

# FATHER MULLER MEDICAL COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

(FMMC is a Unit of Father Muller Charitable Institutions)

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Kankanady  
Mangalore - 575 002  
Karnataka, India.

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FMMC/EXT/OUT/020/2019

04.05.2019

Ref. No : .....

Date : .....

Dr. Sitalakshmi S.

Co-convenor and In charge Basic MET workshop

MCI's Nodal Centre - St. John's Medical College,

**BANGALORE - 560034**

Dear Madam,

I am sending herewith curriculum committee of our college for your information and needful.

Sr. No.	Name	Designation & Department of Curriculum Committee Members(faculty)	Mobile	E mail	ATCOM & RBCW attended at RC / NC			Advanced course attended
					Attended Y / N	From	To	
1	Dr. Jayaprakash Alva	Dean, Department of General Medicine	9845206369	japal6@rediffmail.com	No			No
2	Dr. Shivasankara A.R.	Associate professor, Department of Biochemistry (preclinical)	9880146133	Arshiva72@gmail.com	Yes	16/12/18	19/12/18	No
3	Dr. Sumanth D.	Associate Professor, Department of Pathology(paraclinical)	9986741441	drsumanthd@yahoo.com	Yes	17/10/16	20/10/16	Yes, 2018 A batch
4	Dr. Safeekh A.T.	Professor & HOD Department of Psychiatry (Medicine & allied disciplines)	9448465741	safeekh@gmail.com	Attended basic course in St. Johns	29.05.2013	31.05.2013	No
5	Dr. Rajeshwara K.V.	Associate Professor, Department of Surgery (Surgery & allied disciplines)	9448011489	rajeshwarakv@gmail.com	Yes	7/01/2019	10/01/2019	No
6	Dr. Smitha Bhat	MEU Coordinator, Department of General Medicine	9845162167	doctorsmitha@yahoo.co.in	Yes	26/8/15	28/8/15	Yes, 2018 B batch
7	Ms. Roshan Mariam Manu	UG representative	7356471124	roshanmariammanu@gmail.com	No			
8	Ms Savitri Kini	Intern	9019034442	savitrikini@gmail.com	No			

## Details of Curriculum Committee Members (Resource faculty)

Total number of Curriculum Committee members (faculty): 6
Number who attended ATCOM & RBCW at RC / NC: 5
Number who DID NOT ATCOM & RBCW at RC / NC: 1

Yours sincerely,

Dr. Jayaprakash Alva

DEAN

FATHER MULLER MEDICAL COLLEGE  
KANKANADY, MANGALORE - 575 002



# FATHER MULLER MEDICAL COLLEGE

(A unit of Father Muller Charitable Institutions)

Father Muller Road, Kankanady, Mangalore-575002

FMMC/GEN/01/2019

26.02.2019

## NOTICE

In view of the New Curriculum prepared by MCI, it has been decided to have an **Extended Curriculum Committee, Alignment in Teaching Committee and AETCOM committee** in addition to the **Curriculum Committee**.

A meeting of the all the above committees is scheduled on **1<sup>st</sup> March 2019** at **3.15 pm** in the **Senate Hall**. I request all the members to attend the meeting without fail.

**DR. JAYAPRAKASH ALVA**  
**DEAN**

C.c: The Director, FMCI / The Administrator, FMMC - For information  
All the above committee members (List enclosed) / File

jp/ip



## EXTENDED CURRICULUM COMMITTEE

Dr. Padamaja Udaykumar	-	Vice Dean & HOD, Pharmacology
Dr. Dr. Lulu Sherif Mahmood	-	Academic Coordinator, FMSSC
Dr. Sanjay Joseph Fernandes	-	Assistant Professor, Anatomy
Dr. Anahita R. Shenoy Basti	-	Assistant Professor, Physiology
Dr. Avinash S.S.	-	Associate Professor, Biochemistry
Dr. Anup Kumar Shetty	-	Associate Professor, Microbiology
Dr. Nicole Rosita Pereira	-	Assistant Professor, Pharmacology
Dr. Reshma G. Kini	-	Associate Professor, Pathology
Dr. Karen Prajwal Castelino	-	Assistant Professor, Forensic Medicine
Dr. Saurabh Kumar	-	Associate Professor, Community Medicine
Dr. Sudhir Prabhu H.	-	Associate Professor, Community Medicine
Dr. Akshatha Rao Aroor	-	Associate Professor, General Medicine
Dr. Prathvi Shetty	-	Associate Professor, General Surgery
Dr. Joylene D. Almeida	-	Assistant Professor, OBG
Dr. Saritha Paul	-	Assistant Professor, Paediatrics
Dr. Prakash Shetty	-	Professor & HOD, Anatomy
Dr. Jnaneshwara P. Shenoy	-	Professor & HOD, Physiology
Dr. Malathi M.	-	Professor & HOD, Biochemistry
Dr. Rekha Bloor	-	Professor & HOD, Microbiology
Dr. Nagesh K.R.	-	Professor & HOD, Forensic Medicine
Dr. Jayaprakash C.S.	-	Professor & HOD, Pathology
Dr. Narayan V.	-	Professor & HOD, Community Medicine
Dr. R. Arunachalam	-	Professor & HOD, General Medicine
Dr. Leo Francis Tauro	-	Professor & HOD, General Surgery
Dr. G. Nagarathna	-	Professor & HOD, OBG
Dr. Pavan Hegde	-	Professor & HOD, Paediatrics

## ALIGNMENT IN TEACHING COMMITTEE

Dr. Prakash Shetty	-	Professor & HOD, Anatomy
Dr. Jnaneshwara P. Shenoy	-	Professor & HOD, Physiology
Dr. Malathi M.	-	Professor & HOD, Biochemistry

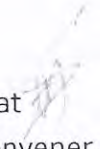
## AETCOM COMMITTEE

Dr. Archana Bhat	-	Assistant Professor, Pathology
Dr. Sowmya Bhat	-	Assistant Professor, Community Medicine
Dr. Nagesh K.R.	-	Professor & HOD, Forensic Medicine
Dr. Anita Aramani	-	Assistant Professor, ENT

### Minutes of the meeting extended Curriculum committee- 01.03.2019

In view of the MCI planning to implement the CBME curriculum for the incoming MBBS batch in August 2019, a meeting was convened on March 1, 2019 to plan implementation of the curriculum at Father Muller Medical College. Attendees included members of the Medical Education Unit, the Curriculum Committee, the Alignment in Teaching committee and the dean, FMMC.

Dr Smitha Bhat, convener, MEU had successfully completed the first session of the Curriculum Implementation Support Programme in the nodal centre St John's Medical College Bangalore. She made a presentation based on this course, on how to prepare for implementation of the new curriculum. This would require training of all faculty and allocating specific staff for the new responsibilities. Questions regarding the details and implementation as well as assessment were answered by the convener.

Dr. Smitha Bhat   
Professor & convener, MEU  
Department of General Medicine



Meeting of the Curriculum Committee, Extended Curriculum Committee,  
Alignment in Teaching Committee and AETCOM committee  
as on 01.03.2019 at 3.15 pm.

Sl. No.	Name	Signature
1	Dr. Jayaprakash Alva	
2	Dr. Shivasankara A.R.	
3	Dr. Sumanth D.	
4	Dr. Shailaja S	
5	Dr. Rajeshwara K.V.	
6	Dr. Smitha Bhat	
7	Dr. Padamaja Udaykumar	
8	Dr. Lulu Sherif Mahmood	
9	Dr. Sanjay Joseph Fernandes	
10	Dr. Anahita R. Shenoy Basti	
11	Dr. Avinash S.S.	
12	Dr. Anup Kumar Shetty	
13	Dr. Nicole Rosita Pereira	
14	Dr. Reshma G. Kini	
15	Dr. Karen Prajwal Castelino	
16	Dr. Saurabh Kumar	
17	Dr. Sudhir Prabhu H.	
18	Dr. Akshatha Rao Aroor	
19	Dr. Prathvi Shetty	
20	Dr. Joylene D. Almeida	
21	Dr. Saritha Paul	
22	Dr. Prakash Shetty	
23	Dr. Jnaneshwara P. Shenoy	
24	Dr. Malathi M.	
25	Dr. Rekha Boloor	
26	Dr. Nagesh K.R.	
27	Dr. Jayaprakash C.S.	
28	Dr. Narayan V.	
29	Dr. R. Arunachalam	
30	Dr. Leo Francis Tauro	
31	Dr. G. Nagarathna	
32	Dr. Pavan Hegde	
33	Dr. Archana Bhat	
34	Dr. Sowmya Bhat	
35	Dr. Nagesh K.R.	
36	Dr. Anita Aramani	
37	Dr. Maitreyee	





# FATHER MULLER MEDICAL COLLEGE

(A unit of Father Muller Charitable Institutions)  
Father Muller Road, Kankanady, Mangalore-575002

FMMC/GEN/03/2019


08.07.2019

## Curriculum subcommittee members

The following medical college faculty are appointed to the curriculum subcommittee for their respective phases. Curriculum sub committees from each department will be responsible for

1. Writing the new timetable as per the new rules specified by the medical council of India
2. Ensuring SLOs are written for all competencies
3. Aligning and integrating competencies
4. Documentation of process
5. Overseeing assessment in the department

Department	Name	Designation
Anatomy	Dr. Prakash Shetty	Professor & HOD
	Dr. Somesh M.S.	Associate Professor
Physiology	Dr. Jnaneshwara P. Shenoy	Professor & HOD
	Dr. Anahita R. Shenoy Basti	Assistant Professor
Biochemistry	Dr. Malathi M.	Professor & HOD
	Dr. Maitreyee D.S.	Assistant Professor
Pathology	Dr. Jayaprakash C.S.	Professor & HOD
	Dr. Archana Bhat	Assistant Professor
Microbiology	Dr. Anup Kumar Shetty	Associate Professor
	Dr. Prasanna N. Bhat	Assistant Professor
Pharmacology	Dr. Padmaja Uday Kumar	Professor & H.O.D.
	Dr. Chandralekha N.	Assistant Professor
Forensic medicine	Dr. Nagesh K.R.	Professor & HOD
	Dr. Karen Prajwal Castelino	Assistant Professor
Community medicine	Dr. Saurabh Kumar	Associate Professor
	Dr. Sudhir Prabhu H.	Associate Professor
ENT	Dr. Vinay Vaidyanathan Rao	Associate Professor
	Dr. Anita Aramani	Assistant Professor
Ophthalmology	Dr. Vinay P.G.	Assistant Professor
	Dr. Sripathi Kamath B.	Assistant Professor
Medicine	Dr. Akshatha Rao Aroor	Associate Professor
	Dr. Archana B.	Associate Professor
Surgery	Dr. Prathvi Shetty	Associate Professor
	Dr. Caren D'Souza	Associate Professor
OBG	Dr. Mahesha Navada	Associate Professor
	Dr. Shannon Francesca Fernandes	Assistant Professor
Paediatrics	Dr. Pavan Hegde	Professor & HOD
	Dr. Saritha Paul	Asst. Prof. /Neonatologist
Orthopaedics	Dr. K. Raghuvveer Adiga	Professor
	Dr. Harsharaj K.	Assistant Professor

  
DR. JAYAPRAKASH ALVA  
DEAN

C.c: The Director, FMCI / The Administrator, FMMC - For information  
All the above committee members (List enclosed) / Dr. Smitha Bhat / File



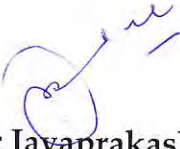


## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Pre and Para Clinical HOD's meeting held on 20.09.2018

- All HODs were present for the meeting except for Dr. Malathi M., HOD of Biochemistry department who was represented by Dr. Shivashankara A.R., Associate Professor of Biochemistry.
- The departmental meeting proceedings were presented by the HODs.
- Dean in his remarks to the community Medicine department informed the HOD that all staff should start taking up research projects and everyone should involve in preparing a concrete project and action initiated by the department should be mentioned in the next HODs meeting as there are many a community based activities which are going on by other institution which can also be initiated in our college also.
- The necessity to monitor the students attendance from the beginning was stressed upon as it is done now only at the end of the term. Hence Dean requested the HODs to monitor the attendance of students on monthly basis and if there is shortage of attendance parents should be called and informed rather than informing the students alone.
- The query regarding informing the attendance of I MBBS students by telephone was discussed. As register number of students is still not received from university the MIS based information cannot be started.
- Dean appreciated the initiative taken by Dr Beena Antony in getting a research grant of Rs. 40 lakhs. Hence Dean requested the HODs to discuss about the future grants by the vision group as to how to proceed by interacting with Dr. Beena Antony.
- The HOD of Forensic Medicine was informed by the Dean that it is not enough to send the students list who have shortage of attendance to Dean, Vice Dean. The action should be taken at their own level by calling the students parents with regard to attendance and internal assessment.
- HOD of Anatomy department informed that it is quite difficult to engage the I MBBS students for three hours continuously in the afternoon session as most of the colleges have 2 hours in the afternoon session and not 3 hours which can be considered even in our institution.

- The Dean informed all HODs about the staff appraisal that is being collected online in MIS, informed that some of the numbers do not tally with the monthly details sent to the deans office. The number exceeds far more than the permissible number. Hence he has been forced to do necessary correction. There would be some problems as far as the faculty appraisal is concerned for some time. Hence dean informed the HODs to monitor what they send on monthly basis, the summative effect should be reflected on the MIS.
- First year students do not get break in between each class was mentioned. Dean informed that he has already discussed this matter with the course coordinator regarding leaving the students 5 minutes early and starting the class 5 minutes late can be considered for sometime.
- The meeting concluded with a word of thanks.



**Dr Jayaprakash Alva**  
**D E A N**

Cc: The Director, FMCI - For information  
The Administrator, FMMC / CMS/ Vice Dean /  
The HODs of Anatomy, Physiology, Biochemistry, Microbiology, Pathology,  
Pharmacology, Forensic Medicine, Community medicine / File

jp/jp





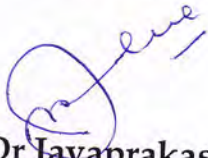
## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Clinical Department HOD's meeting held on 27.09.2018

- All HODs were present for the meeting except for Dr. K. Pitchai Balashanmugam, HOD of Urology department and Dr. Sukumar, HOD of Dermatology who was represented by Ramesh Bhat, Professor of Dermatology and Dr. (Col.) R. Arunachalam, HOD of Medicine who was represented by Dr. Roshan M., Professor of Medicine.
- Proceedings of Departmental meeting were presented by the HODs.
- The HOD of ENT department was informed to monitor the statistics closely as we have still not received the report of last inspection from MCI.
- The HODs were informed to monitor the progress of PG Thesis closely and initiate action as and when required.
- Dr. H.B. Suresh, HOD of Radiology department informed about changes in the guidelines about running the MRI and also mentioned about completion of ultrasound in Intensive care without any delay.
- Dean requested the HOD of Radiology department to monitor closely the progress of PCPNDT candidates for Ultrasound training and if they do not fulfill the guidelines the same needs to be informed to the DME in due course of time.
- Problems in PICU and class room in Paediatrics department was brought up by Dr. Pavan Hegde, HOD of Paediatrics department. He was informed to meet the Administrator of the Hospital for needful.
- Psychiatry HOD brought up the issue of patients admitted to Psychiatry ward who get ill suddenly, as to how to manage them to which he was informed, that whenever any emergency that comes up patients to be shifted to casualty immediately and communicating the same to the staff on duty in the concerned department.
- HOD Radiotherapy brought up the issues of delay in submission of synopsis by one of the PG who has gone to court about the Programme. Dean informed that if students fail to follow the guidelines of the university their term is likely to be postponed.
- HOD, Anaesthesiology brought up the issue of bronchoscope breakdown. Dean mentioned about the need for privileging to be implemented very clearly as handling of bronchoscopes by not fully trained personnel is the reason for bronchoscopy breakdown. This matter would be discussed with the Administrator of the hospital.
- All HODs were informed that any reorganization in the units needs to be planned well ahead as some of the staff are the trainers for simulation lab. Many activities are planned by the simulation centre in advance. Any change in the units will upset the whole program.



- HOD, Surgery department was also informed the need to privileging staff performing laparoscopy procedure as more staff are involved in performing laparoscopy without training. Dean informed the HOD to discuss this matter in the departmental meeting and bring in the protocol who can perform Laparoscopic procedure and how to go about.
- Dr. Ramesh Bhat informed about the recent problems encountered by the clinical trial patients. Dean informed that the matter will be taken up with the CMS once he returns from leave.
- Dr. Roshan M., Professor of Medicine informed a general rule should be displayed in the department in future any Residents losing their Log book should be penalized Rs. 1000/- and then the new log book should be issued. In this context dean informed that if there is delay in submission of Log book by the Residents the HODs can keep the Residents under suspension for varied period depending upon the past performance or otherwise.
- Some of the staff expressed their difficulty with the submission of monthly details by the PGs and the number of people they have to go through for completion of same. Dean informed the HOD if any changes need to be brought in, the same will be considered.
- Dean also informed about the completion of staff appraisal form in MIS. Some of the difficulty encountered and a detail that has been entered by the staff do not tally with the monthly details submitted by the HODs to the Deans office. Dean also told reviewing of the whole process will be done depending on the feedback that each staff giving us.
- Dean reminded the HODs of some departments regarding the request made in the previous meeting whether two shift duties for Residents can be implemented. The feedback of the same is not received so far. Hence to give the feedback at the earliest.
- The meeting concluded with a word of thanks.

  
**Dr Jayaprakash Alva**  
**DEAN**

Cc: The Director, FMCI - For information  
 The Administrator, FMMC / The Administrator, FMMCH/ The Assistant Administrator, FMMCH /  
 CMS/ MS /Vice Dean / All members / File

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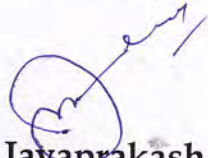
## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Clinical Department HOD's meeting held on 25.10.2018

- All HODs were present for the meeting except for Dr. Safeekh A.T., HOD of Psychiatry department who was represented by Dr. Siddharth Shetty A., Associate Professor of Psychiatry and Dr. H.B. Suresh, HOD of Radio Diagnosis department who was represented by Dr. Ram Shenoy Basti, Professor of Radio Diagnosis.
- Proceedings of Departmental meeting were presented by the HODs.
- Dean intervened during the presentation informed all HODs that they need to cooperate with the Administrator in shifting the department to the newer office at the 6<sup>th</sup> floor. While Dean appreciated the cooperation of most of the departments, he also mentioned about the casual attitude of few of the HODs. Hence requested them to extend cooperation for the smooth transition from old office to new office.
- The HODs were also informed it has been observed from the monthly details of teaching programme received at the Deans office some of the staff do not take part in teaching programme or have minimum attendance. Hence requested the HODs to ensure most of the staff present for each teaching programme without fail unless there is a valid reason.
- He also informed that it has been noticed that some of the staff do not attend most of the department meetings regularly and at the same time requested them to ensure that everyone participate in department meeting without fail. All staff should be informed to avoid taking leave on the meeting day and on OPD days.
- In addition, HODs were also informed that few staff take the class for a shorter period instead of allotted one hour. This should not happen in the future.
- The HOD of Surgery department was requested to review the privileging their staff for laparoscopic procedures by clear-cut guidelines and not allowing everyone to handle the expensive equipments so as to prevent frequent breakdown and ensure patient safety.
- Dr. Ram Shenoy Basti, Professor of Radiology department informed about the PAX facility introduced in Radiology department and Trial run that is been done in Orthopaedics. Medicine and Surgery departments also requested to extend the same facility to their department. At this juncture the Administrator of the hospital requested all HODs to introspect on 'EMR' (Electronic Medical Record) for which the HOD needs to discuss with department staff and give feedback so the same could be considered at the earliest.
- Radio Therapy HOD requested for upgrading the equipments in his department as newer facility are available with better safety mechanism. The workload for Brachytherapy are in raise. Administrator of the Hospital was requested to review the same.
- The HOD, Urology department requested for maintenance of book in casualty for reference to which he was informed that increasing the number of such books will create problems whenever there is emergency. Rather it would be better it is referred to on call PGs immediately instead of delaying. PGs should remember and follow up the case whenever they request for investigations.



- HOD, Medicine department said that Medicine PGs posted in MICU are called to attend Surgical ICU cases which should be avoided. Dean requested HOD of Surgery department to relook into the posting of their department so that the PGs are available to attend the Surgical ICU cases.
- HOD of Surgery department requested the Administrator to avoid OT for Hand and Microsurgery and Plastic Surgery on the same day on Wednesday as it is difficult to send the patients for cross reference as no staff will be available in the OPD on that day from both branches.
- HOD of Orthopaedics who expressed reservation about using new BPL C -arm in terms of radiation. The same will be checked on priority and feedback will be given.
- Dean requested the HODs to review the Case based learning activity of their department, as the progress despite activity by MEU is not up to the mark. This is one of the important issue of the institution in terms of NAAC. Hence Dean informed the HODs to designate two staff who can concentrate on case based learning throughout the year in the department as it is very difficult for all staff to do the same work simultaneously.
- Lately, it has been observed that people do not attend the meeting when called. If it is not possible for the HOD to attend then he should designate a staff as his representative and inform the same in the Deans office.
- Dean also mentioned that many staff are members in various committees. But all are not playing active role in terms of improving the functioning of the committee with their active participation. Dean requested the HODs the staff designated to various committees need to be informed that they need to play a proactive role in a the meeting.
- Dean again reminded poor participation of staff in research activities despite improving all amenities required for research in particular. Dean also informed that Management may review the policy of increment if staff do not come up with publications on regular basis.
- Dean also informed about the MIS, though there are some problems which needs to be corrected, HODs to put it in black and white the difficulty encountered while completing the data on MIS.
- Dean also informed that whenever staff are recommended for promotion they should ensure publications are in Indexed Journals. Only then they can forward their application to the Deans office.
- Dean requested all HODs to inform staff of their department to attend the blessing and inauguration of their new departmental offices and also inauguration of rural health centre, Bajpe in large number.
- Meeting concluded with a word of thanks.

  
**Dr Jayaprakash Alva**  
**DEAN**

Cc: The Director, FMCI - For information  
 The Administrator, FMMC / The Administrator, FMMCH/ The Assistant Administrator, FMMCH /  
 CMS/ MS /Vice Dean / All members / File

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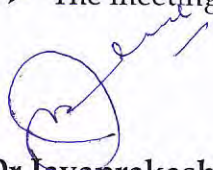
## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Pre and Para Clinical HOD's meeting held on 17.01.2019

- All HODs were present for the meeting except for Dr. Malathi M., HOD of Biochemistry department who was represented by Dr. Avinash S.S., Associate Professor of Biochemistry and Dr. Narayana V., HOD of Community Medicine who was represented by Dr. Sowmya Bhat, Assistant Professor of Community Medicine.
- The departmental meeting proceedings were presented by the HODs.
- The Microbiology HOD requested for additional staff appointment for which she was informed that the appointment of additional staff will be considered in due course of time.
- Dean informed that in future if a vacancy is available at a higher level, the promotion will be considered not only on the basis of MCI guidelines namely availability of post, adequate experience, publications as first author or corresponding author in indexed journal and in addition other activities would be taken into consideration. Particularly contribution to Institution in co-curricular and extra-curricular activities, participation in all Institutional activities, role in conducting CME, Conference etc will be taken into consideration and that would be a criteria when a single post is available and many candidate are eligible for promotion.
- Community Medicine staff was informed about the inadequacy of Research activity taken up by their department and she was also informed that the Community Medicine should be the leaders in terms of Non communicable diseases related research activities. Dr. Soumya was informed to discuss the same in their department.
- The HODs were informed that as the university has now brought in a new guidelines that Internal assessment should be held at a particular time of the year, marks obtained needs to be uploaded immediately. Hence in future there is no much scope for changing the Internal Assessment marks. Hence departments where students appearing for I year exam and later the other departments should conduct additional exams so as to improve the Internal assessment marks before the marks are uploaded at the end of each session.
- The poor performance of the students in I Year of Allied Health programme was discussed and all the departments were requested to take up remedial measures and in this context Dean informed that they were starting the programme well ahead of schedule. Last one month question papers of last 5 years should be taken up by each staff as majority of questions will be from same category. Students should be able to answer 80% Questions from one of these paper. Hence should implement the same from now onwards.



- The query regarding using the thesis subject as short study was raised by HOD Pathology to which he was informed that thesis should not be combined so that residents are well versed with more number of subjects rather than same subject.
- HOD Forensic Medicine raised the issue about the attendance of II Year students as to how to calculate it as the students who have come after the supplementary exam do not have same number of classes as that of regular batch. Dr. Sanjeev Rai suggested that the denominator should be number of classes conducted for them from the time these students started attending and percentage of that should be taken as attendance.
- The subject of budget approval was discussed. Many of the HODs informed that they do not know how much budget is sanctioned and how to proceed with the procurement of request that they have made. Administrator told that the sanctioned budget would be informed to them. HODs were requested to prioritize their purchases and the same would be forwarded to the stores.
- Administrator informed in his concluding remarks that in 2006 the long term and short terms goals were framed and met. Hence requested all HODs to again reframe the Long term and short term goals and to come out with new goals about each of their department at the earliest.
- The meeting concluded with a word of thanks.



**Dr Jayaprakash Alva**  
**D E A N**

Cc: The Director, FMCI - For information  
The Administrator, FMMC / CMS/ Vice Dean /  
The HODs of Anatomy, Physiology, Biochemistry, Microbiology, Pathology,  
Pharmacology, Forensic Medicine, Community medicine / File

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## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Clinical Department HOD's meeting held on 24.01.2019

- All HODs were present for the meeting except for Dr. K. Pitchai Balashanmugam, HOD of Urology department, Dr. (Col.) R. Arunachalam, HOD of Medicine who was represented by Dr. Roshan M., Professor of Medicine and Dr. Mahesh Bhat, HOD of ENT who was represented by Dr. Kuldeep Moras, Associate Professor of ENT.
- Proceedings of Departmental meeting were presented by the HODs.
- The HOD of Surgery department brought to the attention that patients are being shunted to Surgical Gastroenterology from OPD Even when patients wants to see a general surgeon. In this context the HOD mentioned that they have been making a continues effort to increase the work load as the super specialty counts are not part of MCI. Hence the cases should be first seen in the Surgery OPD than being shunted to Surgical Gastroenterology. The HOD was informed that the statistics of Surgical Gastroenterology are included in the General Surgery and PGs of Surgery are undergoing Surgical Gastroenterology training. Though MCI is not accepting statistics of Surgical Gastroenterology but because we are including the statistics with surgery the issue cannot be separated out but will be discussed with the Administrator of the Hospital to avoid shunting of cases from surgery department. Further the HOD was informed if such instances comes to their attention to be brought to the attention of the Administrator and Medical Superintendent immediately to ascertain from MRD why such thing is happening.
- He also requested to provide AC in the classroom instead of too many fans which are very noisy.
- The HOD of Paediatrics department mentioned about the investigations for the patients admitted during the exam to which he was informed that the patients admitted for exam purpose will be given the benefit of concession and any costly test can be considered only with the approval of the hospital administrator. No tests that are available in the Institution can be sent out. Tests that needs to be done only outside are not permitted.
- HOD also mentioned about increasing number of depressed Residents and how to deal with them. It was discussed in the department and they have decided try mentorship by the staff other than guides. In this context Dean mentioned that Dr. Smitha Bhat from Medicine department has taken up the initiative of identifying the students with problems by conducting a study which includes pre test and post test which identifies students with these problems who may need help of Psychiatrist or clinical psychologist or counselor after discussing with their parents. The Adminsitratior informed that from now onwards it is planned to take 15 hrs of session as to how to deal with stress and a concrete decision would come up in the coming days.

- HOD also mentioned about noisy class room in OPD. Administrator and HOD Radiology mentioned that it was due to the AC outside the Paediatric OPD. The same has been shifted to a distant place and the chances of noise is likely to come down significantly.
- The worry about the CT scan radiation in the Paediatric OPD was also raised to which Dr. H.B. Suresh informed that there is no need for any fear, as necessary precautions are taken to meet the AERB Requirements.
- HOD, Orthopaedics mentioned about difficulty to get internet connection in OPD Lecture hall . He was informed that the same would be looked into.
- He also mentioned that the past journal of JBJS and Indian Journal of Orthopaedics and some Orthopaedics books have been donated to the department library. Dean informed to maintain the continuity of same.
- HOD of Ophthalmology mentioned about the payment of external examiners and difficulty to get external examiners to which Dean responded that the matter will be discussed with the Director later.
- HOD OBG mentioned about Thumbay posting to be considered as labour posting to which Dean responded by saying that earlier there were very few PGs and we were managing many a activities. Now we have increased number of PGs and only two are posted out per month which should not be burden on the department. Hence HOD was informed to distribute PGs equally to ensure there is no shortage in any of the unit.
- Dr. Roshan, representing the HOD of Medicine department, mentioned about payment of Rs 500 per patient per day be fixed by the Institution to which Dean responded that the college is incurring a huge amount of expenditure related to examination in the form of accommodation, additional amount to external examiners, sundry expenses during exam like coffee, tea and parties hosted to the examiners etc. and to pay 500 per patient per day covering 7 subjects which would include 150 patients a day will be an additional burden. The same would be worked out. A response would be given in the next month.
- The request to pay all examiners an additional amount was also suggested. As per Directors orders from the past only external examiners to be paid from college.
- The problem of many of the teaching staff not attending the Teaching programme in many departments was brought to the notice. Dean informed that the HODs needs to be firm with all the junior staff and ensure all take part in the Teaching programme except the staff in OPD. If they fail to attend after necessary instructions the same may be mentioned in the annual appraisal form so that the same will be considered during the promotion process. In addition Dean informed that in future a definite policy will be brought in for promotion of the faculty wherein not only vacancy for the post but adequate experience, publications as first author or corresponding author in indexed journal and in addition other activities would be taken into consideration. Particularly contribution to Institution in co -curricular and extra - curricular activities, participation in all Institutional activities, role in conducting CME, Conference etc will be taken into consideration. The same may be informed to the staff so that people who do not part take in any of the above will lose their opportunity for promotion even if they are qualified.



- Dr. Roshan mentioned about the shortage of staff in the department. He was informed that despite advertising for the vacancy, the same did not yield any result. Hence through word of mouth candidates may be informed whenever vacancy exists and applicants will be called for interview immediately.
- All the departments were informed that there is mismatch between the internal assessment marks maintained in the department and what has been sent to the university. They were also informed that from now onwards the time of Internal assessment shall be in accordance with the university guidelines and hence if the department would like to help the students to improve the internal assessment marks the exam to be conducted well ahead and once the internal assessment is uploaded the same cannot be changed. As and when the departments like to give grace marks to students the grace marks shall be added and entered in the register and same should be informed to college office well in advance. The average of the best two out of three Internal assessment marks should be taken as final internal assessment marks.
- HODs were also requested to inform the PGs that the short study they take up has to be on a new subject and it should not be the part of thesis.
- HODs were also requested to follow up the budget that they had submitted. If the items they had requested is not sanctioned in this years budget, they were told to clearly mention in the next year budget after prioritization.
- Dean also mentioned about long term and short terms goals framed in the year 2006. On review most of them have been met. In this context all HODs were requested to review the Long term and short term goals and send it to Administrators office before the next meeting.
- HODs were also informed that all the staff on duty should be available in the hospital as per the names available in the casualty.
- There was a special mention made by the Adminsitrator that all the circulars from Director, Administrator, Deans office and Research Centre needs to be read out in the department as it is brought to the attention of the Administrator many a time staff are not aware as to what is happening in the Institution particularly in terms of research. He also mentioned that the Proceedings of HODs meeting should also be read out during the departmental meeting.
- Meeting concluded with a word of thanks.

**Dr Jayaprakash Alva**  
**D E A N**

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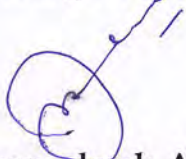
## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Clinical Department HOD's meeting held on 28.02.2019

- All HODs were present for the meeting except for Dr. K. Pitchai Balashanmugam, HOD of Urology department and Dr. Leo Tauro, HOD of Surgery department who was represented by Dr. Shubha P. Rao, Professor of Surgery.
- Proceedings of Departmental meeting were presented by the HODs.
- All HODs were initially informed that in future they should submit the statistics from year 2016 onwards month wise till 2019 statistics to be mentioned in the department meeting proceedings. Format of the same will be sent from the Deans office as the statistics vary on and off. Close monitoring of the same has not been done in few of the departments. The same needs to be updated to avoid confusion in future days.
- HOD of ENT Department was informed to improve the statistics of the department and he said that all the request of the department are not accepted in the last budget proposal.
- HOD, Psychiatry department was informed that the request for receiving the emergency cases from the Hospital wards to Casualty has been informed to the Adminsitrator of the Hospital so as to accept the cases at the casualty always.
- HOD Radiology department said that a separate screen to visualize the department wise x-rays, MRI, CT etc still not available. Administrator said that the separate screen has been prepared but if not so, then to inform him so that the same can be followed up.
- Radio Therapy HOD informed that the minutes of the departmental meeting could not be sent as the departmental secretary had gone for Institution day dance practice to which Dean responded that without permission no staff is permitted to go for any practice during the working hours. If the same is repeated in future to inform the Dean or the Adminsitrator of the college.
- HOD Paediatric department requested for the improvement in the duty doctor room. He, also said that Junior staff have not shown interest to be a part of various committees. Dean informed that merely asking the staff will not serve any purpose. The staff should be told that their performance appraisal will depend upon their participation in various activities of the institution. Poor appraisal will affect their future progress in the institution.
- He also asked about how viva marks are distributed in PG Exam to which he was informed as per the university guidelines not more than 6 candidates are examined per day. 20 minutes for long case, 10 minutes for short case remaining time can be divided like 5 to 10 minutes to viva, spotters and other requirements.



- His query regarding handling Medico legal issues, he was informed to interact with Medical Superintendent and sought out the issues.
- Non availability of laser treatment for ROP patients to which he was informed that the same would be discussed with the Administrator of the Hospital.
- All HODs were informed to enlist the research activities undertaken in the department and not elaborate it in the meeting proceedings.
- HOD, OBG department informed that some of the staff are not completing the Internal assessment evaluation within stipulated time and some are not willing to do that work. Dean informed that any staff not cooperating in such activities to inform the undersigned as necessary action will be initiated as it is compulsory with regard to the university and institution is concerned.
- Orthopaedic HOD informed about the difficulties in emergency OT. Dean informed him that this issue has been already informed that the Administrator of the Hospital who has promised to look into the matter by conducting a combined meeting. He also informed that budget request of last year has not been met.
- Anaesthesia HOD was requested to ensure that the surgery list in the Anaesthesia department book tally with all other OTs. There should not be any disparity when comparison done with other OT registers.
- Medicine HOD requested to issue form 16 A to the staff. He was informed that in an Institution 2 separate forms will not be issued to a given staff.
- He also asked whether PGs could be allotted some undergraduate classes due to acute shortage of staff in the department. Dean informed that the same is permitted but only for short term basis.
- All HODs were also informed about some of the bright students not getting ranks in the university exam because of low marks of viva and also internal assessment being little low despite their consistent performance otherwise. Hence HODs were requested to identify these bright students of each batch and need to inform the external examiners to assess their performance properly so that these students get ranks in the university exam.
- Meeting concluded with a word of thanks.

  
**Dr Jayaprakash Alva**  
**D E A N**

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 The Administrator, FMMC / The Administrator, FMMCH/ The Assistant Administrator, FMMCH /  
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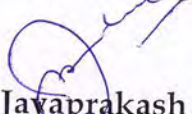




## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Pre and Para Clinical HOD's meeting held on 21.03.2019

- All HODs were present for the meeting except for Dr. Jayaprakash C.S., HOD of Pathology department who was represented by Dr. Hilda Fernandes, Professor of Pathology and Dr. Nagesh K.R., HOD of Forensic Medicine who was represented by Dr. Hareesh Shivu Gowda, Associate Professor of Forensic Medicine.
- The departmental meeting proceedings were presented by the HODs.
- The HOD of Biochemistry department mentioned about M.Sc. MLT students from Kannur University are being permitted to conduct project work in the department. Dean requested the HOD to ensure a specific guideline as to how they should go about with their project work and also monitor their regularity and performance. They should be issued certificate of completion once they complete their project work. HOD informed that they will follow the guidelines.
- The HOD, Microbiology brought to the attention of all that large number of IV Term students are absent for the class. Dr. Hilda Fernandes, Incharge HOD of Pathology department also mentioned that they too have same problem in the department. In addition Dr. Hilda mentioned students give attendance and abscond from either practical class or seminar to which Adminsitrator informed that the staff should punch in time and attendance of students to be taken after about 45 minutes of class which will prevent students from absconding. Dean in his remarks mentioned students playing around with the system should be informed that if they continue to do so they will be dealt very severely. Laxity on part of staff will make other students taking identical stand which is not good in long run.
- Pre clinical HODs were requested to work out the timetable in relation to the new curriculum, as to what subjects can be integrated horizontally and vertically and sought their cooperation whenever the MEU member approach them. They were also requested to identify specific learning objectives so as to make sure what exactly expected of each session.
- The HODs of laboratory related departments namely Biochemistry, Pathology and Microbiology were requested to keep their statistics up-to-date and send it at 12.00 noon every day to the college office till the completion of inspection.
- All HODs were informed no leave to be granted to staff till the LIC Inspection is completed. Leave can be given for one day if the staff are within Mangalore and available for inspection and also the attendance sheet should reach the Deans office by 9.30 am everyday. HODs should attest the attendance sheet and should not send it blank.
- The meeting concluded with a word of thanks.

  
**Dr Jayaprakash Alva**  
**DEAN**

Cc: The Director, FMCI - For information  
The Administrator, FMMC / CMS/ Vice Dean /  
The HODs of Anatomy, Physiology, Biochemistry, Microbiology, Pathology,  
Pharmacology, Forensic Medicine, Community medicine / File





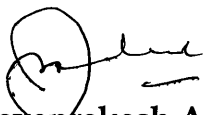
## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Pre and Para Clinical HOD's meeting held on 16.05.2019

- All HODs were present for the meeting except for Dr. Jayaprakash C.S., HOD of Pathology department who was represented by Dr. Hilda Fernandes, Professor of Pathology and Dr. Nagesh K.R., HOD of Forensic Medicine who was represented by Dr. Hareesh Shivu Gowda, Associate Professor of Forensic Medicine.
- The departmental meeting proceedings were presented by the HODs.
- All HODs with PG programmes were requested to talk to the PGs of the necessity for them to get adjusted to the situation and if they encounter any problem to discuss with the guides and HODs. The same was needed in view of increased number of PGs having various adjustment problems during the course and to prevent recurrence of such problems as much as possible.
- HODs were requested whenever they conduct CME / Workshops they must ensure that the sponsors give the money well in advance or within the specified date. It is noted at the end of organizing the activity many of the sponsors do not pay the money assured for long time. Hence it has been decided that funds from institution cannot be released to make payments without sponsors paying the money.
- All HODs were requested to ensure that as many a staff, take up research activity and also to make use of grants that are available in Father Muller Research Centre as the money allotted to the centre still remain unutilized.
- All HODs were informed about the academic audit is conducted as part of NAAC by the Internal auditors and the poor progress in research projects, publications, no progress with collaborations, participation in FDP programmes being very poor, failure to initiate e-learning methodology, no updation of question bank, sub-optimal utilization of MIS and poor implementation of lesson plan, case based learning and clerkship programme by many department. The same needs to be taken up on priority basis by all the departments.
- Dean mentioned about Curriculum Based Medical Education and appreciated the efforts of Pre clinical departments in being a part of all necessary activities so far implemented in our college. Dean also mentioned about the Curriculum Implementation support programme which will be held in our college by the end of June 2019, some departments have deputed Junior staff for the same. It is very essential for the HODs and Senior staff to attend this programme as 'how the new curriculum to be implemented' is an essential component of this programme, Hence senior staff should take part in this activity without fail.



- HOD of Community Medicine brought to the attention that non supply of vaccines to rural health centers by the government and hence suggested to speak to District Health Officer of Mangalore to supply the vaccines. He also mentioned about the vehicle taking staff to Jyothinagar Health centre drops the staff much before the centre is reached. Dean and Administrator informed that they would look into the matter but suggested HOD to find out what exactly was the problem the staff encountered and to give a feedback at the earliest.
- HODs were informed that whenever they request for purchase of equipments with huge budget whether the purchase of the same can be made in phases in view of huge investment involved in single year.
- Dr. Hilda Fernandes mentioned about the Log book modification being on. Dean informed that unless there are major problems the Log book cannot be changed frequently. On review it was told that the Log book was changed 7 years back and hence the new Log book can be made with necessary changes that are required.
- HODs of Laboratory department were informed whenever they send the statistics to Deans office to compare with the previous 3 months statistics and the corresponding months of previous year and ensure the numbers are nearer to the previous statistics. Whenever there is huge disparity the reason for the same to be reviewed and not to send to the Deans office without necessary suggestions.
- HODs were also requested to look into the disciplinary action that needs to be implemented against students breaking rules at their department level and not to send the students to Deans officer without valid reason and letter as it is noticed that students are being sent to Deans office without valid letters.
- Meeting concluded with a word of thanks by the Administrator.



**Dr Jayaprakash Alva**  
**DEAN**

Cc: The Director, FMCI - For information  
The Administrator, FMMC / COR/ Vice Dean /  
The HODs of Anatomy, Physiology, Biochemistry, Microbiology, Pathology,  
Pharmacology, Forensic Medicine, Community medicine / File

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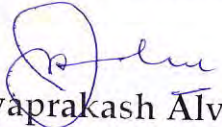
## FATHER MULLER MEDICAL COLLEGE, MANGALORE

### Proceedings of the Clinical Department HOD's meeting held on 27.06.2019

- All HODs were present for the meeting except for Dr (Col.) R. Arunachalam, HOD of Medicine Department who was represented by Dr. Roshan M, Professor of Medicine, Dr. Mahesh Bhat, HOD of ENT Department who was represented by Dr. Kuldeep Moras, Professor of ENT and Dr. Safeekh A.T., HOD of Psychiatry department who was absent without information.
- Proceedings of Departmental meeting were presented by the HODs and their representatives.
- Dr. Roshan M., made a mention about the irregularity of one of the PG and letter sent by the HOD to the Dean. Dean informed that he spoke to the father of the student and asked him to meet the HOD at the earliest.
- OBG HOD raised the point of Hospital Indemnity cover to OBG Staff. Dean informed that one crore to cover 4 doctors to the tune of 25 lakhs each per year is taken up by the Institution.
- Dr. Kuldeep Moras mentioned about synopsis submission. Dean informed all PGs should follow the guidelines of submission of synopsis, presentation of review of literature, completion of case collection and submission of thesis online to the university to be completed on schedule. Those who fail to do so should be suspended from PG programme and marked absent to which there were some remarks by the HODs that the PGs still continue to get their stipend. Dean informed that if marked absent after initiating necessary instruction by the HOD those PGs are not paid stipend as they are marked absent.
- Dr. Manjunath Shetty, the newly appointed HOD of Urology was welcomed by the administrator for the meeting. During his departmental meeting presentation Dean informed that the number of cases of minor surgeries should be double the number of major surgeries and three years statistics should be provided as informed in the past.
- Dr. Norman Mendonca, HOD of Ophthalmology mentioned that they did not receive incentive from December 2018. Administrator informed that he would look into the matter and the request was made to Director on 28<sup>th</sup> June 2019, Morning and Director has informed that he would look in to the matter.
- Orthopaedic HOD mentioned about the inconvenience faced when the Health camp is conducted at the Petrol bunk and he requested the same to be discouraged and proper arrangement to be made for the camp as and when invited.
- Dean in his concluding remarks brought to the attention of HODs about the following points:
  - a. Extremely poor Log Book maintenance by most of the department. Need to separate out the presented and attended programs by PGs and to be attested by the staff who moderate the activity.
  - b. Poor attendance of staff in Teaching programme as observed by the Dean in the Teaching Register and also in the Annual Appraisal forms.



- c. Dean also mentioned about poor appraisal of Residents done by many of the HODs . Whenever appraisal is done the PGs are to informed about the same so as to bring it to their attention their poor attendance and poor performance in Teaching Programme and that it would be documented in their files which may create problem during their examination.
  - d. The Research point was reminded to all the HODs. He stressed the need for the senior staff to be a part of Research activity and that it is not only for Junior staff.
  - e. Dean reminded all HODs research funds allocated is not utilized by many of the departments. Also suggested to take up innovative research rather than conventional one. Any help needed about the same they can contact the Research department which was corroborated by Chief of Research, Dr. B. Sanjeev Rai who was also present for the meeting.
  - f. Dean also mentioned about the extremely poor response by the senior staff to attend the Curriculum Implementation Support Programme conducted by the MEU as part of MCI activity. He informed all HODs that they should play a active role in implementation of new curriculum and appreciated the support shown by the Pre Clinical departments in the same. He also sought support from senior staff in coming up Curriculum Implementation Support Programme.
  - g. Dean also informed that we are starting many a new Allied Health Programme. Heads of the departments will be the course coordinators and no Junior staff are permitted to be the course coordinators and they can take help of junior staff to run the activity.
  - h. Dean mentioned about the clinical society meeting are not attended by most of the doctors. It is noted that not even 1/10<sup>th</sup> of Staff attends the clinical society meeting. He also informed clinical society meeting can be taken up as an opportunity for departments to highlight some of the newer things of their department.
  - i. Dean expressed his disappointment to all HODs regarding implementation of lesson plans, sub-optimal use of MIS, Implementation of clerkship programme and Case based learning and updating of question bank by the department.
  - j. He also requested the HODs to take initiative to ensure that staff of their department should register themselves for E- learning initiative through online programs which will be of lot of use to the individual as well as the institution in long run.
- Meeting concluded with a remarks of Administrator informing them about the new programs likely to be implemented and sought their cooperation in conducting the programme in an appropriate manner.

  
**Dr Jayaprakash Alva**  
**DEAN**

Cc: The Director, FMCI – For information

The Administrator, FMMC / The Administrator, FMMCH/ The Assistant Administrator, FMMCH /  
 COR/ MS / Vice Dean / All members / File