



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

Accredited by NAAC with 'A' Grade

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NO.MGM/DCH/IQAC/018/2019

Date: 16/10 /2019

Minutes of the IQAC core committee meeting held on 10th September 2019

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

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| 1. Dr. Vanitha Shenoy | - | Chairperson |
| 2. Dr. Srivalli Natarajan | - | Coordinator |
| 3. Dr. Sudhir Kadam | - | Member (Management) |
| 4. Dr Nitin Kadam | - | Member (Management) |
| 5. Dr. P.M. Jadhav | - | Member (Management) |
| 6. Dr. Jigna Pathak | - | Member (Faculty) |
| 7. Dr Vineet Kini | - | Member (Faculty) |
| 8. Dr Padmakar | - | Member (student) |
| 9. Mr. Birendra Kumar | - | Member (admin) |
| 10. Mr Nalavade | - | Member (admin) |

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

- Dr. Dubhashi – IQAC Coordinator MGMIHS

Mrs. Shobha Karnik, Mr. Paresh Thakkar and Dr. Sankalp Bhandarkar could not attend due to personal commitments.

The following were the agenda points for the IQAC meeting held on 10th September 2019, at the conference room, ground floor, MGM Dental College and Hospital, Kamothe at 10:00 am:

1. Confirmation of the minutes of the previous meeting held on 07th March 2019.
2. Action taken report on the minutes of the previous meeting held on 07th March 2019.
3. Approval of AQAR for July 2018 – June 2019.
4. Any other matter with permission of the chair.

Minutes of the meeting:

Agenda 1: Confirmation of the minutes of the previous meeting held on 07th March 2019.

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 07th March 2019

Agenda	Details of discussion on the agenda point	Suggestions/ resolutions
Forwarding recognition as PhD guide applications to MUHS of eligible faculty to MUHS.	The application forms of the several faculty members had been forwarded to the MUHS for consideration. However, only Dr. Usha Asnani was approved by MUHS as Phd guide. Reply awaited for other applications.	The details regarding the other eligible applicants whose applications were yet to be answered by the MUHS, was to be share with Dr. P.M. Jadhav sir and Hon. V. C. Dr Shashank Dalvi for further guidance and also so that the matter could be taken up with the MUHS to ascertain the reason for the delay. The head of the institution was also requested to send the necessary clarifications to the MUHS.
NSS board	It was suggested that the Names of Dr. Sudhir Kadam and Dr. P. M. Jadhav was to be included as advisors in the New NSS board, which was constituted on 1 st of April 2019.	Dr. P. M. Jadhav suggested that his name should not be included as he resides in Aurangabad. It was resolved that Dr. Sabita M. Ram's name be included instead in the NSS Unit as she has actively carried out all activities in NSS Unit during her tenure as Dean, MGDMDCH, and hence could give valuable guidance and insights.
Faculty/student exchange programs.	Dr. Srivalli Informed the members that the 2 Departments- Dept. OF OMFS and Dept. of Oral Pathology and Microbiology had initiated the Student exchange program with Nair Hospital Dental College and D. Y. Patil Dental College respectively.	It was suggested that <ol style="list-style-type: none">MOUs may be executed with the above institutions with the period of validity specifiedThe institution was advised to look at opportunities to initiate exchange programs with premier institutions at a national level like AIIMS/ AFMC/ BHU which would widen the scope and exposure.At least 05 such programs are to be initiated each year

<p>Proposal for Fellowship /Certificate courses to be submitted to the MUHS</p>	<p>The following were the fellowship courses considered by MUHS and an inspection was carried out to start the same.</p> <p>Comprehensive cleft care – OMFS Endodontics – Conservative dentistry Forensic odontology – Oral pathology The Department of Orthodontics had proposed a course for which the MUHS had called upon the Coordinator and the Mentor for discussion to MUHS and then take further action on its approval.</p>	<p>The IQAC was to be kept updated on the outcomes of the inspection.</p>
<p>Reconstructing the website in accordance with NAAC requirements.</p>	<p>The new website of the MGMDCH which was under construction and partially complete was projected for suggestions.</p>	<p>The following were the suggestions:</p> <ol style="list-style-type: none"> a) The photographs of all the trustee members was to be in square format and not oval as it was currently b) Valuable inputs to be taken from MGMIHS and also other dynamic websites like those of KLE Belgaum to make it user friendly and appealing.
<p>Comprehensive Institutional research policy.</p>	<p>It was suggested in the previous meeting that the research policy for the MGMDCH was to be made on the same lines as the MGMIHS. Hence following consultation with the Director research of the MGMIHS their proposed research policy was acquired and read out. The feasibility issues were discussed.</p>	<p>The following points were resolved</p> <ol style="list-style-type: none"> a) Definitive research budget should be allocated for the undergraduate, postgraduate and faculty members and the outcome of such research should be published in indexed journals. b) Each faculty member is entitled to reimbursement of the conference fees for maximum 02

<p>Incubation and Innovation Centre-MGMDCH</p>	<p>MGMDCH till date was an integral part of the MGMIHS incubation and Innovation centre. But keeping in mind the NAAC requirement a core committee had to been constituted with Dr. Shrirang Sevekar as the Member secretary to procure inputs and guidelines for initiating an independent incubation centre for the Dental college.</p>	<p>conferences attended per year-one national and one state-level conference. This will be granted provided the faculty presents a paper in that conference.</p> <ul style="list-style-type: none"> c) IRRC to decide and formulate a policy regarding eligibility of projects for funding, and fund allotment and disbursement. d) college should publish a research based journal for students e) Research budget should be under the following three headings: <ul style="list-style-type: none"> 1. For workshops. 2. For continuing Dental Education programs. 3. For free services provided by the institute for research participants. <p>Dr. Shashank Dalvi suggested that since NAAC considers appreciation letters by professional National bodies as an award, certificates should be awarded to faculty who contribute to CDE and other scientific deliberations even at a college level as a form of recognition.</p> <p>It was suggested that the policies laid down by MGMIHS I&I centre could serve as a guide for formulating the policies for the I&I centre of Dental college.</p> <p>Dr. Shashank Dalvi gave the MGMDCH members an assurance that they will be a part of all their meetings and will ensure their active participation till such time the I&I centre of the dental college starts functioning effectively.</p>
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Agenda 3: Approval of AQAR for July 2018 – June 2019.

The IQAC MGMDCH was to submit the AQAR for the year 2018-19 in the revised format. The AQAR was presented for approval/ suggestions and comments which were recorded as follows.

AQAR Items	Details of discussion	Suggestions/ resolution
IQAC Initiatives	The IQAC initiatives were read out by Dr Srivalli Natarajan.	Dr. Dubashi suggested that only quantitative figures are accepted by NAAC and therefore to remove all qualitative sentences and replace with quantitative figures with exact date as regards the list of initiatives.
Internal Assessment Audit	Regular internal assessment audits are conducted biannually for both the medical and dental subjects to check the conduct, credibility and records of internal assessment prior to submission to the MUHS	The members opined that it may be more fruitful if a study could be undertaken to see if the performance of students in the IA exams and that in the university exams were on par with no gross disparity. This may throw light on the effectiveness of these exams and also whether the evaluation was comparable.
NAAC Sponsored Workshop	Dr. Srivalli pointed out that the college had applied for the grants for NAAC sponsored workshop and the reply was awaited from NAAC	It was suggested that instead of the NAAC sponsored workshop, it may be easier to do NAAC Awareness Program which would be simpler and more feasible.
Criteria 1:		
Commencement of certificate/ courses	It was enquired if MGMDCH could apply for an autonomous status as it had the requisite grading from NAAC to be eligible for the same.	The Dean, Dr. Vanitha Shenoy responded that the process was already underway and was awaiting a few documents from the trust.
Value added courses	13 value added courses had been conducted in the academic year 2018-19.	It was resolved that besides BLS, all faculty must enroll for the ACLS course. Also All MDS students in Oral and Maxillofacial Surgery should do a course in ATLS before the commencement of their course. It was suggested that in a span of 05 years, at least 25 value

Curricular Feedback	The curricular feedback from all stakeholders was presented with appropriate statistics	added programs should be conducted. The members suggested that measures should be taken to ensure that at least 85% of the students are involved in giving the feedback. This would only ensure effectiveness and give a clear picture.
Library	It was pointed out that one of the salient requests from the students feedback was to increase the evening hours of the dental college library which would help them to get access to books and reading halls well beyond college hours.	As the Medical college library was open till 11pm, in order to ensure effective use of resources, Dr. Sudhir Kadam suggested that it may be more prudent to keep some reference books of dental subjects in the Medical college which will help students have easy access to books after the library working hours of the dental college. Dr. Dalvi readily agreed upon sharing the e- library facility in the medical college with the dental students.
Communication Skills	It was unanimously agreed upon that effective communication skills was a definite requirement for any medical/ dental professional and that the institution should pit in all efforts to see that students acquire and practice the same from the word go.	It was resolved by the members that imparting effective communication skills should be one of the best practices of the institution. In order to facilitate this it should be a part of every induction program, both at the UG and PG level. It was offered by the IQAC coordinator of the MGMIHS that the dental college students may also attend the induction program organized by the MGMIHS which was a very structured program with emphasis on communication skills.
Evidence based approach (EBA)	Suggestions were invited on how EBA could be effectively followed in the curriculum and day to day teaching	Dr. Dubashi pointed out that the journal clubs which features as a routine in PG courses is one of the most effective ways of adopting EBA in Teaching

<u>Criteria 2:</u>		
Number of teachers	Medical college faculty should be included as they provide teaching to the dental students also.	Dr. Dalvi instructed that MOUs should be signed with MGMIHS indicating this sharing of services of Medical Faculty and infrastructure which is acceptable as per DCI norms.
Developing ICT tools to facilitate E- learning	Request was placed to the management members if we could have a studio/media room in the dental college to make videos of the lectures and subsequently upload them for ready reference to the students.	It was pointed out that a fully loaded media room already exists in the MGM Aurangabad campus and that the faculty should be sent there on rotational basis to make use of the same. It was also therefore, suggested that a MOU should be signed with MGM Aurangabad to facilitate the same
Awards list	After deliberations it was concluded that all the achievements, contributions or honors received by faculty in various forums for scientific deliberations could be considered an award	The awards list of the AQAR was to be edited.
University results	The university results for the various courses and programs were displayed	Special attention was given to the overall pass percentage of the BDS and MDS program
SSS	The outcomes of the SSS for the year 2018-19 was displayed and discussed. Although the overall feedback was good, the numbers of students who had participated in the survey was found to be around 50%.	In order to enhance the student participation in SSS, it was suggested that the mentors should be sensitized every month and they in turn should sensitize the mentees on the importance of the SSS. The mentors at the end of the year should also be involved in getting the SSS from the mentees.

<p><u>Criteria 3:</u></p> <p>Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year</p> <p>Awards and recognition received for extension activities from Government and other recognized bodies during the year</p>	<p>The participation of faculty and students in the program on IPR was projected</p> <p>Extension activities and awards received were elaborated.</p>	<p>It was suggested that the faculty participation in the programs on IPR conducted by the MGMIHS should also be included</p> <p>It was suggested that appreciation letters from the Gram Panchayats where extension activities are carried out could rightfully be shown as reward. Hence the awards list had to be edited in the AQAR.</p>
<p><u>Criteria 4:</u></p> <p>Technology Upgradation (overall)</p> <p>Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year</p>	<p>It was pointed out that some of the existing computers were outdated and hence needed to be replaced</p> <p>The policy for AMCs was discussed</p>	<p>It was resolved that the existing inventory of computers should be thoroughly checked and repairs undertaken. Those beyond salvage should be condemned and new computers purchased. Computers may also be allotted for development of E content.</p> <p>It was suggested by the Hon. VC MGMIHS that maintenance should form 10% of the total budget of the college. Dr. Jadhav and Dr. Sudhir Kadam advised that maintenance of the hostel could be included in the budget of maintenance.</p>

Criteria 5:

Career Counseling

The need for more professional career counseling for both UG and PG students were discussed

It was suggested that while every effort should be made to invite external agencies to give tips on career advancement, it would also be more effective if internal faculty / alumini also conduct regular counseling sessions on the same

Criteria 6:

Mention two practices of decentralization and participative management during the last year

This qualitative metrics question was discussed

It was suggested that this question needs to be answered as two distinct practices with no ambiguity

Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year

Suggestions were invited for more clarity on the same

It was resolved that all the general funding from the management apart from those for criteria 3 which amounts to around Rs. 25,00,000/- could be shown against this point.

Criteria 7:

Program on gender equity

Gender sensitization initiatives undertaken by the institution were projected

It was opined that more gender sensitization programs need to be conducted. The suggestions given were:

- a) There were good speakers on this topic at MGM Aurangabad who could be invited to conduct some sessions
- b) Dental college can take advantage of the gender sensitization programs conducted within the Navi Mumbai campus by the medical college/ MGMIHS

Agenda 04: Any other matter with permission of the chair.

The grievances from students regarding the quality of mess food were addressed.

Dr. Sudhir Kadam suggested that there should be a dental representative in the Mess committee and that the Medical College Dean should be informed regarding the grievances on quality. Also faculty should be appointed to make surprise visits to the Mess and the kitchen to conduct quality checks and report the same

M. S. Vally

Member Secretary
(IQAC Committee)



Vanitha

Chairperson
(IQAC Committee)