



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

Tel: 022- 27436604

Fax: 91-22-27433185

NO.MGM/DCH/IQAC/ 007 /2017

Date: 14 /02/2017

Minutes of Meeting – IQAC MGMDCH

Date: 23rd Jan 2017

Venue: Conference room MGMDCH.

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 10th august 2016
2. Review of committee reports.
3. Structuring the function of IQAC and establishing a centralized data base, improvement of accuracy of reports and validation.
4. Research funding.
5. IQAC programmes
6. Induction of new member into IQAC MGMDCH.
7. Allotment of Additional infrastructure for IQAC.
8. Any other matter with the permission of the chair.

Minutes of the meeting:

1. Dr. Srivalli Natarajan Co-ordinator IQAC welcomed all the members of the IQAC committee for the quarterly meeting.
2. Co-ordinator presented the action taken on points raised during the last IQAC meeting points pending for resolution were discussed and decision was taken.

Sr. No.	Minutes of the previous meeting	ATR	Pending for resolution	Decision taken on pending issues
i	a. Administrative set up for IQAC Appointment of office clerk cum computer operator for IQAC	a. Temporarily utilizing services of one clerk of the Dean Office	Appointment of office clerk cum computer operator for IQAC	Suggestion for Appointing a clerk for the IQAC was put forth before the committee, and it was decided to appoint Mr.Deepak for 1 hour/day for the same. Dr.Sudhir Kadam also proposed that every clerk must be trained to handle the IQAC work.
	b.Wooden file racks in the co-ordinator room	Shelves done and files of the I cycle of NAAC shifted.	Nil	---
	c.Printer and Scanner to be procured for exclusive use by IQAC	Printer and scanner procured . However it is recommended that the computer be password protected containing only the IQAC data base, as it will be the main data base for the five year period leading to the second NAAC.	Nil	---
	d.White board with committee meeting schedule	White board has been procured and the same has been installed with the committee meeting schedule details marked on it for ready reference	Nil	---
ii	Annual calendar for functioning of the committees review	Annual calendar of 31 committees indicating the committee meeting schedules has been decided and is displayed in the white board.	Nil	---

iii	Annual calendar for the IQAC	It was resolved to have a meeting in Nov 2016, which has been deferred to Jan 2017. Second in Feb 2017 Third in May 2017. This schedule may have to be amended keeping in mind the requirements for the AQAR. The revised calendar may be Jan 2017, April and June 2017 considering the fact that the AQAR may have to be passed before uploading in July 2017.	Decision pending	Revised calendar for the IQAC meeting – third quarter meeting in April 2017 and fourth quarter meeting in June 2017 to pass the AQAR which is to be uploaded in July 2017.
iv	Understanding the AQAR requirements	Criteria heads meeting was held on 6.1.2017 and 9 th Jan 2017 and a Workshop was held on “Innovations in policy and implementation challenges” on 12 th Jan 2017 by Dr.Rishikesh and Dr. Haritha from MGMIHS who gave basic insights into reorganizing the system and associated challenges and building data base for preparation of AQAR	Process ongoing	
v	Review of ATR submitted by committees	7 of the 31 committees had submitted in the last quarter Now the ATR for the both quarters have been collected and 24 committees have submitted the reports.	05 committee reports pending - Student welfare, Admission, Boys hostel, Website and Antisexual harassment committees	Dr. Sudhir Kadam emphasized the importance of prompt recording and reporting by the student welfare and antisexual harassment committees and gave the highlights of the current guidelines on punishment in sexual harassment cases

vi	Academic audit	LIC for 2017-18 has happened for UG/ PG for renewal on 16 th jan 2017 which was conducted by the MUHS	However an exclusive audit by an external agency will have to be planned.	Dr. Jadhav suggested that the procedure for academic audit by external agency will have to be found out.
vii	CBCT scan machine purchase and establishment of a CBCT centre at MGMDCH	Quotations have been procured as per SOP and infra structural requirements have been put up. The Dean is requested to present the same	Decision by authority for purchase and establishment of CBCT centre pending in MGMDCH	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 suggestions in this regard was put forth by the chairperson/dean. It was resolved that Purchase of CBCT does not come under the purview of IQAC and the proposal may be forwarded through the purchase committee to the local governing council/trust for permission and decision.

3. Review of committee reports

Sr.No	Name of committee	Suggestions	Decision of IQAC
i	Hostel	Appointment of Warden for Girl's Hostel – Non Medical representative - 24 X 7	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.
		Improvement of mess food	One staff and two students from MGM dental college, should be inducted into the present mess committee, was suggested by the director.
		Request for washing machine	One washing machine of suitable capacity to be installed in every floor
		Back up generator	The present status to be checked of the capacity of the generator and ensure back up is provided to both hostels
ii	Grievance & PTA	Bus shuttle service from Khandeshwar station to college	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 Khandeshwar and Panvel Bus /railway station to Kamothe. Five buses in the morning and evening as per college timings.

iii	IRRC	Allocation of funds for research	The current status of ongoing and completed projects to be compiled. Funding was discussed as a separate agenda
iv	Purchase committee	Purchase of CBCT machine	Discussed in the minutes of the previous meeting

4. Structuring the function of IQAC and establishing a centralized data base, improvement of accuracy of reports and validation.

The coordinator presented some of the proposed modifications in the functional frame work of the IQAC which would enable accuracy in reporting, establishing a centralized data base, validation of reports, and simplify the compilation of AQAR. The following points were discussed and approved.

- i) Departmental IQAC to be set up with a coordinator by all the 18 departments involved in academics.
- 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.)
- iii) These QQAR could be compiled into an AQAR and also will used for analysis and projection of department performance and progress.
- iv) 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.
- v) Quarterly reports to be procured in specified formats from 32 committees including 5 new committees : Pharmacovigilance committee; Mess committee. Outreach activity committee. Infection control committee. Radiation control committee

5. Policies for Research Funding:

Member Faculty Prof Vantha Shenoy briefed on the present research status in the institution, performance of the research criterion in the First cycle of NAAC, Suggestions made by the peer team and the areas that need to be addressed for improving research performance. The following points were concluded:

- i) 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.
- 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.
- iii) Proposition 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.
- iv) Grants for publishing articles in International Pubmed journals was proposed and accepted.
- v) 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.

6. Conduct of IQAC programmes :

Member Faculty Prof. Kini, briefed on the NAAC support strategies for conduct of IQAC programmes. It was unanimously agreed that a National workshop may be planned for Nov 2017 and applications may be submitted to NAAC for the same.

7. Induction of new member into MGDCH IQAC

This point was not discussed and would be taken up if appropriate in the next meeting.

8. Allotment of Additional infrastructure for IQAC.

The Chairperson/ Dean suggested that additional office space with furniture and storage cabinets would be allotted for expansion of IQAC office. Feasibility of applying for grants for IQAC support from UGC under section 2a and 12 B was considered. It was suggested that application may be made for the same.

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

As there was no other matter the meeting was adjourned.

Sd/- _____ Dr. Sabita M. Ram (Chair person)	Sd/- _____ Dr. Srivalli Natarajan (Co-ordinator)	Sd/- _____ Dr. Sudhir Kadam (Member Management)	Sd/- _____ Dr. P. M. Jadhav (Member Management)
Sd/- _____ Dr. Vanitha Shenoy (Member Faculty)	Sd/- _____ Dr. Vineet Kini (Member Faculty)	Sd/- _____ Dr. Jigna Pathak (Member Faculty)	Sd/- _____ Dr. Sankalp Bhandarkar (Member Faculty)
Sd/- _____ Mr. Balbir Singh (Member Administration)	Sd/- _____ Mr. Patrick (Member Administration)	Sd/- _____ Mrs. Shobha Karnik (Member Industry)	Sd/- _____ Mr. Balasubramaniun Shankar (Member Student)