



# MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL

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**NO.MGM/DCH/IQAC/002/2016**

**Date: 10/08/2016**

## Minutes of Meeting of IQAC

A meeting of IQAC was held at 10.30 am on Wednesday 10<sup>th</sup> August 2016 in the College conference room which was attended by following members to discuss the Agenda points as per IQAC Circular No.02/2016 at 01-06-2016

Sr. No.	Name	Designation	Department
a)	Dr. P. M. Jadhav	Member (Management)	Dy. Chairman, MGM Trust
b)	Dr. Sabita Ram	Chairperson	Dean, Dental College
c)	Dr. Srivalli Natarajan	Coordinator	Prof. & HOD Oral Surgery
d)	Dr. Vanita Shenoy	Member(Faculty)	Prof. & HOD Conservative
e)	Dr. Vineet Kini	Member(Faculty)	Prof. & HOD Periodontics
f)	Dr. Sankalp Bhandarkar	Nominee Alumini	Lecturer Prosthodontics
g)	Cdr. (Retd.) Balbir Singh	Member(Senior Administrator)	Administrative Officer
h)	Mr. Patrick Vincent	Member Senior Administrator(IT)	IT
i)	Mr. Rajnikant Nalawade	Member Senior Administrator(Library)	Library

The following points were discussed:

- 1. All the minutes were read out and confirmed along with the action taken report (ATR).**
- 2. Administrative set up for IQAC office**
  - a) Office Clerk – Appointment of one additional clerk-cum-computer operator is approved. However to meet the immediate requirement, one clerk from the Admin office is nominated to work from 1.30 pm to 3.30 pm daily for this purpose.
  - b) Steel cupboards with glasses – 2 No. Not approved. Existing NAAC file upto 30-06-2016 are to be shifted to IQAC coordinator room for storing on wooden shelf's to be constructed on all the three sides.  
Existing cupboard in the conference room along with wooden shelf's are to be used for new files w. e. f. 01/07/2016.
  - c) Printer with scanner – 1 No. Available.
  - d) White board for display of Committee Meetings – 1 No. Size 2<sup>1/2</sup>" X 1<sup>1/2</sup>" held in College is small. Purchase of qty. one bigger size in 3' X 4' due course is approved.

### 3. Review of annual calendar submitted by all committees

Only 7 out of 31 committees have submitted their annual calendar. The staff nominated to chair each committee is to submit their annual calendar by 26-08-2016

### 4. Preparation of Annual Calendar for IQAC for AY 2016-17

In order to ensure submission of IQAR to NAAC by IQAC on 14-07-2017 after completion of one year, it was decided to hold IQAC meeting as under to review the quarterly progress of preparation of report by various coordinators and HOD

I Nov 2016	The exact dates for their meetings during the respective months will vary
II Feb 2017	and announced later, which shall coincide with MGMIHS governing council
III May 2017	meetings.

### 5. Understanding IQAR requirements

It was decided to obtain a copy of first IQAR submitted by MGMIHS to NAAC in December 2015. Chairperson directed coordinators IQAC to prepare a presentation after reading MGMIHS IQAR, for explaining to the all stake holders, teaching and non teaching staff about the requirements and procedure for preparing of IQAR as per NAAC proforma. In the same meeting status of planned works vs achievements for the year 2016 could be discussed.

### 6. Review of ATR submitted by Committees

Only 7 out of 31 committees have submitted their ATR for Q.E. 31-07-2016. Remaining committees are to submit their ATR by 26-08-2016 for review by IQAC.

### 7. Academic audit plans

This matter was discussed inconclusively. It is however understood from MGMIHS that academic audit by MUHS during LIC inspection and by DCI during their inspections may be adequate to be considered as academic audit. Alternatively this could be carried out by an independent external agency or even by MGM Medical College Aurangabad staff along with some prominent dental teachers from local Colleges.

### 8. Requirement and purchase of CBCT for department of OMDR

Matter was discussed in detail after demo by M/S Villa India. It was decided to purchase one CBCT equipment on receipt of details of its utilization from other specialties also, by following standard operating procedures for purchase of costly and high end equipment.

Their being no other points, the meeting was adjourned



  
Chairperson

#### Copy to:

- Coordinator IQAC
- All Members