

# **FATHER MULLER COLLEGE, MANGALORE**

## **IQAC MEETING MINUTES**

**27<sup>th</sup> November, 2017 at 09:30 a.m. at CMS Chamber**

02.12.2017

### **Agenda:**

- Distribution of subjects to the staff
- Time table of upcoming semesters to be finalized
- Curriculum transactions and other issues
- Decennial Year finale and Magazine
- Parent teacher meeting
- NAAC upcoming inspection, SSR Preparation for and other issues
- Any other issues

### **Members Present:**

1. Rev. Fr. Rudolph Ravi D'sa, Administrator, FMMCH
  2. Dr. B. Sanjeev Rai, CMS, FMCI
  3. Prof. Akhilesh P.M., Principal, FMCOSH
  4. Dr. Santosh Kumar, Associate Professor, FMCOSH
  5. Sr Cynthia Santhmayor, Asst. Professor, FMCOSH
  6. Mrs. Susmitha C.G, Asst. Prof. FMCOSH
  7. Ms Jacqueline Fernandes, Asst. Professor, FMCOSH
  8. Mr. Aju Abharam, Asst. Professor, FMCOSH
  9. Ms Priya P. Rego, Clinical Supervisor, FMCOSH
  10. Ms Ashwini Sandra, Clinical Supervisor, FMCOSH
  11. Ms Nikita N., Clinical Supervisor, FMCOSH
  12. Ms Dasmine F. Dsouza, Clinical Supervisor, FMCOSH
- Dr. B. Sanjeev Rai welcomed gathering and congratulated all the staff for successfully uploading AQAR for the year 2016-17.

### **AGENDA:-**

- 1) **Distribution of subjects to the staffs for coming semester:** CMS informed the staff to distribute the subjects unit wise for each staff in order to take the classes.

<b>Semester</b>	<b>No:</b>	<b>Subject</b>	<b>Staff</b>
<b>II</b>	1.	<b>Neurology</b> Unit 1 to unit 4 Unit5	External staff Dr. Santosh Kumar
	2.	<b>Otolaryngology</b> Unit 1: External and middle ear and their disorders Unit 2: Inner ear and its disorders Unit 3: Oral cavity and its disorders Unit 4: Larynx and its disorders Unit 5: Esophagus and its disorders	ENT Staff
	3.	<b>Speech-Language Pathology</b>	Sr. Cynthia S
	4.	<b>Audiology</b>	Prof. Akhilesh PM & Ms Priya Rego
	5.	<b>Kannada</b>	Mrs. Vedavathi
<b>IV</b>	1.	<b>Voice &amp; Laryngectomy</b>	Ms.Jacqueline
	2.	<b>Motor Speech Disorders in Children</b>	Ms.Dasmine
	3.	<b>Diagnostic Audiology: Part 2</b>	Ms.Susmitha
	4.	<b>Paediatric Audiology</b>	Ms.Nikita

<b>V</b>	1.	<b>Neurogenic Language Disorders In Adults</b>	Dr.Santosh Kumar
	2.	<b>Noise Measurements &amp; Hearing Conservation</b>	Ms.Ashwini & Mr.Ajju
	3.	<b>Basic Statistics</b>	Mrs.Praseena
	4.	<b>Scientific Enquiry in Audiology &amp; Speech Language Pathology Unit1 &amp; Unit 2</b>	Mr.Ajju
		<b>Unit 3 to Unit 5</b>	Dr. Sudhir

- Lesson plan to be submitted by the staffs before the commencement of next semester
  - Study material to be made
  - Class divisions to ensure student participation and enhance topic revision (6 hours to be taken by staff 6 hours to be taken as seminar as topic revision followed by unit test).
- 2) Time table for the upcoming semester to be finalized:** CMS Suggested that time table should be ready for upcoming semester and also he made some corrections and changes in the timetable.
- Time table was finalized for 2<sup>nd</sup> semester 4 hours per week, 4<sup>th</sup> & 6<sup>th</sup> semester 5 hours per week.
- 3) Curriculum transaction and other issues:** Principal asked staff to clarify the doubts and asked to give opinion about curriculum transaction. He also told that if they have any clarification in preparing study material and lesson plan they can free to ask or contact either principal or CMS.
- 6 weeks rotation postings in each department during the each semester.
  - Unit test pattern to one essay question and short notes
  - On completion of 2<sup>nd</sup> and 4<sup>th</sup> week, class test to be held
  - Mentorship meetings to be held once in a month to be strictly followed
- 4) Decennial year final and magazine:** CMS Suggested staff to take up initiation in each activity.
- Decennial year to be ended by 13<sup>th</sup> of January, 2018
  - Magazine to be submitted by coming week
- 5) Parent teaching meeting:** Principal informed to keep Parent Teacher Meeting twice in a year in order to inform parents regarding students' progress of each semester.
- PTA dates to be finalized.
- 6) NAAC upcoming inspection Self Study Report (SSR) preparation:** CMS informed all the staff to be ready for facing upcoming NAAC Inspection and also he suggested to keep all documents to be updated.
- NAAC work to be kept updating every month



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

Communicated to all members

C.c. to:  
NAAC Office / File  
cs/sd