

# Mahatma Gandhi Institute of Medical Sciences, Sevagram

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING HELD ON 19.7.2019

A meeting of the Internal Quality Assurance Cell (IQAC) was held in the Seminar room of JBTDRC on 19.7.2019 at 3 pm. The following members attended the meeting:

1. Dr Nitin Gangane, Dean, MGIMS and Chairperson IQAC
2. Dr Poonam Varma Shivkumar
3. Dr Satish Kumar
4. Dr Smita Singh
5. Dr V B Shivkumar
6. Dr Subodh Gupta
7. Dr Chetna Maliye
8. Dr Ashwini Kalantri
9. Mrs Aarthi Gangane
10. Mrs Sangeeta Narang
11. Mr S Kolhe
12. Ms Shambhavi Chowdhary
13. Dr Anshu, Coordinator IQAC
14. Dr Vinod Shende, Coordinator IQAC

Dr Jyoti Jain and Dr Vijayshree Deotale had informed their inability to be present in the meeting.

The following matters were discussed.

1. Dean, Dr Nitin Gangane welcomed the members of the IQAC. He informed the members that MCI allowed our institution to organize the Foundation course in 2 different halves of 15 days each.
2. Dr Anshu, Coordinator NAAC then presented the new NAAC criteria from 3<sup>rd</sup> criteria onwards. All members discussed all criterions in detail.

#### **CRITERION 4: INFRASTRUCTURE AND LEARNING RESOURCES**

1. An issue of adequate facilities of teaching learning was discussed in the beginning by all the members. Dean, Dr Nitin Gangane told the members that the Institute has adequate facilities of teaching and learning. He added recently Institute got 2 new Air conditioned lecture halls constructed with the facilities of smart classroom, also the existing classrooms has the facility of LCD projector and screen. Dean told that the ACs will be installed in the remaining classrooms in phase wise manner, beginning with Anatomy lecture hall .

Dr Subodh Gupta pointed out that in the last NAAC peer team visit we got less score on the recreation front, to which Dean said that the Institute has constructed new Gymnasium in the premises of Boys hostel which is open to use for students as well as faculties. He also told that the construction of Auditorium is in process and that will be in use shortly. The facility for Yoga and meditation is available in Arogyadham

2. Dr Anshu raised a point that we need a split-in fund allocation for different headings from account section to which Dean said that he will direct the concerned person to make it available.

3. On the issue of computer facilities, Dr Anshu and Dr Satish Kumar mentioned that we have computers in Bioinformatics centre; Dr Ashwini Kalantri told that 30 computers are available in the library for students use. Dean enquired about the data on computer usage, to which Dr Smita Singh told that library has software to keep the record of that and it will be made available. Dean asked Dr Ashwini Kalantri to get the personal computer and gadgets registered from the HIS and also to retrieve or re-register the gadgets whose ID and passwords have been lost/forgotten.

4. On the issue of available bandwidth of internet connection in the Institute, Dr Ashwini Kalantri said that the Institute has more than enough bandwidth facility. Dean suggested that Library seating area can be used as media centre with sound proof environment.

5. Dr Subodh Gupta suggested that the part of the lecture (5 min) can be recorded and used as e-content, to which Dr Anshu told that MEU have camera with recording facility but it is outdated. Other members suggested that Mr Satish Shingare have newer camera with video recording facility which can be used, all members agreed upon this. Dr Subodh Gupta told that they have SNAG it Software (30 licenses) which can be used for recording the lecture along with PPT. It was decided that the said license can be distributed to each department with sufficient training to use it. Dr Subodh Gupta agreed to conduct small training session for faculties regarding the use of SNAG it software in the month of October.

6. Dean entrusted the responsibility of preparing the SOP for each section. Likewise;

Sports: Mr Girish Bhovre

Computers: Dr Ashwini Kalantri

Classrooms: Dr Satish Kumar

Library: Dr Smita Singh

7. On the issue of library as learning resource, Dr Smita Singh told that our library currently has 3 resources (e-journals, e-books and database). Dean said that MUHS has subscription of e-Shodh Sindhu and asked the members to enquire about the mechanism to acquire it. On the issue of availability of remote access to e-resources of library, Dr Smita Singh informed that it can be accessed from anywhere using registered gadgets. Dean suggested organizing short session on facilities available in the library for faculties and Postgraduate students to optimize its use. Dr Smita Singh consented to organize such sessions.

#### **CRITERION 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

1. The vision statement is there on our Institute website. Dean said that perspective plan is for university whereas strategic plan is for individual institute. He also told that our Institution has established promotional policy as well as grievance redressal mechanism. Dr Anshu suggested creating a google form document for each concerned department and section for implementation of e-governance in the area of operation. Mrs Aarthi Gangane informed that service rules and code of conduct are written in the appointment letter. Dean pointed out the limitation of e-governance of examinations as it comes under the purview of MUHS.

2. Mrs Sangeeta Narang and other members requested to create the creches at College and hospital campus for staff members, to which Dean agreed to look into the matter. Mrs Aarthi Gangane enlisted the effective welfare measures available in the Institute viz; Provident fund, Gratuity, health insurance scheme, Worker welfare fund, loan facility on Provident fund.

3. Dean told that the Institute has well established mechanism for financial support to teachers for attending conference/workshops. He also said that Institute does not provide financial support for membership of professional bodies. Dean directed Mr Vishwas Ranade to provide the information on financial support to teachers.

4. On the issue of training programs organized by the Institution for teaching and non teaching staff, Dean told that training programs for library and Blood bank staff is organized regularly; also there is NABH training program. Dr Smita Singh said that fire safety training program was conducted in the past. Dr Poonam Varma Shivkumar added that there is nursing staff training program and Dr Dhiraj Bhandari conducts basic life support training program for teaching and nonteaching staff. Dean instructed all HODs to send the list of training programs conducted by their respective departments.

5. Dean said that the Institute will implement performance appraisal system from next year. There was discussion on internal and external financial audit of the Institution and need of internal audit is felt by the members.

6. Dean suggested that the Minutes of meeting of IQAC shall be sent as a proposal to the management. Dr Subodh Gupta said that all teachers prepared learning objectives and lesson plan during last cycle of NAAC and it should be continued as a regular process.

7. Dean asked Dr Ashwini Kalantri to contact and collect NIRF form from Dr Behere. Dean and Dr Satish Kumar told about the 'Labs for life' project of central government to the members. Dean also suggested that the remarks received from the last NAAC peer team shall be taken as new initiatives. Mrs Sangeeta Narang and other members highlighted the issue of toilet in Dean Office premises.

#### **CRITERION 5: STUDENT SUPPORT AND PROGRESSION**

1. The issue of capability enhancement and development schemes was discussed in detail. Dean instructed Mrs Sangeeta Narang to make the information available on student scholarships and freeships. Mr Girish Bhowre organized the sessions on Language in the past. Dr Chetna Maliye is looking after the personal counseling scheme. It was discussed that Bridge course, career counseling and soft skill development is not applicable to us.

2. Dean suggested to start guidance sessions after university examinations of year professional year by respective departments, to which Ms Shambhavi said that it will benefit the students. It was discussed that vocational education and training is conducted at AFMC. Dean instructed Mrs Sangeeta Narang to keep the data on placement of outgoing students from this year.

3. On the issue of student progression to higher qualification Dr V Shivkumar told that almost every graduating student appears for Post graduate entrance examination. Mrs Aarthi Gangane said that they are noting down the contact no and email Id of the graduating students at the time of issuing the transfer certificate so that we can communicate with them in the future. Dean asked to collect

the required information on awards and medals on sports and cultural activities received by students from Mr Girish Bhowre.

4. Dean informed that Alumni Association of the Institution is registered and alumni contributed generously for development of the Institution.

### **CRITERION 3: RESEARCH, INNOVATIONS AND EXTENSION**

1. Dean instructed Mrs Sangeeta Narang to get details available on grants received for research projects from various government and non-government sources. On the issue of Endowment, it was discussed that currently we have Dhani Reddy and Dr Babhulkar endowment in Pediatrics and Orthopedics respectively. Dr Smita Singh added Diamond Jubilee Endowment to the list.

2. Dean asked all eligible teachers to apply for PhD guides.

3. Dean informed that we do not have Incubation Centre for creation and transfer of knowledge. The issue was discussed. Dr Satish Kumar and Dr Subodh Gupta suggested starting small courses for which facility can be advertised for the external students.

4. The issue of Intellectual property rights was discussed next. Dean suggested preparing a cell for Intellectual property rights. It was discussed that the Institution has certain unique activities like Orientation camp, Social Service camp which can be patented. One lawyer is required to be in such committee.

5. Dr Subodh Gupta suggested that we should have some mechanism to check malpractices and plagiarism in research, to which Dean asked Dr Ashwini Kalantri to procure a software for checking plagiarism and now onwards all publications from the institute shall first get screened for plagiarism through institute software.

6. On the issue of PhDs awarded, Dean and Dr Anshu recalled that Dr S Chhabra and Dr S Tayade got their PhDs awarded recently.

7. Dr Subodh Gupta informed that Community medicine department runs 'Kiran clinics' in the community as an extension activity. Dr Chetna Maliye is looking after the NSS activities. Dean told that the institute employees regularly participate in community Shramdan and Swatch Bharat Programmes.

8. On the issue of MoU signed between the Institute and external agencies, it was discussed and decided that all department heads will provide MoU signed by their respective departments to Mrs Sangeeta Narang.

### **CRITERION 7: INSTITUTIONAL VALUES AND BEST PRACTICES**

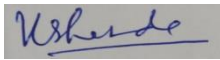
1. The issue of gender equity promotion programmes and gender sensitive facilities available in the institute was discussed. The point of having boy's and girl's common room in the institute was raised by the members, to which Dean said that common room concept is not relevant in our setup as no one is a day scholar and all our students stay in hostels within the campus. Dr Smita Singh said that the institute has concrete compound wall and single entry/exit points as security measures.

2. Dr Subodh Gupta informed that solar panel was installed at Anji health centre. The issue of Solar panel installation, rain water harvesting and waste management was discussed by the members in detail. Mrs Aarthi Gangane informed about concept of plastic free campus and said that plastics bags shall be checked at every entrance.

3. Dean instructed Mr Kolhe to construct Ramp near staircase for physically disabled person. The issue of disabled restroom and scribes in examination was also discussed.

4. Dr Anshu and Dr Smita Singh requested the Dean to start cine club in the Institute where movies can be screened on weekends.

The meeting ended with thanks to the chair.



Dr Vinod Shende

Coordinator, NAAC