



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with 'A' Grade

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NO.MGM/DCH/IQAC/ /2018

Date: / /2018

Minutes of Meeting – IQAC MGMDCH

Date: 9th March 2018

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)
6. Dr. Vanitha Shenoy (IQAC MGMDCH member Faculty)
7. Dr. Vineet Kini (IQAC MGMDCH member Faculty)
8. Dr. Jigna Pathak (IQAC MGMDCH member Faculty)
9. Dr. Sankalp Bhandarkar(IQAC MGMDCH nominee Alumni)
10. Mr. Patrick (IQACMGMDCH member Administration)
11. Mrs. Sayeed Unisa (IQACMGMDCH Nominee Local Society)
12. Mrs. Shobha Karnik (IQACMGMDCH Nominee Industry)
13. Mr. Padmakar Bawaskar (IQACMGMDCH nominee student)

Agenda :

1. Confirmation of the minutes of the previous meeting held on 28th August 2017.
2. Action taken report on the minutes of the previous meeting held on 28th August 2017.
3. MoU's to be signed with external agencies – suggestions and approvals.
 - a. Digital Dentofacial Concepts and MGM Dental College and Hospital.
 - b. Q Med Knowledge foundation.
 - c. IDA and NOCR.
4. Planning of National NAAC workshop.
5. Understanding the new SSR format and working towards it – plan of action.
6. 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 28th November 2016.

Any other matter with the permission of the chair

1. Agenda I:

Confirmation of the minutes of the previous meeting held on 28th August 2017.

Minutes:

1. Agenda 1:

Confirmation of the minutes of the previous meeting held on 20th April 2017 and action taken report.

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 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. Balasubramaniam Shankar is due for completion of his internship, it was suggested to the dean to appoint a new student nominee in his place.

All the above minutes of the previous meeting held on 28th August 2017 was read out and confirmed.

Agenda II:

Action taken report on the minutes of the previous meeting held on 28th August 2017.

Sr. No	Minutes of the previous meeting	ATR	Action pending	Decision taken /Suggestion
1.	<p>Pending issues from the meeting held on 23rd January 2017</p> <p>a. Measures and conduct of programs to enhance research quality</p> <p>b. Proposals for upgrading hospital quality in avenues of infection control, sanitation and fire safety.</p>	<p>Measures:</p> <p>i)Forty five research proposals have been initiated from January 2017 to December 2017.</p> <p>ii. Frequency of meetings of IRRC and IERC have been increased to 3 per academic year .</p> <p>iii. Workshop on understanding of literature search, how to go about doing systematic reviews of literature has been conducted on 13th and 14th December 2017, with 30 participants . They were given hands on training on systematic steps in doing a literature search, the use of Reference Management software to cite accurately and generate a reference list at the end of a publication, and advanced searching for doing a systematic review or meta analysis.</p>	Nil	Nil

<p>bi. There has to be an Infection control nurse in every department who will ensure strictly that infection protocols are followed. 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.</p>	<p>bi)Infection control nurse has been appointed in every department of the dental college. The infection control committee of MGM Dental college has started working under the guidance of the infection control committee of the MGM Medical college hospital headed by Mrs. Divya. We have introduced the latest guidelines on biomedical waste segregation and disposal, which is being followed. (Annexure 1bi).</p>	<p>Nil</p>	<p>Nil</p>
<p>bii. Antibiotic prescription policies and SOP's to be in place for the institution and steps taken to make students aware of the same. Central Government booklet with latest guidelines to be procured and implemented</p>	<p>bii) Dr. Deepashri, the infection control incharge of MGM Medical Hospital, Kamothe, has been contacted, guidance sought and antibiotic policy formulated for MGM Dental College. (Annexure 1bii). The central government booklet with latest guidelines on antibiotic therapy has been procured</p>	<p>Nil</p>	<p>Nil</p>
<p>biii 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</p>	<p>biii) Informed consent are taken from patients prior to every procedure and preoperative evaluation findings recorded as per SOP's. Base line cardiac evaluation including ECG and medical consent is taken for patients above 40yrs of age and those with pertinent history. (Annexure 1biii).</p>	<p>Nil</p>	<p>Dr. S. N. Kadam suggested that Dean may request HOD, Medicine to depute one Senior resident who would be provided space in the Ist floor Medical College & Hospital, to screen and give firmness to Dental patients. This would avoid inconvenience to patients and save time. Dean,</p>

<p>SOP's by all departments and also consider feasibility of a base line cardiac evaluation for patients over 40 years</p> <p>biv.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.</p> <p>bv. Dr Jadhav also proposed that he would send Prof. Dr. Philomina from MGM Medical College, Aurangabad for necessary guidance.</p>	<p>Information booklets for patients regarding treatment procedures are available in every department.</p> <p>biv)All the nursing staff regularly attend the lectures and training programs held in MGM medical hospital. They also attended the MNC Accredited workshop on refocusing on patient safety: improving patient care on 22nd November 2017.</p> <p>Nil</p>	<p>Nil</p> <p>Prof. Philomina J. Isaac to be invited for further guidance.</p>	<p>dental College to coordinate with Dean, Medical College regarding the expenditure incurred by each patient towards investigations and consider waiving off the same. The wavering period for patients to make case paper in Medical College & Hospital and other processes to be expediated for dental patients.</p> <p>Nil</p> <p>Letter of invitation to be given to Dr. Philomina J Saac and Dr, Jadhav to approve the same. Letter of invitation to be sent to Dr. Nitin Kadam for the Infection Control team from MGM Hospital, Vashi for their inputs on the I/C processes in place in MGM Dental College & Hospital and suggestions and protocols to improve the same</p>
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2	<p>bvi. 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>Action taken report on the minutes of the previous meeting held on 28th August 2017.</p> <p>i.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.</p> <p>ii) The ECHS approval to be followed up and the necessary training for implementation to be given as early as possible.</p>	<p>Time table for all the teaching and non teaching staff is prepared and initiated, to undergo BLS training has been prepared initiated from January 2018. (Annexure 1bvi).</p> <p>i. AQAR for 2016-17 submitted to NAAC and also uploaded in the college website. (Annexure 2i).</p> <p>ii. ECHS – two training programs for the teaching and non teaching staff have been conducted, work space allotted and equipped, MOU signed and the process initiated. Director Regional centre ECHS Mumbai had conducted an interactive session with claim processing authority (UTI) technical team, New Delhi which was attended by the AO, MGDCH and the staff in-charge Dr. Neha patil. This meeting discussed the way</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p> <p>Dean presented the current status record of ECHS patient. Treatment claim for Rs,1,35,000 has been sent till date.</p>
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	<p>iii) Statistical analysis of the percentage of faculty participation in conferences to be done based on the AQAR figures .</p> <p>iv) Interns to be posted in critical care units for observation and BLS certification to be ensured.</p> <p>v) Based on the performance analysis of students in university examinations, rank holders to be identified and a record maintained of the same.</p>	<p>to ease the processing of reimbursement claims by the empanelled hospitals. The first patient report on 11th December, 2017. Two nominated staff members from each department will be in charge of managing the ECHS patients. (Annexure 2ii).</p> <p>iii. Average faculty participation in scientific programs for the year 2016-17 has been 5-6 programs per staff.</p> <p>iv. Interns are being posted in accident/emergency, and ICU's and theatre during the oral surgery posting of 1.5 months by rotation. They are also attending the BLS program and getting certified during their one year of internship.</p> <p>v. Rank holders of 2015-16 examinations UG: 02- First BDS: Third and fifth rank . PG: 01- Oral Pathology first rank. PG Diploma: 02- OMFS first and second rank. The 2016-17 rank holders</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>
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	<p>vi) The profile of the guest speakers to be maintained with the record of the attendance of faculty and students.</p>	<p>will be declared after the winter 2017 examinations by the university in 2018 summer. (Annexure 2v).</p> <p>vi. The scientific society maintains a complete file on every program, including the program details, faculty/ speaker profile, details of delegates, photographs of the event, accounts tally, feedback. For programs of one day or more MSDC credit points are also applied for. Number of programs held in 2016-17: 16. Number of programs held from July 2017 till date: 10</p>	<p>Nil</p>	<p>Nil</p>
	<p>vii) MGMDCH to coordinate with the research secretariat of MGMIHS to improve performance in major projects.</p>	<p>vii. At length discussion was held with Dr. Goel MGMIHS and the following are the suggestions A. Reconstitution of the IRRC with 50% representation from external researchers of the speciality or allied sciences. Basic scientist like pharmacologist, material science, immunologist etc., to be</p>	<p>Nil</p>	<p>Nil</p>

	<p>viii) Projects to be taken up in thrust areas so that ICMR funding could be applied for.</p>	<p>included in the committee instead of having only clinicians.</p> <p>B. It is preferable to have a chairperson and co chairperson in the committee who are external members.</p> <p>C. A sub-committee with external members to monitor the timely progress of the research on a quarterly basis and generate an unbiased report</p> <p>D. Emphasis on translational research which will have publication value.</p> <p>E. Dissertation topics to be chosen in thrust areas.</p> <p>viii. ICMR funding: departments have been urged to select topics of research in thrust areas like oral cancer, caries and periodontal disease, conduct minor projects under these broad areas, have publications of merit on the results of the study. This is an important</p>	<p>Nil</p>	<p>Nil</p>
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	<p>ix) 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.</p> <p>x. 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.</p>	<p>prerequisite to give credibility to the study and fortify the application proposal for grant from ICMR for major projects within the same area. There have been nine projects related to oral cancer – immunoscore, tumor budding, out of which three have been published.</p> <p>ix. Development of Screening app in progress</p> <p>x. Voluntary donations were taken from staff members both teaching and non teaching to create an emergency fund to help non teaching staff at a time of emergency. Voluntary contributions will be sought from the alumni during the meet in the college fest (Jan 2018).</p>	<p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p>
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<p>xi. The alumni association to be fortified, memberships to be increased and participation in scientific and college events to be encouraged.</p>	<p>xi. Current membership of alumni: the figures upto 2016 is 744/800. As suggested by the IQAC, in an effort to enhance interaction and participation, the alumni were invited to participate in programs, as judges and special guests during the annual college program. In 2018 January annual program MAGNUM one day has been dedicated to the alumni</p>	<p>Nil</p>	<p>Nil</p>
<p>xii.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.</p>	<p>xii. Student nominee: it is suggested, subject to approval that the new student nominee may be selected from postgraduate students from first year, as they would remain for a tenure of three years. Dr.Padmakar Bhaviskar is a nominee for the same.</p>	<p>Nil</p>	<p>Nil</p>

3. Agenda III:

MoU's to be signed with external agencies – suggestions and approvals.

a. Digital Dentofacial Concepts and MGM Dental College and Hospital.

MOU to be initiated as it would help students in research. The proposal for acquiring a CBCT was discussed and the file was asked to be put up to Governing Council for further processing.

b. Q Med Knowledge foundation.

MOU to be initiated with QMed. It was suggested to hold discussions with Mrs. Vasumati S. on the feasibility of her visiting the campus as a Guest Faculty and the remunerations for the same

c. IDA and NOCR.

MOU to be initiated.

4. Agenda IV:

Planning of National NAAC workshop.

It was principally agreed that Dental College could apply to NAAC for hosting a National workshop on Quality related issues in 2019. Budget and plan of action to be drawn out.

5. Agenda V:

Understanding the new SSR format and working towards it – plan of action.

It was suggested that MGM Dental College & Hospital could write to NAAC regarding addition/deletion of points in SSR as relevant to Dentistry. This may help NAAC to reframe SSR as per specialties. Dental College to consider getting the Institution approved for starting PHD courses in departments with approved guides by MUHS and also to get other eligible guides approved.

6. Agenda VI:

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 28th November 2016.

The Coordinator presented the new format and objectives of NABH accreditation of IERC which has been made mandatory. It was unanimously approved that dental college to immediately initiate the process of NABH accreditation and work towards the requirements. Infrastructure to be provided to every department to maintain research records for at least 5 years after completion of the study. Dr. Gauri to be invited to give guidelines on NABH accreditation process.

7. Agenda VII:

Any other matter with the permission of the chair.

VIHASA – The Coordinator briefed the Committee on the proposal to initiate a value added course – “VIHASA” – Values in healthcare a spiritual approach which is a 8 module structured program for healthcare professionals – Doctors and Paramedical staff. It was agreed to start the program with immediate effect.

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

Sd/-

Sd/-

Sd/-

Sd/-

Dr. Sabita M. Ram
(Chairperson)

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/-

Mr. Patrik Vincent
(Member Adm.)

Mrs. Sayeed Unisa
(Nominee Local Society)

Mr. Padmakar Bawasker
(Nominee Student)