dean to allow Dental students in the Medical library so that the students can benefit from the enormous resource of books available.

Sd/-

Sd/-

Sd/-

Sd/-

Dr. Sabita M. Ram
(Chair Person)
Management)

Dr. Srivalli Natarajan
(Co-ordinator)

Dr. Sudhir Kadam
(Member Management)

Dr. P. M. Jadhav
(Member)

Sd/-

Sd/-

Sd/-

Sd/-

Dr. Vanitha Shenoy

Dr. Vineet Kini

Dr. Jigna Pathak

Dr. Sankalp Bhandarkar

(Member Faculty)

(Member Faculty)

(Member Faculty)

(Member Alumni)

Sd/-

Sd/-

Sd/-

Sd/-

Mr. Balbir Singh
(Member Administration)

Mr. Patrik Vincent
(Member Administration)

Mrs. Shobha Karni
(Member Industry)

Mr. Balasubramanium
(Member Student)

