

Mahatma Gandhi Institute of Medical Sciences, Sevagram

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING HELD ON 1.7.2019

A meeting of the reconstituted Internal Quality Assurance Cell (IQAC) was held in the Seminar Room of JBTDRS on 1.7.2019 at 3 p.m. The following IQAC members attended the meeting:

1. Dr Nitin Gangane, Dean, MGIMS and Chairperson IQAC
2. Dr AM Mehendale
3. Dr Poonam Varma Shivkumar
4. Dr Satish Kumar
5. Dr VijayshreeDeotale
6. Dr Jyoti Jain
7. Dr Anupama Gupta
8. Dr Smita Singh
9. Dr Subodh S Gupta
10. Dr Chetna Maliye
11. Dr Ashwini Kalantri
12. Ms Shambhavi Chowdhary
13. Mr Unmesh Vijay Rathod
14. Mrs Sangeeta Narang
15. Dr Anshu, Coordinator IQAC
16. Dr Vinod Shende, Coordinator IQAC

Adv PB Taori had informed of his inability to be present in the meeting.

The following matters were discussed.

1. Dean, Dr Gangane welcomed the members of the reconstituted IQAC. He informed IQAC members of the scores obtained in the previous NAAC Assessment held in April 2017 and said that there was scope to score much higher than we did. He mentioned that NAAC had introduced new criteria for assessment.
2. Dr Anshu, Coordinator NAAC then presented the new NAAC criteria and members were informed about changes from the previous assessment system. The three part system which includes submission of Self Study Report (SSR), Student Satisfaction Survey to be conducted by NAAC and reduced weightage to Peer Team Report was discussed. The members were informed about the increased weightage to Quantitative metrics and revised CGPA grades in the new system.

After this each point under the new criteria was discussed in detail:

CRITERION 1: CURRICULAR ASPECTS

- Under the revised guidelines, a large weightage has been allotted to introduction of new courses each year by the institute. Dr Gangane discussed the limitations of being a University affiliated institute. The Dean mentioned that it has become increasingly difficult to start Fellowships under MUHS guidelines.
- Members discussed how we could score more under this criterion. It was agreed that short courses such as that going on in Bioinformatics could be introduced in other areas such as biostatistics.
- The Dean requested faculty to start new Fellowships in areas where we had expertise. Dr Smita Singh said that a Short Course on Diabetic Retinopathy was being conducted by the Dept of Ophthalmology. Dr Jyoti Jain said that different PHFI courses such as Certificate Course in Evidence Based Diabetes Management and Management of Hypertension were being conducted by the Dept of Medicine.
- The Dean asked members to go through the MUHS website to get an idea of what kind of new courses could be introduced at MGIMS. He said that the credit point system could be used for these courses.

- It was decided to ask eligible faculty to apply as PhD guides. Dr Gangane asked junior faculty to apply for PhDs in their own departments as there was a lot of weightage to this in the new NAAC assessment criteria. Dr Jyoti Jain mentioned that inspection for PhD in Medicine department from MUHS is pending. While the PhD was recognized with Nagpur University, this remains to be done from MUHS.
- On the issue of faculty members who were members of Board of Studies or Academic Councils of various Universities, Dr Anshu said that NAAC required complete documentation of attendance of these meetings and minutes.
- Choice Based Credit System and electives were required in the new system. The Dean said that CBCS was not allowed by MUHS. Electives would be provided to students after the new MCI curriculum was introduced. Faculty felt that elective postings of postgraduate students to allied departments could be considered under this head.
- Value added courses of minimum 30 hours each were required to be introduced. The Dean said that our already existing programmes such as ROME camp, Orientation camp, AETCOM module could be included here. Dr Subodh Gupta felt that besides the existing study skills workshop, the concept could be expanded to include short sessions for students of each year.
- About field projects and undergraduate projects, Dr AM Mehendale and Dr Subodh felt that almost all our students participated in Field projects and this should not be a problem.
- Feedback system: For the internal feedback system, it was agreed to collect feedback from students, parents, employees and alumni this year. The Dean said that student feedback was also being collected during mentor-mentee meetings. It was decided that this feedback would be placed before the Local Management Committee. There were some issues about students

not responding to MGIMS emails as they had forgotten their passwords. Dr Subodh felt that student feedback forms should not be restricted to MGIMS intramail and be allowed to be accessed by all for better response rates. In view of the Student Satisfaction Survey it was agreed that all feedback should be collected online. Dean Dr Gangane felt that students should be encouraged to use the intramail as they would otherwise miss out important communications. Dr Ashwini Kalantri said that HIS will go to each batch of students after lecture and help students reset their passwords.

CRITERION 2: TEACHING, LEARNING AND EVALUATION

- Mrs Sangeeta Narang was asked to prepare a database of students according to template required by NAAC
- The Dean asked the MEU members to define criteria for calling a student an advanced learner or a slow learner. Dr Satish Kumar and Dr Anupama Gupta suggested using scores of internal assessment as a measure of academic performance. Dr Anshu suggested using peer teaching as a method to help slow learners. Ms Shambhavi agreed that this method could be tried. Dr Subodh said that in the Department of Community Medicine, each faculty was allotted a group of students to mentor for academic purposes.
- Dr Satish Kumar asked for a ramp to be constructed at the main entrance of Biochemistry to enable easy access to differently abled persons.
- The Dean asked for encouraging more teachers to use e-learning platforms. Dr Subodh briefed members of the training of almost 100 faculty in using Moodle. The Dean asked each department to prepare and introduce at least one e-learning course every six months.
- Dr Anshu said that the Curriculum Committee is expected to prepare Programme outcomes, Programme specific outcomes and course outcomes for all Programme offered by the institution and displayed on the MGIMS website. Dr Satish Kumar said that this has been done for first MBBS students according to CISP guidelines. Dr Anshu said that the previous NAAC report had asked for the graduate attributes to be put up on the website and the curriculum committee was expected to formulate these as well.
- The Dean asked Dr Poonam Varma Shivkumar to follow up on the Academic Calendar for the next academic year
- Dr Anshu said that during the last NAAC inspections, we had introduced a mechanism for internal peer review and that had worked well. Dr Gangane asked IQAC to continue that system regularly so that every department and faculty gets suggestions for improvement.
- A mechanism for collecting individual teacher feedback was discussed. The issue of confidentiality was discussed. The MEU was asked to formulate a mechanism for this.

It was decided that the remaining criteria would be discussed in detail in the next meeting of the IQAC.

The meeting ended with thanks to the Chair.

A handwritten signature in black ink on a light blue grid background. The signature appears to be 'Anshu' with a long horizontal stroke underneath and three dots below the end of the stroke.

Dr Anshu

Coordinator, IQAC