

FATHER MULLER COLLEGE, MANGALORE

IQAC MEETING MINUTES

10th November, 2016 at 10:30 a.m. at Council Hall

Agenda:

1. To discuss the Annual Quality Assurance Report (AQAR) for the year 2015-16.
2. Any other related matter.

Members Present:

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| 1. Rev. Fr. Richard Coelho, Administrator, FMMCH | 7. Mrs. Shwetha, Vice Principal, FMCOSH |
| 2. Rev. Fr. Rudolph D'sa, Administrator, FMMC | 8. Ms. Jissa S Saji, Clinical Supervisor, FMCOSH |
| 3. Rev. Fr. Ajith Menezes, Asst. Administrator, FMMCH | 9. Ms. Dasmine Dsouza, Clinical Supervisor, FMCOSH |
| 4. Dr. Varadaraj Shenoy, Professor, Paediatrics, ex-officio member | 10. Ms. Nikita N, Clinical Supervisor, FMCOSH |
| 5. Prof. Akhilesh P.M., Principal, FMCOSH | 11. Ms. Ashwini Cutinha, Clinical Supervisor, FMCOSH |
| 6. Dr. Namratha S, NAAC Co-ordinator, FMMC | 12. Ms. Priya P. Rego, Clinical Supervisor, FMCOSH |
| | 13. Ms. Archana S, Clinical Supervisor, FMCOSH |

Members on Leave:

1. Dr. B Sanjeev Rai, Chief of Medical Services, FMCI
2. Ms. Jacqueline B Fernandes, Clinical Supervisor, FMCOSH
3. Ms. Hazel D Mendonsa, Clinical Supervisor, FMCOSH

Prof. Akhilesh P.M., Principal, FMCOSH welcomed the gathering.

Agenda1: To discuss the Annual Quality Assurance Report (AQAR) for the year 2015-16.

1. Sr. Cynthia presented final updated AQAR 2015-16.
2. Dr. Varadaraj Shenoy is advised correct plan of action /outcome, of research methodology add what type of research, how many in number, mentioning UG/staff, attended/conducted and also told to following up extra syllabus other than University/RCI.
3. Dr. Namratha has advised to increase the number of publications in research journals for both teaching staff as well as students.
4. Rev. Fr. Richard Coelho, Administrator suggested to start up publishing publication at least in Institutional journal. He also advised that not to lose any hope if project is rejected, instead to take up again under the guidance of Medical College Staff.
5. Dr. Varadaraj Shenoy has told that he will look up into Speech and Hearing research projects henceforth and will follow up in granting ethical clearance to the projects.
6. Dr. Varadaraj Shenoy has advised to conduct some activities to Alumni once or twice in a year.
7. Rev. Fr. Rudolph, Administrator, FMMC told to make documentation of each activity conducted by the department.
8. Dr. Namratha advised to conduct Academic Audit twice in a year and also advised for the batch inauguration of the students and parents to take signature and click photos and keep documents for the same as proof.
9. Rev. Fr. Rudolph, Administrator, FMMC has told to keep the documents, report writing, photos of each extra activity which was conducted by the department for the need of future inspection and also he had given the example of Medical college. He also advised to fix the date for meetings of IQAC and other meetings in every month or plan for the year.
10. Dr. Varadaraj Shenoy has advised to change the title of Best practices-2 viva voce and he explained to change the objectives.

P.T.O

Agenda2: Any other related matter.

1. Rev. Fr. Richard, Administrator, had told to plan of keeping a half day Sports for the students as the part of Curriculum.

Administrator, FMMCH thanked everyone and meeting concluded at 12:15 p.m.



Sr. Cynthia Santhmayor
Secretary, IQAC

Communicated to all members

C.c. to:
The Director – for information/ NAAC Office / File

cs/sd