

Minutes of Departmental Meeting

Date & Time: 24th November, 2023 at 01:45 pm

Venue: Principal's Cabin

Attendance Sheet:

Members present

- 1) Ms. Cynthia Santhamayar, Principal, FMC
- 2) Dr Aju Abraham, Associate Professor – Audiology
- 3) Dr. Ramandeep Kaur, Associate Professor- SLP
- 4) Dr. Usha M, Associate Professor – SLP
- 5) Dr. Deepak P, Associate Professor – SLP
- 6) Mr. Deepak N Raj, Assistant Professor- Audiology
- 7) Mr. Pancham Ponnana S A, Assistant Professor- Audiology
- 8) Ms. Akshaya, Assistant Professor- SLP
- 9) Ms. Jovita Priya Tauro, Assistant Professor- Audiology
- 10) Ms. Florida Pinky Dsouza, Assistant Professor- SLP
- 11) Ms. Lakshmi S Kunnath, Assistant Professor- SLP
- 12) Ms. Pooja P S, Assistant Professor- Audiology
- 13) Ms. Christy Crasta, Audiologist Grade – I
- 14) Ms. Viona Mariam Dsouza- Audiologist Grade – I
- 15) Ms. Velida Coelho, Audiologist Grade – I
- 16) Mr. Wilton Merwyn Fernandes, Audiologist Grade – I
- 17) Ms. Sushmitha U J, Speech Pathologist – I
- 18) Ms. Melissa Benedicta Saldanha, Speech Pathologist – I
- 19) Ms. Frannie Fernandes, Speech Pathologist – I

Members absent

1. Mrs. Greeshma R, Asst. Professor- Audiology
2. Ms. Raveena H Salian, Speech Pathologist – II
3. Ms. Casmin K J, Audiologist Grade – II

Agenda:

1. Progress of FOCUS 3
- 2 Progress of UG/PG classes, internal assessment and subject practicum
3. Semester examination for UG/PG
5. NAAC progress
6. Any other issues

Attendance as per attendance sheet

Discussion

The meeting was presided over by Ms Cynthia Santhmayor, Principal of FMC. The proceedings were continued as per the agenda by the principal

Sl. No.	Agenda Point	Discussion/ Action	Responsibilities	Target Date
1	Progress of FOCUS 3	<ol style="list-style-type: none"> 1. The principle said that the talks would take place virtually and that the conference will feature two resources from NHS, UK. The seminar, which will take place between 4-5 pm, will cover HANEN treatment, BAHA programming, and fitting. 2. The Various committees updated on the progress of their work. 		
2	Progress of UG/PG classes, internal assessment and subject practicum	<ol style="list-style-type: none"> 1. The principal requested the faculty to submit the final internal marks. 2. The principal also requested the faculty to identify slow learners among the students and asked the 		
3	Semester examination for UG/PG	<ol style="list-style-type: none"> 1. The UG exams are tentatively` declared to be on 20th December, 2023. 2. The principal also informed that the re evaluation portal is open however the exam filling portal is not open. 3. The 2nd internal examination begins from 4th December and ends on 7th December for the UG's. 4. The internal viva was announced to be on 8th and 9th December. 5. The principal announced that the external viva will be held between 11th – 12th December. 6. It was also announced that the PG exams would begin in the first week of February. The last working day would be on 31st January, 2023 		

5	NAAC progress	1. It was decided that following the conference, the NAAC work would commence.		
7	Any other	1. Dr Aju Abraham, Volunteered to take charge of the world hearing day. All the faculty jointly decided to conduct it in association with School of social work, Roshni Nilaya and the Department of ENT, FMMCH	Dr Aju Abraham	March 3 rd , 2024

Represented by,



Ms. Cynthia Santhmayor,

Principal, FMC