



**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](mailto:mgmdchiqac@gmail.com)

Fax:91-227433185

Tel: 022-27436604

NO.MGM/DCH/IQAC/00 7 /2019

Date: 08/04/2019

### Minutes of the IQAC core committee meeting held on 7<sup>th</sup> March 2019

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. Nitin Kadam         | - | Member ( Management)      |
| 6. Dr. Jigna Pathak        | - | Member ( Faculty)         |
| 7. Dr Vineet Kini          | - | Member ( Faculty)         |
| 8. Dr Rajesh Kadam         | - | Member (Faculty)          |
| 9. Dr Rita Khadkikar       | - | Member (Faculty)          |
| 10. Dr. Sankalp Bhandarkar | - | Member ( Alumini)         |
| 11. Dr. Padmakar Bhaviskar | - | Member ( Student nominee) |
| 12. Mr. Rajesh Makhijani   | - | Member ( admin)           |
| 13. Mr. Birendra Kumar     | - | Member ( admin)           |
| 14. Mr. Sachin Jadhav      | - | Member ( admin)           |

Invited Guest – Dr. Shashank Dalvi - Hon' Vice Chancellor of MGMIHS

Mrs. Shobha Karnik and Mr. Paresh Thakkar could not attend due to personal commitments.

The following were the agenda points for the IQAC meeting held on 7<sup>th</sup> March 2019, 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 23<sup>rd</sup> July 2018.
2. Action taken report on the minutes of the previous meeting held on 23<sup>rd</sup> July 2018.
3. NAAC revised accreditation format – Pilot study report and suggestions put forward.
4. Initiation and implementation of structured value added courses.
5. Proposal for Fellowship/Certificate courses to be submitted to the MUHS – an update.
6. Faculty enrollment in Swayam Courses.
7. Reconstructing the website in accordance with NAAC requirements.
8. Comprehensive Institutional research policy.
9. Incubation and Innovation Centre-MGMDCH.
10. Induction of new members.
11. Any other matter with permission of the chair.

**Minutes of the meeting:**

**Agenda 1: Confirmation of the minutes of the previous meeting held on 23<sup>rd</sup> July 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 previous meeting held on 23<sup>rd</sup> July 2018**

ATR For Agenda 2:

1. Pending issues from 09/03/2018

Sr. No.	Action which was pending	Further Action taken	Current status of task
1.	Starting a medical referral unit MGDCH with resident from General Medicine//anesthesia on rotatory basis to accord fitness to dental patients.	<ul style="list-style-type: none"><li>- Flow chart for referral established.</li><li>- Oral pathology has upgraded its hematology sample. collection/processing done by Dental College for CBC/PT INR/RBS – at subsidized cost.</li></ul>	Action completed (Annexure 1)
2.	Regular quality check of water used in Dental chairs/ Dental college.	<p>Water quality assessment done from random sites including taps/ water coolers. Reports revealed that water was positive for Pseudomonas aerigenosa, E. coli; enterobacter and klebsiella</p> <p>Meeting held on 17<sup>th</sup> Sep. 2018 under chairman ship of Medical Superintendent. Measures discussed to address the following problems:</p> <ul style="list-style-type: none"><li>- To ensure that there is no admixture of water (CIDCO STW and Borewell)</li><li>- Standardization of water supplying and testing procedures</li><li>- Schedule and monitoring of cleaning of water coolers.</li><li>- Chlorination guidelines.</li></ul> <p>latest reports taken on December 2018 after correction measures were instituted.</p>	Action completed (Annexure 2 & 2a)
3.	Maintenance of Asepsis of work stations and ensuring Respiratory hygiene.	<p>The following practices have been initiated and are followed by every operator:-</p> <ul style="list-style-type: none"><li>(i) spraying the dental chair surfaces with microgen prior to every procedure.</li><li>(ii) Use of protective eyewear has been initiated and is undertaken by each and every student.</li><li>iii) Students sensitized on the importance of history taking on presence of respiratory infections in patients and steps to prevent cross infection during dental operative procedures.</li></ul>	Action completed (Annexure 3)

4.	Waste disposal practices and protocols to be standardized.	MGM Dental College infection control Committee has formulated a biomedical disposal protocol as per the National guidelines. The same has been circulated to the departments and is being implemented.	Action completed (Annexure 4)
5.	IERC accreditation and re-registration. Formal training for IERC members on SOP's, GCP guidelines, Schedule Y.	GCP retraining workshop conducted in November 2018 in collaboration with clinisearch to train the IERC members on GCP guidelines and Schedule Y. 15 members attended the training program and were certified  Version 03 of the SOP governing the IEC MGMDCH has been formulated and passed.  CDSCO registration of MGMDCH done with reg no. ECR/786/Inst/MH/2015 Re-registration application form uploaded on the CDSCO website.	Action initiated for ethics committee re registration. Response awaited from CDSCO.  (Annexure 5a and 5b)
6.	Presentation of AQAR for July 2017-18.	AQAR uploaded on website of NAAC and acknowledgement for the same received.	Action completed (Annexure 6)
7.	Forwarding recognition as PhD guide applications to MUHS of eligible faculty to MUHS.	The application forms of the following faculty members has been forwarded to the MUHS for consideration: i. Dr. Shilpa Patel ii. Dr. Sumanthini M. V. iii. Dr. Srivalli N. iv. Dr. Usha Asnani v. Dr. Vineet Kini	Action initiated and response awaited from MUHS.
8.	BLS training.	04 Staff members of the dental college have been trained to be BLS trainers. All the interns and Non teaching staff are given BLS training by the above trainers as per the schedule attached. 50 Interns and 10 nursing staff have completed the course and certified.	Action initiated and the process of BLS training would be an ongoing process.
9.	Feedback	Feedback committee has been reformulated. The feedback process on the curriculum as per the requirements of the new SSR has been discussed and plan of action formulated	Action initiated. Feedback analysis and report for the AY 2018-2019 would be available at the end of the AY.

10.	Counseling center.	<p>Meeting held with Prof Dr. Rakesh Ghildiyal, Head of Department, Psychiatry, MGM Medical College, Kamothe. Suggested formation of a committee, space located on third floor of MGMDCH, for this centre. Activities would include conduct of regular lectures for students and faculty on stress and anger management, how to study better etc. To hold competition for students on such topics in the form of debates, posters.</p> <p>Faculty can be sent to Tata Institute of Social Sciences for a course in counseling.</p>	<p>Action Pending</p> <ul style="list-style-type: none"> <li>• Committee to be formed and displayed.</li> <li>• Shortlist faculty who can be sent to TISS.</li> <li>• Establish and inaugurate the centre.</li> <li>• Arrange lectures on relevant topics.</li> </ul>
11.	Student activities	<p>Sports and cultural committee has been reformulated. The revised format of the SSR and the AQAR circulated and discussed. It was decided that a talent search should be done amongst students and eligible students should be encouraged to participate in state/ National level activities.</p>	<p>Action initiated. Students with special talents and interests - list to be generated, state / national level activities/ forums where they can participate to be made, and students motivated and supported for the same.</p>
12.	NSS board	<p>The Existing NSS Board members will complete their term on 31<sup>st</sup> March 2019.</p> <p>Name of Dr. Sudhir Kadam and Dr. P.M. Jadhav will be included in the New NSS board, which will be constituted from the 1<sup>st</sup> of April 2019. Dr. P. M. Jadhav suggested that his name should not be include as he resides in Aurangabad and to include Dr. Nitin Kadam's name.</p>	<p>Action will be completed on 31<sup>st</sup> March 2019.</p>

#### ATR for Agenda 3

##### – Value added program

Suggestions for value added programs have been taken from the departments. The title of the program, objectives, timeline, faculty involved, budget, infrastructure requirements have been laid down and will be discussed as a separate agenda.

#### ATR for Agenda 4

##### – Proposal for starting new courses

Departments were instructed to consider the feasibility of starting fellowship / certificate courses as offered by the MUHS the suggestions of which will be discussed as a separate agenda.

ATR for Agenda 5

- M/s Manorama vs suvarna

We were informed by the IT department that the proposal to finalise one of the above Hospital Management Software for the campus (medical + dental) was under scrutiny and that we would be informed about the outcomes of the discussion.

ATR for Agenda 6

Faculty and student exchange program: Suggestions have been invited from departments for prospective faculty and student exchange programs, objectives, timelines, permissions to be sought. The departments should work with the plan of starting these programs from the coming academic year after institution of appropriate MOU's (Ann. 7).

**Agenda 3: NAAC revised accreditation format – Pilot study report and suggestions put forward.**

Agenda	Details of discussion on the agenda point	Suggestions/ resolutions
NAAC revised accreditation format – Pilot study report and suggestions put forward.	It was pointed out that MGMDCH was one of the institutions selected by the NAAC to participate in the pilot study on the RAF for medical institutions. Pilot study report of MGMDCH which was submitted to NAAC on 15 <sup>th</sup> Jan 2019 and suggestions put forward by the IQAC on the revised format was presented by the IQAC coordinator.	Dr. Jadhav questioned if there was a specific format for the dental institutions. Dr Srivalli replied that there was a general format for health science institutes (part A) and a special format which was specialty based (Dental – part B). It was resolved that the institution would have to start preparing as per the requirements of the new format and draw out an action plan. The need to consider starting new courses offered by the MUHS was emphasized. It was also agreed upon that it was important to again emphasize to NAAC that admission policies are as per the Govt. of Maharashtra and hence institution had no scope as far as spread of students, diversity was concerned.

**Agenda 4: Initiation and implementation of structured value added courses**

Agenda	Details of discussion on the agenda point	Suggestions/ resolution
Initiation and implementation of structured value added courses.	<p>All the value added courses suggested by all the departments of the dental institute were put forward and members were asked for suggestions and their opinion regarding the same. The following were the courses :</p> <ul style="list-style-type: none"> <li>a) HAM radio</li> <li>b) Dental photography</li> <li>c) Latin dancing style – physical and overall fitness</li> <li>d) Stress relief and ergonomics</li> <li>e) Yoga and meditation</li> <li>f) Financial management</li> <li>g) Sports dentistry.</li> </ul> <p>There was a discussion on the actual definition of a value added course – the NAAC perspective.</p> <p>The idea put forward was that each of the student in their 5 years of study should enroll and complete atleast in 2 of the above courses of their choice compulsorily</p>	<p>It was resolved that a value added course may or may not be related to the core field of dentistry. Anything which contributed to the overall well being and health of the students could also improve their overall performance and outcomes.</p> <p>Dr Nitin Kadam suggested Music as a value added course and to try and collaborate with Trinity college of London.</p> <p>Dr Sudhir Kadam suggested that meditation be undertaken as one of the value added courses as it is a very good stress buster</p> <p>Dr Jadhav and Dr Dalvi suggested Gandhian Philosophy be taken up keeping in mind the ideals of the entire trust and in fact it could be done for the whole campus. it was finally resolved by the members that the value added courses structured by the various departments should be first announced to the students, their feedback taken which would give an idea on the acceptance of these courses which was important to ensure whole hearted participation.</p>

**Agenda 5: Proposal for Fellowship/Certificate courses to be submitted to the MUHS – an update**

Agenda	Details of discussion on the agenda point	Suggestions
Proposal for Fellowship /Certificate courses to be submitted to the MUHS – an update.	<p>The fellowship courses offered by the MUHS and which was deemed feasible to be started by the PG departments were put forwarded. The chairman also presented the infrastructural requirements, timeline for application process and the fees involved. The following were the fellowship courses considered:</p>	<p>It was unanimously agreed that the proposals for the fellowship courses should sent to the MUHS within the stipulated deadline.</p> <p>Dr Jadhav also suggested that Department of Pedodontics should apply for Postgraduate course. He also requested the college to kindly apply for the institute to be a PHD centre.</p>

	Comprehensive cleft care – OMFS Endodontics – Conservative dentistry Forensic odontology – Oral pathology Certificate course in Implantology – prosthodontics and periodontics	
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**Agenda 6: Faculty enrollment in Swayam Courses.**

Agenda	Details of discussion on the agenda point	Suggestions
Faculty enrollment in Swayam Courses.	The IQAC proudly announced that all the 78 faculty members of the dental institute had enrolled for at least one online course in the government (MHRD) run SWAYAM online courses. By the end of 120 hours, all will be awarded a certificate.	All the members congratulated the staff and encouraged more such activities.

**Agenda 7: Reconstructing the website in accordance with NAAC requirements**

Agenda	Details of discussion on the agenda point	Suggestions/ resolution
Reconstructing the website in accordance with NAAC requirements.	Dr Suraj explained the deficits of our current websites and highlighted the need for upgradation of the same through a very informative and self explanatory power point presentation. He put forth the need of having a NAAC complainant website.	<p>Dr. Jadhav suggested that as per the need of the hour, all information should be on the website which should be updated periodically. Also 2-3 website developers should be contacted, made to present and minimum 3 quotations should be taken before finalizing.</p> <p>Dr. Dalvi added that since website is a powerful medium of showcasing the institute, the work done can be beautifully highlighted through the website. However, besides being NAAC compliant, it should also be in line as per DCI guidelines. It was resolved that this particular point needs immediate action.</p>

### Agenda 8: Comprehensive Institutional research policy

Agenda	Details of discussion on the agenda point	Suggestions/ resolution
Comprehensive Institutional research policy.	The IQAC coordinator who is also the member secretary of the IEC, put forth the comprehensive institutional research policy SOP formulated by the IRRC committee. The policy also defined the policies for allotment of research funds, protocol formats, guidelines for periodic reviews and over all stream lining of the research process in the institution.	Dr Jadhav suggested that policies should be at par with the MGMIHS and that there should be no disparity. The SOP will be approved subject to norms of MGMIHS. The IQAC should have a research budget before allocating any funds for research and short term projects. The amount allocated to the researcher should be related to the quality of proposal and not the designation and this should be controlled by the IRRC. Dr. Sudhir Kadam suggested that the proposal for institutional funding dedicated to the undergraduate projects may be approved after trying for extramural funding Dr. Dalvi added that if the word comprehensive policy is used, then it should include three additional points: <ul style="list-style-type: none"><li>• Patent policies</li><li>• Copyright policies of research publications</li><li>• Innovation policies.</li></ul>

### Agenda 9: Incubation and Innovation Centre-MGMDCH

Agenda	Details of discussion on the agenda point	Suggestions/ resolution
Incubation and Innovation Centre-MGMDCH.	It was put forth that MGMDCH is as of now part of the incubation and Innovation centre of MGMIHS. However as per the RAF, we need to have our own centre in the dental college premises. Also suggestions were invited to identify a place for starting this centre in MGMDCH.	The members supported the view that MGMDCH should have its own incubation and Innovation centre. Dr. Sudhir Kadam suggested to take the guidance of Dr. Raman Yadav from the MGMIHS. Also he suggested that undergraduates are the best people to give novel and innovative out of the box ideas and the students should be encouraged by giving incentives in the form of prizes. The centre could be started initially in one of the laboratories and brainstorming sessions could be undertaken in the conference room.



		Dr. Jadhav said that centre should be registered but only after communication with MUHS. Also he suggested that there should be a prefixed budget for the incubation and innovation centre.
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**Agenda 10: Induction of new members**

Agenda	Details of discussion on the agenda point	Suggestions/ resolution
Induction of new members.	<p>A. Dr. Sabita M. Ram - As she has superannuated, it was decided that the IQAC chairmanship would be taken over by the Dean of the institution, Dr. Vanitha Shenoy</p> <p>B. 01 Teacher to be included in place of Dr. Vanitha Shenoy who has taken over chairmanship – Dr. Rita Khadkikar, Associate professor, Department of Physiology was inducted to ensure that there is a representation from the Medical faculty who are involved in teaching dental students</p> <p>C. Mr. Birendra Kumar in place of Cdr. Chhavi Rathi.</p> <p>D. Mr. Sachin Jadhav, Librarian incharge MGMDCH was inducted in place of Mr. R. Nalawade who was transferred to the Medical College. There was request put forth to include two additional BDS faculty in the IQAC in order to render help with the administrative work.</p>	All the new members were welcomed and it was agreed upon to take two additional BDS faculty for administrative purpose.

**Agenda 11:** Any other matter with permission of the chair.

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

*M. S. Mallya*  
Member Secretary  
(IQAC Committee)



*Vanitha*  
Chairperson  
(IQAC Committee)