

FATHER MULLER COLLEGE, MANGALORE

IQAC MEETING MINUTES

08th January, 2017 at 10:30 a.m. at Council Hall

Agenda:

1. To plan AQAR for the year 2016-17.
2. Any other related matter.

Members Present:

- | | |
|--|--|
| 1. Dr. B. Sanjeev Rai, CMS, FMCI | 8. Ms. Jissa S S, Clinical Supervisor, FMCOSH |
| 2. Prof. Akhilesh P.M., Principal, FMCOSH | 9. Ms. Nikita N, Clinical Supervisor, FMCOSH |
| 3. Dr. Namratha S. NAAC Coordinator, FMMC | 10. Ms. Ashwini Cutinha, Clinical Supervisor, FMCOSH |
| 4. Mrs. Shwetha, Vice Principal, FMCOSH | 11. Ms. Priya P. Rego, Clinical Supervisor, FMCOSH |
| 5. Ms. Jacqueline B F, Asst. Prof., FMCOSH | 12. Ms. Archana Rai, Clinical supervisor, FMCOSH |
| 6. Ms. Hazel D M, Asst. Prof, FMCOSH | |
| 7. Ms. Dasmine Dsouza, Clinical Supervisor, FMCOSH | |

Sr. Cynthia S. welcomed the gathering.

Agenda1: To plan Annual Quality Assurance Report (AQAR) for the year 2016-17

1. Dr. B Sanjeev Rai suggested that each staff take up a criteria and start preparing the relevant documents for the same.
2. Principal, FMCOSH distributed the different criteria's to staff and told them to prepare the documents for the next meeting. He further suggested that, if they find any doubts related to their criteria they can contact Dr. Namratha, Coordinator of NAAC for the same.
3. Ms. Jacqueline expressed difficulty in understanding the points for documentation in particular criteria.
4. Dr. Namratha volunteered to support and give individual assistants to the staff in order to prepare the reports.

Agenda 2: Any other related matter

- It was discussed that the new manual for medical personnel would be available and therefore we need to update and prepare the documentation based on that.

The meeting was concluded at 11:30 p.m. The next meeting planned on 16.02.2017.



Sr. Cynthia Santhmayor
Secretary, IQAC

Communicated to all members

C.c. to:

Director – for information/ Administrator – FMMC/ NAAC Office / File

cs/sd