

**Mahatma Gandhi Institute of Medical Sciences, Sevagram**

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING HELD ON 8.8.2019**

A meeting to discuss about the arrangements for the visit of Hon'ble President of India to MGIMS on 17/08/2019 was held on 08/08/2019 at 4.00 pm in the Committee Room.

The following were present

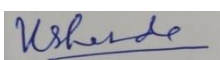
1. Dr B S Garg, Secretary, KHS.
2. Dr Nitin Gangane, Dean, MGIMS.
3. Dr S P Kalantri, Medical Supdt. Kasturba Hospital.
4. Dr. Satish Kumar
5. Dr Subodh S Gupta
6. Dr. Kanchan Mohod
7. Dr. Mohan Pethe
8. Ms Shambhavi Chowdhary
9. Mr Unmesh Vijay Rathod
10. Mr. S.J. Kolhe
11. Mr. Girish Deo, OS
12. Mrs. Nita Shetey, Matron
13. Mr. Kavinesan
14. Mr. Ramesh Khajone
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 were discussed -

1. The arrangements at Guest House will be looked after by Dr. Rahul Narang and Dr. Ruchita Attal. They will also ensure the arrangement of passes for Guest House persons / care takers (names to be submitted to Dean Office). The Dietician will ensure the necessary arrangement for tea, coffee and snacks and to depute a person.
2. Passes should be sought for the KHS members, institute authorities / Officers who will present at different places i.e. at helipad, dais, and Guest House and in vicinity of Auditorium.

3. Mr. Kolhe was asked to ensure Air-conditioning arrangement and uninterrupted power supply through generator only during the programme at Auditorium along with another back-up generator will be required.
  4. Mr. Kolhe was also asked to ensure proper arrangement at VIP parking area and staff parking. As well as arrangement of CCTV camera in the Auditorium.
  5. He was also asked to ensure fire safety arrangement and placement of Fire Staff at appropriate places.
  6. Dr. Mehendale, Dr. Satish Kumar, Dr. Mohan Pethe & Dr. Vijay Gujar will remain to present at VIP gate / other gate to receive the guest
  7. Dean will issue circular to the faculty & staff that they should bring institute's ID card along with invitation card for attending the programme and should wear khadi.
  8. Dean informed that the invitation cards at Wardha will be distributed by Dr. Satish Kumar, Dr. Mohan Pethe & Dr. Vijay Gujar.
  9. Mr. Kavinesan was asked for proper arrangement of invocation and national anthem. National anthem should be started within 2 seconds of Hon'ble President of India arrival at dais as soon as he reaches in front of his Choir).
  10. Mr. Khazone was asked to look after the audio visual arrangement and availability of proper audio visual equipment / gadgets.
  11. Green Rooms arrangement will be looked after by Mr. Kolhe. He will also arrange sofas for green room and office furniture etc.
  12. Three khadi shawls should be purchased for the guests.
  13. Dr. Satish Kumar was asked to place some students volunteers for sitting arrangement during the programme in the auditorium.
  14. Mr. Kolhe was asked to arrange eight foot mats for different entrance gates.
  15. Dean informed that list of press persons will be sought from the office of District Information Officer.
  16. Soot gundis will be presented only to three outside dignitaries.
  17. Proximity passes should also be arranged for Dr. O.P. Gupta, Dr. (Mrs.) P. Narang, Dr. S. Chhabra & Dr. K.R. Patond.
  18. It was decided that invitation cards of the programme should be printed on Khadi Papers only.
- The meeting was concluded by passing the vote of thanks to chair.



Dr Vinod Shende  
Coordinator, NAAC