



# FATHER MULLER COLLEGE

(A unit of Father Muller Charitable Institutions)

**NAAC Accredited**

Father Muller Road, Kankanady, Mangalore-575002

Ph: 0824-2238522, 8295, E-mail: fmcahs@gmail.com, Fax: 0824 – 2430361



## IQAC MEETING MINUTES

Date of Meeting : 26.09.2016

Time: 3.30pm

Venue : Council Hall

Members Present	Members on leave
Rev Fr Richard Coelho, Administrator FMCOSH & FMMCH	Dr. B. Sanjeev Rai, CMS FMMCH
Rev.Fr Rudolph Ravi D'sa, Administrator FMMC	Rev Fr Ajith Menezes, Assistant Administrator FMMCH
Prof. Akhilesh P.M, Principal FMCOSH	Dr. Udaykumar, Medical Superintendent FMMCH
Mrs. Shwetha, Vice-Principal FMCOSH	Ms. Nikita N- Clinical Supervisor FMCOSH
Ms. Jissa sherly Saji- Clinical Supervisor FMCOSH	Ms. Jacqueline Fernandes, Clinical Supervisor, FMCOSH
Ms. Litna A Varghese- Clinical Supervisor FMCOSH	Ms. Hazel D. Mendonsa, Clinical Supervisor, FMCOSH
Ms. Dasmine F Dsouza- Clinical Supervisor FMCOSH	
Ms. Priya Pauline Rego- Clinical Supervisor FMCOSH	
Ms. Archana Rai S - Clinical Supervisor FMCOSH	
Ms. Ashwini Sandra - Clinical Supervisor FMCOSH	

Prof. Akhilesh P.M initiated the meeting by welcoming and presenting the agenda.

### AGENDA

1. Class Attendance
2. Academic activity conducted by department
3. Academic activity proposed by department
4. Progress of research
5. Publications
6. Decennial year 2016-17
7. Other issues

#### I. CLASS ATTENDANCE

Prof. Akhilesh P.M informed that classes are being conducted on a regular basis. All the staff have been informed to complete their portions by 15<sup>th</sup> of October. All the subjects' internal assessment marks are to be submitted by the same date. A list of students with attendance shortage in clinics and classes has been made and appropriate action will be taken. In the meeting, it was proposed that students, who fail to attend classes on time, will not be permitted to attend the clinics and strict action will be taken regarding the same.

#### II. ACADEMIC ACTIVITY CONDUCTED BY DEPARTMENT

- Free Speech and Hearing camp conducted on 22<sup>nd</sup> to 24<sup>th</sup> September 2016.
- A short inaugural programme was held. Total No. of camp beneficiaries are 108.

#### III. ACADEMIC ACTIVITY PROPOSED BY DEPARTMENT

- 2 CRE's & one international conference to be held
- Posting to be initiated in Thumbay
- Celebration of the decennial year
- To form an alumni association- Invitation has to be made and sent to their respective residence. One staff will be coordinating the same.
- Camp to be organized in Madikeri in the month of October.

- To form an editorial board for the upcoming bulletin.

#### **IV. PROGRESS OF RESEARCH**

- Data collection of previous research topics on progress.
- Thesis guided by Ms. Jacqueline Fernandes is completed.
- Intern research work on progress. A few have got the ethical clearance and others have to resubmit with corrections.
- Each staff have been informed to conduct individual research.

**V. PUBLICATIONS:** A research paper by Ms. Jacqueline B Fernandes has been published in “The Impact of Adenotonsillectomy on the acoustic parameters of voice”

#### **VII. DECENNIAL YEAR 2016-17**

Decennial Year 2016-17 to be celebrated

As a part of decennial year celebration the following things were suggested/ discussed.

1. News Bulletins- To continue
2. Staff enrichment program - Planning guest lectures
3. Student enrichment program - Workshops for students in October/ November 2016.
4. One International Conference in October /November 2017.
5. Releasing the souvenir of the Decennial in 2017
6. Steps towards starting Post Graduation - MASLP
7. Outreach Program in Father Muller Hospital Thumbay
8. Inter collegiate quiz Competition in 2017.
9. Starting BASLP Alumni Association and inaugurating the same in 2017.
10. Celebrating Decennial Finale in 2017.

#### **VIII. OTHER ISSUES**

1. News Bulletin: Initiative has been taken to upgrade the news bulletin with the college editorial board Sr. Cynthia and Ms. Jacqueline Fernandes are requested to encourage students to write articles.
2. Staff enrichment programme: The college has sponsored Principal, Vice Principal and Sr. Cynthia to attend 3 days program conducted at KMC, Mangalore
3. Student enrichment program: The workshop which was scheduled in the next month is cancelled due to the nonavailability of resource person and also upcoming university examinations.
4. One international conference October/November: Initiative has been taken and a resource person from Denmark is contacted. However the expenses related to this can be sponsored by the vendors who will supply the instruments for the department.
5. Souvenir: Initial work is in progress
6. A PhD holder has been identified
7. Outreach programme Father Muller Hospital Thumbay-Pending
8. International Quiz Competition 2017- Work in progress
9. Ms. Jissa Sherly Saji – incharge for Alumni Association
10. Hearing Aids issue:
  - a. Service provider of Phonak Company has not given a demo on the programming software. Decision has been taken that if there is no response for service in the coming few days, the hearing aids of Phonak will be returned.

- b. Hearing aids are out of stock, hence there are patients who have paid the amount for the hearing aid. Decision has been taken to return the amount of patients who have paid for the hearing aid.

11. Punctuality and Cleanliness in the classes and the department was asked to be monitored.

Administrator thanked the everyone and told to prepare AQAR 2015-16.



**Sr. Cynthia Santhmayor**  
**Secretary, IQAC**

Communicated to all members

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

cs/sd