

**FATHER MULLER MEDICAL COLLEGE, MANGALORE**

**IQAC MEETING MINUTES**

**6<sup>th</sup> January 2018 at 3 pm at Senate Hall**

**Agenda:**

1. To review the previous meeting.
2. To discuss preparation of SSR for NAAC re-accreditation.
3. To Discuss Academic audit.
4. Any other related matters.

**Members Present:**

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| 1. Rev. Fr. Ajith Menezes, Administrator, FMMC.           | 8. Dr. Namratha S., Member, IQAC.       |
| 2. Rev. Fr. George J Sequeira, Asst. Administrator, FMMC. | 9. Dr. Anup Kumar Shetty, Member, IQAC. |
| 3. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC.        | 10. Dr. Prathvi Shetty, Member, IQAC.   |
| 4. Dr. Padmaja Udaykumar, Vice-Dean & Member, IQAC.       | 11. Mr. Sudeep Pais, Member, IQAC.      |
| 5. Sr. Janet D'souza, Chief Nursing Officer.              |   |
| 6. Dr. Hareesh S Gouda, Secretary, IQAC.                  |   |
| 7. Dr. K Varadaraj Shenoy, Member, IQAC.                  |   |

**Members absent/ on leave:** Dr. Ramesh Bhat, Co-ordinator; Dr. Smitha Bhat, Member.

**Agenda 1.** To review the previous meeting.

The Administrator, FMMC welcomed the gathering. The Secretary read the minutes of previous meeting held on 4<sup>th</sup> November 2017. The Secretary informed the members that NAAC Re-accreditation audit proforma which has been prepared to obtain information about departmental activities during post NAAC (1<sup>st</sup> cycle) was sent to the departments and information has been received from the departments except from Radiotherapy department. He also informed that the uploading of Institutional information required for All India Survey of Higher Education as per MHRD is being done since 2012.

**Agenda 2.** To discuss preparation of SSR for NAAC re-accreditation.

**Following decisions were made:**

- Verification of information provided by the departments as per NAAC Re-accreditation proforma and proofs during audit.
- Collation of departmental activities for preparation of respective SSR metrics after the audit.
- Simulation based medical education & training using simulation technology and Teaching of Bio-ethics for MBBS students as two Best practices of the Institution for NAAC 2<sup>nd</sup> cycle.
- Criteria in-charges to go through the SSR guidelines about their respective criteria for the discussion during the meeting to be held in the first week of February 2018. Criteria in-charges to prepare list of information (data) required for the preparation of Quantitative & Qualitative metrics pertaining to their criteria.

**Following suggestions were made by the members:**

- Strengthening of Alumni association.
- Congratulatory message either from the Dean or the Administrator personally to the staff who have received outstanding feedback from the students, which will motivate the staff.
- Strengthening of Collaboration related activities.

### **Agenda 3. To discuss Academic audit**

Decided to conduct Academic audit of the departments from 17<sup>th</sup> to 20<sup>th</sup> January 2018. The Secretary presented the schedule of the audit and it is accepted by the members.

### **Agenda 3. Any other related matters.**

The Administrator informed that a Training Programme was conducted for the Secretarial staff of the Institution on 5<sup>th</sup> & 6<sup>th</sup> January 2018 about management of financial matters, use of Hospital Information System, Examination related work, NAAC related responsibilities etc.

Dr. Namratha suggested for identification of activities/ matters which reflect Institutional values & Social responsibilities, Institutional distinctiveness, Innovation ecosystem, Academic flexibility and Curriculum enrichment. The Chairperson suggested, NAAC, NABH and NABL accreditation and Simulation centre can be projected as Institutional distinctiveness. The Administrator suggested, Cancer fund, Snake bite victim fund, Dialysis fund, free meals for medical college hospital patients and Health awareness camps & talks can be projected as institutional involvement towards Social responsibilities. The Administrator also informed that MoU with Belgium University and St. Joseph Engineering College, Mangalore is under progress.

The meeting concluded with the words of thanks from The Chairperson, IQAC at 4.30 pm.



Dr. Hareesh .S. Gouda,  
Secretary, IQAC,  
FMMC, Mangalore.