## FATHER MULLER MEDICAL COLLEGE, MANGALORE IQAC MEETING MINUTES

#### 06th August 2021 at 10.30 am at Senate Hall

#### Agenda:

- 1. Introduction of members of the reconstituted IQAC.
- 2. Briefing about status of NAAC Re-assessment.
- 3. Action plan for NAAC Peer Team visit.
- 4. Any other matter

#### **Members Present:**

- 1. Rev. Fr. Richard Aloysius Coelho, Director, FMCI
- 2. Rev. Fr. Rudolph Ravi D'Sa, Administrator, FMMCH
- 3. Rev. Fr Nelson Deeraj Pais, Asst. Administrator, FMMCH
- 4. Rev. Fr George Jeevan Sequeira, Asst. Administrator, FMMCH
- 5. Dr. B Sanjeev Rai, Cheif of Research, FMRC
- 6. Dr Uday Kumar, Medical Superintendent
- 7. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC
- 8. Sr. Janet D'Souza, Chief Nursing Officer
- 9. Sr Jacintha D'Souza, Principal, FMCON
- 10. Prof. Aloysius H. Sequeira, External Expert
- 11. Dr. M.S. Ravi, External Expert
- 12. Dr. Somu G, External Expert

- 13. Dr. Hansraj Alva, External Expert
- 14. Dr. Ramesh Bhat, Vice Dean & Co-ordinator, IQAC
- 15. Dr. Hareesh S Gouda, Secretary, IQAC
- 16. Dr. Padmaja Udaykumar, Member, IQAC
- 17. Dr. Shivashankara A R, Member, IQAC
- 18. Dr. Maitreyee D S, Member, IQAC
- 19. Dr. Veena Jasmine Pinto, Member, IQAC
- 20. Dr. Sudhir Prabhu H., Member, IQAC
- 21. Dr. Avinash S S, Member, IQAC
- 22. Dr. Nicole Rosita Pereira, Alumni Representative
- 23. Mrs. Jyothi Pinto, HRM
- 24. Mrs. Janet Lobo, Chief Librarian

#### Members absent/on leave:

- 1. Dr. Sa Ribeiro Karl Nicholas, Member, IOAC.
- 2. Ms. Cherishma D'Silva, Member, IQAC
- 3. Dr. Hemanth Kumar, Member, IQAC
- 4. Dr. Jostol Pinto, Alumni Representative
- 5. Dr Tia Theresa Thomas, MS ENT
- 6. Dr Jason Glen I. DSouza, MD Paediatrics
- 7. Ms. Aaral Alisha Monteiro, MBBS
- 8. Mr. Shashank Reddy, MBBS

#### Agenda 1. Introduction of members of reconstituted IQAC.

The Secretary of IQAC welcomed the gathering and introduced the Management and Administrative Representatives. Dr Ramesh Bhat introduced the External Experts Prof. Aloysius H. Sequeira, Dr. M.S Ravi, Dr. Somu G and Dr. Hansraj Alva to the gathering which was followed by self introduction by the new IQAC members. The Director of the Institution thanked the external experts for accepting our invitation. He appreciated the hard work of members of the IQAC towards preparation for NAAC assessment (2<sup>nd</sup> cycle). He then conveyed his good wishes to all the members of IQAC.

#### Agenda 2. Briefing about status of NAAC Re-assessment.

Conveying the status of NAAC Re-assessment, the Secretary informed that DVV clarification of SSR has been completed and the institution has cleared the Pre-qualification stage.

#### Agenda 3. Action plan for NAAC Peer Team visit

The Secretary informed the gathering that committees have been formed with job description of each committee to manage NAAC Peer team visit related activities. Following suggestions were made by the external experts/ members:

- To form an IT support team.
- To keep hard copy of all the proofs of SSR.
- To keep ready the proof of action taken for the deficiencies/ suggestions made during previous NAAC assessment.
- To include in Dean's presentation about the activities done after the assessment period.
- To check expiry date of fire extinguishers and servicing record of water purifiers.
- To have bound volume of Journal publications calendar year wise.
- The Finance department to be thoroughly prepared with all the required financial data.
- To document Criteria-wise strengths in Dean's presentation.
- To have audit of the departments to review the Presentation and documentation of proofs.

#### Following decisions were taken:

- To have Academic audit of the departments in 2<sup>nd</sup> or 3<sup>rd</sup> week of August 2021.
- To have Dean's presentation to the members of IQAC through online platform within next two weeks.
- To work on implementing other suggestions of the members at the earliest.

#### Agenda 4. Any other related matters.

- The external experts suggested keeping Institutional Best Practices booklets ready to be given to the Peer Team Auditors.
- To keep Institution's website updated.

The Dean/ Chairperson IQAC addressed the gathering and thanked all the members for their continued support and requested for their cooperation for further process to get the NAAC accreditation.

The meeting concluded with the words of thanks by the Secretary, IQAC at 11.55 am.

Dr. Jayaprakash Alva,

Dean, FMMC & Chairperson, IQAC

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#### FATHER MULLER MEDICAL COLLEGE, MANGALORE

#### IQAC MEETING MINUTES

#### 11th August 2021 at 3.30 pm at Conference Hall

#### Agenda:

- 1. Briefing about NAAC Peer Team Visit.
- 2. To discuss Academic Audit and Dean's presentation.
- 3. To discuss preparedness of the committees formed for NAAC Peer Team visit.
- 4. Any other matter

#### **Members Present:**

- 1. Rev. Fr. Ajith Menezes, Administrator, FMMC
- 2. Rev. Fr Nelson Deeraj Pais, Asst. Adminstrator, FMMCH
- 3. Rev. Fr George Jeevan Sequeira, Asst. Adminstrator, FMMCH
- 4. Dr. B Sanjeev Rai, Cheif of Research, FMRC
- 5. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC
- 6. Dr. Antony Sylvan Dsouza, Principal FMCAHS
- 7. Sr Janet D'Souza, Chief Nursing Officer
- 8. Dr. Ramesh Bhat, Vice Dean & Co-ordinator, IQAC
- 9. Dr. Hareesh S Gouda, Secretary, IQAC
- 10. Dr. Shivashankara A R, Member, IQAC
- 11. Dr. Maitreyee D S, Member, IQAC
- 12. Dr. Veena Jasmine Pinto, Member, IQAC
- 13. Dr. Sudhir Prabhu H., Member, IQAC
- 14. Dr. Avinash S S, Member, IQAC
- 15. Ms. Cherishma Dsilva, Member IQAC
- 16. Dr. Hemanth Kumar, Member IQAC
- 17. Dr. Nicole Rosita Pereira, Member IQAC
- 18. Dr. Varadaraj Shenoy
- 19. Dr. Nagesh KR

- 20. Dr. Anil Shetty
- 21. Dr. Anup Kumar Shetty
- 22. Dr. Prashanth Y M
- 23. Dr. Karen Castelino
- 24. Dr. Rochelle C Monteiro
- 25. Dr. Mahesh
- 26. Dr. Lennon Dsouza
- 27. Dr. Chandralekha N
- 28. Dr. Kelvin Pais
- 29. Mrs. Ramya Satheesh
- 30. Mr. Omkareshawar Patil
- 31. Mr. Jagadeesh KY, IT Manager
- 32. Mrs. Janet Lobo, Chief Librarian
- 33. Mrs. Jerlyn Dsouza
- 34. Ms. Prinita Pinto
- 35. Mrs. Helen Lobo
- 36. Ms. Neha M Joy
- 37. Mrs. Geena Pinto
- 38. Mrs. Meena Dsouza

#### Members absent/on leave:

- 1. Dr. Sa Ribeiro Karl Nicholas, Member, IQAC.
- 2. Dr. Jostol Pinto, Member, IQAC.
- 3. Dr. George Pinto
- 4. Dr. Sweta D'cunha.
- 5. Mrs. Ida Sequeira.

#### Agenda 1. Briefing about NAAC Peer Team Visit.

The Secretary of IQAC welcomed the gathering and briefed about the current NAAC Re-assessment status of the institution.

Agenda 2. To discuss Academic Audit and Dean's presentation.

The Secretary informed the members that Academic Audit of the departments will

be done on 20.08.2021 & 21.08.2021 and circular regarding the same has been sent to the

departments.

Agenda 3. To discuss preparedness of the committees formed for NAAC Peer Team

visit.

In-charges of various committees formed for NAAC Peer team visit have shared

plan of action of their respective committee. A discussion regarding the same and job

description of the committees was held. The Administrator, FMMC requested the

Conveners of the committees to consider the suggestions made by the members during

the meeting.

Agenda 4. Any other matter.

The Dean/ the Chairperson, IQAC requested the Conveners of NAAC Peer team

visit committees to have meeting with their respective committee members and discuss

about their duties and responsibilities. He also requested the Conveners to co-ordinate

with IQAC Co-ordinator & Secretary.

The Dean/ the Chairperson, IQAC requested everyone for their support and co-

operation. The meeting concluded with the words of thanks by the Chairperson, IQAC at

4.15pm.

Dr. Hareesh .S. Gouda

Secretary, IOAC

Fr Muller Medical College, Mangalore

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5.	Dr. Jayaprakash Alva, Dean FMMc	as
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## FATHER MULLER MEDICAL COLLEGE, MANGALORE

## IQAC MEETING & ACADEMIC AUDIT EXIT MEETING MINUTES

## 20th August 2021 at 3.30 pm in AV Hall & 21st August 2021 at 3.30 pm in Senate Hall

#### Agenda:

- 1. To discuss Academic Audit Report.
- 2. Any other related matter

#### Members Present:

- 1. Rev. Fr. Ajith Menezes, Administrator, FMMC
- 2. Dr. B Sanjeev Rai, Cheif of Research, FMRC
- 3. Dr. Jayaprakash Alva, Dean & Chairperson, IQAC
- 4. Dr Antony Sylvan Dsouza, Dean, FMCAHS
- 5. Sr Jacintha D'Souza, Principal FMCON
- 6. Dr Aloysius H Sequeira, External Auditor
- 7. Dr M S Ravi, External Auditor
- 8. Dr Vidya S Bhat, External Auditor
- 9. Dr Somu G, External Auditor
- 10. Dr. Ramesh Bhat, Vice Dean & Co-ordinator, IQAC
- 11. Dr. Hareesh S Gouda, Secretary, IQAC
- 12. Dr Padmaja Udaykumar, Member IQAC
- 13. Dr Shivashankara A R, Member, IQAC
- 14. Dr Maitreyee D S, Member, IQAC
- 15. Dr Veena Jasmine Pinto, Member, IQAC
- 16. Dr Sudhir Prabhu H., Member, IQAC
- 17. Dr Sa Ribeiro Karl Nicholas, Member, IQAC
- 18. Dr Avinash S S, Member, IQAC
- 19. Dr Hemanth Kumar, Member IQAC
- 20. Dr Nicole Rosita Pereira, Alumni Representative
- 21. Dr Jostol Pinto, Alumni Representative
- 22. Mrs Janet Lobo, Chief Librarian
- 23. Dr Varadaraj Shenoy
- 24. Dr Nagesh KR
- 25. Dr Somesh M S
- 26. Dr Pallavi
- 27. Dr Saurabh Kumar
- 28. Dr Nishanth Krishna K
- 29. Dr Supriya Aroor
- 30. Dr Avinash Joe
- 31. Dr Ram Shenoy Basti
- 32. Dr Krishna Kiran S

#### Members absent/ on leave:

- 1. Ms Cherishma Dsilva, Member IQAC
- 2. Mrs Jyothi Pinto, HRM

- 33. Dr Sandesh Rao B
- 34. Dr Clement R S Dsouza
- 35. Dr Shubha N Rao
- 36. Dr Prathvi Shetty
- 37. Dr Reshmina Dsouza
- 38. Dr Ronald Menezes
- 39. Dr Harsharaj K
- 40. Dr Nelly E P Nazareth
- 41. Dr May Dsouza
- 42. Dr Shreedhara K
- 43. Dr Riya Tharaksn
- 44. Dr Prithi R Ballal
- 45. Dr Kuldeep Moras
- 46. Dr Savita Lasrado
- 47. Dr Nagarathna
- 48. Dr Arunachalam R
- 49. Dr Manjunath Shetty
- 50. Dr Nandakishore B
- 51. Dr Jacintha Martis
- 52. Dr Rochelle Monteiro
- 53. Dr Naveen Rao
- 54. Dr Jnaneshwara P Shenoy
- 55. Dr Panchami
- 56. Dr Malathi M
- 57. Dr Shailaja A Katti
- 58. Dr Muruga
- 59. Dr Jayaprakash C S
- 60. Dr Kirana Pailoor
- 61. Dr Meena Dias
- 62. Dr Anup Kumar Shetty
- 63. Dr Chandralekha N
- 64. Dr Preethi Rai
- 3. Dr Donald J Fernandes
- 4. Dr Mahesh Navada

#### Agenda 1. To discuss Academic Audit Report.

The Co-ordinator of IQAC welcomed the gathering and informed the members that NAAC Peer team visit will be held on 11<sup>th</sup> & 12<sup>th</sup> October 2021. In view of the same Academic Audit was conducted on 20.8.2021 & 21.8.2021. He requested the auditors to give their opinions and suggestions. The team of auditors gave their opinions & suggestions to improve the quality of presentation and documentation. The HOD's shared their opinion and views about the Audit and thanked auditors for their valuable feedback.

#### Agenda 2. Any other related matter.

The Chairperson, IQAC shared his views on the feedback given by the Auditors and thanked them for accepting our invitation.

The meeting concluded with the words of thanks by the Administrator, FMMC at 4.30pm.

Dr. Hareesh S Gouda Secretary, IQAC

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44.	Dr. Harsharaj K - Orthopaedics	Herry
45.	Dr. Nelly & P. Nazareth - Ophthalmology	May
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# FATHER MULLER MEDICAL COLLEGE, MANGALORE IQAC MEETING MINUTES 21st October 2021 at 4 pm at Decennial Memorial hall

#### Agenda:

- 1. To review the previous meeting.
- 2. To review NAAC Peer Team visit.
- 3. Any other related matters.

#### Members Present:

- 1. Rev. Fr Richard Aloysius Coelho, Director, FMCI
- 2. Rev. Fr Rudolph Ravi Dsa, Administrator, FMMCH
- 3. Rev. Fr Ajith Menezes, Administrator, FMMC
- 4. Rev. Fr George Jeevan Sequeira, Asst. Administrator, FMMCH
- 5. Rev. Fr Nelson Dheeraj Pais, Asst. Administrator, FMMCH
- 6. Dr Jayaprakash Alva, Dean & Chairperson, IQAC.
- 7. Dr B SanjeevRai, Chief of Research, FMCI
- 8. Dr. Ramesh Bhat, Vice-Dean & Co-ordinator, IQAC
- 9. Dr Uday Kumar K, Medical Superintendent, FMMCH
- 10. Dr Kishan B Shetty, Deputy Medical Supdt., FMMCH

- 11. Dr ESJ Prabhu Kiran, Principal, FMHMC
- 12. Sr Janet Dsouza, CNO
- 13. Sr Jacintha D'Souza, Principal, FMCON
- 14. Sr Nancy Priya Mathias, Principal, FMSON
- 15. Dr Aloysius H Sequeira, Former Dean (Faculty Welfare) NITK, Surathkal.
- 16. Dr Somu G., KMC, Manipal
- 16. FMMC IQAC members.
- 17. MC Members
- 18. HODs & NAAC Coordinators of the Departments o FMMC

#### Members absent/on leave: Nil.

## Agenda 1.To review the previous meeting.

The Dean, FMMC welcomed the gathering. The Secretary read the minutes of previous meeting held on 20<sup>th</sup> August 2021. He informed that meeting of all HoDs and department NAAC co-ordinators was called on 25<sup>th</sup> August 2021 to discuss feedback of Academic audit held on 20<sup>th</sup> and 21<sup>st</sup> August 2021 and during the meeting the auditors' feedback was discussed. General feedback and department specific feedback were sent to the departments.

## Agenda 2. To review NAAC Peer Team visit.

Peer team report including suggestions of the Peer Team members was discussed. Suggestions from the members were noted down.

## Agenda 3. Any other related matters.

The Administrator announced the result of NAAC 2<sup>nd</sup> cycle assessment. He informed that Father Muller Medical College has been reaccredited with "A" Grade CGPA 3.21. The Administrator congratulated and thanked Director FMCI, Administrator FMMCH, Asst. Administrators FMMCH, Board of Governors, MC members, HODs, Department NAAC Co-ordinators and all committee members for their co-operation.

The meeting concluded with the words of thanks by Dr. Shivashankara AR, Member IQAC at 5 pm.

Dr. Hareesh .S. Gouda, Secretary

Father Muller Medical College Mangaluru-575002

#### FATHER MULLER MEDICAL COLLEGE, MANGALORE

#### IQAC MEETING MINUTES

### 12th November 2021 at 3.30 pm at Senate Hall

#### Agenda:

- 1. To review the previous meeting.
- 2. To discuss NAAC 2<sup>nd</sup> cycle assessment score.
- 3. To discuss suggestions of Peer team members.
- 4. Any other matter.

#### **Members Present:**

- 1. Rev. Fr. Ajith Menezes, Administrator, FMMC
- 2. Dr B Sanjeev Rai, Cheif of Research, FMRC
- 3. Dr Jayaprakash Alva, Dean & Chairperson, IQAC
- 4. Dr Antony Sylvan Dsouza, Dean, FMCAHS
- 5. Sr Janet D'Souza, Chief Nursing Officer
- 6. Sr Jacintha D'Souza, Principal, FMCON
- 7. Dr Ramesh Bhat, Vice Dean & Co-ordinator, IQAC
- 8. Dr Hareesh S Gouda, Secretary, IQAC

- 9. Dr Padmaja Udaykumar, Member, IQAC
- 10. Dr Maitreyee D S, Member, IQAC
- 11. Dr Veena Jasmine Pinto, Member, IQAC
- 12. Dr Sudhir Prabhu H., Member, IQAC
- 13. Dr Sa Ribeiro Karl Nicholas, Member, IQAC.
- 14. Dr Nicole Rosita Pereira, Alumni Representative
- 15. Dr Jostol Pinto, Alumni Representative
- 16. Mrs Jyothi Pinto, HRM
- 17. Mrs Janet Lobo, Chief Librarian

#### Members absent/on leave:

- 1. Dr Shivashankara A R, Member, IQAC
- 2. Dr Avinash S S, Member, IQAC

- 3. Ms Cherishma D'Silva, Member, IQAC
- 4. Dr Hemanth Kumar, Member, IQAC

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

The Administrator, FMMC welcomed the gathering and thanked all the members for their team effort because of which we have achieved 'A' grade with better CGPA than first cycle in NAAC Re-Accreditation process. He also requested all the members to aim for and work towards getting 'A+' grade in the next cycle. He suggested that all the educational units under FMCI need to coordinate with each other so as to achieve good ranking for the institution (FMCI) as a whole. The Secretary read the minutes of previous meeting held on 25<sup>th</sup> August 2021.

#### Agenda 2. To discuss NAAC 2nd cycle assessment score.

The Secretary presented NAAC 2<sup>nd</sup> cycle assessment score which was followed by discussions on the same. The Administrator suggested holding a meeting with external members to discuss the performance and to get their suggestion and guidance for quality improvement. The secretary presented areas where score is below 3. Discussions were held regarding the same and following suggestions were given by the members.

• To take measures to improve incremental performance in pass percentage of final year students.

- To mobilise the faculty to use various e-content resources available like NPTEL, e-PG Pathshala etc.
- To develop facility for audio visual recording of the lecture classes and other learning materials.
- To hold more number of cultural fest and intercollegiate sports tournament for students.
- To resend the institutional policy regarding financial support for attending professional development programs to the teaching faculty.
- To create awareness among the teaching faculty about Rules and Regulations of the institution, welfare schemes available etc.

The Librarian was instructed to look into the process of getting the membership of SWAYAM.

#### Agenda 3. To discuss suggestions of Peer team members.

The Secretary presented the suggestions mentioned by Peer team members in the report.

#### Suggestions:

- 1. Aptitude testing before insistence on research, publications and presentations members suggested initiating aptitude testing and the practicability of the same needs to be discussed.
- 2. Allowing non-polluting 2 wheelers for students & residents in the campus members suggested having additional electric buggies in the campus.
- 3. Dedicated Alumni resource officer members suggested having fulltime Alumni resource officer to strengthen alumni association.
- 4. Out of hour access to food members suggested having facility for food inside the campus after hostel dinner timing at least up to 11 pm.
- 5. Free medical care for all students, permanent employee and dependents The Administrator informed the members that the matter will be discussed with the higher authority.

Discussions were also held for the suggestions that were communicated orally by the Peer team members during the interaction.

Awareness among teaching faculty & non-teaching staff about welfare schemes –
members suggested informing/ orienting the teaching faculty about Rules and
Regulations of the institution, welfare schemes available etc. The Administrator
instructed the HR manager to create awareness among the non-teaching staff about
welfare schemes available during the induction program.

- Support for publication in journals (providing manuscript handling fees) Members suggested to provide minimum 50 % of manuscript handling fee for High Impact journals and 100 % for NMC list of journals. The Administrator informed that the matter will be discussed with the higher authority. He also requested Dr. Ramesh Bhat to prepare list of high impact journals. He opined that guidelines need to be formed about the journal, extent of financial support etc.
- Extension of support to the faculty for attending the conference.
- Promotional opportunities for non-teaching staff.
- Medical benefits to the employees & their spouse after retirement.

The Administrator informed that the matter will be discussed with the higher authority.

#### Agenda 4. Any other related matters.

The Secretary presented the difficulties encountered during preparation of SSR for 2<sup>nd</sup> cycle. Following points were presented for the opinion of the members:

- Submission of report of the activities by the Departments and Committees within the stipulated time. Report should consist of brief description about the topic, name of the resource persons, number of participants and 2-3 geo tagged photos (at least one photo with banner in the background) and signature of the convener/organising chairman/organising secretary with seal.
- Photographs of all the activities should be "Geo tagged photos".
- All committees should have "Rubber stamp" of their respective committees.
- To maintain soft copy and hard copy of all the activities, professional development program attendance/ presentation/ resource person certificate etc year wise.
- To maintain proof of all Health camps/ outreach program/ health talks. To obtain Letter of Invitation and Appreciation letter from the Collaborating agency or Local leader.
- Department should introduce at least one innovative method either in Teaching, Assessment, Student support or Research every year and has to be continued to make it as Best practice of the department.
- All committees of the institution should have the SOP and to function meet as per the SOP.
- Green campus initiatives Green audit, naming of plants/ trees etc.
- Copy of all communication/ reports should be sent to <a href="mailto:fmmciqac@fathermuller.in">fmmciqac@fathermuller.in</a>

It was decided to have academic audit of the departments after 6 months by the internal members and at the end of the academic year by the external member for each academic year. It is also decided to have Academic and Administrative Audit (AAA) by the senior academician every 2 years.

The meeting concluded with the words of thanks by the Administrator, FMMC at 4.50 pm.

Dr. Hareesh .S. Gouda,

Secretary

	IQAC MEETING AS ON 12.11.2021	10.
NO	NAME OF THE MEMBERS	SIGNATURE
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	Rev. Fr. Ajith Menizes, Administration, FMMe	Ble
	Rev. Fr. George Jeevan Sequeira, Asst. Administrates, Formet	
	Rev. FR. Nelson Deeraj Pais, PSSt Administratos, FMMCH	112.00
	Dr. Jayaprakash Alva, Dean Fmmc	al .
	Dr. B. Sanjeev Rai Chief of Research, FMRC	MY
	19r. Udaykumas, Medical superintendent	
	10 v. Antony Sylvan Deouza, Dean FMCAHS	Ohm
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