



MAHATMA GANDHI UNIVERSITY
of
MEDICAL SCIENCES & TECHNOLOGY
JAIPUR

**Extract of Minutes of the Academic Council meeting
held on December 24, 2020**

Agenda

4. To assign the Faculty and the Board of Studies to the new courses recently permitted by Govt. of Rajasthan and started in the MGUMST from academic year 2020-21.

Resolution

4. The Council considered the matter of assigning the Faculty and the Board of Studies to the new courses recently permitted by the Govt. of Rajasthan and also to the courses already being offered by the MGUMST and resolved that a Committee of the following be constituted for the purpose-

1. Dr G.N. Saxena, Pro-President - Chairman
 2. Dr Swati Garg, Dean & Principal, MGMC&H - Member
 3. Dr Subhash Nepalia, PHOD, Gastroenterology - Member
 4. Dr S.K. Meena, Principal, MGOTC - Member
- Secretary and Director, Paramedical Studies

The Chairman may invite expert(s) as Special Invitee in the meeting. The Committee shall submit its recommendations in this regard to the President for consideration by January 09, 2021.

Registrar

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5. To report the progress of MGUMST NAAC Accreditation process.

Resolution

5. (a) Dr Rajaat Vohra, Coordinator/Director, IQAC of the University explained in detail the progress made so far by the IQAC. He reported that various matters related to NAAC criteria - Curricular Aspects; Teaching - Learning and Evaluation; Research, Innovation and Extension; Infrastructure and Learning Resources; Students Support and Progression; Governance, Leadership and Management and Institution Values and Best Practices have been discussed by the IQAC with the concerned authorities of the University and experts during past few months. He informed that although all the offices/institutes of our University have been working inconsonance with the requirement of NAAC, nevertheless certain Policies/Plans/SOPs/Code of Conduct are required to be framed/updated and approved by the Academic Bodies and/or Board of Management of the University.

Accordingly, the IQAC has had interactions and discussions with the Deans of the Faculties, Conveners - Board of Studies, Chairman - Research Board, Controller of Examinations, Principals of University Colleges, Medical Superintendent, Heads of Departments/Units of the MGUMST - Maintenance, Security, Pharmacy, Hospital Administration, Director - Business Development, PR & Marketing, HRD, Accounts, Audit, Fire & Safety, Hospital Operations, IT Department, Purchase Department, Library, Auditorium, Bio Medical Waste Management, House Keeping, University Hostels, University Gardens, Transport, Central Store, University Examination and Academic Divisions, Management of the University and Experts. After having thorough discussions and analysis, the IQAC has prepared/updated Strategic Plan, various Policies, SOPs and Code of Conduct. He placed these Strategic Plans, Policies, SOPs and the Code of Conduct before the Council for consideration. The Council after having gone through these Strategic Plans, Policies, SOPs and the Code of Conduct made certain amendments in these Strategic Plans, Policies, SOPs & Code of Conduct and resolved that the Policies - Investment Policy, Financial Management and Resource Mobilization Policy and Internal and External Audit Policy are related to the Board of Accounts. Hence these Policies require consideration by the Board of Accounts of the University.


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The Council approved the strategic plans of the University (**Annexure-3**), the Policies (except those related to the Board of Accounts) (List enclosed at **Annexure-4**) the SOPs (List enclosed at **Annexure-5**) and the Code of Conduct (**Annexure-6**).

The Dean & Principal, MGMCH reported that there is a system of feedback on curriculum and related issues from different stakeholders to monitor and evaluate the performance quality. She informed that there is a feedback analysis committee of the University constituted to prepare feedback format, receive responses, make analysis of the received feedback and implement feedback procedure effectively. The feedback analysis of 2019-20 has been prepared by the committee. The Director/Coordinator, IQAC informed that this feedback analysis has been gone through by the IQAC. The Director/Coordinator, IQAC requested the Council for its approval, which the Council accepted. The Council further resolved that on the basis of this analysis, the Feedback Analysis Committee must take further action towards its implementation and the action taken be reported by the committee through the IQAC to the Academic Council at its next meeting.

The IQAC, Director/Coordinator informed that a startup - Hand Splint Research Lab has been functioning in Mahatma Gandhi Occupational Therapy College since 2015 (erstwhile Department of Occupational Therapy, MGMCH). Recently the University has initiated one more startup - Non communicable Diseases Research Lab in the Department of Community Medicine, MGMCH. This startup will work in the field of different non communicable diseases for the benefit of society. The Council noted and appreciated the efforts made towards these startups. The Council approved the startup of Non Communicable Disease Research Lab and resolved that the University should initiate the process of registration of these startups.

The Organogram of the University (**Annexure-7**) as updated by the IQAC was also approved by the Council.

- (b) The Council further resolved that the Policies as approved above have to be effectively implemented and for the purpose, it was resolved to establish various cells as under -

Establishment of Special Cell for Scheduled Castes and Scheduled Tribes

1.	Dr S.K. Meena, Principal, MG Occupational Therapy College and Director, Para Medical Studies, MGUMST	Coordinator
2.	Dr Tarun Ojha, PHOD, Department of Otorhinolaryngology, MGMCH	Member

One Statistical Officer, Mr. Sandeep Garg, Statistician cum Tutor, Department of Community Medicine, MGMCH and one Data Entry Operator of Mahatma Gandhi Occupational Therapy College shall assist the cell.


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Objectives and Functions of the Cell -

1. To implement the reservation policy for SC/ST candidates in admissions to various courses in the colleges of the University.
2. To collect data regarding the implementation of the policies in respect of admissions and analyze the data showing the trends and changes towards fulfilling the required quota.
3. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of Rajasthan, Government of India and the UGC.
4. To implement, monitor and evaluate continuously the reservation policy and plan measures for ensuring effective implementation of the policy and program of the Government of Rajasthan, Government of India and the UGC.
5. To circulate decisions of the Government of India and SC/ST Commission and to collect regularly, on annual basis information regarding course wise admissions to candidates belonging to the Scheduled Caste and Scheduled Tribe in the University Colleges in forms prescribed by stipulated date and to take follow up action, where required.
6. To analyze the information collected above and prepare reports for onward transmission to Ministry of Human Resource Development, University Grants Commission and such other authorities as may be required.
7. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, scholarship and other similar matters in University Colleges.
8. Any other work assigned from time to time to promote higher education among these communities suffering economic, social and education deprivations.
9. The SC/ST Cell shall exclusively look after the work related to SC/STs matters.

Establishment of Special Cell for Other Backward Castes (including MBC) Cell

1.	Mr. Giriraj Soni, Principal, MG Nursing College	Coordinator
2.	Mr. Abhishek Jadaun	Member

One Statistical Officer, Mr Sandeep Garg, Statistician cum Tutor, Department of Community Medicine, MGMC&H and one Data Entry Operator of Mahatma Gandhi Nursing College shall assist the cell.

Objectives and Functions of the Cell -

1. To implement the reservation policy for OBC (including MBC) candidates in admissions to various courses in the colleges of the University.
2. To collect data regarding the implementation of the policies in respect of admissions and analyze the data showing the trends and changes towards fulfilling the required quota.

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3. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of Rajasthan, Government of India and the UGC.
4. To monitor and evaluate continuously the reservation policy and plan measures for ensuring effective implementation of the policy and program of the Government of Rajasthan, Government of India and the UGC.
5. To circulate decisions of the Government of India and National Commission for Backward Classes and to collect regularly, on annual basis information regarding course wise admissions to candidates belonging to the OBC (including MBC) in the University Colleges in forms prescribed by stipulated date and to take follow up action, where required.
6. To analyze the information collected above and prepare reports for onward transmission to Ministry of Human Resource Development, University Grants Commission and such other authorities as may be required.
7. To deal with representations received from OBC (including MBC) candidates regarding their admission and other similar matters in University Colleges.
8. Any other work assigned from time to time to promote higher education among these communities suffering economic, social and education deprivations.
9. The OBC (including MBC) Cell shall exclusively look after the work related to OBC (including MBC) matters.

Establishment of Special Cell for Minorities

1.	Dr Bushra Fiza, Professor, Bio Chemistry, MGMC&H	Coordinator
2.	Dr Shipra Vikram Jain, Associate Professor, Department of Pharmacology, MGMC&H	Member

One Statistical Officer Mr. Sandeep Garg, Statistician cum Tutor, Department of Community Medicine, MGMC&H and one Data Entry Operator of Mahatma Gandhi Medical College shall assist the cell.

Objectives and Functions of the Cell -

1. To implement the reservation policy for Minorities candidates in admissions to various courses in the colleges of the University.
2. To collect data regarding the implementation of the policies in respect of admissions and analyze the data showing the trends and changes towards fulfilling the required quota.
3. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of Rajasthan, Government of India and the UGC.
4. To monitor and evaluate continuously the reservation policy and plan measures for ensuring effective implementation of the policy and program of the Government of Rajasthan, Government of India and the UGC.


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5. To circulate decisions of the Government of India and National Commission for Minorities and to collect regularly, on annual basis information regarding course wise admissions to candidates belonging to the Minorities in the University Colleges in forms prescribed by stipulated date and to take follow up action, where required.
6. To analyze the information collected above and prepare reports for onward transmission to Ministry of Human Resource Development, University Grants Commission and such other authorities as may be required.
7. To deal with representations received from Minorities candidates regarding their admission and other similar matters in University Colleges.
8. Any other work assigned from time to time to promote higher education among the community suffering economic, social and education deprivations.

Establishment of International Student Cell :

S. No.	Name & Designation	Position
1.	Dean, Principal & Controller, MGMC&H	Ex-officio Chairperson
2.	Dr Nikhil Marwah, Professor & Head, Department of Pedodontics, MGDCH	Member
3.	Dr Bushra Fiza, Professor, Department of Biochemistry, MGMCH	Member
4.	Dr S.K. Meena, Principal, MG Occupational Therapy College	Member Secretary

One office Assistant of the MG Medical College shall assist the International Student Cell.

Objectives and Functions of the Cell -

The International Student Cell shall take utmost care of international students during their stay, from the time of their admission to completion of their study. This cell shall also promote cordial student-student and student-teacher relationship.

The cell shall also perform such other functions as may be assigned to it by the President from time to time.

Establishment of Training and Placement Cell :

S. No.	Name & Designation	Position
1.	Dr Munish Kakkar, PHOD, Department of Paediatrics, MGMCH	Director
2.	Principal, MGNC	Member
3.	Principal, MGPC	Member
4.	Principal, MGOTC	Member
5.	Dr Nikhil Marwah, Professor & Head, Department of Pedodontics, MGDCH	Member
	Colonel Dr Pramod Kumar, PHOD, Department of Hospital Administration, MGMCH	Member Secretary


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Objectives and Functions of the Cell shall be as under -

- 1) To facilitate students to equip with soft skills and aptitude skills and to provide them best possible opportunities to excel in their professional career.
- 2) To look for hundred percent employment of all students.
- 3) To recognize the core competencies of the students.
- 4) To train students to meet the expectations of the employer.
- 5) To build confidence in students, develop right attitude in them and enhance their communication skills.
- 6) To train students to perform well in the professional interviews, group discussion techniques, online test and written aptitude test through reputed external training organization and inhouse trainer.

To guide and assist students for internship as per their willingness.

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Resolution

15. The Council members proposed that the University should make efforts to have collaboration with more educational Institutions. In this regard, the Dean, Faculty of Medicine submitted to the Council that efforts are already being made to have collaboration with :

- (i) Birla Institute of Scientific Research, Jaipur to establish and formalize a frame work of scientific collaboration in the areas of clinical research, functional genomics health care and bio technology and
- (ii) Manipal University, Jaipur to establish an understanding of mutual cooperation in providing a common platform for deriving mutual advantages in the pursuit of higher learning in general and benefitting their respective students and faculties by way of exposure to each other's programs.

The Council noted the submission of the Dean, Faculty of Medicine & Surgery as above.

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List of University Policies

S. No.	Name of Policy
1.	MGUMST Anti Alcohol and Drug Abuse Policy
2.	MGUMST Anti Plagiarism Policy
3.	MGUMST Consultancy Policy
4.	MGUMST Fee Waiver/Free ship/Financial Support Policy
5.	MGUMST Fellowship Policy
6.	MGUMST Green Campus Policy
7.	MGUMST Intellectual Property Rights (IPR) Policy
8.	MGUMST Internet/Information Security Policy
9.	MGUMST Leave Entitlement Policy
10.	MGUMST Performance Appraisal Policy
11.	MGUMST Policy on Physical Infrastructure and its Maintenance
12.	MGUMST Professional Development Allowance Policy
13.	MGUMST Research Promotion Policy
14.	MGUMST Reservation Policy
15.	MGUMST Slow and Advanced Learner Policy
16.	MGUMST Staff Welfare Policy
17.	MGUMST Student Mentoring Policy
18.	MGUMST Travel Policy
19.	MGUMST Exam Policy



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8. The Council approved orders of the President issued on various dates regarding constitution/reconstitution of Students Welfare Committee, Publication Guidelines Committee, Grievance Committee, Internal Committee/Equal Opportunity Committee establishment of Industry-Institute Partnership (IIP) Cell, establishment of Innovation Cell, formation of Student Councils at College level.

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