



MAHATMA GANDHI INSTITUTE OF MEDICAL SCIENCES Sevagram- 442102, Maharashtra, India

INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING HELD ON 6.4.2022

A meeting of IQAC members was held on 6th April 2022 in the Committee Room at 3 pm. The following members attended the meeting:

1. Dr Nitin Gangane, Dean MGIMS
2. Dr AK Shukla
3. Dr Jyoti Jain
4. Dr Subodh S Gupta
5. Dr Satish Kumar
6. Dr Anupama Gupta
7. Dr Vijayshri Deotale
8. Dr Poonam Varma Shivkumar
9. Dr Smita Singh
10. Dr Chetna Maliye
11. Dr Ashwini Kalantri
12. Mrs Sangeeta Narang
13. Mr Sunil Kolhe
14. Dr Vinod Shende, IQAC Coordinator
15. Dr Anshu, IQAC Coordinator

The following matters were discussed:

1. The Dean informed that this time the university has declared the summer vacation early and that it will start from 29th April 2022 until 7th June 2022. At the same time, we have NMC PG inspection in 15 departments. As of now, the inspections are being done in online mode. It is expected that we will also go through the same process. It will be clear in next 2-3 days whether the UG inspection will be online or physical. If the online inspection is done, the physical assessment might be possible during next 3 months.
2. Dean informed that before proceeding for vacation, the concerned 15 departments whose PG assessment is due should complete the assessment related work before 15th April 2022. He apprised that all the concerned departments should fill form B and submit the same.
3. Dean informed that this year NAAC assessment is also due. For this, we need to collect the requisite information from 1st April 2017 to 31st March 2022. After we compile the information in the month of April, we will have NAAC assessment within a period of 45 days from the date of submitting the report.

4. Dean asked Dr Vinod Shende to start the compiling of Annual report. He further informed that the information is also required from 1st April 2021 to 31st March 2022 for the annual report on or before 15th April 2022. The details will be provided within next couple of days regarding information sought for the Annual report as well as NAAC.
5. He informed the members that all the departments already have most of the information. The details required from the HIS can be requested from them. In case, there is help required by you for preparation of NAAC document, Dr. Anshu and NAAC coordinating unit will help. The committee members noted and recorded the same.
6. Dean asked all the concerned HODs to provide the sanction letters of all ongoing funded projects in the institute. He informed the HODs to share these documents at the earliest as they are required by National Institutional Ranking Framework (NIRF) for their assessment for which the institute has already applied for. The committee members noted the same.
7. Dr Anshu informed the house that MEU and IQAC will be conducting workshop on Enhancing Student Outcomes on 20-21 April. Dr Shivasakthy Manivasakan and Dr KR Sethuraman will be resource faculties for this workshop. The key topics of the workshop will be Identifying students needing additional curricular and psychological support. She requested the HODs to inform the interested faculty members to register for the workshop.

The meeting ended with thanks to the Chair.



Dr Nitin Gangane,
Dean MGIMS



Dr Anshu
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING HELD ON 07.04.2022

A meeting of the departmental NAAC Coordinators was held in the Seminar Room of Pathology on 07.04.2022 at 11 am. The following members attended the meeting:

1. Dr Dhiraj Bhandari
2. Dr Deepika Garg
3. Dr Smita Jategaonkar
4. Dr Anuragsingh Chandel
5. Dr Vanadana Wankhede
6. Ms Chaya Chavan
7. Dr Abhay Deshmukh
8. Dr Pranita Waghmare
9. Dr Harshal Sathe
10. Dr Chetna Maliye
11. Dr Devesh Gosavi
12. Dr Shuchi Jain
13. Dr Shraddha Ganorkar
14. Dr Kalyani Joshi
15. Dr Ruchi Kothari
16. Dr Kiran Wandile
17. Dr Rashmi Mahajan
18. Dr Amrish Saxena
19. Dr S K Kale
20. Dr Udaikumar Padigal
21. Dr Anuj Mundra
22. Dr Sonia Jain
23. Dr Indrajit Khandekar
24. Dr Suraj Kukade
25. Dr Ashok Singh
26. Dr Anshu, Coordinator IQAC
27. Dr Vinod Shende, Coordinator IQAC

Representatives from Departments of Microbiology, Ophthalmology and Surgery were not present.

Agenda:


1. To discuss matters related to submission of Annual Report 2021-22
2. To shift compilation of data to the online mode

The following matters were discussed:

1. Dr Anshu, Coordinator IQAC welcomed the members and congratulated them on being nominated as departmental NAAC coordinators.
2. Dr Anshu, then presented the new template of Annual Report based on the additional criteria given by NAAC criteria. Members were informed about the modifications to the template. Given the workload, many coordinators requested extension of the team of departmental coordinators, to which Dr Anshu suggested involving more faculty members in consultation with respective Heads of Departments.
3. Dr Anshu shared the modified data templates for faculty details, funded research and publications. She requested everyone to download the Excel sheet, fill the details and send it back to Dr Vinod Shende for editing the information for 52nd Annual Report by 15th April 2022. Coordinators were directed to compile all documentary evidence related to this information and keep it ready in their respective departments
4. Dr Anshu asked everyone to update the departmental profiles reflecting the mission and vision of department prominently. She suggested documenting all innovations done in teaching learning methods, assessment methods, online teaching and skills teaching in detail.
5. Regarding the academic activities organized by the department, Dr Anshu told coordinators to keep the list of participants, MMC credit hours awarded, funding agency, fund received and audited statements ready at the respective departments. Dr Smita Jategaonkar inquired whether quiz can be included in the academic activities. Dr Dhiraj said that offline academic activities were not conducted till January 2022 because of COVID 19 restrictions. To which Dr Anshu said that all webinars and online activities also had to be documented.
6. About Certificate Course attended, Dr Devesh Gosavi informed that many faculty members have attended the BCBR course. Dr Anshu further clarified that an activity could be counted as a course if it was at least 7 days long. Online courses conducted on NPTEL and Swayam platforms could be added in this section.
7. Field Visits/ Industry internships: It was discussed to provide the list of students who had attended field visits along with geotagged photographs of the activity. Dr Anuj pointed out that attendance certificates are not issued for the field visits. Dr Sonia informed that their PGs are regularly posted in Melghat, Dr Devesh told that industry visits which were conducted earlier could not be conducted in the last 2 years due to COVID 19 restrictions.
8. Research Projects and Publications: Dr Anshu asked everyone to keep the project details such as Investigator details, sanction letter; year of sanction, IEC approval letters, amount sanctioned, and amount received in current year, total duration of project along with documentary proof at departmental level to be provided whenever required. She requested all to publish articles in good quality journals as only articles

indexed in UGC, PUBMED, Scopus and Web of Science will be counted for all accreditation purpose.

9. Conference/ Workshops: Dr Harshal Sathe asked about the paper presentations in conferences, to which Dr Anshu told that the presenter name will be first and shall be underlined and then then the names of remaining authors. Guest speakers shall be highlighted and repetition of names shall be avoided. Dr Vinod Shende said that pre-conference workshops can be added as a separate list under Workshops attended. Dr Smita Jategaonkar told she has attended the MUHS workshop of 3 days duration.
10. Speciality Clinics: Regarding OPD, IPD and procedure data, Dr Shuchi Jain enquired about the classification of surgical procedures. Dr Anshu told her that this data is received from the HIS and the issues related with this could be discussed with Medical Superintendent Dr Kalantri. Dr Ashok Singh raised an issue on number of Chemotherapies, which was clarified by Dr Anshu
11. Immunization Data: Dr Chetna Maliye was asked to add Hepatitis B prophylactic immunization data given to students and staff to this section.
12. Equipment: Dr Anshu told everyone to keep equipment purchase data updated and also to keep AMC documents of each instrument as NAAC peer team insists on these documents.
13. Dr Anshu and Dr Gosavi suggested adding a page on IQAC and IEC from this year in the Annual report
14. UG Research Project/ Dr Sushila Nayar research grant: Dr Anshu told that only sanctioned UG research project information would be added along with details of the project.
15. Following this, departmental coordinators were demonstrated how to shift the data compilation for NAAC for the last five years to an entirely online mode. The IQAC has created structured Google Drive folders for each department and instructions are given in each section about how and what documents to compile. Dr Anshu then explained in detail how to add information in Google drive for NAAC documentation. Access to the departmental folders would be given to 3-4 people in each department on the request of the departmental coordinators. The deadline for this was 30 April 2022.



Dr Anshu
Coordinator, IQAC



MAHATMA GANDHI INSTITUTE OF MEDICAL SCIENCES
Sevagram- 442102, Maharashtra,
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF MEETING HELD ON 14.7.2022

A meeting of IQAC members was held on 14th July 2022 in the Committee Room at 3 pm. The following members attended the meeting:

1. Dr Nitin Gangane, Dean MGIMS
2. Dr Jyoti Jain
3. Dr Subodh S Gupta
4. Dr Satish Kumar
5. Dr Anupama Gupta
6. Dr Vijayshri Deotale
7. Dr Poonam Varma Shivkumar
8. Dr VB Shivkumar
9. Dr Smita Singh
10. Dr Chetna Maliye
11. Dr Ashwini Kalantri
12. Mrs Sangeeta Narang
13. Dr Vinod Shende, IQAC Coordinator
14. Dr Anshu, IQAC Coordinator

The following matters were discussed:

1. Dean informed that most of the National Medical Council (NMC) inspections have been done virtually except for Pediatrics department. We had provided the necessary information to the NMC as sought by them. But, the NMC has till date not informed about the future course of action about physical assessment of facilities.
2. Dean informed the house that the Local Managing Committee (LMC) meeting is scheduled on 20th August 2022. Email has been already sent to all HODs requesting to provide the information to be put in the proposed agenda of meeting. He informed that only few departments have provided the required information. He requested other members also those who haven't provided the same so far to submit the information as soon as possible. The committee members noted the same.
3. About ranking appraisal by the National Institute Ranking Framework (NIRF), Dean informed that unfortunately MGIMS has not secured good rank. The information about where we stand has also not been conveyed.

He informed that this was expected as we don't have superspecialty programmes, not many PhDs in faculty as well as students. Many of our research projects were not considered as they classified them as capacity building projects and not research projects. Also, we have not been able to provide the adequate information about the progress of undergraduates to postgraduates which are the important factor. Now, we have some information and once we have all the details, it will be easy for the next year.

4. Dean informed the house that there were certain issues about which he had communicated with the officials of Ministry of Human Resource and Development but he did not receive any response. He informed to get NIRF ranking is essential for each institution which gives a lot of credit to an institute.
5. About the NAAC accreditation, Dean informed that we are going to apply for the renewal of NAAC accreditation next month, for which it is expected that the peer team visit for next cycle will be held within 45 days i.e. by September 2022. He asked everyone to prepare for the inspection with all the required documentation and information also. Everyone noted the same.
6. Dean informed that the timetable of terminal examination and internal assessment needs to be prepared at the beginning of academic year to avoid miscommunication. He said this timetable can be changed at the time of examination, if necessary. He suggested that we can prepare examination schedule as per academic calendar of the institute so that the students get know that when the final examination will be conducted at the time of admission itself. Further, he said that, there is a criterion in the NAAC to have academic calendar. Also, although the final examination dates are finalized by the university but we should prepare tentative schedule. The committee members noted and recorded the same.

The meeting ended with thanks to the Chair.



Dr Nitin Gangane,
Dean MGIMS



Dr Anshu
Coordinator, IQAC



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INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING HELD ON 12 Oct 2022

A meeting of IQAC members was held on 12 October 2022 in the Committee Room at 3 pm. The following members attended the meeting:

1. Dr Nitin Gangane, Dean MGIMS
2. Dr AK Shukla
3. Dr Jyoti Jain
4. Dr Subodh S Gupta
5. Dr Satish Kumar
6. Dr Anupama Gupta
7. Dr Vijayshri Deotale
8. Dr Poonam Varma Shivkumar
9. Dr VB Shivkumar
10. Dr Chetna Maliye
11. Mrs Sangeeta Narang
12. Mr Sunil Kolhe
13. Dr Vinod Shende, IQAC Coordinator
14. Dr Anshu, IQAC Coordinator

The following matters were discussed:

1. The Dean informed that UG continuation of recognition has been approved by NMC for the next five years. Following assessment, there was an online hearing which he and Dr. Manish Jain had attended. He also expressed his gratitude to everyone and in particular to Dr. A. K. Shukla, Dr. Poonam Varma Shivkumar and Dr. Bipin Tirpude for overseeing the National Medical Council (NMC) inspection in his absence and ensuring its flawless operation. He said, despite the fact that we weren't ready at that time, the assessment went quite well. The assessors called him and informed that they were satisfied about the institute.
2. The Dean informed that now NMC's biometric attendance will also begin. We have procured the nine devices for the same which will be deployed soon at the appropriate places. Everybody will have to mark their attendance twice daily, once on entry and also at the time of exit. He also informed that he would ask the higher authority whether we need to mark attendance in both biometrics (Institutional and NMC). However, the NMC's biometrics will be more important as this will be centralized. It will give entire tabulation. Everyone noted the same.
3. The Dean informed that our Annual Day Programme took place on 7 October 2022.

He also informed that social service camp for the MBBS students 2021 batch began from 8 October to 19 October 2022 at the Wabgaon village.

4. The Dean informed the house that we have been in contact with NAAC for the NAAC assessment as we have completed the five years and the next cycle of assessment is due. NAAC was extending the date for submission of internal quality assurance report. Dr. Anshu has been communicating with the NAAC. We were not getting any response since last 6 months from them. Now, they have asked us to apply so we have a very short time for preparing the necessary documents.
5. Dr Anshu informed the house that some faculty members have already been deputed in the committee for taking care of all these tasks, she requested all HODs that they should allow them to work for NAAC as much as possible in addition to the departmental work. Once we submit all the requisite details, the Self-assessment report will have to be submitted within 45 days. She also informed that IQAC may require certain information, in case it is asked; kindly provide the same at earliest.
6. Dr Anshu informed the house that there are a few things that must be documented, such as what measures the department is taking to help low achievers. Apart from that, everything must be documented, including who attended the class, the topics covered, who recorded attendance, etc. About NEET coaching during UG teaching, we must ensure that proper documentation must be kept for the same. It is also necessary to record integrated teaching documents. The NAAC assessors will solicit direct feedback from undergraduates, postgraduates, interns and faculty. We will be providing their emails in order to provide feedback. Dean asked HODs to ask all concerned faculty and students to check their emails and respond.
7. Dean informed that the orientation camp for the new batch of undergraduates will begin from 15 November 2022 and Dr. Abhishek Raut will make the necessary arrangements.
8. Dr. A. K. Shukla said students' vacation has been announced which will begin from 20 October 2022. The clinical posting schedule needs to be modified accordingly. The Dean informed if HODs want to curtail the vacation you can do so.

The meeting ended with thanks to Chair.



Dr Nitin Gangane,
Dean MGIMS



Dr Anshu
Coordinator, IQAC

Mahatma Gandhi Institute of Medical Sciences, Sevagram
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING HELD ON 13.10.2022

A meeting of the Internal Quality Assurance Cell (IQAC) was held in Pathology Seminar Room on 13.10.2022 at 11 a.m to discuss the progress of filling the Self-Study Report. The following members attended the meeting:

1. Dr Nitin Gangane, Dean, MGIMS and Chairperson IQAC
2. Dr Abhishek Raut
3. Dr Bharati Taksande
4. Dr Indrajeet Khandekar
5. Dr Ruchita Attal
6. Dr Manisha Atram
7. Dr Pradeep Bokariya
8. Dr Ashwini Kalantri
9. Dr Arjunkumar Jakasania
10. Dr Anuj Mundra
11. Dr Abhay Deshmukh
12. Dr Vihanka Vaidya
13. Mrs Sangeeta Narang
14. Mr MG Jose
15. Dr Anshu, Coordinator IQAC

The meeting was convened to delegate tasks of filling the SSR before faculty dispersed for their vacations. The following matters were discussed:

1. Dean, Dr Gangane asked all members of the Steering Committee to speed up the task of filling the Self-Study Report as we had received a notification from NAAC that the IIQA has to be submitted soon. There had been some miscommunication as all previous mails were being directed to the Coordinator for Health Science Institutions and no response was being received. We recently found out that unfortunately he had succumbed during the pandemic and we had to contact another coordinator.
2. All faculty allotted sections of filling the Self Study Report (SSR) have to fill data from **2017-22**. This data has to be filled in the respective sections in the Google Drive. <https://drive.google.com/drive/folders/101kR8XTb5uX5StMTr5UPiaOFhIzWB-Nz?usp=sharing>
3. Both qualitative (QIM) and quantitative (QnM) data have to be filled. This means both the text and the data templates have to be complete. All required annexures are also required to be uploaded in the respective folders.

4. Previous Annual Reports and AQARS are being shared with all members. Dr Vinod Shende is requested to upload a copy of the Annual Report 2021-22 on both Google Drives so that work can continue seamlessly.
5. After finishing SSR work on priority, the same sections have to be filled for AQAR 2021-22 in the Google Drive:
<https://drive.google.com/drive/folders/16kTiQsR4rUqI5Ziwwbc1n9-8acWBLRYS?usp=sharing>
6. **All staff who are on duty in the first half are expected to finish filling the SSR by 28th October 2022. The faculty who are on duty in the second half should complete all tasks by 9th November 2022.**
7. **All faculty who were not present in the meeting are also expected to complete these tasks on priority.**
8. In case of any difficulty, Dr Anshu is available to answer queries on the phone or in person from 11 am-1 pm and after lunch from 15th-29th October 2022. Review of all documents will start from 10th November 2022.



Dr Anshu
Coordinator, NAAC



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INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING HELD ON 24.02.2023

A meeting of IQAC members was held on 24 February 2023 in the Committee Room at 3 pm. The following members attended the meeting:

1. Dr AK Shukla, Dean MGIMS
2. Dr Subodh S Gupta
3. Dr Satish Kumar
4. Dr Anupama Gupta
5. Dr Vijayshri Deotale
6. Dr Poonam Varma Shivkumar
7. Dr VB Shivkumar
8. Dr Chetna Maliye
9. Dr Ashwini Kalantri
10. Mrs Sangeeta Narang
11. Dr Vinod Shende, IQAC Coordinator
12. Dr Anshu, IQAC Coordinator

The following matters were discussed:

1. The Dean informed that the Internal Assessment Examination schedules had changed and that the CBME from the 2019 batch was to be conducted in a different manner than before. He asked all concerned departments to tabulate their internal assessments and send them to their parent departments.
2. Dean informed that the IQAC cell is working as hard as it can to get everything in by the deadline. If everything is submitted by then, the NAAC assessment will probably take place 40 days after it has been submitted. He also added that the self-assessment forms must also be provided.
3. Dean informed that the core team for NAAC had already been established. He asked all HODs to release each department's nodal officer and individual team members from their regular duties so they can complete the time-sensitive NAAC work as and when necessary.
4. Dean informed that we are going to submit all the National Assessment and Accreditation Council (NAAC) deficiencies of the documents required by them on 03rd March 2023. Dean asked members if anybody wants to add or modify any information of the departmental profile may do so immediately and same shall be communicated to all Head of departments

He added that once we submit the requisite documents to the NAAC, it is expected that the documentation verification process will begin immediately. He also asked members to be ready to provide any information or supporting documents they have uploaded, as they may be asked to do so beginning 3rd March 2023 over next 3 weeks.

5. Dr Anshu told the house that the IQAC will help to coordinate the assessment process. If after 3 weeks no more documents have been asked for, it will presume that it is satisfied and document verification process is over. Then, the second phase of inspection is there a team of NAAC will visit for peer assessment which we can expect its schedule around in the second or third week of April 2023.
6. Dean told Dr Vinod Shende to prepare the checklist for the required documents to be uploaded in respective departmental folders and email it to all Head of Departments and faculty members.
7. Dean said, we would like to have mock inspections like last time and this is very mandatory that amongst us we will invite the senior people to act as assessor and visit the individual department's activities which will help us to assess how we can make a better impact of the presentations.

The meeting ended with thanks to chair.



Dr A K Shukla,
Dean MGIMS



Dr Anshu
Coordinator, IQAC