

FATHER MULLER MEDICAL COLLEGE, MANGALORE
IQAC MEETING MINUTES
29th September 2022 at 3 pm in Senate Hall

Agenda:

1. Review of previous meeting.
2. Reconstitution of IQAC.
3. Academic Audit 2021-22.
4. Preparation of AQAR 2021-22.
5. Plan of Action for 2022-23.
6. Any other related matters.

Members Present:

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| 1. Dr Aloysius Sequeira, Former Professor (HAG),
Dean & Registrar – NITK, Surathkal | 6. Dr Hareesh S Gouda, Secretary, IQAC. |
| 2. Dr M S Ravi, Professor of Orthodontics,
A.B.Shetty Dental College, Mangalore | 7. Dr Padmaja Udaykumar, member IQAC |
| 3. Dr Somu G., Professor of Hospital
Administration, KMC, Manipal | 8. Dr Maitreyee D S, member IQAC |
| 4. Ms Renita Lasrado, ANS (Sr Dhanya Chief
Nursing Officer) | 9. Dr Sudhir Prabhu H, member IQAC |
| 5. Dr Ramesh Bhat, Vice-Dean & Co-ordinator,
IQAC | 10. Dr Sa Ribeiro Karl Nicholas, member IQAC |
| | 11. Ms Cherishma Dsilva, member IQAC |
| | 12. Dr Jostol Pinto, Alumni Representative |
| | 13. Dr Janet Lobo, Administrative Staff |
| | 14. Dr Tia Teresa Thomas, PG Representative |

Members absent/on leave:

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| 1. Dr Shivashankara A R, member IQAC | 5. Mrs Jyothi Pinto, Administrative Staff |
| 2. Dr Veena Jasmine Pinto, member IQAC | 6. Ms Aaral Alisha Monteiro, UG Representative |
| 3. Dr Avinash S S, member IQAC | 7. Mr Shashank Reddy, UG Representative |
| 4. Dr Nicole Rosita Pereira, Alumni
Representative | 8. Dr Jason Glen I Dsouza, PG Representative |

Agenda 1. Review of previous meeting.

The Dean, FMMC welcomed the gathering. The Secretary read the minutes of previous meeting.

Agenda 2. Reconstitution of IQAC.

The Secretary informed the members that IQAC needs to be reconstituted as per NAAC guidelines. It was agreed that the proposal to reconstitute the IQAC be put forward to the Director of FMCI.

Agenda 3. Academic Audit 2021-22.

The Secretary informed the members that annual academic audit (internal audit) of academic year 2021-22 requires to be conducted as per institution's policy. It is decided to conduct the audit between

3rd and 4th week of October 2022. IQAC Co-ordinator suggested forming teams of 3 to 4 members each to conduct the audit. It is also decided to communicate Audit report to the departments. Dr. Aloysius Sequeira suggested that each department has to submit the compliance report to IQAC within a period of three months.

Agenda 4.Preparation of AQAR 2021-22.

The Secretary informed the members that tentative plan of action regarding AQAR 2021-22, which is as follows: Compilation of department information by 3rd week of November 2022, presentation of AQAR to IQAC members by 1st week of December 2022 and submission of AQAR by 3rd week of December 2022.

Agenda 5.Plan of Action for 2022-23.

The Secretary presented the Plan of Action for academic year 2022-23 proposed by the Criterion in-charges (Annexure 1). The following suggestions were made by the members:

- To review the internal research grant utilisation by the faculty with respect to number of project proposals submitted, grant sanctioned, grant utilised etc.
- To form committee to formulate policies pertaining to incentives for publication in indexed journals, financial support towards manuscript handling charges, Patent, research grant to promote, incentives for student publication etc.
- To have more International MoUs for student and faculty exchange programmes.
- To provide healthcare and pension facilities for retired employees.
- To revise the financial support for attending conference: It was suggested to form a subcommittee to study the practices followed in other institutions and to submit a report/proposal for revision.

Agenda 5. Any other related matter.

Dean requested the members to give their feedback/ suggestions about the activities proposed by Criterion in-charges for academic year 2022-23 (Annexure 1).

The meeting concluded with the words of thanks by the Dean, FMMC at 4.15 pm.

Dr. Antony Sylvan Dsouza
Dean & Chairperson IQAC,
FMMC, Mangalore.

Plan of Action 2022-23:

Criteria	Proposed activities
Criteria 1	• Feedback on CBME Curriculum from stakeholders. • Audit of implementation of CBME Curriculum.
Criteria 2	• Introduce innovative interactive teaching learning methods for effective implementation of CBME curriculum. - Student generated quiz - Gamification for assessment - Concept map to assess Self Directed Learning - Small group discussion methods- • To develop in-house interactive teaching learning videos.
Criteria 3	• Training on Good Clinical Practice (GCP) • Hands on Workshop on Research Grant Proposal Writing • Research Paper writing and Biostatistics • Student Innovation and Research Program: FMMC (SIRP FMMC)
Criteria 4	• Lecture Hall complex • Lecture recording studio
Criteria 5	• Muller Cup- Intercollegiate badminton championship • Series of awareness talks on Studying abroad - through consultancies/agency/alumni/ experts in the subject from various places US, UK, Australia. • Accreditation of FMMC by World Federation for Medical education • Restart Adrenaline
Criteria 6	• Healthcare and pension facilities for retired employees. • Revision of financial support for attending conference
Criteria 7	• Father Muller Centre for Integrated Medicine care • Community based mental health service scheme • Emergency primary health care training of health care professionals and community

IQAC MEETING AS ON 29.09-2022

Sl. No	NAME OF THE MEMBERS	SIGNATURE
1.	Rev. Fr Ajith Menezes, Administrator, FMMC	
2.	Rev. Fr Nelson Dheeraj Pais, Asst Administrator FMMC	
3.	Rev. Fr George Tevan Sequeira, Asst Administrator FMMC	
4.	Rev. Fr Rohan Michael Dias, Asst Administrator FMMC	
5.	Dr. Antony Sylvan Dsouza, Dean FMMC	<i>[Signature]</i>
6.	Dr. B. Sanjeev Rai, Chief of Research FMRC	
7.	Dr. Uday Kumar, Medical Superintendent	
8.	Dr. Urban J A Dsouza, Dean FMCOAHS	
9.	Sr. Dhanya, Chief Nursing Officer	<i>[Signature]</i>
10.	Sr. Jacintha Dsouza Principal Fmcon	
11.	Dr. Aloysius H Sequeira, Former Dean (HAG) - NITR Suratkal	<i>[Signature]</i>
12.	Dr. Hansaraj Alva, Physician, Vinaya Hospital & Research Center	
13.	Dr. M S Ravi Professor of Orthodontics, A.B Shetty Dental College Mangalore	<i>[Signature]</i> 29/8/22
14.	Dr. Somu G. Professor of Hospital Administration K.M.C Manipal	<i>[Signature]</i> 29/9
15.	Dr. Ramesh Bhat	<i>[Signature]</i>

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| 16. | Dr Hareesh S Gouda | High |
| 17. | Dr Padmaja Udaykumar | Perinika |
| 18. | Dr Shivashankara AR | |
| 19. | Dr Maitreyee DS | Maitreyee |
| 20. | Dr Veena Jasmine Pinto | |
| 21. | Dr Sudhir Prabhu H | Sudhir |
| 22. | Dr Sa Ribeiro Karl Nicholas | |
| 23. | Dr Arinash SS | |
| 24. | Ms Cherishma Dsilva | |
| 25. | Dr Nicole Rosita pereira | |
| 26. | Dr Jostol Pinto | |
| 27. | Mrs Janel Lobo | |
| 28. | Mrs Jyothi Pinto | |
| 29. | Dr Jason Glen J Dsouza | |
| 30. | Dr Tia Teresa Thomas | Jalukian |
| 31. | Ms. Aaral Alisha Monteiro | |
| 32. | Mr. Shashank Reddy. | |